JEFFERSON COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



2025

Jefferson County Board of County Commissioners

Division of Emergency Management

NOTICE: This document contains information about the Jefferson County government's deployment, mobilization, and tactical operations in response to emergencies. It is exempt from public disclosure under Section 281.301, Florida Statutes.

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RECORD OF CHANGES

This version of the Jefferson County Comprehensive Emergency Management Plan (CEMP) is updated to meet the criteria set forth by the Florida Division of Emergency Management.

Information on processes was gathered from those currently responsible for these processes. The previous CEMP was used as a historical reference or when it was determined that no changes were required.

RECORD OF CHANGES

Date	Description of Change	Location	Posted By

I. INTRODUCTION

A. General

Florida Statutes, Chapter 252 (Emergency Management Act), identifies the emergency powers and responsibilities of political subdivisions in Florida. A key provision in the statute is that each county in Florida shall develop a Comprehensive Emergency Management Plan (CEMP) and programs that are coordinated and consistent with the State's Comprehensive Emergency Management Plan and programs. Furthermore, Presidential Policy Directive 5 and Homeland Security Presidential Directive 8, enacted in 2003, require the State and Local governments to adopt the fundamental principles, language, and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Framework (NRF) as a condition for receiving specific categories of federal support for emergency management operations.

The revised Jefferson County CEMP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practices, and language, 2) capitalizes on the lessons learned from recent disasters, and 3) incorporates plans, programs, and policies that have emerged since the last revision of the CEMP. The CEMP establishes a framework through which the County may prepare for, respond to, recover from, and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety, and general welfare of the residents and emergency workers of Jefferson County. The CEMP guides county officials on procedures, organization, and responsibilities that will prevent, minimize, and/or relieve personal hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides an integrated and coordinated response among the county, municipal, state, and federal levels.

The CEMP is operation-oriented, addressing communication and warning systems, the rapid and pre-deployment of resources, evacuation, shelter operations, and post-disaster response and recovery activities. It clearly defines the responsibilities of county, municipal, volunteer, and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The CEMP outlines the basic strategies, assumptions, and mechanisms through which the County will mobilize resources and conduct activities to guide and support County emergency management efforts, encompassing prevention, preparedness, response, recovery, and mitigation. The CEMP adopts a functional approach to facilitate inter-governmental operations, grouping the type of assistance provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. Additionally, other agencies with similar capabilities have been assigned support roles to the appropriate ESFs. The ESFs serve as the primary operational mechanism through which county assistance is managed. Command and General Staff positions have been assigned to support the ESFs. County assistance will be provided to impacted communities under the overall authority of the Director of Emergency Management (Local Coordinating Officer) on behalf of the Board of County Commissioners.

To ensure the revised CEMP was strictly aligned with the State and National preparedness guidance, the State Division of Emergency Management and the National Department of Homeland Security publications listed below were consulted and closely followed:

- National Preparedness Guidelines (September 2021)
- National Response Framework (October 2019)
- National Preparedness Goal (September 2015)
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101 (CPG 101) (May 2025)
- Core Capabilities List (August 2022)
- Developing and Maintaining Emergency Operations Plans, Version 3.1 (May 2025)

The following information is an excerpt from the Department of Homeland Security's Guidance on Aligning Strategies with the National Preparedness Goal:

1. The National Preparedness Goal

The Goal represents a significant evolution in approaching preparedness and homeland security. It presents a collective vision for national preparedness and establishes National Priorities to help realize it. The goal's vision encompasses the full spectrum of activities necessary to address various threats and hazards, including terrorism.

The vision of the National Preparedness Goal is: To engage Federal, State, local, and tribal entities, their private and non-governmental partners, and the general public to achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from significant events to minimize the impact on lives, property, and the economy.

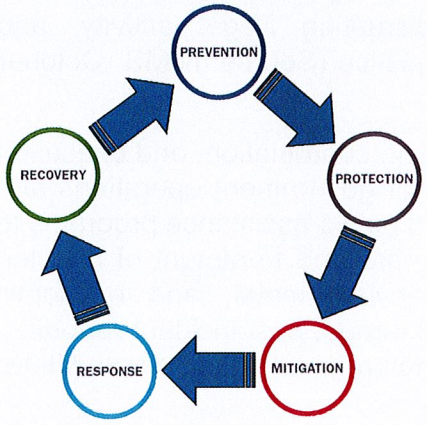


Figure 1 Emergency Management Missions

2. Framework for National Preparedness

The Goal provides a common framework for a systems-based approach to build, sustain, and improve national preparedness for various threats and hazards. The Goal and other source documents define the mission areas of this framework as follows:

a. Prevent: Actions to avoid, intervene, or stop an incident from occurring. Prevention involves actions taken to protect lives and property. It consists of applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the whole nature and source of the threat, public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, pre-empting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice (Source: NIMS, October 2017).

b. Protect: Actions to reduce the vulnerability of critical infrastructure or key resources to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies (Source: HSPD 7, December 2003). It requires coordinated action by Federal, State, and local governments, the private sector, and concerned citizens nationwide. Protection also includes continuity of government and operations planning; awareness evaluation and understanding of threats and vulnerabilities to their critical facilities, systems, and functions; identification and promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing among private entities within the sector, as well as between government and private entities (Source: The National Strategy for the Physical Protection of Critical Infrastructures and Key Assets, February 2003).

c. Mitigation: Includes those actions necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

d. Respond: Activities that address an incident's short-term, direct effects. The response includes immediate actions to save lives, protect property, and meet basic human needs. Response also provides for executing emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident, increased security operations, continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice (Source: NIMS, October 2017).

e. Recovery: Activities that include the development, coordination, and execution of service–and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents (Source: NIMS, October 2017).

At the core, success depends upon robust and adaptive collaboration between the public and private sectors among different levels of government, multiple jurisdictions, and departments and agencies within a single jurisdiction. Collaboration encompasses a wide range of activities (i.e., joint planning, training, operations) aimed at coordinating the capabilities and resources of various entities (agencies, organizations, and individuals from many tiers of public and private sectors) for the common purpose of preventing, protecting against, responding to, and recovering from intentional as well as

natural threats to people or property. A critical element, collaboration, can thus be the foundation for success in all four mission areas.

Each mission area includes a collection of capabilities that require the integration of multiple agencies, disciplines, processes, and procedures. For example, the prevention mission consists of an intelligence fusion and analysis capability. This capability requires the interaction of law enforcement investigations, public health surveillance, suspicious activity reports from the public, and other discipline-specific activities.

Integration is needed across mission areas. For example, information learned in intelligence fusion and analysis should inform critical infrastructure protection efforts so that protection strategies fit the threats.

This common framework provides an overarching structure to guide the establishment and enhancement of homeland security preparedness organizations, programs, and processes. While individual components within the framework may change over time, the framework itself remains robust and should not undergo significant changes.

B. Purpose

The CEMP organizes and coordinates County personnel, resources, and information to save lives, protect property, and safeguard the environment from the consequences of natural and human-caused threats and hazards. The CEMP unifies the County's response and recovery efforts. According to federal guidance, the plan sequences emergency management efforts according to: prevention, protection, preparedness, mitigation, response, and recovery. It allows for overlap between efforts as a given situation requires.

The plan establishes Jefferson County's whole community emergency management framework. It matches the County's available personnel and resources against potential hazards and identifies means for closing any gaps between them. The document establishes and reaffirms necessary relationships between stakeholders and forms the context for how interactions will occur. As outlined in this CEMP, the County's personnel, resources, and decision-making authorities are ideally organized to allow for adaptive, flexible, effective, and unified operations.

The target audience for this plan is the County's leadership, personnel, residents, and visitors, to inform them of how the jurisdiction will manage its threats and hazards, as well as the consequences of their occurrence.

C. Scope

The Scope of this plan identifies when and under what conditions its application or activation is necessary.

The plan establishes fundamental policies, strategies, and assumptions for a countywide Comprehensive Emergency Management Program, guided by the principles of the National Incident Management System.

The CEMP addresses the various types of emergencies that are likely to occur and the vulnerable population.

The CEMP establishes a Concept of Operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.

The CEMP defines inter-agency and inter-government coordination mechanisms to facilitate the delivery of immediate response and recovery assistance.

The CEMP assigns specific functions to appropriate county agencies and organizations and outlines methods for coordinating with the private sector, volunteer organizations, residents, and state and federal counterparts.

The CEMP identifies actions that county response and recovery organizations will take in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

The development of the CEMP requires the involvement of representatives from the government, private, and public sectors. The CEMP planning team analyzes and evaluates the specifics in each section of the previous CEMP.

The Jefferson County CEMP was developed using widely accepted planning principles and practices in emergency management, including compliance criteria established by the Florida Division of Emergency Management, the National Response Framework (NRF), and federal guidance related to the National Incident Management System (NIMS). The plan incorporates information from many sources, which are noted throughout the document. Standard Operating Guides supporting this plan were developed in conjunction with primary agencies.

The local planning process involvement includes:

- The Jefferson County CEMP is adopted by the Jefferson County Board of County Commissioners by resolution, which serves as the promulgation letter for the CEMP.
- Concurrence documents acknowledging and accepting plan responsibilities are maintained at the Jefferson County Division of Emergency Management.
- A comprehensive emergency management plan distribution list is maintained at the Jefferson County Division of Emergency Management.
- The Emergency Management Director is responsible for ensuring that all changes have been distributed to CEMP recipients. The distribution list is used to ensure that all relevant persons and offices are copied.
- As changes to the CEMP occur, they will be facilitated through the Jefferson County planning process, and electronic copies will be disseminated.

- A master copy of the CEMP is maintained in the Jefferson County Division of Emergency Management.

Statistics and updated data collection were from the following sources:

The Jefferson County Sheriff's Office, the Jefferson County Emergency Management Department, the Jefferson County Clerk's Office, the Jefferson County Health Department, the Jefferson County Fire & Rescue, the Jefferson County Planning Department, the Jefferson County Road Department, the Jefferson County School District, the Jefferson County Solid Waste & Recycling Department, the Jefferson County Building Department, the Jefferson County Property Appraiser, the Jefferson County Extension, the City of Monticello Clerk, the City of Monticello Public Works, the Monticello Police Department, the Jefferson County Comprehensive Plan (COMP), the Jefferson County Land Development Code, and The City Monticello Code of Ordinances.

The City of Monticello, the Jefferson County Chamber of Commerce, the Apalachee Regional Planning Council, the North West Florida Water Management District (NWFWMD), the Suwannee River Water Management District (SRWMD), the Florida Chamber of Commerce, the Florida Department of Law Enforcement (FDLE), the Florida Highway and Safety Motor Vehicles (FLHSMV), the Florida Department of Agriculture and Consumer Services, , the Florida Department of Transportation (FDOT), the Florida Department of Environmental Protection (DEP), the Office of Economic & Demographic Research (EDR), the Florida Department of Children and Families, the University of Florida, the Florida Department of Corrections, the Department of Sociology and Anthropology, Florida State University, the US Census Bureau, the US Census of Agriculture, the US Geological Survey, the US Department of Agriculture, the Federal Emergency Management Agency (FEMA), the National Oceanic and Atmospheric Administration (NOAA), the National Climatic Data Center (NCDC), the National Weather Service (NWS), the Florida Forest Service, the Red Cross, the Volunteer Fire Departments in Jefferson County, Jefferson County's Flood Insurance Study (FIS), the Flood Insurance Rate Maps (FIRMs) for Jefferson County, Rand Corporation and numerous other sources.

Discussion, input, research, and suggestions result in the rewriting and updating of the entire plan. References to other county planning documents were evaluated and are included in selected sections of the plan. Specifics relating to the natural, selected technological, and human-caused hazards and the mitigation annex were referenced from the Local Mitigation Strategy (LMS), the LMS Committee/Working Group Members, and the approved LMS Jefferson County Plan.

The CEMP planning team includes the following agencies, departments, and organizations (i.e., public, private, and volunteers) that participated in the development of this plan.

The public and private entities participating in the development of this plan include:

Jefferson County Board of County Commissioners
Jefferson County Sheriff's Office
Jefferson County Division of Emergency Management
Jefferson County Building Department

Jefferson County Planning Department
Jefferson County Road Department
Jefferson County Extension
Jefferson County Solid Waste & Recycling Department
Jefferson County Economic Development
Jefferson County Fire & Rescue Department
Jefferson County Humane Society/Wolf Creek Adoption Center
Jefferson County Clerk of Court
Jefferson County Property Appraiser
Jefferson County Health Department
Jefferson County School Board
Jefferson Somerset Charter School
Jefferson County State Housing Initiatives Partnership (SHIP)
City of Monticello
City of Monticello Clerk of Court
City of Monticello Public Works
City of Monticello Police Department
Volunteer Fire Departments

Other government entities furnishing input and information include:
Florida Forest Service
Jefferson Correctional Institution
Office of Economic and Demographic Research/ National Weather Service

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

American Red Cross
Duke Energy
Faith-Based Organizations
Lake Talquin
Northwest Florida Water Management District
Salvation Army
Suwannee River Water Management District
The Apalachee Center
The Monticello- Jefferson County Chamber of Commerce
Tri-County Electric Cooperative

As a notation to ensure public participation, Florida has what is known as the "Sunshine Law." The Sunshine Law establishes a basic right to access to most meetings of boards, commissions, and other governing bodies of state and local governmental agencies or authorities.

The Jefferson County residents have an opportunity to attend meetings and express their views, and the public is encouraged to become involved with the CEMP plan. Announcements of meetings were posted through social media outlets. These residents can provide valuable information about the past, present, and future Conditions within the community.

The CEMP planning team has participation from both the public and private sectors, assisting in several areas of the update to develop key aspects of the plan.

The CEMP is considered a living document that adapts to changes in policy, priorities, and needs. The Jefferson County Division of Emergency Management (EM) is responsible for maintaining and updating the CEMP.

II. SITUATION

A. Hazard Analysis

The detailed hazard analysis can be found in the current Local Mitigation Strategy Plan (LMS). The LMS Plan is a standalone document that was approved May 20, 2021, by the Jefferson County Board of County Commissioners and in June 2021, by FDEM and FEMA, which identifies the potential impacts and consequences of the various hazards as required by FEMA in the LMS Plan.

Hazards addressed by the LMS Plan include:

This section of the CEMP requires that the plan identify hazards that have not been covered in the Jefferson County LMS plan and specify which jurisdiction is vulnerable to the hazard. Before these hazards are identified and analyzed, it is essential to review the specific natural hazards profiled in the LMS that can have a significant impact on the county residents. It can provide a quick reference to the specifics related to the vulnerability, probability, extent, impact, frequency of occurrence, and costs (if available).

1. Types of Threats and Hazards

FEMA categorizes these risks into three broad types: natural, technological, and human-caused.

a) Natural hazards

These are environmental phenomena that pose a threat to people, infrastructure, and property. FEMA's National Risk Index identifies 18 types of natural hazards:

• Avalanches	• Landslide
• Coastal Flooding	• Lightning
• Cold Wave	• Riverine flooding
• Drought	• Strong Wind
• Earthquakes	• Tornado
• Hail	• Tsunami
• Heat Wave	• Volcanic Activity
• Hurricanes	• Wildfire
• Ice Storm	• Winter Weather

b) Technological Hazards

These stem from accidents involving the tools, machines, and substances used in modern life, as well as failures of critical systems. Examples include:

- **Hazardous materials incidents:** Chemical spills, explosions, or releases of radioactive materials at fixed facilities or during transportation.
- **Infrastructure failures:** Dam failures, transportation accidents, or widespread power and telecommunications outages.
- **Cybersecurity threats:** Major failures of computer systems, which can disrupt critical services and infrastructure.

c) *Human-caused*

These incidents are intentional acts that damage or threaten a community.

- **Terrorist attacks:** Using chemical, biological, nuclear, or explosive devices.
- **Other intentional acts:** Riots and other forms of civil disturbance.

Extensive information on the (i.e., historical data, occurrence statistics, probability, vulnerability assessments, measurement, extent, and impact) on these hazards should be referenced from the LMS Plan.

Table 1 reveals the vulnerability of the jurisdictions within Jefferson County. As noted, only the hazards that present moderate to high vulnerability are in this CEMP matrix. The other natural hazards are considered low vulnerability, and details on these hazards are profiled in the LMS plan.

Table 1 Jefferson County - Natural Hazards Vulnerability Matrix

Hazard	Priority Ranking		Probability		Magnitude	
	Unincorporated	Monticello	Unincorporated	Monticello	Unincorporated	Monticello
Tropical Cyclones	H	H	M-H	M-H	H	H
Severe Weather Events (tornadoes, thunderstorms/lightning)	M	M	M-H	M-H	M	M
Environmental Events (hail, freeze, drought/ heat wave)	L	L	M-H	M-H	L	L
Wildfires	H	M	H	M	M	L
Flood	H	H	H	H	H	H
Coastal Erosion	M	X	M	X	M	X
Technological Events (HazMat, Oil Spill)	M	M	M	M	L	L
Biological Events (exotic pests and diseases)	L	L	L	L	H	H
Terrorism Events	L	L	L	L	L	L

Key Code:

Priority Ranking was defined as follows:

High – Extremely important. High impact on the County and Municipality
Medium – Moderately important. Moderate impact to the County and Municipality.
Low – Low importance. Low impact to the County and Municipality
X – No impact. Of no importance to the County and Municipality

Probability was defined as follows:

High – Occurrence at least one or more times a year.
Medium-High - Occurrence at least once every three years.
Medium – Occurrence at least once every five to seven years.
Low – Occurrence less frequently than every ten years

X – Event has never happened and is not expected to occur, not profiled.

Magnitude was defined as follows:
High – the entire jurisdiction is potentially affected by an event.
Medium – Most of the jurisdiction is potentially affected by an event.
Low – Only a specific area of the jurisdiction is potentially affected.
X – event has never occurred, nor is it expected to occur.

• Natural Hazards
  ○ Coastal Erosion
  ○ Disease Outbreak
  ▪ Epidemic/Pandemic
  ▪ Animal/Plant
  ○ Flood
  ▪ Storm Surge
  ▪ Riverine
  ○ Geological
  ▪ Sinkholes
  ○ Severe Weather
  ▪ Thunderstorms
  ▪ Tropical Cyclones
  ▪ Tornadoes
  ▪ Hail Storms
  ▪ Extreme Winds
  ○ Extreme Temperatures
  ▪ Cold/Winter Storm
  ▪ Heat/Drought
  ○ Wildfire
	• Technological Hazards
	  ○ Dam Failure
	  ○ Bridge Collapse
	  ○ Hazardous Materials
	  ▪ Fixed Facility
	  ▪ Transportation
	  ▪ Coastal/Offshore
	  ○ Transportation Incidents
	  ▪ Air
	  ▪ Railway
	  ▪ Highway
	  ○ Utility Outages
	• Human-Caused Hazards
	  ○ Terrorism
	  ▪ Chemical
	  ▪ Biological
	  ▪ Radiological
	  ▪ Nuclear
	  ▪ Explosive
	  ▪ Cyberterrorism
	  ○ Workplace/School Violence
	  ○ Civil Disturbance
	  ○ Mass Migration

B. Geographic Information

1. Description

Jefferson County is in the northern part of the Florida Peninsula. The region known as the "Big Bend" for the arc of the Gulf of Mexico shoreline where the panhandle meets the peninsula. It is bordered to the north by Georgia (Thomas County and Brooks County), to the northeast, Madison County to the east, Taylor County to the southeast, Leon County to the west, Wakulla County to the southwest, and to the south by the Gulf of Mexico. It is the 62nd most populous county with 0.1% of Florida's population.

The county is considered part of the Tallahassee, FL Metropolitan Statistical Area. Founded in 1827, the county seat is Monticello and is the 62nd most populous county in the state. The total area of Jefferson County is 407,680 acres, or approximately 637 square miles, of which 598 square miles is land, and 38 square miles is water. It is about

39 miles from north to south and about 24 miles wide at the widest point, and there are about six miles of coastline.

The county is known as the "Keystone County," identified by being the only county bordering Georgia and extending to the Gulf of Mexico. The Northern Highlands and the Coastal Lowlands in Jefferson County are two of the major physiographic divisions and are separated by the Cody Scarp. The Cody Scarp (a.k.a, escarpment) is an ancient formation from ~1.8 million to 10,000 years ago, where the shoreline persisted.

2. Topography

The county consists of uplands that are generally level to strongly sloping. Stream valleys are narrow, and heavily wooded areas exist along the broad, flat floodplains of the Aucilla River, with other swampy lowlands scattered throughout the county (U.S. Department of Agriculture, Soil Conservation Service, undated). The National Geodetic Vertical Datum of 1929 (NGVD) has an elevation of 235 feet above sea level, located at the courthouse in Monticello, as one of the highest points in Florida.

The southern third of the county is relatively flat coastal, poorly drained sands in commercial timber production. Jefferson County is located in the St. Marks and Aucilla River Basins, and the wetlands in the county include acres of Lake Miccosukee along the northwest boundary shared with Leon County, over 80,000 acres in the Aucilla Wildlife Management Area, and the St. Marks National Wildlife Refuge.

The county can experience flooding and severe wind damage, particularly to poorly constructed homes and mobile homes, from hurricane/tropical storm or tornado events. Thunderstorms are frequent in the area, with numerous storms, tornado watches, and warnings. Flood plains have been identified and mapped and are maintained in the Emergency Management Office and in the Planning Department.

3. Land Use

The land use for the county is primarily agricultural and conservation. Most of the crop and livestock farming is on sandy loam soils and is located in the northern region of the county. According to the 2022 Census of Agriculture, there were 597 farms, accounting for 189,120 acres of farmland. In 2022, the market value of the products sold for Jefferson County was $114,586,000.

The top crop items are forage (hay/haylage), pecans, soybeans, and cotton. The top livestock are chickens (broilers/meat), cattle and calves, goats, hogs and pigs, horses and ponies, layers, pullets, sheep and lambs, and turkeys.

4. Future Land Use

The Future Land Use (FLUM) Plan Map identifies the classification areas for Jefferson County: agriculture, conservation and environmentally sensitive, industrial, residential, prison, mixed-use, and commercial. The map reveals that land use is predominantly agricultural.

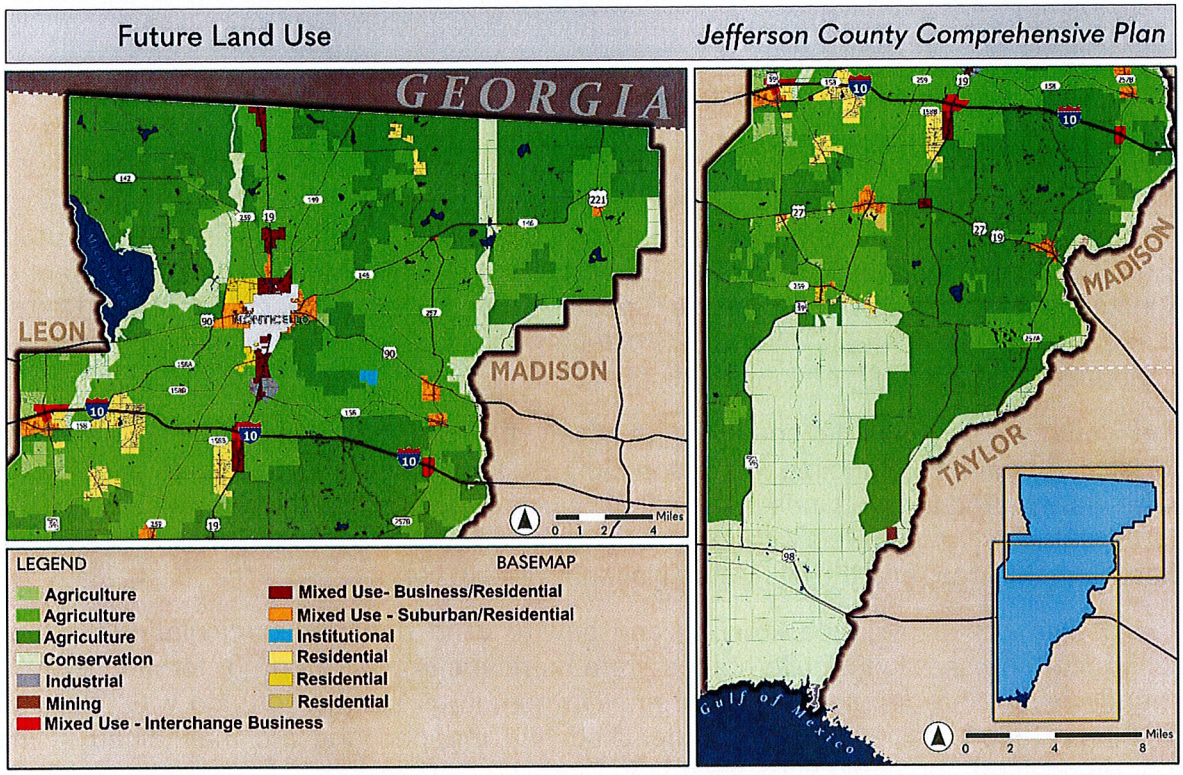


Figure 2 2025 County Future Land Use Map

5. Drainage Patterns

According to the Florida Geological Survey, the county's general soils and drainage have much in common with the adjoining counties on the east (Madison) and west (Leon). Approximately two-thirds of the county consists of rolling red clay hills, while the southern area is more level land (Figure 2).

There are several lakes in the county, with the largest in the northwest corner, Lake Miccosukee (Figure 2). The lake drains through solution cavities into the porous limestone, which lies comparatively close to the surface throughout most of the county.

The Aucilla River, located in the eastern part of the county, and the Wacissa River, located in the southern part of Jefferson County, are the two most significant streams. These rivers, with their several tributary streams, carry off the surface drainage.

Aside from the drainage by surface streams, the county also has a well-defined system of underground drainage. Lake Miccosukee will occasionally become dry, resulting in the

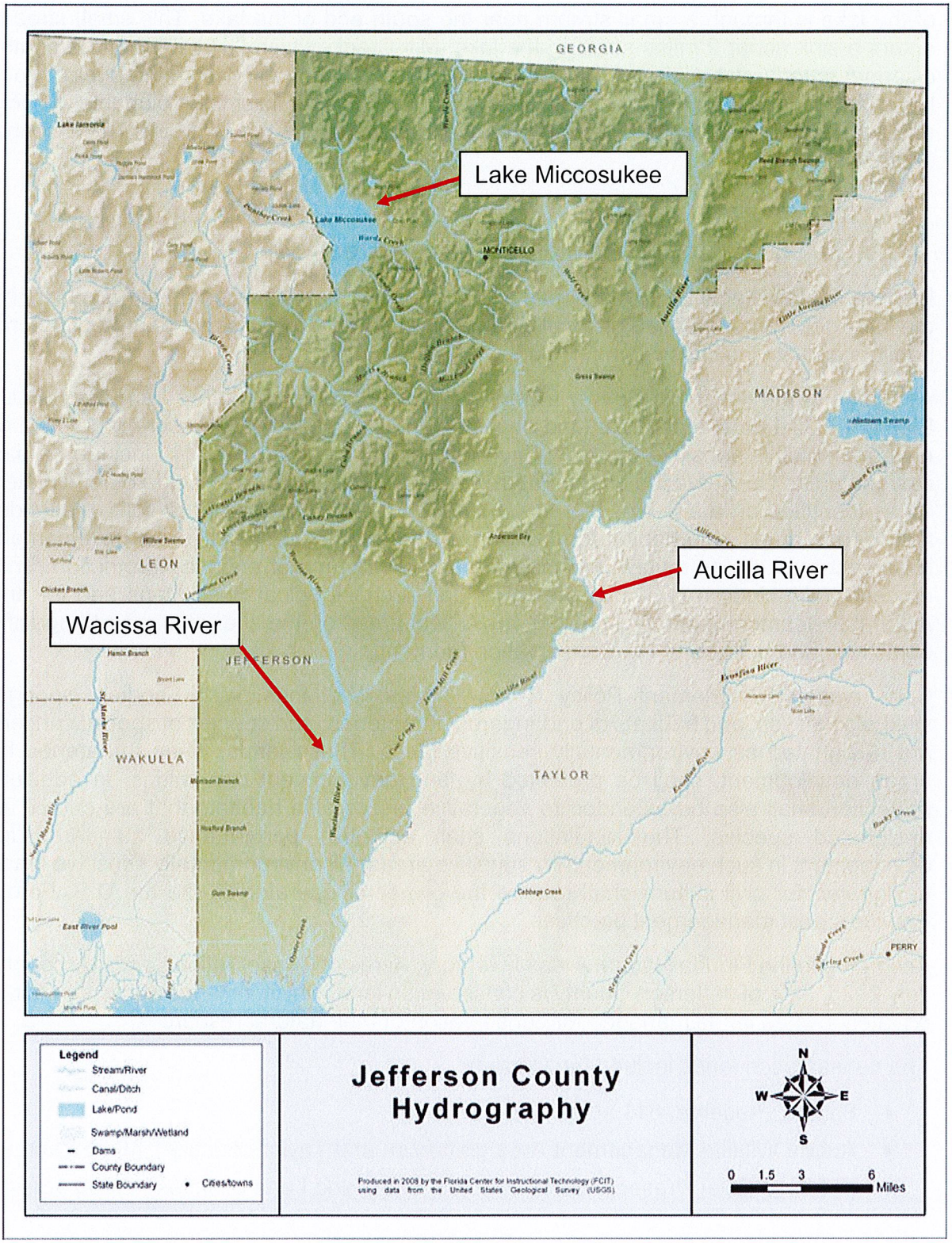


Figure 3 Hydrography Map for Jefferson County

water passing off through the sink near the northwest corner. The principal surface outlet

of the lake is through a small stream near the south end of the lake. This small stream enters a sink about 2 miles south of the lake. Mill Creek, which flows in from the south, disappears through a sink only a short distance from the one into which the stream from Lake Miccosukee drains. In periods of heavy rainfall when these sinks are unable to carry off all the water, the Aucilla and Wacissa Rivers overflow into the St. Marks River on the southwest.

6. Environmentally Sensitive Areas

Environmentally sensitive lands: Areas of land or water that are determined necessary by the local government, based on locally determined criteria, to conserve or protect natural habitats and ecological systems (Rule 9-J-5 FAC).

As stated in the Jefferson County Comprehensive Plan, Policy Future Land Use (FLU) Element FLU-1-5: The county's land development regulations shall ensure protection of environmentally sensitive lands. Environmentally sensitive lands include areas designated as Conservation on the Future Land Use Map and may include other isolated areas identified on a site-by-site basis, based on the presence of poor soils, wetlands, flood-prone areas, and habitat for threatened and endangered wildlife. All development is subject to site plan review, which is the primary means of ensuring protection. This process will include a review of the FIRM and Archaeological Sites Maps and for any major development a survey showing any critical areas on the site. Also refer to specific objectives and policies of the Conservation Element.

Conservation (C) Element Policy C-1.5.4 states: Wetlands, water bodies, springs, sinkholes, caves, and habitats of endangered, threatened, and species of special concern are designated as environmentally sensitive lands. These lands, when threatened by urban development, shall be protected by land development regulations. In addition, protection shall also be extended to vegetative and wildlife habitats that are critical for designated species. The regulations shall establish performance standards for development in such environmentally sensitive areas. All environmentally sensitive lands designated for civil culture shall require the owner or operator to use the U.S. Forest Service's best management practices.

According to the Florida Natural Areas Inventory, Acres of Conservation Lands by county, July 2025, 32% of Jefferson County is conservation land, which includes public and some privately-owned lands managed for conservation of their natural resources.

The conservation lands include the following:

- Fanlew Preserve, 611 acres
- Aucilla Wildlife Management Area (Jefferson and Taylor counties), 46,261 acres
- St Marks River Preserve State Park (Jefferson and Leon counties), 2,589 acres

- Wacissa Conservation Area, 1066 acres

- Flint Rock Tract, 7950 acres
- Middle Aucilla Conservation Area (Jefferson, Madison and Taylor counties), 8,959 acres
- St. Marks National Wildlife Refuge (Jefferson, Taylor and Wakulla counties), 72,089 acres
- Jefferson County Coastline (St. Marks National Wildlife Refuge)

Jefferson County has the state's shortest coastline, consisting of five miles of wilderness, sanctuaries, and salt marsh in the St. Marks Refuge. According to the U.S. Fish & Wildlife Service, "the refuge was established in 1931 to provide wintering habitat for migratory birds. It is one of the oldest refuges in the National Wildlife Refuge System. It encompasses over 70,000 acres spread out between Wakulla, Jefferson, and Taylor counties, and includes about 43 miles along the Gulf Coast of northwest Florida."

7. Geographic Areas - Impact of the Hazards Identified

These geographic areas are expected to suffer the impact from the natural, technological, and human-caused hazards profiled that pose a medium or moderate to high vulnerable risk in the Hazard Analysis of the LMS Plan.

Several of the human-caused hazards profiled in the hazard analysis area of the LMS Plan were considered low to medium vulnerability for the county.

Some geographic areas of the county are more vulnerable to impact from specific hazards than others. The following describes these areas and the types of hazards to which they are vulnerable.

a) Coastal Area

As noted above, Jefferson County's coastline is the shortest coastline in the state, however, coastal oil spills presented a medium to high vulnerability to Jefferson County due to results and impact from the Gulf Oil Spill in 2010. Psychological and economic data reveal that a significant hazard, "like the Deepwater Horizon Oil Spill," can devastate a community. It can take many years to rebuild and reestablish... and some residents or tourists never return.

b) Agricultural Industry

The county is particularly vulnerable to the effects of the natural and human-caused hazards:

- flooding (inland and coastal)
- Hurricanes/Tropical Storms
- Hailstorms
- Thunderstorm/High Winds/Heavy Rain
- Wildfires

- Drought
- Freezing Temperatures
- Exotic Pests and Diseases

Selected agricultural crops, especially pecans, tobacco, and watermelons, could be impacted by these hazards. The Future Land Use Map outlines the agrarian area within Jefferson County, especially near the environmentally sensitive regions bordered by the rivers, which would have the highest vulnerability to impact from the natural hazards. The human-caused hazard (exotic pests) could affect the entire agricultural/forested area in the county and possibly decimate the crops.

c) Major Waterways

Areas along the county's waterways are particularly vulnerable to the effects of the natural, human-caused, and technological hazard events:

- Flooding
- Hurricanes/tropical Storms
- Storm Surge
- Coastal Oil Spill
- Thunderstorms/High Winds/Heavy Rain
- Critical Infrastructure Collapse (Bridges)
- Hazardous Material Spills

Jefferson County is located in the northern part of the Florida Peninsula. The region known as the "Big Bend" is for the arc of the Gulf of Mexico shoreline where the panhandle meets the peninsula of the state. The major waterways are located in the northwest corner of the county. Lake Miccosukee and the Aucilla River are on the east side, in the southern part of the county, and the Wacissa River.

Jefferson County suffers the impact of the hazards with the highest vulnerability for the major waterways, specifically Lake Miccosukee and the Aucilla River. General flooding resulting from periods of intense heavy rainfall could cause ponding and sheet runoff in the low, poorly drained areas.

d) Major Roadways

The county's roadways are particularly vulnerable to the effects of natural and technological hazard events:

- Flooding
- Sinkholes
- Hurricanes/ tropical Storms
- Thunderstorms/Heavy Rain

- Wildfires
- Winter Storms
- Hazardous Material Spills Critical Infrastructure Collapse (Bridges)
- Major Transportation Accidents

e) Railroad Corridors

The county's railway corridors are particularly vulnerable to the effects of natural and technological hazard events:

- Flooding
- Sinkholes
- Wildfires
- Hazardous Material Spills

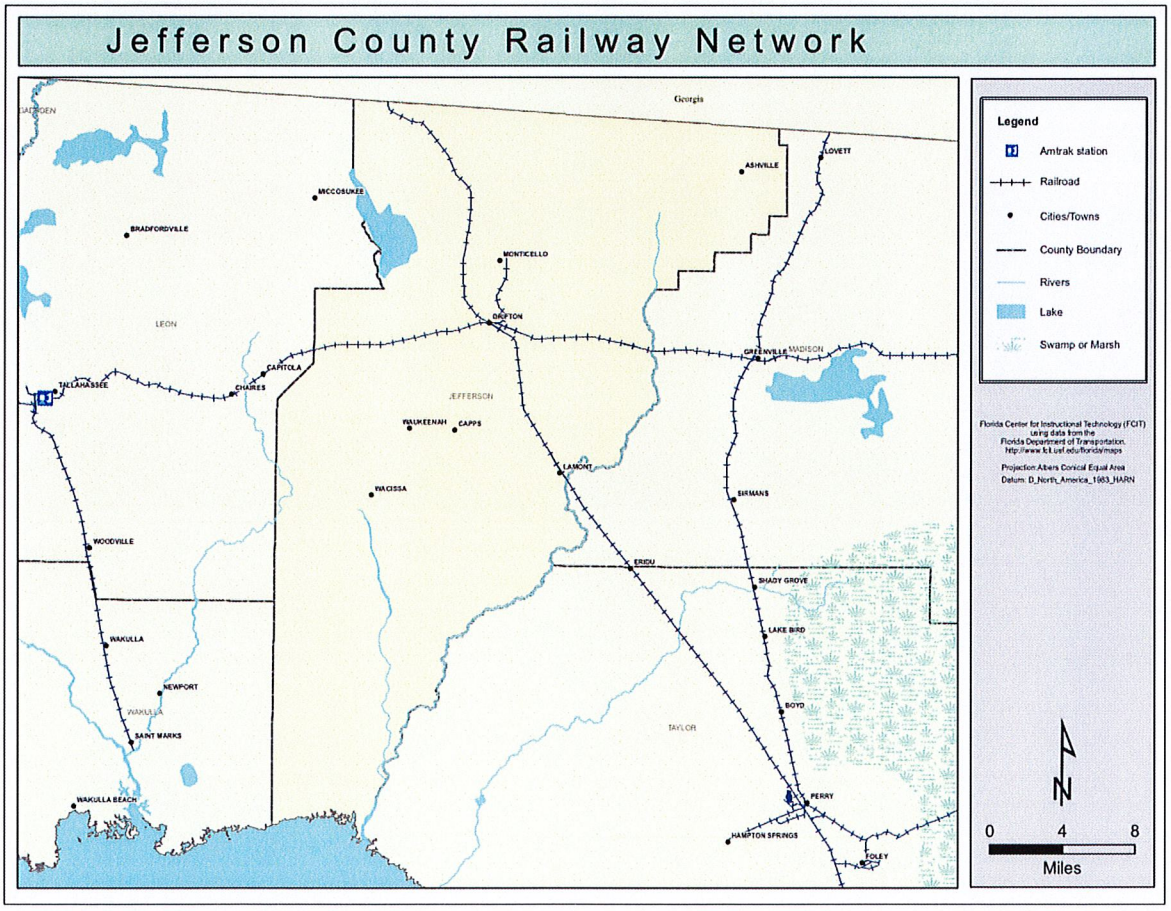


Figure 4 Jefferson County Rail Network

Source: Florida Department of Transportation

f) Major Transportation Incidents

For the major roadways and railroad corridors, the Jefferson County Railway Network (Figure 4) and Jefferson County Road Network (Figure 5), are used to identify the geographic areas of the county that will suffer the impact of the hazards identified in this plan and present the highest vulnerability.

Roadways: The City of Monticello and the communities of Drifton and Lamont would suffer the greatest impact.

Railroads: The communities of Drifton and Aucilla would suffer the most significant impact.

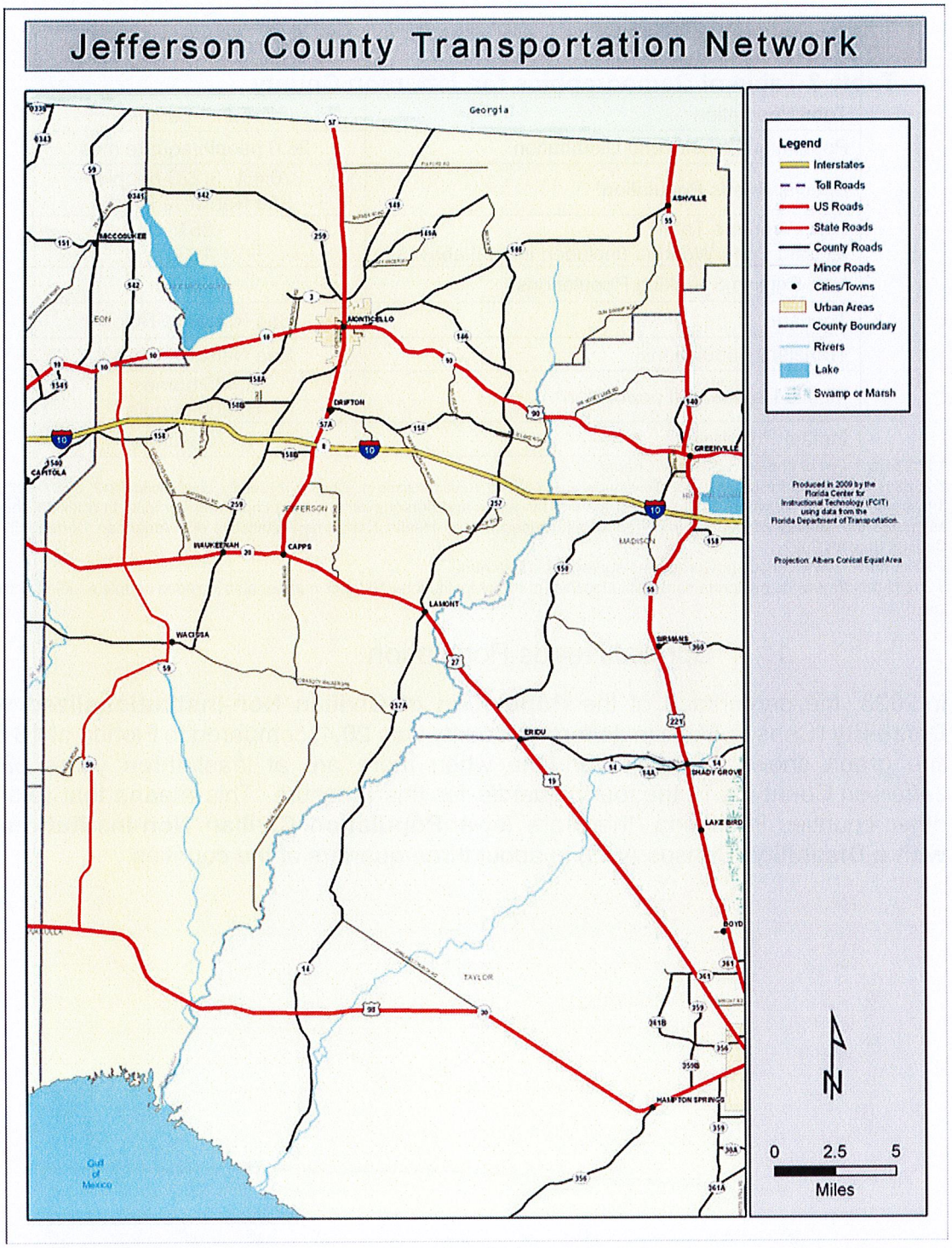


Figure 5 Jefferson County Transportation Network

Source: Florida Department of Transportation

C. Demographics

Table 2 Table of Demographics for Jefferson County

Total Population	15,921 people
Population Density and Distribution	26.6 people/square mile
Special Needs Population[1]	20.4% 3,223 people See Narrative Below
Farm Workers Total[2] Migrant Farm Workers (included in total above)	851 163
Non-English Speaking Populations[3]	≈880
Tourism	See Narrative Below
Transient Populations	See Narrative Below
Mobile Homes and population[4]	2,485 homes ≈5,800 people
Inmate Population[5]	1,179 people

1 2023 https://www.flhealthcharts.gov/Charts/
2 2022 https://data.nass.usda.gov/Publications/AgCensus/2022/Full_Report/Volume_1,_Chapter_2_County_Level/Florida/st12_2_007_007.pdf
3 Includes persons for whom English is not the first language and persons with hearing impairment or loss. In addition, this number estimates the number of hearing-impaired people based on the Health Department statistics and American Community Survey, Census data for 2022.
4 2023 https://www.census.gov/programs-surveys/acs/data.html
5 2025 https://www.fdc.myflorida.com/institutions/list-of-major-institutions/103; this number also includes people residing at the county jail.

1. Special Needs Population

In 2023, the percentage of the **Population of Civilian Non-Institutionalized with a Disability** (Census ACS) in Jefferson County was 20.4, compared to Florida at 13.5. The line graph shows change over time when there are at least three years of data. Jefferson County is in the fourth quartile for this measure. This means that relative to other counties in Florida, there are fewer **Population Civilian Non-Institutionalized with a Disability** (Census ACS) in about three-quarters of the counties.

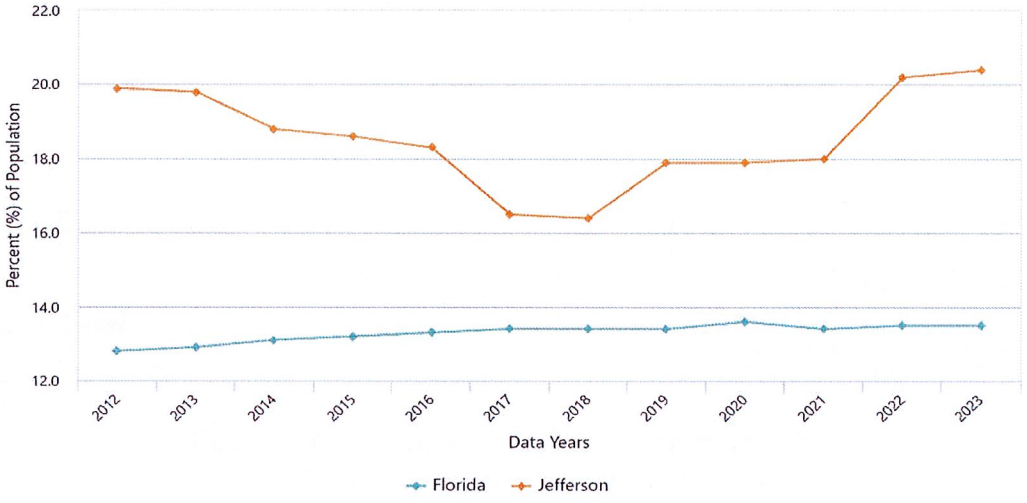


Figure 6 Special needs population by percentage compared to statewide percentage during the last 12 years.

Source: https://www.flhealthcharts.gov/Charts/

2. Population Distribution by Age

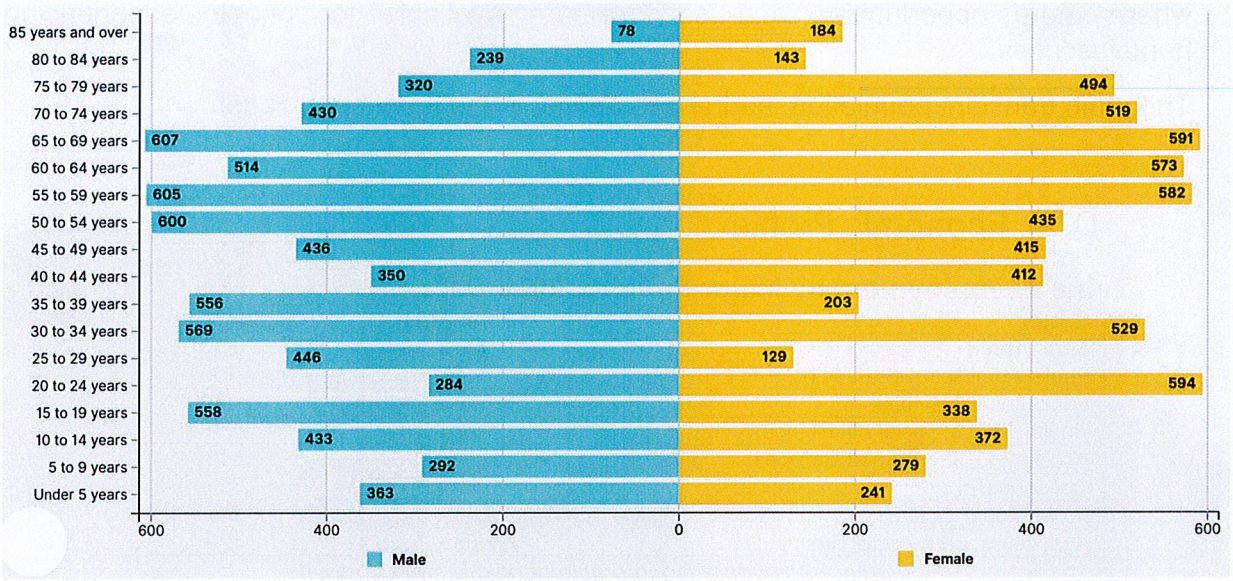


Figure 7 Jefferson County Population Distribution by Age and Sex
Source: https://data.census.gov/profile/Jefferson_County,_Florida?g=050XX00US12065

3. Tourism Areas and Impact

Jefferson County is not typically considered a tourist destination; however, downtown Monticello has rural small-town appeal. It offers the kind of experience many travelers crave but rarely find in big cities. Tourists are drawn to its slower pace of life, where the town center, family-run shops, and historic buildings tell stories of generations past. Instead of crowded attractions, visitors discover hidden gems—like cozy cafés, farmers' markets, and craft boutiques filled with handmade goods.

The county relies on several fairs and festivals annually. The Watermelon Festival is the most popular, attracting an estimated 8,000 people. The other popular event is the annual Old Glory Rodeo, which sees an approximate 1,500 attendees. The other popular event in the county is the annual Christmas Parade downtown, which is very popular with locals and the surrounding areas, attracting approximately 2,500 spectators.

4. Transient Population

This county experiences transient populations throughout the year, which vary. According to three different short-term vacation rental online sources, the county has an estimated 65 to 125 short-term rental properties for tourists and travelers to the area. This can house an estimated 160 to 310 people. The actual number is difficult to determine because many people do not register their property with the county or take their rental on and off the market in response to economic fluctuations or changing seasonal opportunities.

The other transient population is people experiencing homelessness. According to the Florida Department of Health, FLHealthCharts, Homelessness, Jefferson County does not see a regular population of people experiencing homelessness. However, the county will see occasional individuals traveling through the county on their way to Tallahassee, where more opportunities and services are available for people experiencing homelessness.

The main transient population, addressed above, is the tourist population.

D. Economic Profile

Table 3 Employment by Major Sectors, 2023 Data

Sector	Percentage	Employment
Retail Trade	15.6%	~970
Public Administration (Gov't)	11.4%	~709
Educational Services	10.4%	~640
Health Care & Social Assistance	10.2%	630
Accommodation & Food Services	8.79%	545
Construction	5.69%	353
Professional, Scientific, & Technical Services	3.89%	241
Agriculture, Forestry, & Timber	2.08%	129

Source: https://datausa.io/profile/geo/jefferson-county-fl

Table 4 Per Capita Income Comparisons for Jefferson County

Area	Per Capita Income
Jefferson County	$52,094
State of Florida	$41,055
United States	$37,638

2023 Data, Federal Reserve Bank, https://fred.stlouisfed.org/series/PCPI12065

1. Property Values and Home Ownership

According to 2023 data from the Census Bureau's American Community Survey, mean property values in Jefferson County were $198,800. This is an 18.6% increase over the previous year. In addition, the county has a home ownership rate of 75.1%.

2. Poverty and Living Conditions

As of 2023, according to the Census Bureau, American Community Survey data for 2023, 20.3% of the population, or 3,231 people, live below the poverty line. In addition, 10.4% of the population, or 1,656 people, live in substandard housing, which is on a slowly decreasing trend of 1.34% less since the previous year's information.

III. CONCEPT OF OPERATIONS

A. County Government

As required by Chapter 38, Florida Statutes, County governments are responsible for:

Maintaining an emergency management program at the county level involves all government, private, and volunteer organizations with responsibilities in the county's comprehensive emergency management system.

Coordinate the emergency management needs of all municipalities within the county and work to establish intra-county Mutual Aid Agreements to render emergency assistance.

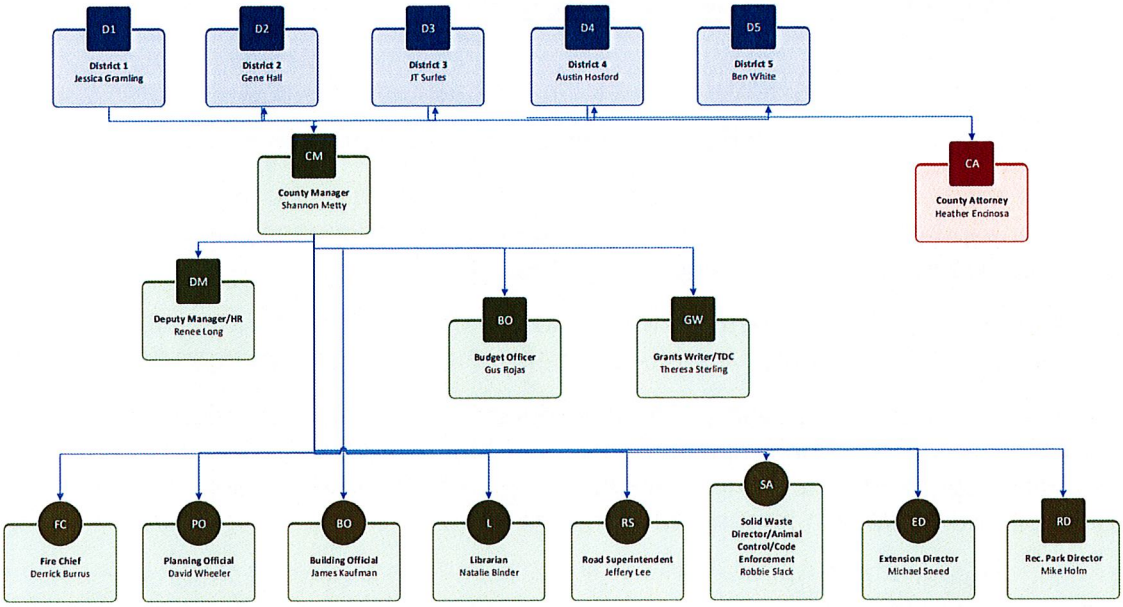
Implementing a comprehensive public awareness, education, and information program designed to reach all county citizens, including those requiring special media formats, non-English speakers (including individuals who do not use English as their primary language), and those with hearing impairments or loss.

Executing Mutual Aid Agreements within the State for reciprocal emergency aid and assistance in situations that exceed the county's capabilities.

Maintaining an emergency management program designed to prevent, mitigate, and minimize the effects of hazards by enforcing policies, standards, and regulations.

Maintaining disaster cost and expenditure reports, including resources mobilized due to Mutual Aid Agreements.

Three distinct types of communities exist within Florida. More than 30% of the population lives in highly urbanized areas. Most of the State's population is in the coastal zone except for Orlando. Other communities are not fully urbanized but are emerging as centers of growth. Examples are Polk County and the cities of Ocala and Tallahassee. Finally, rural Florida has cattle ranches, farms, pine forests, fishing villages, and small towns. Therefore, response and recovery activities must be tailored to the type of community impacted by disasters.



B. Municipal Government

As required by Chapter 252.38(2), Florida Statutes, municipalities are responsible for:

Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs.

Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency.

County agencies shall serve municipalities without emergency management programs. If a municipality elects to establish one, it must comply with all applicable laws, rules, and requirements governing county emergency management agencies.

Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan. Additionally, each municipality must coordinate requests for state or federal emergency response assistance with its respective county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

All Municipalities, County Departments, Constitutional Officers, and other organizations fall under the direction of the lead agency designated in the plan. The Director of Emergency Management will coordinate with State, Federal, and other outside agencies. Jefferson County operates under a Unified Command (UC) system, which provides maximum flexibility in responding to significant incidents involving multiple agencies and disciplines from various jurisdictions. The exact composition of the Unified Command structure will depend on the incident's location and severity level.

C. State Government

As required by Chapter 252, Florida Statutes, the State is responsible for:

Maintain an emergency management organization at the state level that involves all government agencies, businesses, and volunteer organizations responsible for comprehensive emergency management within Florida.

Maintaining a comprehensive public awareness, education, and preparedness program designed to reach a majority of Florida's citizens, including those requiring special media formats, such as non-English speaking individuals.

Supporting the emergency management needs of all counties by developing reciprocal intra- and inter-state mutual aid agreements, in addition to assistance from the Federal Emergency Management Agency.

Directing and controlling a State response and recovery organization based on emergency support functions, involving broad participation from State, private, and voluntary relief organizations, in a manner compatible with the federal response and recovery organization and concept of operations.

Developing and implementing programs or initiatives designed to prevent, mitigate, and minimize the effects of hazards by establishing and enforcing policies, standards, and regulations.

Coordinating state activities with Florida volunteer organizations that are actively involved in disaster response. Ensure that these organizations are identified and organized under Emergency Support Function 15 (Volunteers and Donations) of the State Emergency Response Team.

Coordinating State activities with Florida's business community and its organizations to ensure comprehensive coverage of assistance and relief during a disaster.

Promoting mitigation efforts in the business community, with an emphasis on the state's infrastructure.

Identifying critical industries and infrastructures that may be impacted by disaster or are required for emergency response efforts.

Reviewing and analyzing the plan against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.

D. Federal Government

The federal government is responsible for:

Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the nation's vulnerability to terrorism, natural disasters, and other emergencies; and minimizing damage while assisting in emergency recovery.

Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.

Providing federal assistance as directed by the President of the United States, under the coordination of the United States Department of Homeland Security and the Federal Emergency Management Agency, in accordance with national response plans.

Identifying and coordinating the provision of assistance under other federal statutory authorities.

Assisting state and local governments in response to and recovery from a commercial radiological incident, consistent with guidelines established in the current Federal Radiological Emergency Response Plan and the National Response Framework.

Managing and resolving all issues about a mass influx of persons migrating from other countries without crossing normal points of entry, and utilizing the legal documents to obtain entry.

Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Mosquito Control, Fire and Rescue, and School) are responsible for establishing liaisons with Jefferson County and its organizations to support emergency management capabilities within the county. Special districts that involve inter-jurisdictional authority can provide resources and services to help other functionally related systems in times of disaster.

F. Private Sector

Coordinate with Government agencies to ensure comprehensive coverage of assistance and relief during emergencies.

Provide and coordinate relief not provided by the government on a complementary and supplementary basis.

Develop Mutual Aid Agreements and Memoranda of Understanding for actions performed during emergencies.

G. Non-Governmental and Volunteer Organizations

Coordinate with government agencies to ensure comprehensive coverage of assistance and relief during emergencies.

Provide and coordinate relief not provided by the government on a complementary and supplementary basis.

Develop Mutual Aid Agreements and Memoranda of Understanding of duties and areas of responsibility to be performed during an emergency.

H. Citizen Involvement

Strong partnerships with citizen groups and organizations support incident management, prevention, preparedness, response, recovery, and mitigation. The U.S. Citizen Corps brings these groups together and focuses the efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds. Local Citizen Corp Council volunteer organizations, which include Community Emergency Response Teams (CERTs), Radio Amateur Communications Emergency Service (RACES), Neighborhood Watch, Volunteers in Sheriff's Office Reserve, and the affiliate programs, provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events. Citizen Corps Affiliate Programs expand the resources and materials available to States and local communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts. Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of the Federal response to major disasters and events of national significance. One example is the National Animal Health Emergency Response Corps (NAHERC), which helps protect public health by providing a ready reserve of private and State animal health technicians and veterinarians to combat threats to U.S. livestock and poultry in the event of a large outbreak of foreign animal disease.

The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergencies in their communities. When emergencies occur, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

CERT teams remain active in the community before disaster strikes, sponsoring events such as drills, neighborhood cleanup, and disaster education fairs. Trainers offer periodic refresher sessions to CERT members to reinforce the basic training and keep participants engaged in practicing their skills.

Following a disaster, community members may be on their own for a period of time because of the size of the area affected, lost communications, and impassable roads. The Community Emergency Response Team (CERT) program supports local response capability by training volunteers to organize themselves and spontaneous volunteers at the disaster site, to provide immediate assistance to victims, and to collect disaster intelligence to support responders' efforts when they arrive. In the classroom, participants learn about the hazards they face and ways to prepare for them. CERT members are taught basic organizational skills that they can use to help themselves, their loved ones, and their neighbors until help arrives. The local government or one of its representatives coordinates CERT training in the community. Training consists of 23 hours of instruction on topics that include disaster preparedness, fire safety, disaster medical operations, light search and rescue, team organization, and disaster psychology. Upon completion of the training, participants are encouraged to continue their involvement by participating in training activities and volunteering for projects that support their community's disaster preparedness efforts.

IV. METHOD OF OPERATIONS

A. General

The primary goal of emergency management in Jefferson County is to ensure the county's preparedness to prevent, respond to, recover from, and mitigate the consequences of various emergency or disaster situations. To accomplish this goal, Jefferson County uses the nearest appropriate responder concept (likely to be a county, municipal, state, or nationally available resource) when responding to any threat, event, or disaster. In most situations, Jefferson County and its municipality will be the first and primary responders. They will be required to exceed their abilities or deplete their resources before requesting state assistance. Under certain circumstances, such as terrorism threats, wildland fires, hazardous material incidents, public health emergencies, or mass migration events, state or federal agencies may have the primary jurisdiction for the overall response effort. However, Jefferson County resources will likely provide the first response for all incidents impacting the jurisdiction.

B. Non-Disaster Daily Operations

The Jefferson County day-to-day operations, absent a declared Local State of Emergency, are under the authority of an elected Board of County Commissioners.

The Board of County Commissioners is responsible for the administration of the non-Constitutional County Departments. The Board, which oversees operations of the county judiciary, is responsible for hiring a County Administrator, and the Jefferson County Sheriff's Office is responsible for hiring the Emergency Management Director.

To ensure that a proactive day-to-day disaster planning process is in place, the following resources have been formed:

1. Local Emergency Planning Council

The Local Emergency Planning Council (LEPC) prepares regional hazardous materials emergency plans that identify facilities that use, produce, or store hazardous substances.

The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). The LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness, understanding, and compliance with the EPCRA program.

2. Local Mitigation Strategy (LMS) Committee:

The LMS Committee is comprised of government employees, private business leaders and representatives of individual communities to implement a program of education and "brick and mortar" construction to improve and mitigate future damages from disaster events to private and public infrastructure.

3. Regional Domestic Security Task Force:

Section 943.0312, Florida Statutes, established seven Regional Domestic Security Task Forces (RDSTFs) for the purpose of providing a regional approach to planning, training and policy development to protect communities against the threat of terrorism. Jefferson County is a member of RDSTF Region 2. The RDSTF will provide support and assistance to local jurisdictions in the event of a catastrophic incident of any type.

4. County Disaster Committee:

The Jefferson County Disaster Committee is comprised of representatives from the City, County, State, and Federal government agencies, private businesses, and volunteer service organizations. Personnel assigned to the committee by agency heads are the individuals who are assigned to the Jefferson County EOC during activation.

The agency Emergency Coordinating Officers (ECOs) serve in a primary or support role in the designated Emergency Support Function (ESF).

The County Disaster Committee advises specifically on such issues as policies, plans, procedures, training, exercises, and public education.

During times of activation of the County EOC, the team becomes the County Emergency Response Team (County ERT) and assigns personnel to the EOC.

Each agency provides a primary contact and two alternate contacts to the Emergency Management Director with appropriate contact information.

These representatives are authorized to make necessary decisions for their agency and as a part of the County ERT serve as an integral part of emergency operations in other capacities (i.e., as members of field operation teams, area command, recon team, incident management team, etc.) and as a part of a Joint Field Office (JFO). Through the ECO, as members of the Disaster Committee, the County ERT serves in an operational and advisory capacity by developing recon and implementing actions for improving the County Emergency Management Program.

During a response to an emergency/disaster situation, the Director of Emergency Management has been given the authority by the Sheriff of Jefferson County to manage the event. During a declared local State of Emergency, the County ERT is activated and all ECO's become an active part of response and recovery operations. When not activated, the County ERT takes on an advisory role on disaster preparedness issues.

C. Emergency Operations

When conditions warrant, the Board of County Commissioners may issue an emergency resolution declaring that an emergency exists, which thereby activates this plan. The authorities of the Board of County Commissioners are found in Chapter 252, Florida Statutes and Jefferson County Ordinances 26.

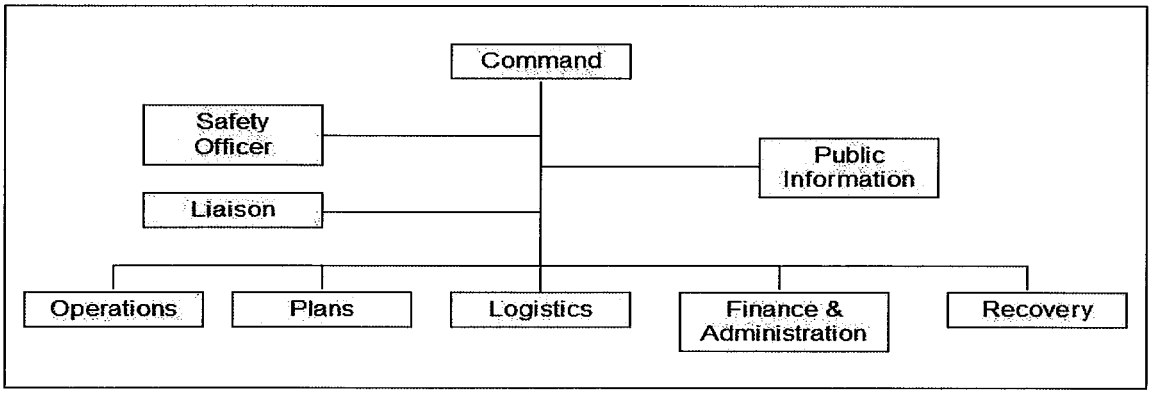
Pursuant to Chapter 252, which authorizes the waiver of procedures and formalities otherwise required of political subdivisions to take whatever prudent action is necessary to ensure the health, safety and welfare of a community in the event of an emergency, when in a quorum of the Board of County Commissioners the Chairperson, or the Vice-Chairperson in their absence, or the County Administrator or their designee in the absence of the Chairperson and Vice-Chairperson, is designated and empowered to declare a local state of emergency whenever that person shall determine that a natural, technological or manmade disaster or emergency has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action.

A state of emergency shall be declared by proclamation of the Chairperson of the Board of County Commissioners, or the Vice-Chairperson in their absence or by the County Administrator or their designee in the absence of the Chairperson and Vice-Chairperson. The state of emergency shall continue for seven days and may be extended in seven-day increments as necessary, or until the Chairperson or Vice-Chairperson finds that the threat or danger no longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place and terminate the state of emergency proclamation.

The following are responsible for the overall coordination of emergency situations threatening the County:

The Director of the Jefferson County Division of Emergency Management

The County's response to and recovery from an emergency and/or pending disaster is carried out through the organizational structure as diagramed below.



1. Response

The organized structure for response to an emergency or disaster is under the leadership of the Board of County Commissioners. The Jefferson County Sheriff will appoint the Division of Emergency Management to manage the incident. The County ERT operating from the County EOC in Monticello supports the Division of Emergency Management. The management structure designated to respond to emergencies/disasters is coordinated by the staff of the Division of Emergency Management.

Notification procedures have been provided to the 24-hour County Warning Point for initial contacts based on the type of event. However, the management structure will remain the same for any type of disaster. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the Division of Emergency Management.

The City of Monticello participates in the County's Emergency Management Program and has a representative in the County EOC.

The EOC will be activated for actual or potential events that threaten Jefferson County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event. Standard Operating Guides (SOGs) have been developed and distributed to agencies assigned to the EOC. The SOGs and checklists are updated as necessary by the Division of Emergency Management.

The EOC can be activated by the following:

Sheriff
Chairperson of the Board of County Commissioners
Director of the Division of Emergency Management
County Administrator

The EOC is located in Jefferson County. The facility serves as the coordination, command, and control center for Jefferson County. The EOC is staffed as needed. The City of Monticello and Jefferson County Joint 911 and Dispatch Center serves as the 24-hour County Warning Point for initial notification and warning of emergencies and disasters. An alternate EOC is Jefferson County Annex – 450 Walnut Street, Monticello, Florida 32344.

The Jefferson County EOC utilizes 3 levels of activation:

Level 3 – Monitoring
Level 2 – Partial Activation
Level 1 – Full Activation

The County Emergency Management Director is responsible for overall EOC activities, which include:

- Maintaining operational readiness of the Center
- Updating standard operating procedures

- Developing checklists
- Message tracking
- Conducting briefings
- Activating Mutual Aid Agreements
- Coordinating with State and Federal agencies

Provides liaison activities with the Disaster Field Office and state recovery staff, if applicable.

Jefferson County operates under the Emergency Support Function (ESF) concept. Each ESF is contained in this plan and each identifies the lead and support agencies required to carry out the responsibilities of the particular function. The lead and support agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the task assigned to their agency.

During activation, the EOC provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Jefferson County utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident.

Each agency responding will report back to the EOC through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.

During the response phase and upon declaration of a local state of emergency, the Board of County Commissioners has ultimate authority. The Division of Emergency Management reports directly to the Chairperson, along with the following, to form the Command Staff.

- Legal Staff
- Public Information Officer
- Liaison Officer
- EOC Safety Officer
- County Administrator

All municipalities, County departments, Constitutional Officers' agencies, and other organizations fall under the direction of the lead agency designated in the plan. When capabilities exceed initial, the appropriate ICS positions should be added to match the complexity of the incident. The Director of Emergency Management will coordinate with State, Federal, and other outside agencies. Jefferson County operates under a Unified Command (UC) system, which provides maximum flexibility in responding to a major incident that involves multiple agencies and multiple disciplines from multiple geographic jurisdictions. The exact composition of the Unified Command structure will depend on

the location of the incident and level of severity. The EOC ICS has 5 major components under the Command Staff; 1) Operations, 2) Logistics, 3) Planning, 4) Finance/Administrative, and 5) Recovery transition.

COMMAND AND GENERAL STAFF

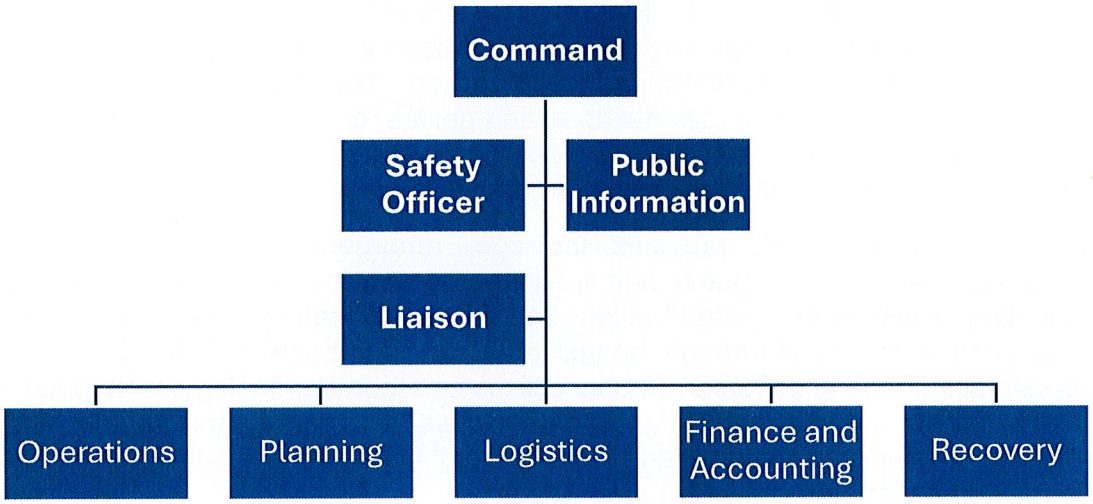


Figure 1 - Incident Command System

(1) Command Staff

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within a single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).

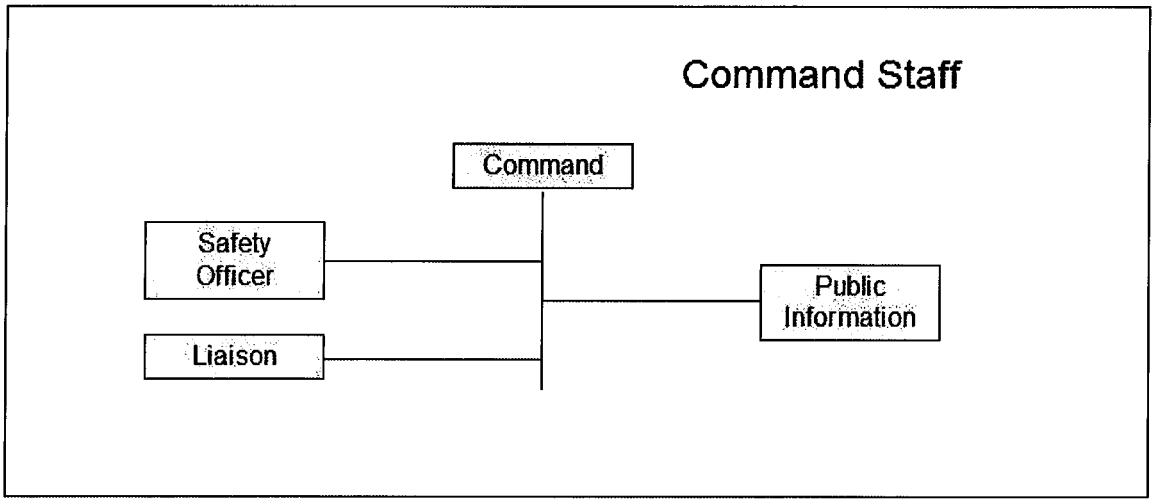


Table below outlines the key roles and responsibilities of the Command Staff.

Command Staff	Roles and Responsibilities
Board of County Commissioners	Declares a state of emergency Approves Mutual Aid Agreements with other agencies Approves Memoranda of Understanding with resource providers
Jefferson County Administrator	Keeps the BCC informed of all actions Ensures County agencies are providing critical emergency services
Jefferson County Director of Emergency Management	Acts as the County ERT Leader/ICS Commander Directs activation of the CEMP and EOC In major disasters, directs evacuation Coordinates re-entry procedures In a localized disaster, declares a state of special emergency Activates the CEMP and EOC Directs opening of shelters for evacuees Coordinates with all agencies involved in the emergency or disaster Requests State and Federal assistance as needed Leads ESF 5 functions Coordinates resource requests Monitors warning systems Manages documentation of ESF 5
Public Information Officer	Interfaces with the public and media Develops accurate and complete information on the incident Coordinates news releases with the Public Safety Officer Maintains close contact with the media with public information and other PIOs Provides space near EOC for media representatives
Safety Officer	Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety

Liaison Officer	Serves as a point of contact for representatives from other governmental agencies or private entities
Legal Department	Draft emergency resolutions and ordinances for Board approval Provides legal review of all pertinent documents Provides legal advice for emergency functions pertinent to the County

b) Operations Section:

The Operations Section is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control, and restoration of normal operations.

The Operations Chief is responsible to the Command Staff (Director of Emergency Management) for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section, shown in Figure 8, is comprised of three branches: Human Services, Infrastructure Support, and Emergency Services. The ESFs that are grouped under each of these three branches are also depicted in Figure 8. The tables that follow depict the key agencies (primary and secondary) that have a role under each branch. More detailed information on the specific responsibilities of each agency is contained in each of the ESF annexes.

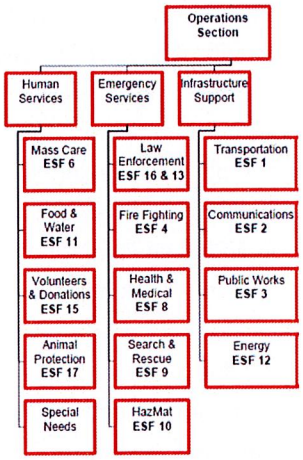


Figure 8 Operations Section

The Emergency Services ESFs have responsibility for reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incident operations can be organized and executed in multiple ways, and will depend on the type of incident, agencies involved, and specific objectives and strategies of the incident management effort.

The table below outlines the key roles and responsibilities of the Emergency Services Branch.

c) Emergency Services

Emergency Services Branch	Roles and Responsibilities
Jefferson County Sheriff's Department ESF 4, 9, 13 ,16	Coordinate Local Law Enforcement Operations Provide ESF 5 with intelligence on the magnitude of search and rescue missions Provide security operations for traffic control for firefighting efforts Assist in implementing protective actions for the public. Responsible for coordinating all aspects of search and rescue operations in Jefferson County Coordinate 9-1-1 Emergency Communications Coordinate Traffic Control and road blocks Coordinate reentry into the impacted area Assist in warning the public of safety decisions, i.e. evacuations Coordinate Security for Mass Care Operations Provide training to public safety personnel and first responders; public safety communications personnel; operations personnel Update Sheriff's Office Equipment Inventory
Jefferson County Public Works ESF 4, 9, 10	Provide any assistance required by the EM Director or the On-scene Incident Commander for fire suppression. Provide assistance clearing roads, if necessary Responsible for providing any assistance required by the EM Director or the on-scene Incident Commander for Hazmat Incidents
Jefferson County Mosquito Control ESF 17	Providing control of mosquitoes Responsible for responding, in coordination with the DOH-Jefferson, to potential outbreaks of disease in affected areas that are caused by potential vectors such as mosquitoes, rats, and other disease-carrying organisms
Jefferson County Fire Rescue and Volunteer Fire Departments ESF 4, 9, 10	Develop and maintain firefighting resources. Coordinate fire suppression activities Assist law enforcement agencies in traffic control Assist in emergency notification and public information dissemination Assist law enforcement agencies in search and rescue operations Responsible for assisting in all aspects of SAR operations Coordinating hazardous materials response Assist in the notification of evacuations Pre-position resources, as necessary

Emergency Services Branch	Roles and Responsibilities
Jefferson County Emergency Medical Services ESF 8 , 9, 10	Responsible for providing emergency medical care to victims of disasters Responsible for supporting the DOH-Jefferson as needed during all phases of a disaster
DOH-Jefferson ESF 8, 9	Provide health care services during and following a disaster Provide medical care at shelters Ensure the safety of food supplies at institutional facilities Monitor the spread of disease following a disaster. Direct immunizations for disease control Monitor and assess medical and public health needs and coordinate with ESF 5 Request health care assistance from State DOH, as needed Assist in Hazmat incidents to ensure public health issues are covered Provide environmental health functions Assist with mortuary services with the medical examiner's office Monitor and provide warning for vector control Identify resource requirements; coordinate with ESF 5 Ensure water is potable, availability of sanitation supplies and solid waste disposal are functional Responsible for assisting the DOH-Jefferson in meeting local health and medical care needs during and after a disaster Responsible for assisting the DOH-Jefferson in providing care to sheltered populations Responsible for providing any assistance required by the EM Director or the on-scene Incident Commander for Hazmat Incidents
Jefferson County Emergency Management ESF 9, 10, 13,	Coordinate the resources necessary to respond to structure fires, wild fires, or brush fires Maintain contact with the State Warning Point on issues related to major fires Responsible for coordinating with the on-scene incident commander during SAR operations to ensure that the EM Department can quickly obtain needed resources from the State EOC Responsible for coordinating the resources necessary to respond to hazardous materials incidents. Notify State Warning Point of Hazmat incident, and request assistance, if needed Request the Florida National Guard from DEM, when warranted for law enforcement/humanitarian missions Coordinate request for additional law enforcement resources to FDEM, when needed to support emergency services Assist the Department of Public Health in coordinating the evacuation of special needs residents

Emergency Services Branch	Roles and Responsibilities
Jefferson County American Red Cross ESF 6	Responsible for assisting the County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters

d) Human Services

The Human Services Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for social services and animal protection. Specific ESFs include: Mass Care (ESF 6), Food and Water (ESF 11), Volunteers and Donations (ESF 15), and Animal Protection (ESF 17).

The following table profiles the key agencies with a role and responsibility for Human Services.

Human Services Branch	Roles and Responsibilities
Jefferson County Health Department ESF 6, 8	The County Health Department will be notified of bulk (non-bottled) potable water distribution sites for testing, monitoring and treating of all bulk potable water that is being distributed to the public
Jefferson County American Red Cross ESF 11	Identify local resources for the acquisition of food, potable water and ice and attempt to obtain written agreements. Identify and procure sites for distribution of food, water and ice following a disaster Provide for the transportation of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials Coordinate with the State to provide emergency food stamp assistance Coordinate with local power companies to restore power to water treatment plants, grocery stores and ice producing companies as a priority, significantly reducing the need for distribution of food, water and ice Educate the public to prepare for disasters and the guidelines for becoming self sufficient for 72 hours following a major disaster Coordinate with the County Health Department for testing and treatment of all potable water distributed
Jefferson County Chamber of Commerce ESF 18	Serve as the primary link between Emergency Management and the business community, coordinating the flow of information between these two groups Coordinate with the response and recovery agencies that target the business community's most immediate concerns
Jefferson County Sheriff's Office ESF 6, 16, 11	Provide security for mobile feeding stations should it be deemed necessary, with the assistance of other local law enforcement agencies
Jefferson County School Board ESF 1, 6	Primary responsibility for transporting special needs clients to the special needs shelter in Tallahassee Responsible for making schools available to the County for shelters, for providing facilities and staff for feeding evacuees
Jefferson County Emergency Management ESF 6, 11, 15, 17, 18	The Emergency Management (EM) Director, after consulting with the Disaster Services Director of the ARC, is responsible for deciding to open a shelter in Jefferson County Maintain and update a power restoration list that will include all of the locations identified for use by ESF 11 for procurement, distribution, storage, and staging. This will be coordinated with the local electrical power companies in the EOC following the disaster. Maintain a list of post-disaster, non-essential county employees to be deployed as needed to support the distribution of supplies

Jefferson County American Red Cross ESF 6, 15	The Capital Area Chapter of the American Red Cross will serve as the lead agency for mass care operations in Jefferson County. The Capital Area Chapter of the ARC will provide shelter staffing and support with trained local volunteers. The Capital Area Chapter of the ARC will operate a Regional Joint Volunteer and Donations Center.
Jefferson County Office of Purchasing ESF 11	Annually compile a listing of vendors capable of supplying food, water and ice.
Jefferson County Volunteer Agencies ESF 6, 11, 15	(ESF 15 designee) should be prepared to accommodate and make efficient use of single groups of volunteers who may visit the community for a brief period to help (e.g., church groups, civic groups). (ESF 15 designee) will coordinate with resource support in providing volunteer groups with the necessary supplemental local resource information they may need...
Jefferson County Animal Control ESF 17	Primary responsibility for the capture of displaced domestic animals following a disaster Assists displaced or evacuated pet owners with sheltering and relocation of domestic animals
Jefferson County Public Works ESF 1, 7	Whenever possible, the County Public Works will assist with the transportation of commodities to the relief sites

e) Infrastructure Branch

The Infrastructure Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and Operational readiness for infrastructure, including: Emergency Transportation (ESF 1), Communications (ESF 2), Public Works (ESF 3), Resource Support (ESF 7), and Energy Continuity (ESF 12).

Infrastructure Branch	Roles and Responsibilities
Jefferson County School Board ESF 1	The primary agency charged with coordinating and facilitating the transportation of special needs and functional needs evacuees to safe shelters
Jefferson County Special Needs Coordinator ESF 1	Responsible for ensuring that special needs clients are contacted to verify that they have transportation to safe shelters prior to a tropical event
Jefferson County Environmental Services ESF 1, 3	Jefferson County Solid Waste Section is responsible for assisting the Public Works Department in all facets of debris management operations

Jefferson County Emergency Management ESF 1, 2, 3, 7, 12	Maintain the special needs registry. Collect all necessary contact information for special needs victims for coordination with transportation providers to arrange for pick-up Responsible for assisting the Jefferson County Sheriff's Office in maintaining communications capabilities Coordinate with Tri-County Electrical Cooperative and Duke Energy to ensure that power is restored as quickly as possible following a disaster
Jefferson County Public Works Department ESF 1, 3	Responsible for assisting the Jefferson County School Board in evacuating at-risk individuals, if needed Provide drivers of buses to assist in this effort Determine if requests for transportation assistance can be met with local resources Serve as the lead agency for debris management operations and for clearing and collecting debris in the County Provide assistance evacuating members of the general population, if necessary Assist with pre-disaster protective measures, road repair, support of general response and recovery efforts
Jefferson County Sheriff's Office ESF 2, 3	Provide an effective means for receiving and transmitting information and instructions necessary to coordinate activities during emergency operations Operate the County's 9-1-1 center as well as dispatch for the EMS, fire departments, and local law enforcement agencies
Tri-County Electrical Cooperative/Duke ESF 12	Responsible for directing all resources needed for energy restoration in Jefferson County Responsible for coordinating with the Jefferson County EOC on activities related to the continuity of power.
Jefferson County Fire & Rescue and Volunteer Fire Departments ESF 3	Assist in road-clearing duties within each of their respective service areas. Also assist the Jefferson Public Works Department in general response and recovery duties as necessary.

f) Planning

The Planning Section is responsible for collecting, evaluating, and disseminating tactical information about the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

The Planning section has four branches:

Intelligence
Planning
Technical Services
Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical

operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.

The Jefferson County Planning and Building Department will assist Emergency Management to ensure adequate staffing to address the responsibilities of this function throughout the course of a disaster.

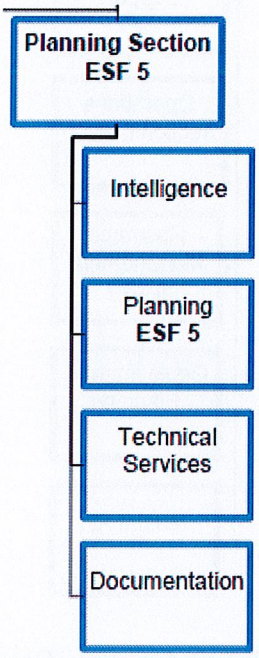


Figure 3 – Planning Section Organizational Chart

g) Logistics

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. As outlined in the CEMP, the Logistics Section will coordinate the key ESFs that have a significant role in managing logistics and resource support, including: Transportation (ESF 1), Communications (ESF 2), Information and Planning (ESF 5), Resource Support (ESF 7), Public Health and Medical Services (ESF 9), and Food and Water (ESF 11).

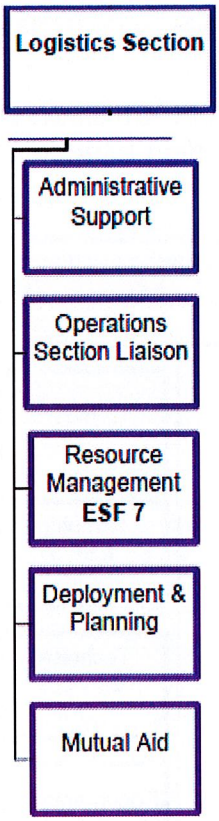


Figure 9 Logistics Section Organizational Chart

The following table depicts the Logistics Resource Coordination Roles and Responsibilities

Logistics Section	Role and Responsibility
Jefferson County ERT Logistics Chief ESF 5	Provides intelligence to ESF 5 on requirements for Logistics based on the scope and magnitude of the disaster Manages the Logistics Section in close coordination with the Command Group at the EOC
Jefferson County Planning Department and Building and Zoning Department ESF 5	Assist in the collection, processing, and dissemination of information to facilitate emergency response and recovery efforts.

Jefferson County Emergency Management ESF 5, 7,	Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations Request assistance through the State EOC if local resources are not able to adequately address a situation Coordinate the provision of all forms of mutual aid Provides staff for the Points of Distribution Establishes and provides operational support for Points of Distribution (PODs) Coordinate RIAT activity and support requirements with local support agencies and organizations
Jefferson County Sheriff's Office ESF 2 ,5	Provide communications logistics support to County ERT Provide ESF 5 with pertinent intelligence pertaining to situations around the County
Jefferson County Clerk of the Court ESF 7	Develops Memoranda of Understanding with vendors for essential items needed before and after a disaster Provides staff to the EOC to coordinate resource requests Identifies suppliers for critical resources Identifies funding for emergency expenditures Secures resources from private vendors, county agencies, or requests assistance from the State Maintains records of expenditures
Jefferson County School Board ESF 1	Coordinates the transportation assets within the County, to include those of the School Board
Jefferson County Public Works Department ESF 3	Assists in evaluating damage to utilities and traffic control systems, roads and bridges, and flood control facilities. Assist in evaluating damage to water and wastewater systems control facilities. Assist in evaluating damage to county facilities and transportation resources.

h) Finance/Administration

The Finance/Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities. All contracts, including funding agreements, can only be executed by the Jefferson County Board of County Commissioners. The county administrator can be given signature authority for certain contracts if necessary and approved by the board. EM is funded by EMPG, EMPA, and local match. Additional funding sources are HMGP, RCMP, and CERT grants.

The equipment, personnel, and financial resources of the County government may quickly be overtaxed in a disaster. The County Resource and Financial Management Policies

and Procedures for Emergency Management established policies and procedures to implement statutory authorities and responsibilities for financial management related to response activities. This policy ensures that funds are provided expeditiously and that financial operations are conducted following appropriate policies, regulations, and standards.

The Jefferson County Clerk of the Court has the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared disaster in Jefferson County. The Clerk's Office will provide financial training to the staff of the Emergency Operations Center, recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with County and State laws. This will include training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and more.

The Clerk's Office will also enter into any funding agreements between the County, the State, or the Federal Government. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and federal funds.

The Clerk's Office will provide tracking for all county finances incurred during disasters. The Clerk will follow established common accounting procedures, as described by current local, state and federal laws, rules and regulations.

The Director of Emergency Management will work with the Clerk to ensure that proper procedures are followed regarding record collection for all expenditures for manpower and equipment associated with a disaster.

When it becomes necessary to activate due to an emergency, the Clerk will track all associated costs for county agencies for manpower, equipment, supplies, etc.

Reimbursement may be made to those agencies that supply proper documentation.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain accurate logs, records and file copies of all expenditures (including personnel time sheets) to provide clear and reasonable accountability and justification for future reimbursement requests. The city of Monticello is responsible for tracking their own costs during emergencies.

The process of record keeping, noted in the above sections, also applies to any mutual aid rendered by the municipality the City of Monticello and/or the County, under Mutual Aid. Accurate and complete records for all expenses (including personnel time sheets

and detailed description of equipment provided and duration used) will be required in order to seek reimbursement for eligible expenses.

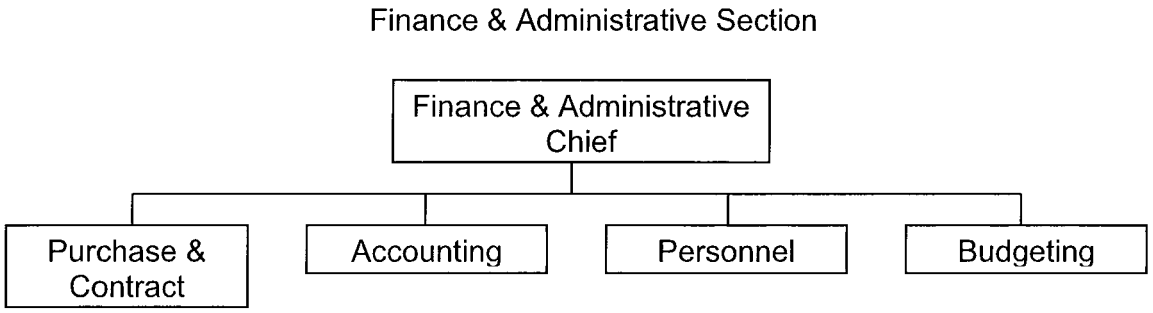


Figure 10 Finance and Administrative Section Organizational Chart

The following table outlines the key agencies involved in Finance and Administration.

Finance/Administration Section	Roles and Responsibilities
County ERT Finance/Administration Section Chief ESF 7	Manages and oversees the Finance and Administration Section Coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule
Clerk of the Circuit Court ESF 7	Identifies funding for emergency expenditures Conduct appropriate procedural training for the financial management of records of all expenditures and obligations of manpower to county agencies Coordinates recovery actions with FEMA and EM to include all financial matters Provides training to EOC agencies for proper financial management during disasters Keeps the Board and County Administrator informed of expenditure and reimbursement information, to include expenditures for manpower, equipment, and materials Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures. Track all associated costs for County agencies, including manpower, equipment, supplies, and other relevant expenses.
Jefferson County Emergency Management ESF 7	Maintenance of financial records will be the joint responsibility of the Clerk's Office and Emergency Management

i) Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS implemented in Jefferson County utilizes common terminology, is modular and scalable, incorporates measurable objectives, provides for a manageable span of control, and relies on the Incident Action Plan (IAP) as the primary tool for communicating and executing operational objectives during an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are insufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Jefferson County Emergency Operations Center (EOC) be activated to support field operations.

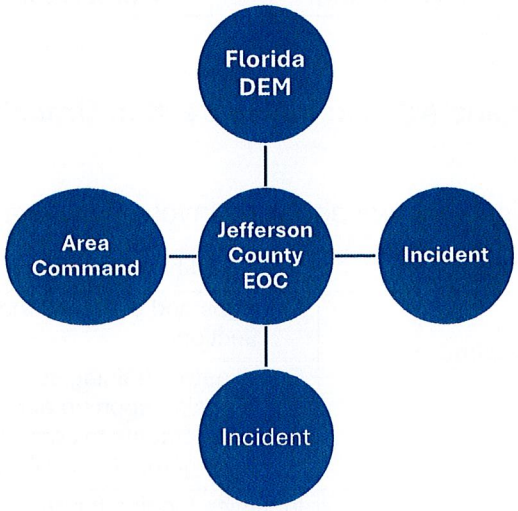


Figure 11 Management structure for field operations.

Response to an incident by single-discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Once the incident includes multiple agencies and disciplines, Unified Command will be activated to ensure all agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support contribute to and participate in the overall incident strategies, objectives, tactical activities and operations, and approval, commitment, and use of assigned resources.

Each agency deploying to the field will report back to the EOC through their liaison, who is the Point of Contact (POC) for each respective agency or organization in either a single or a Unified Command Structure.

j) Area of Operations

The Incident Commander will establish an area of operations. This will vary depending on the size and magnitude of the event. Once an area of operations is established or changes are made, it will be communicated to all responders.

k) Area Command

An Area Command (AC) will be activated if an incident is not site-specific (i.e., pandemic outbreaks) and is extremely large. It involves multiple ICS organizations, or multiple incidents that separate ICS organizations are handling. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to facilitate a smooth transition to full recovery operations.

l) Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the EOC and field operations, guided by the principles embedded in the Incident Command System.

The County's incident management responsibility is directed and managed through the Department of Emergency Management. As a multi-agency coordination entity, the Division of Emergency Management will coordinate and manage disaster operations through the EOC to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved.

- Acquire and allocate resources required by incident management personnel in concert with the priorities established by the IC or UC.
- Anticipate and identify future resource requirements.
- Coordinate and resolve policy issues arising from the incident(s).
- Provide strategic coordination as required.

Following an incident, plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are coordinated through the Division of Emergency Management.

The EOC accomplishes these tasks by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

m) Joint Information Center

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

The County has implemented and institutionalized processes, procedures, and plans for its JIC and can be referenced in the Annex for Emergency Support Function 14.

When the EOC is activated the Sheriff or designee, acting as the Public Information Officer, may direct the Director of Emergency Management to activate the Joint Information Center (JIC). When the JIC is operational, it serves as the central point for collecting and disseminating public information. The JIC functions as part of the Command in the EOC and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the EOC within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone, or any other means available. When the JIC is activated, the Public Information Officer or their designee will notify media outlets that all media inquiries should be directed to the JIC. The JIC will release media updates on a routine basis and when noteworthy events occur. Members of the media will not be allowed access to the EOC. Security personnel at the entrance of the EOC building will direct media personnel to the Media Room.

More information on public awareness and education can be found in ESF 14, Public Information. More information on communication plans and protocols can be found in ESF 2, Communications.

2. Recovery

When the County Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort (e.g., condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, Liaisons, and mitigation assessment teams).

The Division of Emergency Management will manage the transition from response to recovery. Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrently with the initial response functions and are managed by the same agencies. Given that Jefferson County agency staff is small, these functions are shared by the same representatives.

a) Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After the local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process, as well as in other federal and State policies and procedures.

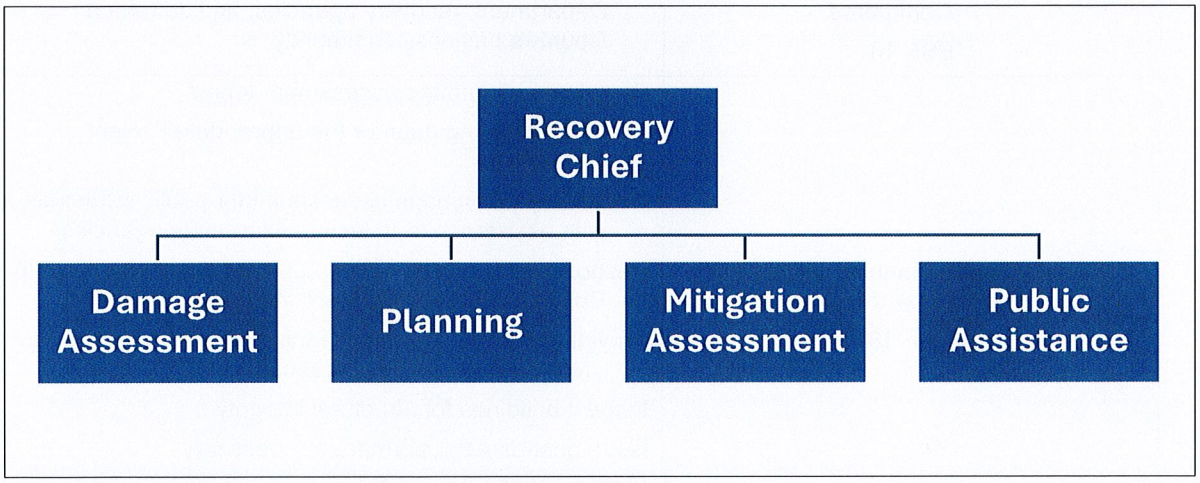


Figure 12 Recovery Organizational Chart

The following table depicts the roles and responsibilities of the Recovery Section.

Table 5 Roles and Responsibilities of the Recovery Section

Recovery Section	Roles & Responsibilities
Jefferson County Emergency Management ESF 18	Coordinate all recovery efforts for Jefferson County Coordinate damage assessment processes Coordination and establishment of a Disaster Recovery Center for the affected area. Provide information to the media concerning recovery Staff the Logistics Section of the ICS. Responsible for resource support and public information Provide information and planning support for agencies involved in recovery operations. Responsible for providing, to the extent possible, for the provision of emergency housing Assist in staffing the Human Needs Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster
Jefferson County Sheriff's Office ESF 8	Participate in damage assessment teams Provide security in support of all recovery operations Providing information and planning support for agencies involved in recovery operations
Department of Health - Jefferson ESF 8	Monitor health conditions throughout the recovery phase
The Monticello-Jefferson Chamber of Commerce ESF 18	Responsible for serving as a liaison with the EM Department, recovery agencies, and Jefferson County's business community
Jefferson County Planning and Building Department ESF 18	Participate in damage assessment teams Assist in providing data for the appropriate Project Worksheets Coordinate all damage assessment for public infrastructure with assistance from local public works agencies Responsible for coordinating activities associated with the Public Assistance Program following a disaster Providing information and planning support for agencies involved in recovery operations Inspect buildings for structural integrity Issue post-disaster permits, as necessary Identify additional assistance for the issuance of permits via the Florida Statewide Mutual Aid Agreement

Recovery Section	Roles & Responsibilities
Jefferson County Public Works Department ESF 18	Lead agency for post-disaster debris management operations, with assistance from Environmental Services.
Capitol Area Chapter of the American Red Cross ESF 18	Staff the Human Needs Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster Responsible for coordinating community relations following a disaster to ensure that critical recovery information is available for the benefit of the entire affected community Responsible for coordinating activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster

V. COORDINATION, DIRECTION, AND CONTROL

A. County Level

In the event of an emergency or disaster situation, Jefferson County Emergency Management will coordinate the emergency response effort within the County and its Municipalities.

Emergency Management Authorities direct evacuations, coordinate shelter activation, and request outside assistance when necessary. They may also activate Mutual Aid Agreements with neighboring counties and recommend that the Board of County Commissioners declare a local state of emergency, making a formal request for state assistance.

When proactive actions, such as activation and re-entry, are within the boundaries of Jefferson County, the Director of Emergency Management will initiate such actions. In such emergencies, emergency preparation and response activities for the area will be coordinated and administered by the Director of Emergency Management, utilizing county resources in accordance with county policies and plans.

The Emergency Management Director, or their designee, exercises policy-making authority and commits county resources at the County EOC, as well as oversees the routine management and operation of the facility. The EM Director may issue mission assignments to the County Emergency Support Functions to perform duties consistent with county policy. Mission assignments and mutual aid assistance brokered by the County are tracked in the County EOC.

Coordination of countywide protective actions will occur among all affected risks and host areas, as well as the county EOC, under the direction and control of the Director of Emergency Management. Additionally, areas not directly impacted by these events may be requested to assist. Before an evacuation and under the direction of the Director of Emergency Management, the County ERT will implement coordination on issues, i.e., lifting of tolls, locking down of draw bridges, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, addressing emergency medical issues, and initiating procedures for notification to the public.

The Director of Emergency Management may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander located at the County EOC and involve the deployment and staging of personnel and resources in the impacted area. A field operation response will be conducted in accordance with the most current edition of the E.R.T. Standard Operating Procedures (SOGs) for field operations.

Initial planning for recovery begins before an emergency event impacts Jefferson County. While response actions necessary to protect public health and safety is being implemented, the recovery section within the County EOC begins coordination and implementation of the recovery programs.

In the event county and federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal, state, and county governments. If the State Coordinating Officer determines that the span of control needs to be broadened, they may designate a Deputy State Coordinating Officer to ensure coordination between Federal and State agency representatives and to anticipate any needs or conflicts that arise during the response or recovery phases as they progress.

In the event a request for disaster assistance is made by the governor of another state, the Governor of the State of Florida may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section under the direction of the Operations Chief, located in the State Emergency Operations Center. The Mutual Aid Branch will operate in accordance with the most current edition of the State of Florida Logistics Section's Standard Operating Procedure for Mutual Aid.

1. Primary and Support agencies in the Emergency Support Functions (ESF)

Table 6 Jefferson County ESF Lead Agency List

ESF	FUNCTION NAME	LEAD COUNTY ORGANIZATION
1	Transportation	Jefferson County School Board and Public Works
2	Communications	Jefferson County Sheriff's Office
3	Public Works & Engineering	Jefferson County Public Works Department
4	Firefighting	Jefferson County Fire Departments
5	Information & Planning	Jefferson County Emergency Management
6	Mass Care	Jefferson County E.M./School Board and Red Cross
7	Resource Support	Jefferson County Emergency Management
8	Health and Medical Support	Department of Health - Jefferson
9	Search & Rescue	Jefferson County Sheriff's Office
10	Hazardous Materials Response	Jefferson County Fire Departments
11	Food & Water	Jefferson County E.M./School Board/Red Cross
12	Energy Continuity	Tri-County Electrical Cooperative/Duke Energy
13	Military Support	Jefferson County Sheriff's Office
14	Public Information	Jefferson County Emergency Management
15	Volunteers & Donations	ESF 15 designee of Jefferson County
16	Law Enforcement & Security	Jefferson County Sheriff's Office
17	Animal and Agricultural Issues	Jefferson County Animal Control
18	Business, Industry, and Economic Stabilization	Jefferson County Chamber of Commerce

The Director of Emergency Management designates the primary agencies for each emergency support function to coordinate the activities of that support function. Each agency within an emergency support function has an Emergency Coordination Officer, who is appointed annually by the head of the agency serving in that function during an emergency. Supporting organizations are listed at the beginning of each ESF Annex to this Plan.

Upon activation of the County Emergency Operations Center, the primary agency for the emergency support functions will send representatives to the County Emergency

Operations Center to coordinate activities. The primary agency determines which support agencies are required at the County Emergency Operations Center.

The primary agency responsible for emergency support functions will collect all information related to the disaster.

1. Intergovernmental Mutual Aid

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. The following is a list of mutual aid agreements currently in effect for Jefferson County related to emergency management. These agreements are available for review at the EOC:

Cities
Statewide
Law Enforcement

The Statewide Mutual Aid Agreement enables "Participating Parties" (the Florida Division of Emergency Management and all special districts, educational districts, and other local and regional governments that have signed the Agreement) to request assistance (either orally or in writing) for a significant or catastrophic disaster. If a Participating Party has no other Mutual Aid Agreement that covers a minor disaster, it may also invoke assistance under the Statewide Mutual Aid Agreement.

In accordance with Chapter 252, Part III, Florida Statutes, Florida has also adopted the Emergency Management Assistance Compact and Memoranda of Understanding with other states and private organizations. These agreements provide mechanisms to obtain additional resources. Jefferson County is a signatory to the Statewide Mutual Aid Agreement (SMAA), and all requests for assistance or responses to such requests will be coordinated through this agreement. Florida Statutes provides the County the authority to use any equipment or facility while under a local state of emergency (F.S. 252.38(3)(a)(5)(g)).

In making a resource request, the Jefferson County Division of Emergency Management will complete the resource request and notify the County Liaison Desk at FDEM of the request by telephone. When the State Emergency Operations Center is activated, Emergency Management will also utilize the Web EOC application.

All mutual aid requests will be coordinated through the Florida Division of Emergency Management. The Jefferson County Division of Emergency Management will verify the request by first contacting the County Liaison Desk, then inquiring with the appropriate agency or organization known to have such resources regarding their availability. If available, the County will gather the necessary information as identified on the resource request form (contact person's email and cell phone numbers; location to report to and a map; detailed list of the resources requested; estimated length of stay; food and lodging arrangements; billing; and type of work to be performed). The authorized persons will sign the resource request form before resources are committed.

In accordance with Sections 252.35, 252.37, and 252.60, Florida Statutes, the Florida Division of Emergency Management and all county jurisdictions of the State are authorized to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. The Department of Community Affairs may assign the right to receive such services, equipment, supplies, materials, or funds to any appropriate local governing body or agency.

2. Communication

The County Warning Point (CWP) – The Jefferson County Sheriff's Department serves as the County Warning Point and is operated by the Sheriff's Dispatch, a 24-hour communication center. The County Warning Point provides the County with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health, and safety, and/or property of the County's population.

The CWP is equipped with auxiliary power.

The CWP is equipped with multiple communication networks. The Jefferson County Warning Point Communication/Warning System is composed of:

Landline Telephone

Landline telephone systems are the primary means of communication during emergencies in Jefferson County. CenturyLink© Communications is responsible for maintaining and repairing the telephone system in Jefferson County.

Cellular Phones

Verizon, Sprint, AT&T, and T-Mobile are the cellular phone companies with coverage areas in Jefferson County.

800 MHz Radio

Jefferson County has 800 MHz radio systems used by emergency response agencies and other essential local agencies.

Emergency Satellite Communications

MSAT is a statewide satellite communications system capable of transmitting voice, high-speed data, and video communications throughout the network. The Florida Division of Emergency Management maintains MSAT.

The primary communication system for the CWP is the landline telephone. Jefferson County's primary communications vendor is CenturyLink© Communications.

The CWP has Standard Operating Guides (SOGs) to notify and warn officials and the general public of emergency and disaster events that occur in Jefferson County. Additionally, these guides identify actions to be taken based on the types of incidents. The CWP maintains the notification list for agencies and individuals. Notification of the State Warning Point (SWP) is included in these guides. The Director of Emergency

Management or the on-call Emergency Management staff will initiate any further notification.

Developing or existing emergency conditions that should be reported to the County Warning Point include those that have or may result in multiple loss of life, environmental damage, or property damage, or the evacuation of a populated area, and whether or not State or federal resources are needed to support local emergency response efforts.

The Emergency Satellite Communications System – a back-up dedicated voice and data system that links the State Warning Point with each County Warning Point, the seven National Weather Service offices, the Emergency Alert System, Local Primary Stations, the three fixed nuclear facilities, the South Florida Water Management District, and the Department of Military Affairs. Portable units may be utilized to support an Incident Management Team, Area Command, and/or Joint Field Office, and other field communications requirements. This alternate system is used to transmit, receive, and coordinate emergency information. The system is tested weekly to ensure operational readiness.

Emergency Coordinating Officers (ECOs) and representatives from the Emergency Operations Center are kept informed of potential events by the Director of Emergency Management. The following methods will be used to notify:

E-mail
Telephone
Text message

Warnings are accomplished in various ways depending on the people that need to be warned and the time available. The Director of Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used if area residents are without electrical service for an extended period.

Activation of the Emergency Alert System (EAS)
Information statements released to the local media
Public address systems of public safety vehicles
Door-to-door contacts
Dialogic Phone Messaging System
Activation of the cable override system
Volunteer radio groups
Outdoor informational signage (programmable digital signs)
211-Big Bend Information

The type of incident and location of the incident will determine specific warning zones. Many have been pre-identified, such as vulnerable areas around hazardous materials locations or places subject to storm surge and/or flooding.

People in the threatened areas with special needs are notified by all the methods outlined above.

Local hotels, motels, and the Chamber of Commerce will assist in notifying tourists visiting the area. Most of the other warning systems previously listed would likely reach some visitors to the County.

The County Warning Point is responsible for network control and conducts daily tests to ensure operational readiness.

B. State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery, and mitigation aspects of State, local, and inter-jurisdictional disaster plans.

At the State level, the State Coordinating Officer, or their designee, exercises policy-making authority and commits state resources at the State Emergency Operations Center. The State Emergency Response Team Chief is responsible for providing state assistance, as well as the routine management and operation of the State Emergency Operations Center. The State Emergency Response Team Chief may issue mission assignments to the State emergency support functions to perform duties consistent with State policy. Mission assignments and mutual aid assistance brokered by the State are tracked in the State Emergency Operations Center.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State Emergency Operations Center under the direction and control of the State Emergency Response Team Chief. In addition, counties not impacted by an emergency or disaster situation may be directed by the State Coordinating Officer to activate their emergency operating centers to provide emergency assistance.

Regional and/or multi-regional evacuations are in accordance with the most current version of the State of Florida Regional Evacuation Studies. Before a regional evacuation and under the direction of the State Emergency Response Team Chief, the State Emergency Response Team will implement coordination with the affected counties, the State guidelines for the lifting of tolls on State toll facilities per the Florida Department of Transportation, Office of Toll Operations, Emergency Response Plan for Hurricanes and Other Emergencies; as well as the locking down of drawbridges, deploying and pre-deploying personnel, determining regional evacuation routes; ensuring the sufficiency of reasonably priced fuel, and addressing any emergency medical issues per the State of Florida Regional Evacuation Studies. The Governor's Intergovernmental Relations Team is used to provide a specific link for elected officials during a disaster. The Intergovernmental Relations Team comprises legislative and intergovernmental affairs staff who are capable of providing outreach and handling requests from local elected officials. The Team provides information for elected officials to better communicate with and represent their constituents.

During activation of the State Emergency Operations Center, the Team provides up-to-date information on the situation. It is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of a disaster.

The Governor's Intergovernmental Relations Team will coordinate with the State Coordinating Officer to ensure that consistent and timely information is shared with local elected officials, State legislative officials, and United States congressional officials. Each state agency will designate staff; typically, those assigned legislative intergovernmental coordination duties, to support the Team.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span of control needs to be broadened, they may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts that arise during the response or recovery phases as they progress.

In the event a request for disaster assistance is made by the governor of another state, the Governor of the State of Florida may order the mobilization of State resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section under the direction of the Operations Chief, located in the State Emergency Operations Center. The Mutual Aid Branch will operate in accordance with the most current edition of the State of Florida Logistics Section's Standard Operating Procedure for Mutual Aid.

The State Coordinating Officer may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the State Emergency Response Team Chief located at the State Emergency Operations Center and involve the deployment and staging of personnel and resources in the impacted area. A field operations response will be conducted in accordance with the most current edition of The State of Florida's Emergency Response Team Standard Operating Procedure for Field Operations.

Initial planning for recovery begins before an emergency event impacts Florida. While local governments implement response actions necessary to protect public health and safety, the Recovery Manager assigned to the State Emergency Operations Center begins coordinating and implementing recovery programs.

C. Federal Level

Through the National Response Framework (NRF), the federal government assists by establishing a single, comprehensive framework for managing domestic incidents. The NRF provides the structure and mechanisms for coordinating federal support. Through the NRF, federal emergency support functions will establish direct liaison with Florida's emergency support function representatives in the State Emergency Operations Center.

The six state-unique emergency support functions (ESF 13-18) will establish liaison with members of the Federal Emergency Response Team assigned federal coordination responsibility for that function.

If the disaster is major or catastrophic, the Division of Emergency Management will contact the Federal Emergency Management Agency, Region IV, and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to help communities mitigate the impact of future events.

To help ensure State/Federal coordination, the Federal Emergency Management Agency, Region IV, Regional Response Plan, contains an annex on Florida's emergency management system. This Annex outlines Florida's Comprehensive Emergency Management Plan and unique operational activities the State implements when responding to disasters.

Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes various federal disaster assistance programs available to aid the State in its recovery from a disaster situation. The basis for the declaration is the President's determination that the disaster is of such severity and magnitude that a response is beyond the capabilities of state and local authorities. The field recovery operation will be conducted in accordance with the most current edition of the State of Florida Recovery Plan.

Once a field office has been established in Jefferson County, the Division of Emergency Management will provide the proper liaisons to the appropriate field office operations.

The State Coordinating Officer leads the organizational structure for recovery. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. Additionally, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for ensuring compliance with that Agreement. The Governor's Authorized Representative, such as the State Coordinating Officer, is typically the Director of the State Division of Emergency Management.

During a recovery operation, the State Coordinating Officer typically appoints a Deputy State Coordinating Officer to represent them at the Joint Field Office. The Deputy State Coordinating Officer is responsible for establishing and managing state operations in the Joint Field Office, as well as coordinating between State and federal programs. Under

the Deputy State Coordinating Officer, there are two positions: a Deputy Recovery Manager and an External Affairs Officer. Under the Deputy Recovery Manager are five (5) functional officers: a State Mitigation Officer, a Human Service Officer, a Public Assistance Officer, a Finance and Logistics Officer, and an Administrative Support Officer. Under the State Mitigation Officer is the National Flood Insurance Program Coordinator.

VI. PREVENTION

A. Goals

To prevent an incident, intervene, or stop one from occurring. Prevention involves actions taken to protect lives and property.

B. Objectives

- Implement the National Incident Management System and National Response Framework (NRF)
- Expand Regional Collaboration
- Implement the National Infrastructure Protection Plan
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable Communications capabilities
- Strengthen CBRNE Detection, Response, and Decontamination capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities

VII. PREPAREDNESS

A. Goals

Help ensure a timely and effective response to, recovery from, and mitigation of the impacts and consequences associated with an emergency or disaster situation.

B. Objectives

To accomplish the above-stated goal, the following preparedness objectives will be followed in Jefferson County:

1. Administer Grant programs for operational support and training activities

Emergency Management Preparedness Assistance Trust Fund (EMPATF)

Emergency Management Performance Grant (EMPG)

Hazardous Materials

Catastrophic Insurance Fund (CAT Fund)

Hazard Mitigation

Emergency Operations Center (EOC) Funding

2. Capability Assessment Objectives

To conduct capability assessments of the County Emergency Management programs and how they have incorporated the National Incident Management System (NIMS).

To implement a public education and information campaign to help instill a "Culture of Preparedness" in Jefferson County. The "Culture of Preparedness" campaign will significantly enhance the government and the citizens of Jefferson County's ability to prepare for disasters, respond quickly to the aftermath of the event, recover from the damages and impacts to the economy, and mitigate future threats to public safety, health, and infrastructure.

3. Resource Management Objectives

To build on the mutual aid programs and ensure all municipal governments, Independent Special Districts, and institutions of higher learning (Universities & Community Colleges) are participants.

To build on the County's assistance capabilities under the Emergency Management Assistance Compact.

To continue efforts to enhance the County's ability to establish and maintain Logistic Staging Areas (LSA) within 24 hours.

4. Shelter Deficit Objectives

To continue efforts to reduce and ultimately eliminate the County's deficit of "safe" hurricane shelter spaces through an effective Shelter Deficit Reduction Strategy.

To continue efforts to reduce hurricane shelter demand through an effective public information campaign that uses all forms of media to educate the general public on when to and when not to evacuate.

To initiate efforts to install power generators for special needs shelters.

5. Evacuation Objectives

To continue efforts to develop and refine strategies for evacuation during major emergency/disaster events for both immediate and anticipated evacuation scenarios.

Continue efforts to enhance the statewide strategy for multi-regional evacuations, i.e., REVA, reverse lane concept, and evacuation studies.

Public Alert and Notification Procedures

To continue efforts to enhance the County's communication and warning systems.

To continue efforts to enhance the County's Emergency Alert System (EAS) used to provide instantaneous emergency information to the public if needed.

6. Plan Development and Maintenance

a) Plan Development

Section (252) Florida Statutes, State Emergency Management Act grants to the Board of County Commissioners under the leadership of the Director of Emergency Management the overall authority of responsibilities for Emergency Management response planning, plan development and coordination with municipalities, other counties, state and federal organizations in the development of Emergency plans for Jefferson County.

In Jefferson County, the 2025 CEMP was updated from the 2021 version. The support and primary agencies identified in the Jefferson County CEMP and supporting Annexes were contacted with requests for any updated information or policy/procedural changes needed to be made in the 2025 CEMP update. This information was collected and included in the update. The draft plan was distributed to the same agencies for comments and edits. As they were received, the CEMP was adjusted accordingly. The general public and the business and industry sectors are always welcome to provide input into the plan update process. The Jefferson County CEMP is a dynamic plan, as any necessary changes or additions are incorporated into the Plan. The Plan is submitted to the Board of County Commissioners for approval when significant changes are made to the CEMP.

The County CEMP is developed with the assistance and input from the following groups serving in an advisory capacity.

Local Mitigation Strategy (LMS) Committee
Local Emergency Planning Council (LEPC) for Hazardous Materials
Regional Domestic Security Task Force (RDSTF)
Disaster Committee/County Emergency Response Team

The groups mentioned above have been established as advisory bodies to coordinate with Emergency Management functions to prevent and prepare for, respond to, recover from, and mitigate the impacts of hazards that could affect the County. Relative to the process for the development of the CEMP, the advisory bodies advise specifically on such actions as policies, plans, procedures, training, exercises, and public education.

The preparation and revision of the basic plan and specific annexes will be the responsibility of the Jefferson County Division of Emergency Management, with the assistance and involvement of all applicable entities. The preparation and revision of the appendices are the responsibility of the primary agency, with the help and participation of the Division of Emergency Management and the designated support agencies. The Division of Emergency Management will establish a format and content guidance that must be followed in the revision process and coordinate and incorporate revisions to the appendices.

b) Plan Maintenance

The Emergency Management Director will maintain the Jefferson County CEMP and update the plan every five years as of 2006. However, the Plan may be updated as often as needed during any year. Examinations and reviews will be conducted annually to reflect changes in implementing procedures, improvements in emergency preparedness capabilities, and deficiencies identified through corrective action. The Division of Emergency Management will revise the plan by underlining new information and striking through old information. Whenever a change is made, the date of the change will be inserted in the top right section of the page. Once the Board of County Commissioners has approved the plan, all underlined and strike-through changes from the previous year will be removed, and the date of plan approval will be inserted at the top right section of each page.

The primary and supporting agencies/organizations of each emergency support function will be responsible for preparing and maintaining the operating procedures necessary for implementing all responsibilities assigned in the Plan. These procedures will be prepared in accordance with guidance issued by the Florida Division of Emergency Management. The Florida Division of Emergency Management will provide for the publication and distribution of the Plan that will be made available through the Florida Division of Emergency Management's web page at www.floridadisaster.org.

c) *Other Plans*

In addition to the County CEMP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition, they have been incorporated in the CEMP annexes:

Hazardous Materials
Local Mitigation Strategy (LMS)
Special Needs
COOP/COG
Terrorism
Other

7. Public Information

Before an emergency or disaster occurs, public information is critical for the public to take the necessary protective actions. The County's public information program focuses on enhancing communication of emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that improve awareness of the evacuation process, road conditions, shelter status, and re-entry issues, as well as effective communication methods for conveying information to the public during evacuation.

The Sheriff or their designee will serve as the public information officer (PIO), and serve as the agency responsible for gathering and analyzing information about the disaster.

The PIO will be responsible for collecting information, preparing media releases, and responding to requests for information and interviews.

The EM Department has prepared pre-scripted news releases that can easily be edited to include disaster-specific information.

Jefferson County has a website that provides updates on emergency conditions as well as assistance with disaster planning and recommended actions. Social media – Jefferson County implemented Facebook and Twitter in 2014 to increase public outreach.

The Jefferson County Division of Emergency Management sends mass emergency and public information messages through the Alert Florida system. In 2016, Jefferson County entered into an MOU with the Florida Division of Emergency Management to utilize Alert Florida and the Everbridge notification system. The Alert Jefferson system notifies the public via phone, text, and email of any emergency situation or public information. The county provides a portal on the Jefferson County Website for registration to Alert Jefferson.

The Jefferson EOC will serve as the Citizen Information Center (CIC). Emergency Management staff, including the PIO, will respond to citizens' inquiries.

The Jefferson Division of Emergency Management, through the PIO, will serve as the primary resource for providing disaster-related preparedness, response, recovery, or mitigation information to the public.

The PIO will send disaster updates to the following agencies and individuals: local fire departments, law enforcement agencies, and EMS agencies; County agencies; the School Board; municipal agencies; nursing homes; transportation providers; utility companies; private businesses; and the State Warning Point.

Following a disaster, the public will be informed that they can contact Jefferson County EOC to receive information about disaster recovery and mitigation assistance.

Setting up a rumor control facility to deal with direct public contacts. Rumors can be as dangerous as the emergency itself. They must be addressed adequately for the operations to proceed effectively. Rumor control information (number and type of calls) provides the PIO a basis for the type of information that must be made available to the public through the media. Rumor control procedures are included in the PIO SOPs.

Notification to these individuals will take place through mass media public information releases (radio and television), in addition to personal contact by the appropriate law enforcement agency, if necessary.

The PIO will include maps of evacuation zones and routes as part of the public information program, as outlined in ESF 1.

8. Training and Exercise

The Emergency Management Director coordinates all training related to emergency management. The Division of Emergency Management offers training to all first responder agencies (County, City, and other law enforcement, medical, and fire) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism, and other issues. The training offered is conducted through the Florida Division of Emergency Management training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, the Jefferson County Sheriff's Office and any other organization offering training. The Jefferson County Division of Emergency Management provides the notice of training being offered to local response agencies.

Multi-Year Training and Exercise Plan (MYTEP) – Sub-Recipient is required to develop a MYTEP that identifies a combination of exercises, along with associated training requirements, that addresses the priorities identified in the State TEPW. The county TEP will be included in the state submission of the MYTEP. Develop and submit by June 1st. Exercises are planned for three years, but may change as funding and conditions change.

Jefferson County continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.

Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.

Courses focused on discipline and agency-specific subject matter expertise.

The County requires courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- IS 700 – National Incident Management System (NIMS), An Introduction
- IS 800 – National Response Framework (NRF), An Introduction
- ICS 100 Series – Incident Command Systems, An Introduction
- ICS 200 Series – Incident Command System, Basic
- ICS 300 Series – Incident Command System, Intermediate
- ICS 400 Series– Incident Command System, Advanced

Exercises are a key component in improving all-hazards incident management capabilities. The Division of Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability.

After each exercise, the lead agency performing the exercise will evaluate the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the Jefferson County Division of Emergency Management.

The Homeland Security Exercise Evaluation Program will be used for developing, delivering, and evaluating Department of Homeland Security/Office of Domestic Preparedness-funded exercises.

Among the key exercises that Jefferson County participates in are:

- Annual Statewide Hurricane Exercise
- Red Cross Annual Hurricane Exercise
- Severe Weather Annual Exercise

9. Evacuation

The vulnerability of Jefferson County and the overall vulnerability of the State of Florida to disasters and emergencies, i.e., hurricanes, floods, wildfires, and acts of terrorism, is a constant reminder of the gravity of planning for the safety of a growing population and millions more tourists each year. Because of this threat, the importance of providing timely and well-coordinated evacuation and sheltering efforts remains critical. To meet the threat, the County participates in the state's regional evacuation process that focuses on evacuation and sheltering as a statewide initiative.

Regional Evacuation Procedures (REVAC) - The State of Florida, in concert with local emergency management, law enforcement, sheltering organizations, public information offices, and adjacent states, implements Regional Evacuation Procedures (REVAC) throughout the State. REVAC procedures integrate the operations of all the above

organizations into one plan that manages the decision-making, implementation, and conduct of evacuations for entire regions. The REVAC includes the following policies:

The Governor will direct all major evacuations through the State Emergency Operations Center.

Evacuation maps are included in water bills in the beach area to notify the public of evacuation routes. These maps are also found on the Jefferson County Board of County Commissioners website at: https://www.jeffersoncountyfl.gov/

All counties will activate their emergency operations centers to support significant evacuations when directed to do so by the State Coordinating Officer.

All counties will open and operate host shelters as directed by the State Coordinating Officer.

All counties that open host shelters will be covered under the Governor's Executive Order declaring a State of Emergency and will be included in all requests for Federal Emergency Declaration or Major Presidential Disaster Declaration assistance.

State and county government organizations will use the regional evacuation process to manage and coordinate any multi-county and/or regional evacuation in response to any hazard which would necessitate such actions, including the implementation of State guidelines for lifting tolls on State toll facilities pursuant to the Florida Department of Transportation, Office of Toll Operations, Emergency Response Plan for Hurricanes and Other Emergencies; as well as the locking down of drawbridges, deploying and pre-deploying personnel, implementing the Regional Evacuation Law Enforcement Staffing Plan, designating host counties for sheltering, ensuring the sufficiency of reasonably priced fuel, and addressing any emergency medical issues in accordance with the most current versions of the State of Florida Regional Evacuation Procedure.

Emergency Shoulder Use (ESU) is Florida's innovative strategy to temporarily increase traffic flow and capacity during major hurricane evacuations using existing paved shoulders. First developed in 2017 and covering key corridors within the state, ESU replaced the former one-way plans, also known as contraflow and lane reversal.

When ESU is operational, all motorists except large trucks, buses, and trailers may use the shoulder as a travel lane. Motorists may enter and exit the shoulder at designated locations where law enforcement officers and posted signage indicate. ESU uses the left or inside shoulder on six-lane roadways, while the right or outside shoulder is used on four-lane roadways.

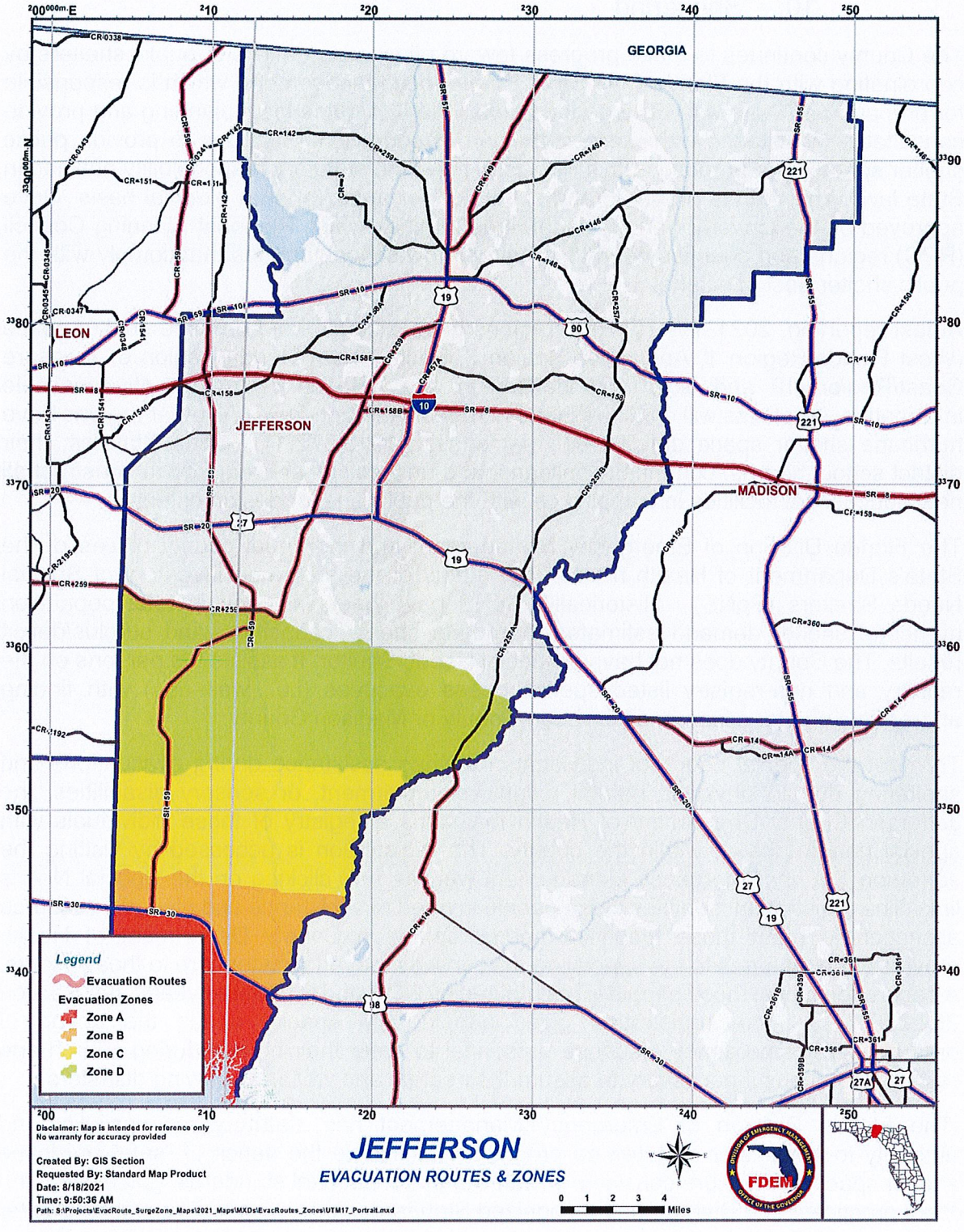


Figure 13 County Evacuation Routes and Evacuation Zones

10. Sheltering

The County continues to make progress toward eliminating deficits of public shelters by coordinating with the Florida Division of Emergency Management, which is responsible for preparing a "Statewide Emergency Shelter Plan" to guide local planning and provide consultative assistance with the construction of educational facilities to provide public shelter space. The purpose of this Plan is to meet the statutory responsibility outlined in State law. The Plan is prepared and submitted for approval on a biennial basis. Once approved by the Governor and Cabinet, it determines which Regional Planning Council (RPC) regions and counties need to construct new school facilities that comply with the public shelter design criteria.

At last reporting, 2021, five (5) RPC regions have a surplus of hurricane shelter space (West Florida/Region 1, Apalachee/Region 2, East Central Florida/Region 6, Treasure Coast/Region 10 and South Florida/Region 11). Based upon currently available information, surpluses will continue in these regions through 2025. All other regions have hurricane shelter space deficits, and per section 1013.372(1), Florida Statutes, their district school boards, community colleges, and universities are required to construct all new educational facilities in compliance with the public shelter design criteria.

The Florida Division of Emergency Management and individual county offices of the State's Department of Health monitor the status of the statewide inventory of Special Needs Shelters (SpNS). Historically, SpNS have been included in total population hurricane shelter demand estimates, hurricane shelter capacities, and surplus/deficit results. The County does not have a Special Needs Shelter. It assists the persons on the registry and non-registry listed special needs evacuees (i.e., walk-ups) with finding appropriate shelter space in either Leon County or Madison County.

To meet the special needs of individuals requiring assistance during evacuations and sheltering due to physical, mental, cognitive impairment, or sensory disabilities, the Jefferson County Department of Health maintains a registry of those individuals with special needs located within the county. The registration is accessed by visiting the Jefferson County Emergency Management website and clicking on the Special Needs link. The registration identifies those people in need of assistance and plans for resource allocation to meet those identified needs. Jefferson County Department of Health provides printed forms to the special needs services that administer care to those clients. A secure registry of those people is maintained by DOH and is updated yearly, per Section 252.355, F.S. The registration gives people with special needs the option of preauthorizing emergency response personnel to enter their homes during search and rescue operations if necessary to assure their safety and welfare following disasters.

The Florida Division of Emergency Management has statutory responsibility and authority to administer a statewide program to eliminate the deficit of "safe" hurricane shelter space. To ensure consistency with State and national standards, guidelines, and "best practices," the Division has recognized Standards for Hurricane Evacuation Shelter Selection (ARC 4496) as the minimum hurricane shelter survey and evaluation criteria. Therefore, at a minimum, meeting ARC 4496 criteria is a required condition for a public

facility to be described as "safe," suitable, or appropriate for use as a public hurricane shelter.

VIII. RESPONSE

A. Goals

Jefferson County must be prepared to respond to developing events quickly and effectively on a 24-hour basis. The primary goal of the County's response operation is to ensure a timely and effective response to the potential consequences that an emergency/disaster situation may generate. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

B. Response Objectives

When an emergency/disaster event is detected or is imminent, the 72 hours before and after the event constitute the critical timeline that defines an effective response operation. To ensure the effectiveness of the County's response, the following operational objectives may be initiated along a critical timeline in 24-hour intervals to ensure a successful response operation:

1. 72 hours to 48 hours Before Event Impact

A functional 24-hour County Warning Point that can alert and notify all appropriate county staff and state, local, and/or federal officials of an emergency/disaster situation.

A request by the Emergency Management Director to the Board of County Commissioners to issue an Executive Order proclaiming a Local State of Emergency and/or activate the County Comprehensive Emergency Management Plan. The Executive Order process may necessitate evaluating the need to draft future Executive Orders.

Activation of a public information system to ensure the appropriate media releases, live media broadcasts, and activation of the Emergency Information Line.

Activation and operational readiness of the Emergency Operations Center. The EOC is activated fully (Level I) or partially (Level II), depending on the event, and may be activated by the Director of the Division of Emergency Management before the Board of County Commissioners issues an Executive Order.

Activation of an event monitoring and reporting process, i.e., technical data, Situation, Flash, and Chronology of Events reports, weather tracking, etc.

A process to assess the availability of sufficient technical staff to support the ESF 5 Information and Planning Section.

2. 48 hours to 24 hours Before Event Impact

Activation of a protective actions planning process to develop Incident Action Plans to guide response operations.

The process is activated to determine the need to request a federal emergency declaration.

Activation of a process to ensure the deployment of the appropriate technical liaisons in the impact area (i.e., hurricanes, forest fires, terrorist events, repatriation, etc.

The activation of a communication system that will effectively deploy necessary communication systems, initiate EAS alert, and initiate amateur radio operations at the EOC.

The activation, if necessary, of the Intergovernmental Relations Team to ensure that timely information is being shared with local elected, State Legislative, and United States Congressional officials (State Coordinating Officer/SERT Chief).The activation of an information briefing process to brief the Governor and other appropriate officials on the status of the situation.

The activation of a conference call process facilitates information sharing among relevant State, county, multi-state, and federal agencies and organizations to address protective action measures.

Activating an effective and efficient EMAC/mutual aid process to augment local, State, and federal resources.

The activation of a process to monitor protective action measures taken by the counties, such as evacuation and sheltering.

The activation of an efficient and effective field operations response process.

The activation of an effective and efficient Impact Assessment process to determine the disaster impact on infrastructure, emergency services, human needs, etc.

3. 24 hours to Event Impact

The activation, if applicable, of an "Impact-Area Tour" process for the Governor and other appropriate State, Local, and federal officials.

The activation of a process to assist local governments with Re-entry activities.

The activation of the process, if applicable, to request a federal Presidential Disaster Declaration.

4. Event Impact to +72 Hours After

Initiate process to re-establish communications and determine disaster impact (i.e., life-threatening conditions, debris clearance, transportation, security) with impacted areas.

The activation of the Preliminary Damage Assessment process with local, State, and federal officials.

C. County Emergency Operations Center

The County Emergency Operations Center (EOC) is the facility used to coordinate the County's response to any major emergency or disaster situation. It is located at 691 Industrial Drive, Monticello, FL 32344. The facility serves as the coordination, command, and control center for Jefferson County during a disaster. The Security and maintenance of the County Emergency Operations Center facilities will be carried out in accordance with the provisions of the most current version of the County Emergency Management Plan. If the County Emergency Operations Center in Monticello is threatened, an alternate County Emergency Operations Center may be activated as designated in the Alternate State Emergency Operations Center procedures. Currently, the backup facility for the EOC is located at the Jefferson County Annex – 450 Walnut Street, Monticello, Florida 32344.

The EOC will be activated for actual or potential events that threaten Jefferson County. The Emergency Management Director will determine the level of activation based on the emergency or disaster event. Standard Operating Guides (SOG) have been developed and distributed to agencies assigned to the EOC. The SOGs and checklists are updated as necessary by the Division of Emergency Management.

The following are the levels of activation utilized in the County Emergency Operations Center:

Level III - Monitoring Activation - Level III is typically a "monitoring" phase. Notification will be made to the relevant agencies and Emergency Support functions that will need to act as part of their everyday responsibilities. The County Emergency Operations Center will be staffed with County Warning Point Communicators and Division of Emergency Management personnel.

Level II - Partial Activation of the County Emergency Response Team - This is a limited agency activation. All primary Emergency Support Functions are notified. The Division of Emergency Management personnel, along with the necessary Emergency Support Functions, will staff the County Emergency Operations Center.

Level I - Full Scale Activation of the State Emergency Response Team - This is a full-scale activation with 24-hour staffing of the County Emergency Operations Center. All primary and support agencies under the County plan are notified.

D. Field Operations

During or following the impact of a natural or man-made disaster, the State may need to initiate a field operation response. The initiation of a field operations response is necessary to manage and coordinate the deployment of State personnel, resources, and field operations facilities to the impacted area, helping to meet the needs of disaster victims. County field operations will be initiated according to the State of Florida State Emergency Response Team Standard Operating Procedures for Field Operations. This

will address, at a minimum, the management, coordination, and deployment of the following Field Operation teams and facilities:

Personnel/Teams

- Area Command
- Area Coordinators
- State Emergency Response Team Liaisons
- Florida National Guard Liaison Officers (LNO)
- Reconnaissance
- Public Assistance Liaison
- Florida National Guard WWD Civil Support Team
- Florida National Guard Computer Emergency Response Team
- Community Response Teams (CRT)
- Temporary Disaster
- Housing Coordinators
- Damage Assessment Teams (PDA)

Field Operations Facilities

- Alternate State Emergency Operations Center
- Joint Field Office (JFO)
- Emergency Operating Facility (EOF), Nuclear Power Plants
- Base Camps
- Repatriation Processing Center (RPC)
- Joint Information Center (JIC)
- Logistical Staging Areas (LSA)
- Comfort Stations
- Community Assistance Center
- Points of Distribution (POD)
- Disaster Recovery Centers (DRC)

IX. FINANCIAL MANAGEMENT

The equipment, personnel, and financial resources of the County government may quickly be overtaxed in a disaster. The County Resource and Financial Management Policies and Procedures for Emergency Management establish policies and procedures to implement statutory authorities and responsibilities for financial management related to response activities. This policy ensures that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

X. CONTINUITY OF OPERATIONS

As required by Florida Statutes, select Jefferson County government agencies are required to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue essential functions of government services. This capability has been designed to address a broad range of potential emergencies. Planning and training efforts for COOP are closely coordinated with the CEMP through the Division of Emergency Management.

The chief officer/department head/manager of each agency is responsible for the preservation of vital records essential for ensuring the continuity of government (COG).

XI. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Plan is not intended to incorporate them by reference.

A. Relationship to Other Plans

In addition to the County CEMP the following plans have been developed and are maintained pursuant to state and federal requirements. In addition, they have been incorporated in the CEMP annexes:

Hazardous Materials
Local Mitigation Strategy (LMS)
Special Needs
COOP/COG
Terrorism
Other

Specific Plans are:

Municipal Emergency Operations Plan (EOP)
Municipal Debris Management Plan
State Comprehensive Emergency Management Plan (CEMP)
State Hazard Mitigation Plan
National Response Framework
Natural Oil and Hazardous Materials Pollution Contingency Plan.

Nuclear Regulation 0654/FEMA-REP-1, which provides federal guidance for the development and review of Radiological Emergency Management Plans for Nuclear Power Plants.

"Interagency Radiological Assistance Plan" (Interim), U.S. Department of Energy, Region III.

The Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction.

The Federal Radiological Emergency Response Plan.

National Response Plan Terrorism Incident Annex.

National Response Plan Terrorism Incident Overview.

Chemical/Biological Incident Contingency Plan (Federal Bureau Investigation, Unclassified).

Nuclear Incident Contingency Plan (Federal Bureau Investigation, Unclassified).

Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism (Department of Health and Human Services).

National Emergency Repatriation Framework, as revised October 2024.

Joint Plan For DoD Noncombatant Evacuation And Repatriation, November 2005.

Alien Migrant Interdiction Operations (AMIO) Mission

Incident Specific Coordinating Procedures

Florida Coastal Pollutant Spill Contingency Plan

The Florida Coastal Pollutant Spill Contingency Plan was prepared and developed in compliance with Section 376.07(2) (e), Florida Statutes, the Pollutant Discharge Prevention and Removal Act. This plan is activated in case of an oil spill of any magnitude in the state's coastal waters.

Oil spill response plans have been drafted at the State level in response to the Clean Water Act of 1977, formerly the Federal Water Pollution Control Act of 1972. The 1972 legislation established the National Oil and Hazardous Materials Pollution Contingency Plan as the basis for providing a federal response to major pollutant spills.

The Florida Department of Environmental Protection is responsible for the maintenance of the Florida Coastal Pollutant Spill Contingency Plan. The plan describes response efforts and the responsibilities of State agencies in case of an oil spill. All coordination will be done through the State Emergency Operations Center. As more support is required for Environmental Protection, the State Emergency Operations Center will be activated to mobilize additional State resources.

Florida Electrical Emergency Contingency Plan

Electricity is a vital part of Florida's infrastructure. It is critical for the existing and growing residential population, for commerce and industry, and for tourism. Florida's electric utilities coordinate planning and operations to ensure the adequacy and reliability of the electric system long-term and project that it will remain adequate.

B. Authorities:

(1) County:

Jefferson County Code of Ordinances Chapter 31 – Emergency Management Ordinance

Under Florida Statutes, Chapter 252.38 (1), Jefferson County's responsibilities are to:

- Safeguard the life and property of all citizens
- Maintain the Emergency Management Department

- Appoint an emergency management director, who shall coordinate the activities, services, and programs for emergency management and maintain liaison with the FDEM and other local emergency management agencies.
- Perform emergency management functions within the county as well as outside the county as needed.
- Serve as liaison for and coordinator of the City of Monticello's request for state and federal assistance during post-disaster emergency operations.
- Appropriate and expend funds as necessary to fulfill responsibilities
- Establish one or more EOCs
- Make available all county resources for emergency operations
- Declare a local state of emergency for up to seven (7) days, extendible in seven (7) day increments
- Invoke mutual aid agreements using FDEM as liaison

(2) Additional State Statutes:

Chapter 14, Florida Statutes, Governor

Chapter 22, Florida Statutes, Emergency Continuity of Government

Chapter 23, Part 1, Florida Statutes, The Florida Mutual Aid Act

Chapter 125, Florida Statutes, County Government

Chapter 154, Florida Statutes, Public Health Facilities

Chapter 161, Florida Statutes, Beach and Shore Preservation

Chapter 162, Florida Statutes, County or Municipal Code Enforcement

Chapter 163, Florida Statutes, Intergovernmental Programs; Part I, Miscellaneous Programs

Chapter 166, Florida Statutes, Municipalities

Chapter 187, Florida Statutes, State Comprehensive Plan

Chapter 215, Florida Statutes, Financial Matters

Chapter 216, Florida Statutes, Planning and Budgeting

Chapter 235, Florida Statutes, Educational Facilities

Chapter 245, Florida Statutes, Disposition of Dead Bodies

Chapter 250, Florida Statutes, Military Affairs

Chapter 252, Florida Statutes, Emergency Management

Chapter 284, Florida Statutes, State Risk Management and Safety Programs

Chapter 287, Florida Statutes, Procurement of Personal Property and Services

Chapter 376, Florida Statutes, Pollutant Discharge Prevention and Removal

Chapter 377, Florida Statutes, Energy Resources

Chapter 380, Florida Statutes, Land and Water Management

Chapter 388, Florida Statutes, Public Health

Chapter 401, Florida Statutes, Medical Telecommunications and Transportation

Chapter 403, Florida Statutes, Environmental Control

Chapter 404, Florida Statutes, Radiation

Chapter 553, Florida Statutes, Building Construction Standards

Chapter 581, Florida Statutes, Plant Industry

Chapter 590, Florida Statutes, Forest Protection

Chapter 633, Florida Statutes, Fire Prevention and Control

Chapter 870, Florida Statutes, Riots, Affrays, Routs, and Unlawful Assemblies.

Chapter 943, Florida Statutes, Domestic Security

(3) Florida Administrative Code:

Rule 9G-2, State of Florida CEMP Criteria

Rule 9G-6, Review of Local Emergency Management Plans

Rule 9G-11, Funding Formula for Emergency Management Assistance Funds

Rule 9G-12, Contract Procedures for Funding of Radiological Emergency Response Plans

Rule 9G-14, Hazardous Materials

Rule 9G-19, Base Funding for County Emergency Management Agencies

(4) Federal:

44 CFR Parts 59-76, National Flood Insurance Program and related programs.

44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.

44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.

44 CFR Part 10, Environmental Considerations.

44 CFR Part 14, Audits of State and Local Governments.

44 CFR 350 of the Code of Federal Regulations.

50 CFR, Title 10 of the Code of Federal Regulations.

Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and in other scattered sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.

Public Law 93-288, as amended, 42 U.S.C. 5121, et seq., the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.

16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.

Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.

Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.

Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), provides funding to improve the capability to respond to hazardous materials incidents.

Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.

Public Law 101-549, Clean Air Act Amendments of 1990, provides for reductions in hazardous air pollutants and risk management planning requirements.

Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, provides for a system of compensating the public for harm caused by a nuclear accident.

Public Law 84-99,33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.

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.

Public Law 89-665,16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.

National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).

Regal Community Development and Regulatory Improvement Act of 1994.

Public Law 833-703, an amendment to the Atomic Energy Act of 1954.

(5) Memoranda of Understanding and Agreements:

Florida and Federal Emergency Management Agency Region IV, 1993.

Statewide Mutual Aid Agreement (July 31, 2000 as Amended by modification #1, October, 1994).

Florida and the American Red Cross, 1992.

Florida and the Air Force Rescue Coordination Center (Inland Search and Rescue), as amended, 1995.

Division of Emergency Management and the Civil Air Patrol (Search and Rescue, Transport).

Division of Emergency Management and Florida Power Corporation; Division of Emergency Management and Florida Power and Light Company; and Division of Emergency Management and Southern Nuclear Operating Company (Radiological Emergency Response Planning and Operations) Annual Agreements.

Memorandum of Agreement between the Federal Emergency Management Agency, the State of Florida, and the City of Miami for Urban Search and Rescue, October 5, 1993.

Building Officials Association of Florida and Division of Emergency Management, October 1994.

National Weather Service and Division of Emergency Management, September 1994.

Statement of Understanding between the Administration on Aging and the American National Red Cross (ARC), ARC 5067, June 1995.

Statement of Understanding between the Salvation Army and the American Red Cross, August 1994.

Statement of Understanding between the Volunteer Organizations Active in Disaster Agencies and other volunteer agencies.

Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross, January 1982.

Memorandum of Understanding between the Centers for Disease Control, the United States Public Health Service of the Department of Health and Human Services, and the American Red Cross.

Memorandum of Understanding with the American Veterinary Medical Association Emergency Preparedness and Response Guide.

Memorandum of Understanding with the State of North Carolina for Medivac Assistance for Monroe County.

Southern Mutual Radiological Assistance Plan, Southern States Emergency Response Council.

Memorandum of Understanding Between Strategic Metropolitan Assistance and Recovery Teams and the Florida Division of Emergency Management.

Interstate Agreement during a Hurricane Threat or Other Events, Florida Division of Emergency Management and Georgia Emergency Management Agency.

XII. ANNEXES

A. ANNEX I – Recovery Functions

B. ANNEX II – Mitigation Functions

C. ANNEX III – Emergency Support Functions

D. ANNEX IV – Jefferson County Road Department Disaster Debris Management Plan

ANNEX I: RECOVERY FUNCTIONS

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I. INTRODUCTION

Following a disaster, numerous critical post-disaster concerns must be addressed. Resolving these issues will require a coordinated effort from local, state, and federal governments. This section of the regional plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

This annex to the CEMP provides the framework for managing resources, enabling the county to return to normal as soon as possible. The county's focus during recovery is to address life safety concerns, assess property and infrastructure damage, ensure continuity of government, provide access to disaster areas by relief agencies, facilitate debris removal, and ensure proper reconstruction of damaged structures.

1. Disaster recovery is the primary responsibility of the Jefferson County Division of Emergency Management, which will coordinate recovery operations from the county EOC.
2. Jefferson County Division of Emergency Management will coordinate recovery operations with the City of Monticello.
3. It is important to note that the county's rural location does not provide for a large number of agencies to assist in recovery.
4. Due to this fact, many responsibilities will need to be accomplished by a relatively few individuals. The county will require additional resources from the state and federal governments to support extensive and prolonged recovery operations.
5. The EM Director or designee will serve as a liaison with the Joint Operations Center, the Disaster Field Office, and recovery personnel from the Florida Division of Emergency Management and FEMA assigned to assist the county during its recovery efforts.

6. Jefferson County has identified the following entities with support roles and will be involved in recovery:
    - SERT Liaison: Pre-deployed recovery personnel who coordinate initially with local emergency management to assist in deploying all State recovery teams.
    - Community Response Team—A team deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and inform disaster victims of the disaster assistance programs and registration process.
    - Unmet Needs Committee—A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, governmental agencies, and faith-based organizations.
    - Damage and Mitigation Assessment Team – A team deployed to conduct, with local governments, assessments for public and private non-profit entities and individual homes and businesses. The assessment quantifies the extent of the damage and is used to justify federal assistance.

II. RECOVERY FUNCTIONS

A. Damage Assessment Functions

Damage assessments include actions undertaken to determine the nature and scope of damages to structures, facilities, and infrastructure and to identify and scale the need for state and federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which leads to impact assessment and incident action planning during the response phase.

The Jefferson County Planning and Building Department is the lead for the County's Damage Assessment Program. Responsibilities include recruiting and training team members and managing damage assessment priorities in coordination with ESF 5.

The County is using a Geographic Information System (GIS) to assist the damage assessment teams with details of property information, infrastructure, and mapping. The Property Appraiser's Office will provide estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on business losses.

The County will conduct an initial damage assessment using County resources to determine the overall extent of damage. The resources of the local fire departments, law enforcement agencies, and public works agencies will be used. This information will be collected by the Division of Emergency Management and provided to the Command Staff of Jefferson County and the Florida Division of Emergency Management, using IDA and PDA field sheets as approved by FDEM. The county has developed and will issue

Preliminary Damage Assessment field guides to aid in identifying damage severity and determining assistance criteria. This data is then communicated to the state via Web EOC and the FDEM Regional Director. If the situation warrants, a formal Preliminary Damage Assessment will be performed by local, State, and Federal assessors.

To obtain State and/or Federal disaster assistance, the County will conduct a preliminary damage assessment, providing estimates to the State Division of Emergency Management. This will include assessments for both public and individual damages. If State or Federal damage assessment teams respond to the County, local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and supply maps needed to complete the damage assessment process. The State Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

If the County qualifies, the State will notify all nonprofit agencies and local governments of the Applicant's Briefing. After the briefing, each applicant files a notice of interest and will coordinate directly with State and Federal staff. The State and Federal Emergency Management Agency will schedule and conduct a "Kick Off" meeting shortly thereafter. The kick-off meeting educates local applicants on the Public Assistance Program. Each potential applicant will be required to attend the Kick-Off meeting. The Division of Emergency Management will contact them. Regarding Individual Assistance, the Division of Emergency Management will coordinate with the liaisons from the American Red Cross, municipalities, and State and Federal staff to open Disaster Recovery Centers, advertise their locations, and provide services. The administration of State and Federal assistance is the responsibility of the organization accepting the disaster assistance

The City of Monticello is responsible for all corresponding inspections, damage assessments, and other disaster response and recovery functions and activities for their jurisdictional area, and the County would include the City of Monticello in its response and recovery activities due to its limited resources. No other municipalities within the county and the City of Monticello will coordinate final reporting with the state through the county EOC. The Emergency Management Director or designee will communicate directly with the City Manager and City department heads to coordinate recovery efforts and to determine their needs. The City of Monticello department heads have participated in Disaster Committee meetings and pledged to have representatives at the EOC in specific support functions during recovery, ensuring open and situational awareness.

Additional damage assessment functions are maintained in the appropriate Jefferson County SOPs and Annexes. This includes identifying roles and responsibilities, training, assessment criteria, reporting formats, and a process for both initial and preliminary damage assessments.

Short Term Recovery	
Impact area security	Emergency demolition
Temporary shelter/housing	Repair permitting
Infrastructure restoration	Donations management
Debris management	Disaster assistance
Long-Term Reconstruction	
Hazard source control and area protection	Infrastructure resilience
Land use practices	Historic preservation
Building construction practices	Environmental recovery
Public health/mental health recovery	Disaster memorialization
Economic development	

1. Declared Disasters

Following a major or catastrophic disaster in which the President grants an emergency or major disaster declaration, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area. Section IV.A.3 (Emergency Operations (Recovery) of this Plan gives the organizational structure to address State recovery and mitigation activities.

The Joint Field Office is the primary field location for coordinating Federal and State short and long-term recovery operations. Short-term decisions include where to locate displaced households and how to remove and dispose of debris. There are also long-term decisions, such as how to finance reconstruction, where to allow rebuilding, and how to revitalize the local economy. The Federal Coordinating Officer and the State Coordinating Officer will co-locate in the Joint Field Office with other essential federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management, and general administration are coordinated at the Joint Field Office. The Area Command operational control will transition to the Joint Field Office at a time determined by the State Coordinating Officer.

a) Public Assistance

The Public Assistance (PA) program provides support to eligible local governments following a disaster to assist in the recovery and restoration of buildings and infrastructure and the removal of debris on public property.

The Director of Emergency Management will appoint a Public Assistance Officer (PAO) (if different from the EM Director) for the County 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 PAO will work closely with the Clerk of the Court to ensure all eligible work is prepared on a Project Worksheet and the data is accurate and current.

In the event of a declared disaster, the Director of Emergency Management will work closely with ESF14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. These include all Jefferson County government agencies and quasi-governmental organizations that perform a governmental function. Such applicants are trained in the public assistance program through various recovery training sessions. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio stations.

The Director of Administrative Services will notify local governments, non-profit agencies, and other eligible applicants of scheduled Applicant's Briefings and Kick-Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Recovery SOP includes procedures for all aspects of financial management, personnel, and record-keeping that will be required for the various Federal and State financial assistance programs. All information is updated at a minimum of each year before the beginning of hurricane season (June 1). State and Federal recovery personnel must advise the Director of these briefings so that agencies can be notified.

The Finance Office will oversee the financial aspects of the Public Assistance and Hazard Mitigation Grant Programs. The Clerk will work closely with the Board of County Commissioners to identify funds for the recovery effort, including response, recovery, and mitigation functions. If funds are not available, the Board of County Commissioners, through the Clerk of the Court, will petition the Office of the Governor for a match waiver on the Public Assistance Program, which will absolve the County of having to match the State and Federal funds. This is done on a case-by-case basis and as a last resort based on extreme financial hardship. If the County decides to avail itself of this option, the Clerk's Office will initiate and follow through on this effort with the Office of the Governor.

The Jefferson County Division of Emergency Management is responsible for maintaining the list of potential public assistance applicants in the county. This list is updated regularly through annual communications by email to these agencies and the JCDEM, attending regular meetings of cooperating agencies in the County.

List of Potential Applicants for Public Assistance (Municipal, County, and Private Non-Profit)

- Jefferson County Board of County Commissioners
- Jefferson County Sheriff's Office
- Jefferson County Department of Emergency Management
- Jefferson County Building Department
- Jefferson County Planning Department
- Jefferson County Road Department
- Jefferson County Extension Office
- Jefferson County Solid Waste & Recycling Department
- Jefferson County Economic Development
- Jefferson County Fire & Rescue Department
- Jefferson County Humane Society/Wolf Creek Adoption Center
- Jefferson County Clerk of Court

- Jefferson County Property Appraiser
- Jefferson County Health Department
- Jefferson County School Board
- Jefferson Somerset Charter School
- Jefferson County State Housing Initiatives Partnership (SHIP)
- City of Monticello
- City of Monticello Clerk of Court
- City of Monticello Public Works
- City of Monticello Police Department
- Volunteer Fire Departments

b) Individual Assistance

Eligible residents can apply for the Individual Assistance Program if the County is declared for Individual Assistance. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants claim. They will do this independently of the State or local assessors. Jefferson County will also perform inspections of damaged homes to determine structural integrity. Under the Emergency Management Director's overall direction, the Jefferson County Planning and Building Department will be responsible for coordinating post-disaster habitability inspections. The County Building Inspector will also coordinate post-disaster permitting of structures to ensure compliance with all state and local building codes and maximize mitigation of damages in future disasters.

The Department of Financial Services (Insurance) is assigned a desk in the EOC to assist the County with coordinating insurance companies and adjusters. Jefferson County Building and Planning Department coordinates all insurance actions regarding county property and disaster claims. The Jefferson County Clerk of the Courts/ Finance Office coordinates all financial activities relating to recovery operations. If necessary, temporary staff will be hired to assist with records management, correspondence, and follow-up on damage survey reports. Temporary personnel can be supplied by the County Personnel Director or through the Agency for Work Force Innovation.

The Director of the Jefferson County Building and Planning Department will request assistance through the EOC for additional inspectors as needed during recovery and redevelopment activities. The damage assessment teams will identify structural damage through their initial damage assessment. The County's Building Inspectors will coordinate detailed inspections to determine habitability.

The Public Works Department, through Emergency Support Function 3, will also assist with the Public Assistance program efforts regarding the repair and mitigation of public infrastructure immediately following the disaster. Project Worksheets (PWs) will be filled out, and mitigation will be included in the PWs for reimbursement from the State and Federal governments.

The Local Mitigation Strategy (LMS) will also be a factor in the process of utilizing Federal and State funding opportunities and making mitigation determinations at the local level, utilizing the organization's policies, procedures, and prioritization for mitigation efforts.

2. Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the Federal level. The county will then need to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Florida to recover from the event.

Similar to a declared disaster, all participating agencies are to monitor costs for response and recovery. The County Administrator's Office is responsible for the overall management of documentation of the costs of a non-declared disaster, with reports ultimately submitted to the Board of County Commissioners for budget and finance approval of local dollars.

The Jefferson Division of Emergency Management will work closely with the county's unmet needs functions to meet the needs of those impacted by a non-declared disaster.

3. Joint Preliminary Damage Assessment

If the initial damage assessment figures indicate that the damage is severe and widespread, State and federal teams may be dispatched to assist in completing the damage assessment. To activate the state and federal damage assessment teams, a formal request through ©WebEOC, email, or other available means by the EM Director or designee is required. These teams provide a detailed assessment of current damage. This is accomplished with over-flight or windshield assessments; both may be conducted simultaneously. Local damage assessment is performed by viewing the damaged areas from vehicles and/or by UAV. Damage reports are collected by the Planning Section in the EOC.

The assessment teams, comprised of state, federal, and local personnel, verify damage assessment information to determine the width and breadth of the damage. These teams may include personnel from Jefferson County Public Works, Code Compliance, GIS, Property Appraiser's Office, and other local government personnel as determined by the EM Director or designee. Local personnel assigned to work with the state and federal partners will be familiar with damaged areas and will supply the maps needed to complete the assessment.

Information is shared with Local, State and Federal officials as needed by the Planning Section Chief using State Damage Assessment Forms, Situation Reports, and other means. This prevents duplication of effort and verifies adequacy of information. The Planning Section will consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of

B. Disaster Recovery Centers (DRC)

These centers are set up in a disaster area to provide information on the complete range of available disaster assistance. The State, the Federal Emergency Management Agency, and the County where the center is located jointly share the responsibility for managing these centers. A Disaster Recovery Center (DRC) is a facility established in,

or near, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local, and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Director of Emergency Management will make an initial request through Web EOC that the State of Florida and potentially FEMA assess the need to open Disaster Recovery Centers and Field Offices based upon initial damage assessment and human services needs estimates and reports. Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Jefferson County, the State EOC will take the lead and should notify the County EOC. The State EOC will advise if there are resources the County may need to supply, including staffing.

The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster-related information to individuals and businesses. Additional agencies and staff may be located at the Recovery Center as required. Local county government personnel and local volunteers will assist in providing information/referrals in the DRC.

The Jefferson County Division of Emergency Management will coordinate the notification of County DRC staff if they need to provide local services in the DRC. The County Emergency Management Director will contact the appropriate county employees who will staff the DRC via telephone, if available, or by person. The Director of Emergency Management will appoint a County DRC liaison, who will be responsible for managing the county staff assigned to the DRC.

The DRC will be the main vehicle for distributing mitigation information to the general public as they begin the process of rebuilding after a disaster. This will be co-managed by the Jefferson County Emergency Management LMS Committee, the State of Florida, and FEMA, which will have recovery experts located at the DRC. Jefferson County staff deployed to the DRC will assist in distributing mitigation information pertinent to the County.

The Division of Emergency Management annually identifies potential locations for staging areas, recovery centers, and distribution sites. Jefferson County's primary DRC will be at Jefferson County Public Library; 375 S. Water Street, Monticello, FL 32344. A mobile DRC site has been identified at the Old Jefferson County Hospital, located at the corner of East Ash Street and Center Street, Monticello, Florida.

Staging areas will generally depend upon the nature and location of a disaster. As a rule, local staging areas will be located in a large area within close proximity of a scene capable of handling a large volume of traffic (e.g., parking lot, open field, etc.). When outside agencies are called upon, staging areas will be located on major traffic arteries to ensure

ease of rapid location. One primary staging area is in the City of Monticello at the Jefferson County Public Library.

The County Public Information Officer will provide local media with detailed information on the locations of recovery centers, distribution sites, and other individual assistance programs. Personnel will prepare pamphlets to be distributed in damaged areas so citizens know how to apply for assistance.

The County uses the following State criteria for determining the suitability of potential sites for DRCs:

Location: The ideal location for the State Soft Sided Tent DRC should be a donated county or city site of approximately four (4) acres (parking included for 100 vehicles) to accommodate two (2) 40' x 40' tents and all supporting equipment. Paved locations are preferred for wheelchair accessibility. Each site must have a proper name, physical address, zip code, and latitude/longitude in decimal degrees to allow for accurate geocoding and be highly visible and easily identifiable with easy access from many routes such as auto, bus mass transit lines, etc. An ideal example of a donated tent site could be a county or city parking lot facility, recreational field, school parking lot, or parking lot of a Civic Center or sizeable commercial store.

Length of Operations: Each site must be reserved for 14 days. It must not be co-located with points of distribution (PODS), unaffiliated agencies, or other high-traffic facilities.

Equipment: Each 24-hour soft-sided DRC will be equipped with the following supporting equipment provided by the State, if available

- 40 x 40 A/C tent
- 40 x 40 tent (waiting area)
- Generator/Light Tower
- 50 traffic cones
- Cell Cow (if required)
- Satellite uplink system
- Porta Potties w/wash station
- 20 Barricades
- 3 cubic yard Dumpster
- Tables/chairs
- Communication Trailer
- Variable Message Board

C. Infrastructure / Public Assistance

The Infrastructure / Public Assistance function encompasses a broad range of social services designed to meet the needs of the impacted population. The services that may be provided include:

- Assessment of unmet needs

- Short-term shelter
- Input in the identification and activation of points of distribution (PODs) and staging areas
- Crisis counseling
- Other needs that may surface

The Capital Area Chapter of the American Red Cross (ARC) will coordinate the recovery function of Community Relations (CRC). The Disaster Service Director of the Capital Area Chapter of the ARC or designee will serve as the Community Relations Coordinator (CRC) following a disaster. The CRC will serve as a liaison with the Florida Division of Emergency Management (DEM), the Federal Emergency Management Agency (FEMA), and other recovery resources. The CRC is also responsible for completing the Human Needs Assessment within 24-48 hours after a disaster. The Human Needs Assessment identifies individuals' immediate needs after a disaster, such as food, water, shelter, and placement of comfort stations.

The roles and responsibilities of the Community Relations Coordinator include:

- Communicate with individuals in the affected areas and at Disaster Recovery Centers to determine their needs (food, water, medical care, clothing, and temporary housing);
- Maintain the Community Relation County Roster database the State DEM Recovery Section provides every June.
- Disseminate and collect information vital to the disaster victims' recovery from the declared disaster. Flyers and applicant guides will be provided to the disaster victims, who can teleregister for Disaster Assistance at 1-800-621-FEMA.
- Report any disaster victim's unmet needs to the appropriate agency.
- Coordinate with local agencies, particularly governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups to facilitate the exchange of information regarding community needs throughout the county;
- Serve as a clearinghouse for providing information describing where county residents can get answers to recovery questions;
- Ensure that the interests of all segments of the community are being adequately and fairly represented.
- Coordinate with state and federal agencies on recovery issues; and
- Complete the Human Needs Assessment to identify individuals' immediate needs after a disaster.

Emergency assistance may be provided through other State programs such as:

- Small Cities Community Development Block Grant
- Community Services Block Grant
- Low-Income Home Energy Assistance Program
- Low-Income Emergency Home Repair Program
- Home Investment Partnership Program
- State Housing Initiative Partnership Program

D. Debris Management

Debris removal activities will be coordinated through ESF 3 Public Works. Burn sites and disposal areas have been pre-identified, and the Public Information Officer will release information to the public as appropriate. These sites are inspected annually to see if they are available for use. They will work with the Jefferson County Clerk of the Courts as appropriate to activate debris removal and disposal contracts.

Jefferson County Emergency Management has developed a Debris Management Plan and will maintain contracts with debris removal contractors for emergency debris removal. A second independent contractor also utilizes an additional contract for debris monitoring.

Jefferson County Environmental Services is responsible for monitoring debris removal and overseeing contractor functions. Jefferson County will utilize public property where possible and has contracted with private landowners to identify Debris Management Sites for temporary staging of debris material for final disposal.

Jefferson County Environmental Services will oversee the debris management function and ensure that detailed collection, hauling, and disposal records are maintained by the contractors and collected by Environmental Services.

The Jefferson County Division of Emergency Management is responsible for the oversight and coordination of obtaining federal and state assistance.

The Jefferson County Clerk's Office maintains expense records for potential reimbursement.

E. Community Relations

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted using the most current edition of the State of Florida Recovery Plan. The Jefferson County Division of Emergency Management will be the local point of contact for establishing a Joint Field Office, should one be needed in Jefferson County.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement. The Governor's Authorized Representative, the State Coordinating Officer, is usually the Florida Division of Emergency Management Director.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer to represent them at the Joint Field Office. The Deputy State Coordinating Officer is responsible for establishing and managing State operations in the Joint Field Office and coordinating between State and Federal programs. There are two positions under the Deputy State Coordinating Officer: a Deputy Recovery Manager and an External Affairs Officer. Under the Deputy Recovery Manager are five (5) functional officers: a State Mitigation Officer, a Human Service Officer, a Public Assistance Officer, a Finance and Logistics Officer, and an Administrative Support Officer. The State Mitigation Officer is a National Flood Insurance Program Coordinator.

The Deputy Recovery Manager is responsible for the Deputy State Coordinating Officer for all state recovery operations in the Joint Field Office.

The State Mitigation Officer is responsible to the Deputy State Coordinating Officer for coordinating all phases of the State Mitigation programs. In addition, the State Mitigation Officer is responsible for coordinating with the **National Flood Insurance Program Coordinator** on all State Flood Insurance activities. Specific duties include the following:

- Providing technical assistance to local communities regarding flood insurance regulations and requirements
- Providing technical assistance and training in support of federal map reading operations at the Disaster Field Office.

The Human Services Officer is responsible for the Deputy Recovery Manager and coordinates all state human service activities.

The Public Assistance Officer reports to the Deputy Recovery Manager and coordinates all State Public Assistance activities emanating from the Disaster Field Office.

The Administrative Support Officer is responsible to the Deputy State Coordinating Officer for all administrative support functions that are not precisely the responsibility of the Finance and Logistics Officer. This includes but is not limited to the following:

- Creating and maintaining a schedule of events and key due dates
- Creating and maintaining a Suspense Log
- Providing clerical assistance when necessary

Finance and Logistics Officer assists the Deputy State Coordinating Officer in all finance, personnel, and logistics matters at the Disaster Field Office.

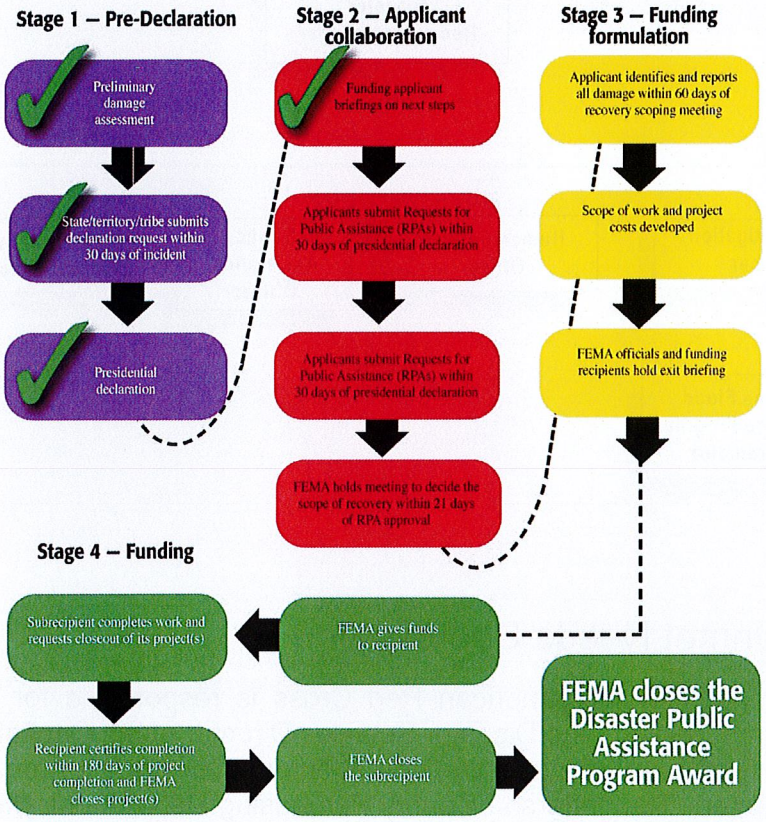
External Affairs Officer reports to the Deputy State Coordinating Officer on all communications regarding the overall management of the emergency, Joint Field Office operations, and local issues. There are two coordinators under the direction of the External Affairs Officer (Public Affairs and Congressional Affairs).

The **Public Affairs Coordinator** is responsible to the External Affairs Officer for all media contacts, press releases, public information announcements, and other disaster-related information released through the Joint Field Office. The Coordinator works closely with the federal Public Information Officer to develop joint press releases for general and

specific target audiences. The Public Affairs Officer coordinates with FEMA if a "Joint Information Center" is established.

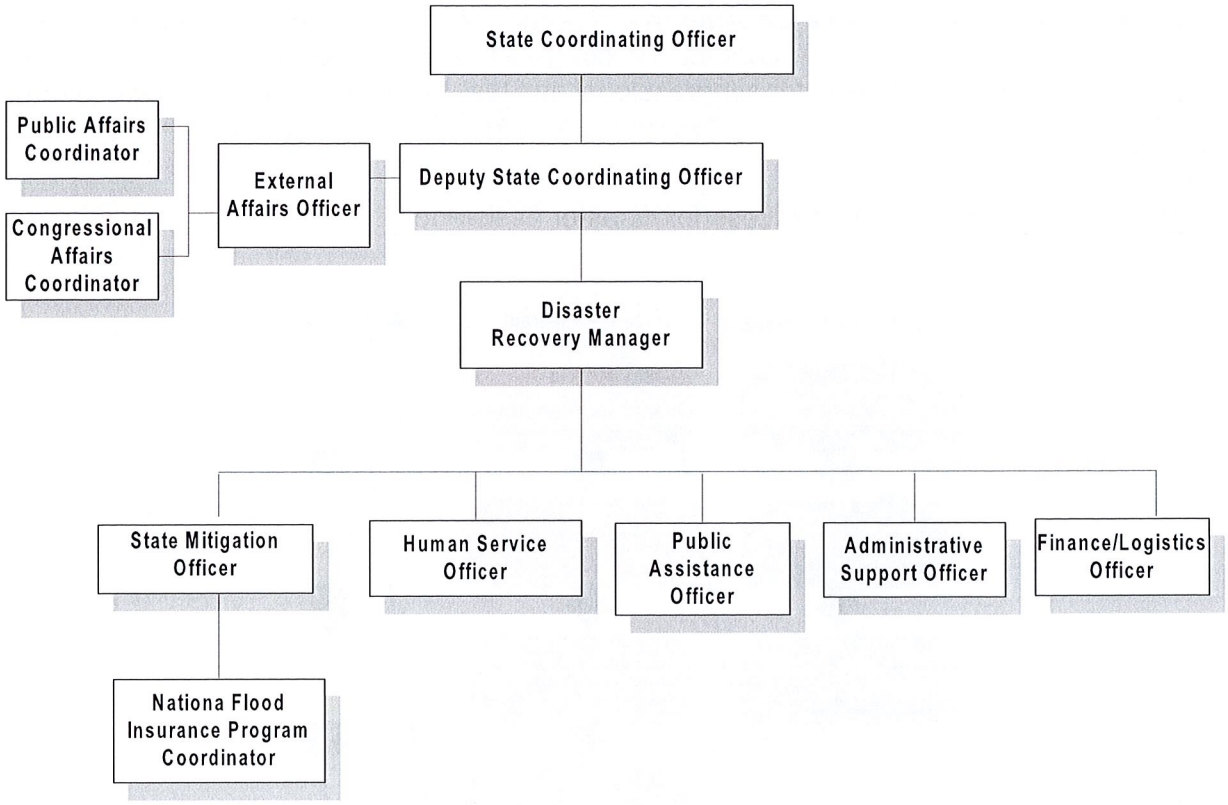
The **Congressional Affairs Coordinator** reports directly to the External Affairs Officer and is the primary point of contact for congressional and legislative inquiries. The Coordinator acts as a liaison for congressional and legislative field activities and any other VIP visits and responds to congressional and legislative inquiries on a constituent's behalf.

The following is the federal process for disaster assistance.



STATE EMERGENCY RECOVERY ORGANIZATIONAL CHART

(JOINT FIELD OFFICE)



F. Unmet Needs Coordination

The Capitol Chapter of the American Red Cross is responsible for coordinating the response to unmet needs. The Disaster Services Director of the Capital Area Chapter of the ARC, or designee, will serve as the **Unmet Needs Coordinator** for Jefferson County following a disaster. The Jefferson County Purchasing Department, through ESF 11, is responsible for the delivery and provision of supplies and services (food, water, ice, and clothing) to residents. Emergency Management and the American Red Cross support ESF 15. They will identify volunteers and donations from area businesses to meet the needs of the residents.

The Jefferson County EM Office, local churches, and not-for-profit organizations will support the unmet needs function.

The **Community Relations Coordinator** may bring unmet needs to the attention of the Unmet Needs Coordinator. The Community Relations Coordinator, working with local governmental agencies, churches, volunteer fire departments, not-for-profit

organizations, and civic groups, will facilitate the exchange of information regarding community needs throughout the county.

American Red Cross Family Services, working as part of an Integrated Service Delivery (ISD) team, may identify unmet needs. The ISD team will include Damage Assessment personnel, Family Services personnel, and Health Services personnel. The ISD team will identify human services needs such as food, clothing, medicine, and temporary housing.

Unmet needs may be identified by volunteer organizations active in the community. These could include volunteer fire departments, civic organizations, and churches.

The Unmet Needs Coordinator will work with the City Clerks and agencies serving these communities to ensure that the Coordinator is aware of unmet needs in the municipalities.

Mass Feeding

Local service organizations, including the Salvation Army and the American Red Cross, will establish feeding stations and distribution points as needs are identified.

The Capital Area Chapter of the American Red Cross, in coordination with the Jefferson County Division of Emergency Management, is responsible for mass care and feeding. This includes providing food/water/ice to disaster victims, coordinating with faith-based facilities to serve as shelters and provide food, and assisting in distributing food, water/ice. In addition, the American Red Cross will:

- Estimate the number of shelters required for scenario events
- Open and staff shelters when directed by EOC and in coordination with the School Board
- Provide training for shelter managers
- Provide mass care services at shelters

G. Emergency Housing

If temporary housing or living facilities are required, the EOC will coordinate with the appropriate local, State, Federal, and private agencies to identify available resources. The EOC will identify available resources by working with hotel/motel establishments, housing authorities, and realty and property management companies. If the need is severe, county resources, buildings, real estate, and non-profit organization resources may be utilized to address emergency housing needs.

The Jefferson County EM will develop and maintain a Temporary Housing Strategy that will address the following:

- A concept of operations that includes the organizations responsible for administering and maintaining the strategy

- A process and procedures for allowing the temporary placement of travel trailers as a housing resource within the County, including planning and zoning requirements
- A process and procedures for expediting the building permitting process related to the placement of travel trailers
- Identification of potential local rental resources, emergency shelter sites, and mobile home group sites
- Identification of resources and capabilities to administer a temporary roofing program

ANNEX II: MITIGATION FUNCTIONS

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I. INTRODUCTION

In the aftermath of a disaster, the county's mitigation goal is to ensure that mitigation efforts are designed to ensure that residents, visitors, and businesses in Florida are safe and secure from future disasters.

The Department of Emergency Management will coordinate the activities of the LMS Steering Committee and subcommittees. The Jefferson County LMS identifies the hazards to which Jefferson County is vulnerable, assesses the facilities and structures that are most vulnerable to risks, offers a prioritized list of mitigation projects to take advantage of available funding, and links mitigation projects to these funding sources. During the planning process and organizational framework, the LMS strives to carry out the mitigation goals and objectives for pre- and post-hazard mitigation actions to reduce overall risk/vulnerability and to evaluate existing agencies, organizations, plans, programs, and guidelines that impact mitigation.

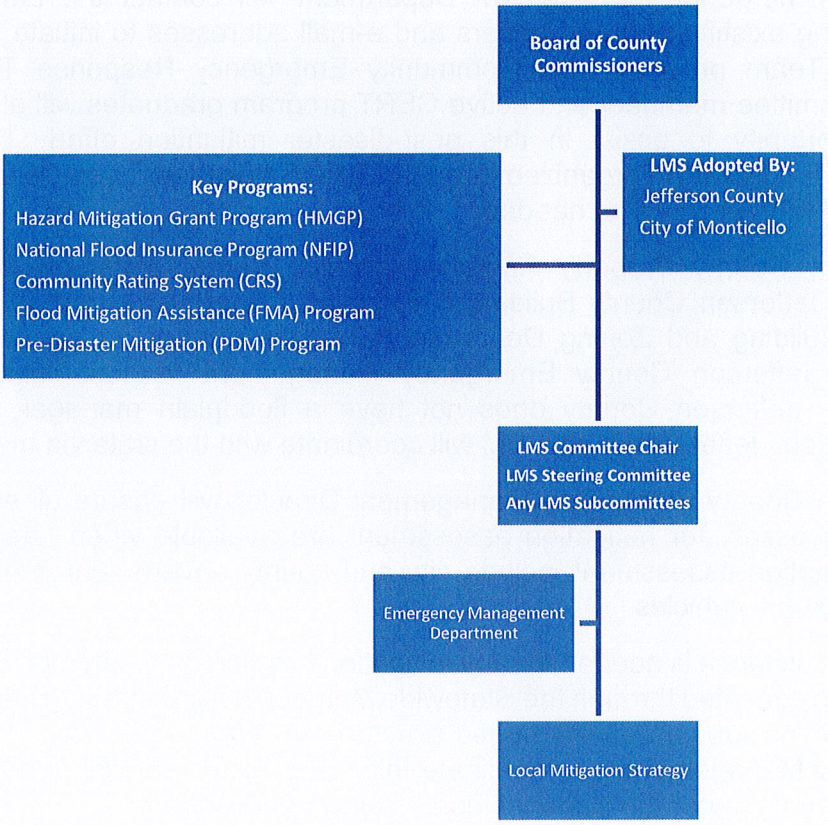
II. PRE-DISASTER HAZARD MITIGATION ACTIVITIES

The Jefferson County LMS is defined as the mitigation goals, objectives, and initiatives for Jefferson County. Annual revisions to the LMS are standard, although in the event of a disaster or if needed, the LMS can be updated more frequently. The latest approved revision was in 2021. The county has a State and FEMA-approved Local Mitigation Strategy, which expires on June 1, 2026.

As the lead mitigation agency for Jefferson County, the Department of Emergency Management is well-positioned to coordinate all programs and activities that relate to mitigation. The mitigation priorities that the LMS Steering Committee identifies can guide overall County mitigation planning under the guidance of the Department of Emergency Management. More specifically:

- The hazards to which the 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.
- Links mitigation projects to available sources of funding
- Identify funding and technical assistance that are available through other mitigation programs (including the Pre-Disaster Mitigation (PDM) program, Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA) program and the National Flood Insurance Program's Community Rating System (CRS) can be strategically linked with the goals and priorities set forth under the LMS
- Mitigation can be fully integrated into recovery and rebuilding programs, plans and priorities
- Mitigation actions and priorities can be closely linked with the other phases of emergency management: preparedness, response and recovery

- Projects can be identified and evaluated that specifically enhance the response capabilities of local government, including strengthening shelters, fire stations and other critical facilities
- Mitigation planning can incorporate the planning and capability development activities that are being undertaken through the Continuity of Operations planning and capability development
- Mitigation needs, priorities, and opportunities for key functional or program areas, including Emergency Housing, Logistics, Communications, Business and Industry, and Health and Medical, can be identified.
- Hazard mitigation activities can include public education and awareness of community and individual vulnerabilities and methods to reduce them, including newspaper, radio, fliers, workshops, and presentations at public and private meetings.



III. SPECIFIC DISASTER MITIGATION FUNCTIONS

A. Mitigation Assessment Function

In a post-disaster environment, the LMS Committee will work with the county to establish a Mitigation Assessment Team to evaluate homes and businesses that a disaster has physically impacted. Team objectives will include utilizing the damage assessment teams' information and the human needs assessment teams' information to document the locations and causes of damages, circulating mitigation literature to market the advantages of disaster-resistant techniques, providing documentation of recommended mitigation projects, supplying the community with information on means to address their needs (applications for assistance, information on local housing rehabilitation programs, etc.). Pre-disaster mitigation guidelines would apply to any mitigation project additions or re-prioritization.

The County Emergency Management Department will contact the LMS Committee members using existing phone numbers and e-mail addresses to initiate the Mitigation Assessment Team process. The Community Emergency Response Team (CERT) Steering Committee members and active CERT program graduates will also be notified of their opportunity to assist in this post-disaster mitigation effort. The Mitigation Assessment Teams will be organized through ESF-15 Volunteers and Donations and will collaborate with other ESFs as needed.

The Jefferson County Property Appraiser, Public Works, Jefferson County Health Department, Jefferson County Building & Planning Department, and Municipal Public Works and Building and Zoning Departments are the supporting agencies that work closest with Jefferson County Emergency Management in post-disaster mitigation assessment. Jefferson County does not have a floodplain manager, but if one is required/needed, Jefferson County EM will coordinate with the state via mutual aid.

The Jefferson County Emergency Management Director will ensure all equipment and resources necessary for mitigation assessment are available when needed. Vehicles used for mitigation assessment include city and county government vehicles (for staff only) and personal vehicles.

If additional assistance is needed for any mitigation function that Jefferson County cannot fulfill, it will be requested through the Statewide Mutual Aid Agreement. This could include helping determine substantially damaged structures in Jefferson County. The Department of Emergency Management will coordinate this. This would consist of any decisions of substantial damages per the National Flood Insurance Program.

B. Funding Function

The Emergency Management Director is responsible for coordinating the completion and submission of all applications for federal and state disaster mitigation funding and for providing citizens with information on how to prevent damage in the future.

Jefferson County's Local Mitigation Strategy (LMS) establishes an ongoing process and strategy to reduce community vulnerability to natural, technological, and manmade hazards.

With the LMS as the principal mitigation planning and management tool for Jefferson County, the Steering Committee can draw upon a range of programs to implement mitigation priorities. Key mitigation programs, including:

1. Hazard Mitigation Grant Program (HMGP)

Authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the HMGP provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The program's purpose is to reduce the loss of life and property due to natural disasters and enable mitigation measures to be implemented during the immediate recovery from a disaster.

The HMGP has become a significant funding vehicle for Jefferson County mitigation projects under the stewardship of the LMS Steering Committee. The LMS (2021) provides more information on the HMGP and funded projects.

The HMGP requires a 25% non-federal share match. The State of Florida does not provide any state match share for local HMGP projects. The County and State mitigation staff will investigate the use of a global match whenever possible. It is the applicant's responsibility to determine how the match will be provided for mitigation projects in Jefferson County.

2. National Flood Insurance Program (NFIP)

Jefferson County and its incorporated jurisdictions actively participate in the National Flood Insurance Program and the Community Rating System (CRS). Jefferson County will work to ensure that it maintains its current classification in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), along with the existing flood insurance policyholder premium discount. Assuming no NFIP compliance actions, the rating will be automatically renewed yearly as long as the Jefferson County community continues implementing the activities as certified annually each October. Jefferson County will not receive an extra verification for five years if no additional modifications or new activities are added.

3. Long Term Recovery

The Department of Community Affairs administers various programs that support mitigation and long-term recovery activities. These programs include but are not limited to:

- Residential Construction Mitigation Program
- Resource Identification Strategy
- Statewide Building Code
- Comprehensive plans
- Community's Trust program
- Heartland Initiative

The continuity of government is also an essential function of emergency management and is vital during an emergency/disaster. Critical issues such as lines of succession, delegation of emergency authority, emergency actions, safeguarding essential records, and protection of government resources are adhered to within the State of Florida constitution, statutes, and administrative rules.

C. Public Information Function

The DRC will be the main vehicle for distributing mitigation information to the general public as they begin the process of rebuilding after a disaster. This will be co-managed by the Jefferson County Emergency Management LMS Committee, the State of Florida, and FEMA, which will have mitigation experts located at the DRC. Jefferson County staff deployed to the DRC will assist in distributing mitigation information pertinent to the County.

Jefferson County Division of Emergency Management
Emergency Support Functions

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Emergency Support Function (ESF) 1 - Transportation

Primary Agency: Jefferson County School District

Support Agencies: Jefferson County Public Works

Big Bend Transit

Jefferson County Senior Citizens' Association

A. Purpose

The purpose of Emergency Support Function 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials, and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Jefferson County. Emergency Support Function 1 can provide personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives. The Emergency Support Function 1 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County School Board and directs all aspects of emergency management. Emergency Support Function 1 resources are used when individual agencies are overwhelmed and the County Emergency Response Team requests additional transportation services.

The priorities for allocation of these assets will be:

- Evacuating people from immediate peril.
- Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Jefferson County EOC and its member agencies.
- Transporting relief supplies necessary for recovery from the emergency.
- Coordinating activities with assistance from support agencies and prioritizing the allocation of available resources.

B. Concept of Operations

1. General

Emergency Support Function 1 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to Jefferson County through

the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 1 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a significant event requiring local or State mutual aid assistance, Emergency Support Function 1 will work with its support agency counterparts to seek and procure, plan, coordinate, and direct the use of required assets.

Throughout the response and recovery periods, Emergency Support Function 1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

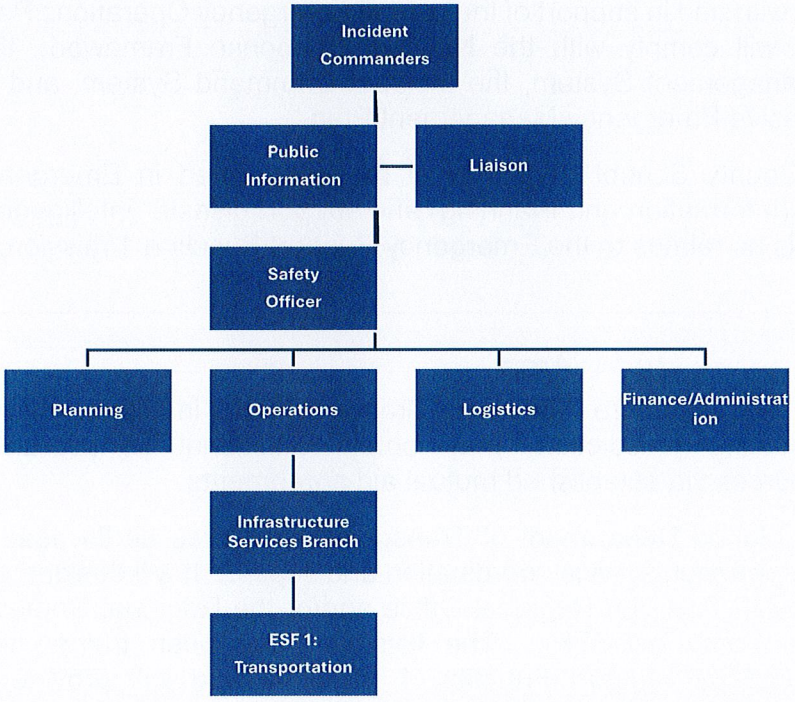


Figure 1 – Incident Command System Structure: ESF 1 – Transportation

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with Jefferson County School District staff to provide support that will allow for an appropriate, coordinated, and timely response.

During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.

During the response phase, Emergency Support Function 1 will evaluate and analyze information regarding transportation services requests. Also, Emergency Support Function 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.

Jefferson County Emergency Management will develop and maintain the overall Emergency Support Function 1 Emergency Operations Plan, along with its accompanying Appendices, Annexes, and standard operating guidelines, which govern response actions related to emergencies. However, support agencies may develop and maintain similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will comply with the National Response Framework, the National Incident Management System, the Incident Command System, and the County Comprehensive Emergency Management Plan.

Jefferson County School District shall be represented in Emergency Support Function 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the Emergency Support Function 1 mission.

b) Area

a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional transportation service resources via established mutual aid agreements.

b. The Florida Department of Transportation serves as the lead agency for transportation service coordination and support. It will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 1 missions and will provide operational support to the EOC and/or field activities.

c) State

a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 1 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief, who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

c. The Department of Transportation develops and maintains the overall Emergency Support Function 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

d) Alerts/Notifications

The Jefferson County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 1 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support transportation representatives or designees will jointly manage the emergency activities of Emergency Support Function 1.

Upon instructions to activate Emergency Support Function 1 will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

3. Actions

Actions carried out by Emergency Support Function 1 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 1 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts of scenario events and transportation needs.
- Continuous inventory of transportation assets, including transit buses, trolleys, passenger vans, wheelchair equipped buses, and School District school buses.
- Transportation of ambulatory and wheelchair bound persons.
- Transportation of resources and Emergency Support Function 1 assets, including buses, vans, equipment and supplies.
- Transportation and evacuation public information and risk communication.
- Transportation management, command and control of assets.
- Transportation activities related to terrorist threats and/or events.
- Evacuation and re-entry support.
- Maintenance of list of essential employees who because of their expertise and nature of assigned responsibilities are "on call" throughout all phases of a major disaster operation.

a) Preparedness Actions

- Actions and activities that develop Transportation response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- Coordinate with Emergency Support Function 5 (Information and Planning) to identify essential elements of information that should be incorporated into rapid needs assessments for Emergency Support Function 1.
- Conduct planning with Emergency Support Function 1 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Transportation operations.

- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and present training courses for Emergency Support Function 1 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- Conduct all hazards exercises involving Emergency Support Function 1.
- Coordinate with Emergency Support Function 5 (Emergency Management Division) to incorporate disaster intelligence into Emergency Support Function 1 training, preparedness and planning, including the use of this analysis to scale the mission requirements for the School System and Emergency Support Function 1 in a hurricane or other major disaster.
- Assess vulnerability of evacuation routes and shelters to storm surge, and develop alternative protective measures in transporting evacuees to safe shelters.
- Assign and schedule sufficient personnel to implement Emergency Support Function 1 tasks for an extended period of time.
- Maintain a list of Emergency Support Function 1 assets that that can be deployed during an emergency. Refer to the NIMS Resource Typing System in organizing and typing these resources.
- Manage inventory of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.
- Develop, test, and maintain an automated or manual listing of emergency contacts, agency transportation resources, and points of contact for assets that can be attained through vendors or other sources.

b) Response Actions

- Coordinate operations at the Emergency Support Function 1 office in the County Emergency Operations Center and/or at other locations as required.
- Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.
- Transportation support RDSTF in the investigation of a terrorist attack.
- Pre-position response resources when it is apparent that transportation resources will be necessary. Relocate transportation resources when it is apparent that they are endangered by the anticipated impacts of the emergency situation.
- Monitor and direct transportation resources and response activities.

- Participate in EOC briefings, and sessions to prepare Incident Action Plans and Situation Reports.
- Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- Notify drivers of the potential threat and put drivers on stand-by alert status, updating as conditions change. In the event drivers are off duty when a potential threat arises, those designated will report by telephone or in person for further instructions.
- Evaluate and task the transportation support requests for threatened and/or impacted areas.
- Establish communications with appropriate field personnel and ensure that they are ready for timely response.
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. The Emergency Medical Services Agency will provide transportation for the more critical special needs persons (see Emergency Support Function 18). These include persons who would not be able to travel by ambulatory means or wheelchair. Transportation for ambulatory and wheelchair persons will be provided by the Jefferson County School Board.
- Utilize pre-determined evacuation routes to the extent possible. These routes are based on the designated general and special need shelters and are reviewed annually. Updates will be provided by the various EOC agencies as to the conditions of existing routes and any additional routes available by existing and changing conditions.
- Relay all emergency traffic regulations to all affected personnel.
- Activate the EOC Citizen Information Center, which receives calls for various transportation needs during disasters. Each call shall be recorded and forwarded to the Jefferson County Emergency Management at the EOC for further action.

c) Recovery Actions

- Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- Initiate financial reimbursement process for recovery activities when such support is available.
- After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency

transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

d) Mitigation Actions

- Coordinate with the LMS Steering Committee and the Emergency Management Department to identify potential hazards and their impacts, and determine how these impacts may impede the Emergency Support Function 1 operation.
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

4. Direction and Control

Emergency Support Function 1 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 1 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 1 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by Jefferson County School Board with status of the call lists updated at least monthly and all other documents at least annually.

All transportation field personnel are subordinate to the Emergency Support Function 1 at the County Emergency Operations Center.

Under a mission assignment from Emergency Support Function 1, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 1 assignment will retain administrative control over its resources and personnel, but will be under the operational control of Emergency Support Function 1. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team, or a local entity.

5. Responsibilities

a) Primary Agency – Jefferson County School District

- Provide leadership in directing, coordinating and integrating overall County efforts to provide Transportation evacuation assistance to affected areas and populations.
- Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of support agencies under Emergency Support Function 1 in carrying out specified missions to evacuate personnel from vulnerable areas.
- In coordination with Emergency Support Function 5, evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- Coordinate supplemental assistance in identifying and meeting the Transportation needs of disaster victims.
- Assume the lead in the organization, assignment and staffing at the facilities at which Emergency Support Function 1 is required to be located.
- Coordinate the use of transportation resources to support the emergency response, including the movement of evacuees in need to designated shelters.
- Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- Pre-position transportation resources as needed.

b) Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Jefferson County Emergency Management).

- Jefferson County Senior Citizens Association will assist with the identification and location of senior citizens and their need for evacuation transportation during a catastrophic event.
- Jefferson County Public Works will assist the School District with drivers of transport vehicles if the need should arise.
- Big Bend Transit has transportation vans that are utilized in their business. These vans will be utilized to assist with the transportation of citizens during an evacuation.

- Jefferson County Emergency Management maintains a list of available resources at the EOC. The list is updated at least once each year, and contains the following: 1) contact information for essential employees who have a role and responsibility in Emergency Support Function 1; and 2) inventory of resources that can be deployed for Emergency Support Function 1 support, including vehicles (trolleys, passenger vans, buses).

C. Financial Management

1Emergency Support Function 1 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

D. References and Authorities

- State Emergency Support Function 1 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 380, Land and Water Management

Emergency Support Function (ESF) 2 - Communications

Primary Agency: Jefferson County Sheriff's Office

Support Agencies: Jefferson County Emergency Management

Monticello Police Department

A. Purpose

The purpose of Emergency Support Function 2 is to provide Communications coordination and support services in support of emergency events in Jefferson County. Emergency Support Function 2 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 2 Emergency Coordination Officer (ECO) is appointed by and located in the Sheriff's Office, and directs all aspects of emergency management. Emergency Support Function 2 resources are used when individual agencies are overwhelmed and the County Emergency Response Team requests additional communications services.

The Jefferson County Sheriffs' Office will coordinate Emergency Support Function 2 assets (both equipment and services) that may be available from a variety of sources before and after the activation of the County EOC. The Emergency Communications Center (ECC) houses the communications system in the EOC.

The Emergency Support Function 2 concept of operations is closely coordinated with the development and execution of the Sheriff's Office Continuity of Operations Plan (COOP). Both plans incorporate impact analyses from the County's hazards and risk assessment, which examine the potential consequences from natural, technological, and manmade hazards.

Specific Emergency Support Function 2 objectives include:

- Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.
- Ensure that the ECC is prepared to respond to emergencies, recover, and mitigate their impacts.
- Ensure that the ECC is prepared to provide the mission essential communications services required during normal operations.

B. Concept of Operations

1. General

Emergency Support Function 2 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes, and Standard Operating Guidelines, which describe Emergency Support Function 2 capabilities (based on the National Planning Scenarios, the Universal Task List, and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 2 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

As NIMS continues to be fully implemented in Jefferson County, the Sheriff's Office will play a pivotal role in implementing the Incident Command System, focusing on: 1) communications system interoperability, and 2) providing a common operating picture for incident managers.

The Concept of Operations is guided by the following assumptions:

- Exact actions will be dictated by the extent of damage and outage.
- Each communications center is tasked with maintaining adequate spare parts, resources, plans, and personnel to ensure operations during a disaster or emergency.

- Each communications center is tasked with maintaining adequate staffing. Employees are recalled as needed and scheduled appropriately.
- Assistance is available via State EOC.
- The Emergency Management Director will establish priorities for restoration of communications resources.
- Lead and support agencies will coordinate their activities via their respective EOC representatives.

The Sheriff's Office will support the establishment of communications between key facilities that are listed below. These facilities have a key role in emergency response and recovery under the National Incident Management System.

a) Communications Systems

- Local EOC and local government agencies
  Telephone and fax
  Paging
  E-mail
  Dedicated lines, when applicable
  Radio, when applicable
  Commercial wireless (Cellular, ESMR)
- Local EOC and State EOC
  Telephone and fax
  ESATCOM e-mail
- Local EOC and other municipal EOC
  Telephone and fax
  ESATCOM e-mail
  Commercial wireless, when applicable
- ESF/ICS groups
  Radio
  Commercial wireless
  Mobile communications vehicle (Mobile 1).
- Shelters and feeding sites
  Telephone Amateur radio (ARES)
  Paging Commercial wireless.
- Distribution sites, staging areas, Disaster Resource Centers
  Telephone
  Amateur radio (ARES)
  Paging
  Commercial wireless

b) Priorities for Repair and Restoration

- Emergency Communications 9-1-1 Public Safety radio

- Non-Emergency communications telephone service, Local Government radio

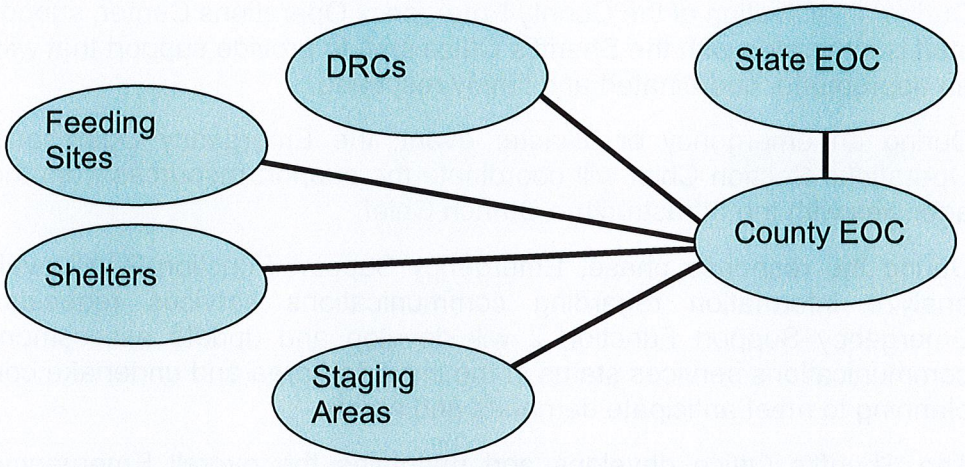


Figure 2 – Communications Links with Key Facilities

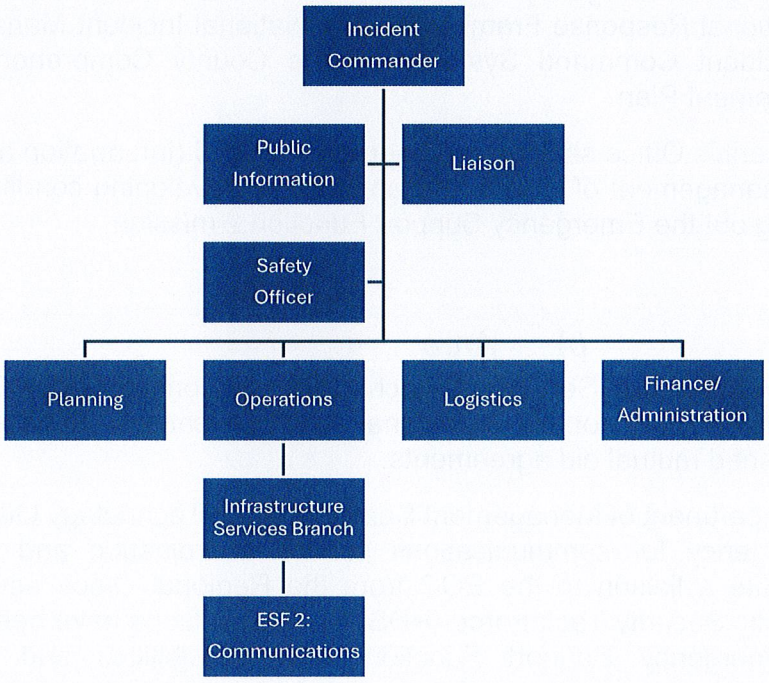


Figure 3 – Incident Command System Structure: ESF 2 – Communications

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.

During the response phase, Emergency Support Function 2 will evaluate and analyze information regarding communications services requests. Also, Emergency Support Function 2 will develop and update assessments of the communications services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.

The Sheriff's Office develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will comply with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

The Sheriff's Office shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as relates to carrying out the Emergency Support Function 2 mission.

b) Area

The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional communications service resources via established mutual aid agreements.

The Department of Management Services, State Technology Office, serves as the lead agency for communications service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 2 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

c) State

During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 2 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

The Department of Management Services develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

d) Alerts/Notifications

The Sheriff's Office will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 2 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Upon instructions to activate ESF 2, Sheriff's Office will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

3. Actions

Actions carried out by Emergency Support Function 2 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 2 encompasses a full range of activities from training to the provision of

field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts of scenario events and communications needs.
- Input into Incident Action Plans.
- Provision of communications personnel.
- Provision of communications equipment and supplies.
- Analysis of loss of functionality of communications system.
- Determination of available communications assets.
- Accumulation of damage information from assessment teams.
- Coordination of communications support.
- Prioritization of deployment of resources based on response needs.
- Communications management, command and control of assets.
- Communications activities related to terrorist threats and/or events.

a) Preparedness Actions

Actions and activities that develop Communications response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 2 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 2. This involves the active participation in inter-agency preparedness organizations, which collaborate in such activities regularly.

Conduct planning with Emergency Support Function 2 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine the Communications operation.

Conduct training and exercise for EOC and Communications Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and present training courses for Emergency Support Function 2 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Conduct all hazards exercises involving Emergency Support Function 2.

Coordinate with ESF 5 (Emergency Management Division) to incorporate disaster intelligence into ESF 2 training, preparedness and planning, including the use of this analysis to scale the mission requirements for ESF 2 in a hurricane or other major disaster.

Assess the vulnerability of communications equipment and systems to the effects of storm surge, hurricane force winds, blast, and other natural, technological and man-made hazards.

Assess worst-case scenario damage to the communications system, with emphasis on scenarios that will cause the loss of functionality of the system.

Identify mission essential functions, including: 911 calls processing; emergency dispatch of Fire/Rescue and EMS; and 24-hour answer point for the County.

Identify alternative facilities and systems that will serve as backup communications and dispatches in the event of a major emergency that prevents the ECC from assuming or maintaining its mission essential functions.

Train personnel in the following: 1) Incident Command System; 2) Procedures for pre-staging communications assets for rapid deployment to the affected area; 3) COOP implementation.

b) Response Actions

Coordinate operations at the Emergency Support Function 2 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.

Communications support RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that communications resources will be necessary. Relocate communications resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct communications resources and response activities.

Participate in EOC briefings, and meetings to prepare Incident Action Plans and Situation Reports.

Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

c) *Recovery Actions*

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase.

Initiate the financial reimbursement process for these activities when such support is available.

After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency communications.

Assess communications systems for damage, including repair of towers and repeaters.

Query other Public Safety agencies for damage reports.

Query wireless providers and local media for damage reports.

Contact other Emergency Support Functions to determine their communications requirements.

d) *Mitigation Actions*

Coordinate with the LMS Steering Committee and the Emergency Management Division to identify potential hazards and their impacts, and how these impacts may impede the Emergency Support Function 2 operation.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impacts of future disasters on communications systems in Jefferson County.

C. Direction and Control

Emergency Support Function 2 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 2 system operates at two levels: 1) County Emergency Operations Center; and 2) Field locations

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing

levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 2 Emergency Operations Plan, its accompanying Appendices, Annexes, and Standard Operating guidelines are maintained by the Sheriff's Office, with status of the call lists updated at least monthly and all other documents at least annually.

All Communications field personnel are subordinate to the Emergency Support Function 2 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 2, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 2 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 2. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

D. Responsibilities

1. Primary Agency – Jefferson County Sheriff's Office

Provide and maintain communications during an emergency.

Provide Emergency Support Function 5 with updates on the potential impacts of winds and storm surge on communications systems, resource shortfalls, and potential impacts on carrying out the Emergency Support Function 2 mission.

Maintain an inventory of personnel, equipment, and vendors, which will be used in the restoration of services.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Jefferson County Sheriff's Office)

The Monticello Police Department provides communications for all City departments.

The Jefferson County Sheriff's Office provides communications for its activities and assists the Communications Division with its systems.

Amateur Radio Emergency Services (ARES) provides communications at shelters, feeding sites, staging areas, distribution centers, and DRCs as needed.

The Sheriff's Office provides telephone services to all Board of County Commissioners departments.

E. Financial Management

Emergency Support Function 2 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

F. References And Authorities

- State Emergency Support Function 2 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Training Circular 24-24, Headquarters, Department of the Army, Signal Data References: Communications Electronics Equipment.

Emergency Support Function (ESF) 3 - Public Works and Engineering

Primary Agency: Jefferson County Public Works Department

Jefferson County Building and Planning

Support Agencies: Jefferson County Property Appraiser

City of Monticello Street Department

City of Monticello Water and Sewer Departments

Jefferson County Environmental Services

Jefferson County Emergency Management

A. Purpose

The purpose of Emergency Support Function 3 is to provide Public Works and Engineering coordination and support services in support of emergency events in Jefferson County. Emergency Support Function 3 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 3 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Public Works Department and directs all aspects of emergency management. Emergency Support Function 3 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional public works and engineering service assistance.

B. Concept of Operations

1. General

Emergency Support Function 3 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 3 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

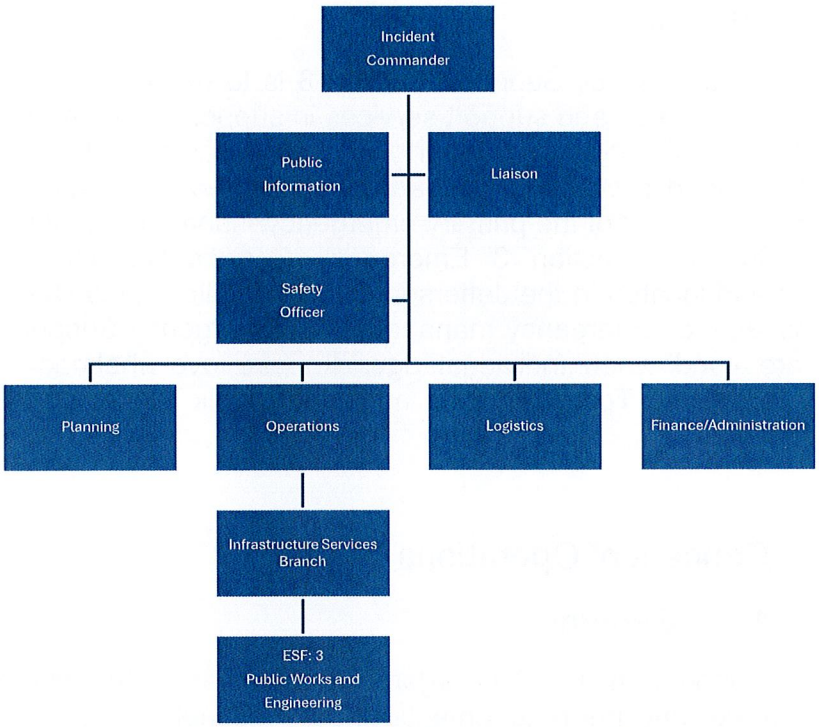


Figure 4 – Incident Command System Structure: ESF 3 – Public Works and Engineering

2. Organization

Emergency Support Function 3 falls under the Infrastructure Branch, as depicted in Figure 2 of the Basic Plan. The key emergency functions that fall under ESF 3 can be grouped into five functional categories, depicted below.



Figure 5 – Emergency Support Function 3 Missions

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Public Works Department staff to provide support that will provide for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.

During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering services requests. Also, Emergency Support Function 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.

Jefferson County Public Works Department develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) Area

The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional public works and engineering service resources via established mutual aid agreements.

The Florida Department of Transportation serves as the lead agency for public works and engineering service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 3 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

c) State

During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 3 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering service needs requests. Also, Emergency Support Function 3 will develop and update assessments of the public works services situation and status in the impacted area and undertake contingency planning to meet anticipated demands and needs.

The Department of Transportation develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

d) Alerts/Notifications

Jefferson County Public Works Department will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 3 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 3 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Public Works and Engineering representatives or designees will jointly manage the emergency activities of Emergency Support Function 3.

Upon instructions to activate Emergency Support Function 3, Jefferson County Public Works Department will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

3. Actions

Actions carried out by Emergency Support Function 3 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

a) Preparedness Actions

Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 3 personnel (i.e., County, State, Regional, and Federal).

Coordinate with Emergency Support Function 5 to assess potential damage, loss of functionality of essential facilities, and volume of debris (by category) to scale missions requirements for each function in ESF 3. Identify anticipated resource shortfalls.

Incorporate findings into functional plans and concepts of operation, including the creation of geographical divisions of Jefferson County, as described in NIMS guidance.

Address planning issues on an ongoing basis to identify response zones and potential staging areas.

Conduct planning with Emergency Support Function 3 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Public Works and Engineering operations.

Conduct training and exercise for EOC and Public Works and Engineering Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and implement emergency response and Public Works and engineering strategies.

Develop and present training courses for Emergency Support Function 3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 3.

Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.

Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.

Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.

Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.

Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.

Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service.

Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.

Coordinate and assist other ESFs (Emergency Support Functions) within the Jefferson County EOC (Emergency Operations Center).

When requested through Jefferson County's EOC, provide assistance to other local governments through existing inter-local agreements.

b) Response Actions

Coordinate operations at the Emergency Support Function 3 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.

Establish Mutual Aid procedures for the following resources; Hazardous Materials, Interoperable Communications and Command Vehicles.

Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.

Mutual Aid procedures to assist with supporting issues related to a terrorist event.

Public Works and Engineering support RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct public works and engineering resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

c) Recovery Actions

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase.

Initiate financial reimbursement process for these activities when such support is available.

d) Mitigation Actions

Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

4. Direction and Control

Emergency Support Function 3 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 3 system operates in two levels: 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 3 Emergency Operations Plan, its accompanying Appendices, Annexes, and Standard Operating guidelines are maintained by the Jefferson County Public Works Department, with the status of the call lists updated at least monthly and all other documents at least annually.

All Public Works and Engineering field personnel are subordinate to the Emergency Support Function 3 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 3, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 3 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 3. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

C. Responsibilities

1. Primary agencies

Jefferson County Public Works Department and Jefferson County Building and Planning Department

Serve as the lead agencies for ESF 3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team.

The Director of the Building and Planning Department will be the Chair of the Damage Assessment Team. Engineering personnel will be paired up with Building Inspections personnel to conduct initial assessments of the disaster area and will provide assessment information to the Chairperson.

Either the Public Works Director or the Building and Planning Department Director will attend and document all EOC briefings to better disseminate any important information or actions to their staff and support agencies. These representatives or their alternate should be prepared to provide status reports on all actions under the public works function (ESF 3) at each EOC briefing.

Participate with the DAT (Damage Assessment Team) Chairperson and the Road Department in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.

Coordinate the recovery efforts of support agencies under ESF 3 and the efforts of other ESFs under this plan.

Assist other local governments under existing or future Mutual Aid Agreements made between Jefferson County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).

The director of the Building and Planning Department will maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.

The Public Works Director will negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.

The Public Works Director will coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.

Directors, or their designee, will provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Public Works Department and the Building and Planning Department. This documentation should be provided to the representative under ESF 7 (Resource Support) for official record keeping.

Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Public Works)

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that complement the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental, biological, terrorism, technological, and mass migration, etc.).

Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resource capabilities with the Emergency Support Function 3.

a) Office of Emergency Management

Jefferson County Office of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

Identify and train the staff in emergency and disaster response procedures. There will be a minimum of one DSWM representative at the EOC during full level activation.

Evaluate the initial damage assessment received from the Damage Assessment Team Chairperson to participate in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.

As a part of ESF 3, assist other local governments under existing or future Mutual Aid Agreements made between Jefferson County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).

Develop, maintain, and update annually an inventory showing the location of personnel, equipment, and supplies on hand to accomplish recovery of the transportation infrastructure of Jefferson County.

Provide documentation, to the Director of Engineering, on utilization of manpower, equipment, and costs directly related to emergency operations by Public Works.

Approve of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Jefferson County Debris Management Plan is incorporated herein by reference.

Keep the ESF 5 (Information & Planning) and ESF 14 (Public Information Officer) at the EOC informed of the status (i.e., opened or closed) of each site, location, types of debris taken and hours of operation. Provide public service announcements to be released by ESF 14 at the EOC. Post all activated reduction and burn sites advising the public of dates and times of operations.

Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.

Identify and train staff through the Training Officer at the EOC to perform damage assessments under the control of the Damage Assessment Team Chairperson during exercises and EOC activations.

Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.

Direct the Damage Assessment Team in all preliminary damage assessment activities.

Identify personnel to be trained through the Training Officer at the EOC in damage assessment methodology.

The Chairperson will provide the Director of Engineering at the EOC initial damage assessment information as soon as possible so priorities for emergency debris clearance can be directed to assist ESF 9 (Search & Rescue).

Assist and provide unassigned personnel as needed to the disaster recovery centers or shelters.

Inspect and enforce regulations regarding any unpermitted activity and/or unlicensed contractors.

b) *Jefferson County Property Appraiser's Office*

Identify to ESF 3 representative all critical principal arterials requiring immediate debris clearing and restoration in order to save lives and property.

Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to the Federal and State governments for possible reimbursement, or make arrangements for a separate D.S.R. from the Federal or State governments.

c) *Municipal Water and Sewer Departments*

Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the jurisdictional City Limits.

Provide equipment and personnel for clearing of prioritized transportation routes within the City, to allow emergency personnel and equipment to rescue and respond to an affected area.

Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their City representative, for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

Coordinate the restoration of water services for fire hydrants with ECUA or other water utilities.

d) *Other Utility Companies*

Advise the ESF 3 representative of the status of restoration of utility services within service areas.

Have one representative available to respond to questions and provide information at EOC briefings. Maintain one representative from each utility company until each is deactivated by the EOC. Provide damage assessment information to the Damage Assessment Team Chairperson so the Public Works representative can prioritize recovery operations.

Provide adequate manpower to restore their particular utility.

Coordinate the restoration of water services for fire hydrants with ECUA or other water utilities.

Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their representative for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

e) Jefferson County Environmental Services

Provide equipment and personnel for clearing of prioritized transportation routes throughout the county, to allow emergency personnel and equipment to rescue and respond to an affected area.

The management of all debris disposal.

Approval of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Jefferson County Debris Management Plan is incorporated herein by reference.

D. Financial Management

Emergency Support Function 3 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

E. References and Authorities

- State Emergency Support Function 3 annex
- Florida Statutes, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911
- The Federal Response Plan for P.L. 93-288
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)

- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 376, Pollutant Discharge and Prevention and Removal
- Florida Statutes, Chapter 380, Land and Water Management
- Jefferson County Debris Management Plan, Department of Solid Waste Management (November 2005)

Emergency Support Function (ESF) 4 - Fire Fighting

Primary Agency: Jefferson County Fire Rescue

Support Agencies: Monticello Fire Department
Jefferson County Volunteer Fire Departments
Jefferson County Sheriff's Department
Monticello Police Department
Jefferson County Public Works
Jefferson County Emergency Management

A. Purpose

The purpose of Emergency Support Function 4 is to provide fire service coordination and support services in support of emergency events in Jefferson County. Emergency Support Function 4 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 4 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Fire Rescue Department and directs all aspects of emergency management. Emergency Support Function 4 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional fire service assistance.

B. Concept of Operations

1. General

Emergency Support Function 4 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and

corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local and State mutual aid assistance, Emergency Support Function 4 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

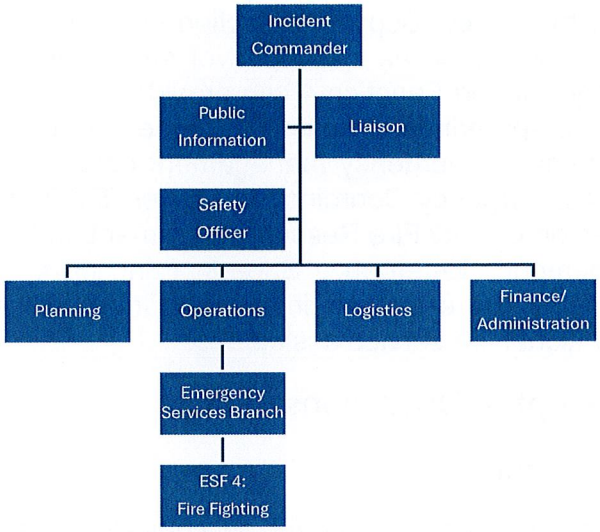


Figure 6 – Incident Command System Structure: ESF 4 – Fire Fighting

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Fire Department staff to provide support that will allow for an appropriate, coordinated and timely response. This staffing may include a representative from the volunteer fire department.

During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.

Jefferson County Emergency Management develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) Area

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.

The Florida Department of Financial Services, the Division of State Fire Marshal serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State fire service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

c) State

During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State Fire Marshal is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 4 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Department of Financial Services, Division of State Fire Marshal develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

d) Alerts/Notifications

Jefferson County Fire Chief or on-duty supervisor will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 4 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 4 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of Emergency Support Function 4.

Upon instructions to activate Emergency Support Function 4, Jefferson County Fire Rescue will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

The Jefferson County Volunteer Fire Departments will be notified via the County pager system for activation and response per their operating procedures and mobilize all personnel, facilities and physical resources as directed by the County Warning Point or County Fire Chief.

3. Actions

Actions carried out by Emergency Support Function 4 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 4 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Fire Service needs and potential impacts.
- Fire Service personnel.
- Fire Service equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Fire Service Public Information and risk communication.
- Fire Service Management, Command and control of assets.
- Fire Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Fire Service facility support.

a) Preparedness Actions

Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 4 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local and State Fire Departments will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and establish specialized teams.

Conduct planning with Emergency Support Function 4 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fires Service operations.

Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Fire Service assessment.

Conduct training and exercise for EOC and fire service response team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and implement emergency response and fire fighting strategies.

Develop and present training courses for Emergency Support Function 4 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 4.

b) Response Actions

Coordinate operations at the Emergency Support Function 4 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.

Establish Mutual Aid procedures for the following resources: Fire Suppression, Interoperable Communications and Command Vehicles.

Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.

Mutual Aid procedures to assist with supporting issues related to a terrorist event.

Fire Service support RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that fire-fighting resources will be necessary. Relocate fire fighting resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct fire fighting resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

c) Recovery Actions

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.

The Florida Department of Financial Services serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated fire service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

d) Mitigation Actions

Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

4. Direction and Control

Emergency Support Function 4 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and

Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 4 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 4 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 4 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 4 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 4 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Fire Fighters Association President with status of the call lists updated at least monthly and all other documents at least annually.

All Fire Departments' field personnel are subordinate to the Emergency Support Function 4 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 4, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 4. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

5. Responsibilities

a) Primary Agency – Jefferson County Fire Rescue

Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of County agencies fire service personnel, supplies, and equipment and provide certain direct resources.

Emergency Support Function 4 Representatives or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

Monitor firefighting emergency response and recovery operations. Emergency Support Function 4 Fire Chiefs or designees will coordinate all State and Federal firefighting resources into the affected areas from staging areas.

Manage fire fighting and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of Emergency Support Function 4 Representatives or designee.

Make specific requests for fire fighting assistance to the State ESF 4/State Fire Marshal's Office, through the Jefferson County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

Re-assess priorities and strategies, throughout the emergency, according to the most critical fire service needs.

Assist with emergency evacuations and re-entry of threatened areas of the County.

Demobilize resources and deactivate the ESF 4 station upon direction from the County Incident Commander.

b) Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Financial Services, the Division of the State Fire Marshal)

The lead supporting agency for Emergency Support Function 4 and the Jefferson County Fire Rescue will be the Jefferson County Volunteer Fire Departments and the various volunteer firefighters living throughout the county. Each department will manage firefighting and other emergency incidents in accordance with that department's Standard Operating Guidelines and under the direction of Emergency Support Function 4 Representatives or designee.

The City of Monticello Fire Department will support Jefferson County Fire Rescue with the ESF 4 response pursuant to their Mutual Aid Agreements and after any firefighting operations within the City are fulfilled.

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that complement the entire emergency

response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental, biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resource capabilities with the Emergency Support Function 4.

The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

County and City law enforcement agencies (Emergency Support Function 16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near, and around areas involved in firefighting operations; keep emergency forces informed of hazardous areas.

City, County, and private utilities (Emergency Support Function 12) will coordinate with Emergency Support Function 4 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, and water flow problems.

City and County Public Works (Emergency Support Function 3) and other departments will provide road-clearing equipment and other major resources needed to clear roadways in support of emergency response actions.

City and County Communications Centers (Emergency Support Function 2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.

Jefferson County Emergency Medical Services (Emergency Support Function 8) will provide emergency medical care and transportation of victims beyond initial collection sites.

Jefferson County Search and Rescue (Emergency Support Function 9) will assist in initial needs assessment and augment fire service operations through specialized response capabilities.

American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for firefighting assistance to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).

The Department of Agriculture and Consumer Services, Division of Forestry serves as a primary agency during activation of the State Emergency Operations Center

for a wildfire, will also request and coordinate the use of all State controlled and/or Forestry Agency Compact assets that are ordered for control of wildfires.

C. Financial Management

Emergency Support Function 4 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

A. References and Authorities

- State Emergency Support Function 4
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version

- The Florida Fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

Emergency Support Function (ESF) 5 - Information and Planning

Primary Agency: Jefferson County Emergency Management

Support Agencies: Jefferson County Planning and Building Department
Jefferson County Sheriff's Office
Capital Area Chapter – American Red Cross
Jefferson County Public Works
Jefferson County Fire Rescue
Florida Department of Health - Jefferson
Jefferson County School District
Jefferson County Property Appraiser

A. Purpose

The purpose of ESF 5 is to: 1) collect, analyze, and disseminate tactical information on the nature, scope and potential impacts of an incident or major disaster; 2) use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions; and 3) identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

B. Concept of Operations

1. General

Emergency Support Function 5 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 5 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or state mutual aid assistance, Emergency Support Function 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

The development of a fully functional, effective, and sustainable ESF 5 capability for Jefferson County will be guided by the following principles:

- All Emergency Support Functions will be fully integrated into all phases of ESF 5.
- ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.
- Planning for recovery will begin on Day 1 of the event through a core Recovery Planning Unit in ESF 5.
- Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
- Greater use will be made of proven technologies to support ESF 5, including HAZUS-MH, GIS, SLOSH, Hurrevac, and remote sensing.
- ESF 5 generated information and analyses will be used in three phases of disaster operations: pre-landfall (predicted impacts of hurricanes); post-landfall immediate response; and sustained response/immediate recovery phase (see Appendix A).

Information and Planning will give priority to five fundamentals, interrelated functions:

- Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
- Assess and prioritize the immediate needs of impacted communities and neighborhoods.
- Incorporate the analyses into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

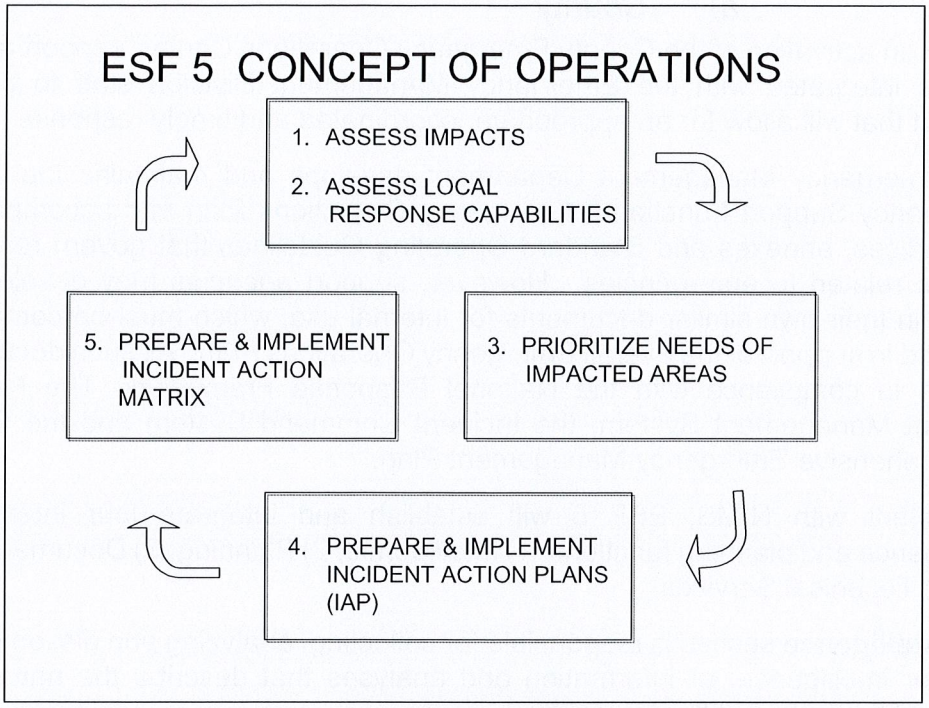


Figure 7 – ESF 5 Concept of Operations

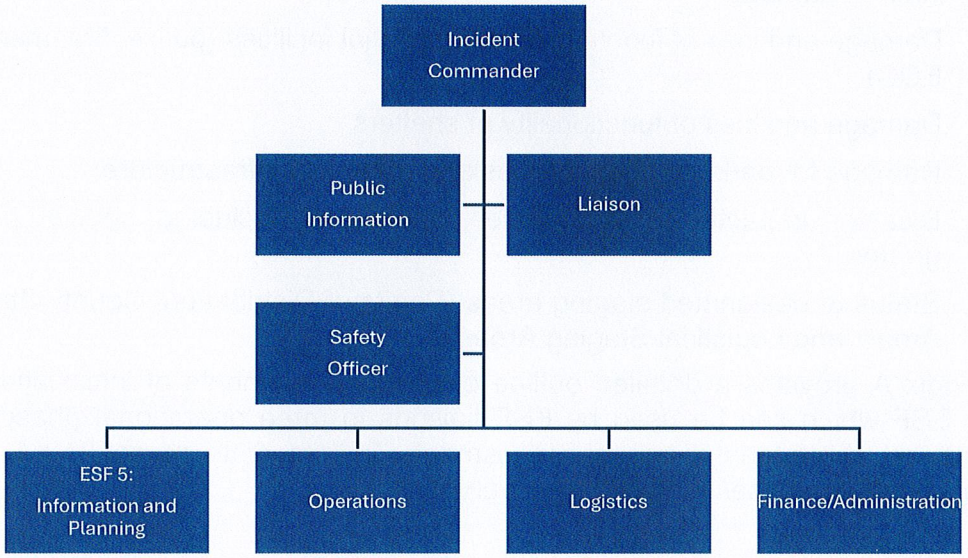


Figure 8 – Incident Command System Structure: ESF 5 – Information and Planning

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Emergency Management Division staff to provide support that will allow for an appropriate, coordinated and timely response.

The Emergency Management Department develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

Consistent with NIMS, ESF 5 will establish and integrate four interrelated intelligence and planning functions: 1) Intelligence; 2) Planning; 3) Documentation; and 4) Technical Services.

The **Intelligence** section is responsible for collecting, analyzing and disseminating disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.

Disaster intelligence incorporates essential elements of information, which include:

- Area of damage
- Damage and loss of functionality to essential facilities (police, fire, medical, EOC)
- Damage and loss of functionality of shelters
- Damage to roads, bridges, utilities and other key infrastructure
- Disaster impacts on vulnerable populations, including special needs groups.
- Status of designated staging areas (Points of Distribution, County Staging Areas, and Logistical Staging Areas).

Appendix A provides a detailed outline of essential elements of information for each ESF which can be used by ESF liaisons in three operational phases for hurricanes: 1) pre-landfall impact assessments; 2) immediate impact (D + 1); and 3) sustained response/immediate recovery (D + 7).

The **Planning** section is responsible for incorporating information and analysis on the current and forecasted situation into Incident Action Plans, which set forth tactical objectives for subsequent operational periods.

Note: One of the recommendations from the Long-Term Recovery workgroup that met to provide input in the preparation of the revised CEMP is *to incorporate Recovery Planning into ESF 5.* The mission of the ESF 5 Recovery Unit is to identify potential impediments to damage assessment and immediate recovery missions.

Key Terms Used in ESF 5:

Disaster Intelligence: Information and analysis that describe the nature and scope of hazards and their impacts (social, physical, economic, health, environmental). Key to rapid needs assessment and operational planning.

Impact Assessment: Immediate post-disaster assessment of damage and functionality to essential facilities and critical infrastructure, undertaken to assess local response capabilities.

Damage Assessment: Post disaster process for assessing the damage to buildings and infrastructure to identify requirements for disaster assistance.

The **Technical Services** section brings together technical specialists whose skills are critical to the use of proven information management systems and technologies to support the ESF 5 mission. Among the tools and technologies that will used in the ESF 5 for Jefferson County:

- Geographic Information Systems (GIS)
- HAZUS-MH (FEMA's multi-hazard loss estimation methodology)
- HURREVAC
- Remote sensing
- SLOSH (surge model)

The Technical Services section will perform three interrelated functions: 1) to fully integrate GIS into ESF 5; 2) to become proficient in the identification and application of the analyses that contribute to the ESF 5 mission, including HURREVAC, HAZUS-MH, and SLOSH; and 3) to provide the analyses to the planning unit in a format that can be readily used to prepare Incident Action Plans and other reports.

The **Documentation** unit maintains accurate and complete incident files, including a record of the major steps that ESF 5 has taken in preparing and executing the Incident Action Plans.

b) Area

The Florida Division of Emergency Management serves as the lead agency for Information and Planning coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 5 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

c) State

During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead agency for State Information and Planning and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 5 at the State Emergency Operations Center will report to the Planning Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer. The Division of Emergency Management develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

3. Alerts/Notifications

The Emergency Management Division will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 5 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Upon instructions to activate ESF 5, the Emergency Management Division will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

4. Actions

Actions carried out by Emergency Support Function 5 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 5 encompasses a full range of activities from training to the provision of field services.

a) Preparedness Actions

Priority will be given to developing an enhanced ESF 5 capability in Jefferson County as part of an ongoing effort to ensure operational readiness for major or catastrophic disasters. This section highlights four key preparedness initiatives.

Intelligence Collection and Analysis

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-landfall (hurricanes); impact assessment and immediate response; and sustained response and initial recovery. Appendix A – ESF 5: Pre- and Post-Disaster Assessments – identifies three types of ESF 5 analysis:

- *Pre-disaster* analyses (predicted impacts), which use HAZUS-MH, SLOSH and other predictive tools to estimate disaster impacts.
- Immediate, post-disaster *impact assessments,* which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
- Post disaster *damage assessments,* which assess buildings, infrastructure, and debris.

Intelligence on predicted and observed disaster impacts will be used by ESF 5 to assess Jefferson County ESF capabilities (response and recovery). Appendix A

– ESF Response and Recovery Capability Assessment – identifies three levels of emergency or disaster conditions (Incident; Major Disaster; Catastrophic Disaster), and for each ESF describes the disaster conditions that correspond to each disaster level. This information has two applications:

- To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and
- To rapidly communicate estimated ESF shortfalls to the Jefferson County Command Group and Florida DEM.

Incident Action Planning

Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

- current information that accurately describes the incident situation and resource status;
- predictions of the probable course of events;
- alternative strategies to attain critical incident objectives; and
- accurate and realistic IAP for the next operational period.

In a hurricane operation, the National Hurricane Center issues Hurricane Advisories every six hours, and this information can be used by HAZUS-MH and other tools to estimate the area of impact, and potential impacts on people, buildings and infrastructure. The IAP planning cycle should be synchronized to coincide with the six hour NHC Advisory cycle:

- 0 Hour - NHC Advisory issued
- 0 + 2 (hour) - Conduct IAP meetings
  - Review analysis from models (i.e., SLOSH and HAZUS)
  - Establish tactical objectives
  - Initiate plan development
- 0 + 4 (hour) - Develop and implement public information strategy
  - Position time-sensitive resources
  - Review IAP priorities

- 0 + 6 (hour) - Begin IAP execution in coordination with Florida DEM

  - Prepare for next NHC Advisory

Under NIMS, incident objectives and strategies must conform to the legal obligations and management objectives of all affected agencies.

(1) Training

Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Jefferson County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

- ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.
- Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.
- Use of Predictive Models – coordination with Florida DEM in use of HAZUS-MH and SLOSH for rapid needs assessment; templates; SOPs; identification of needed local expertise (GIS)
- Preparation and Utilization of Incident Action Plans
- Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

(2) Exercises

Consistent with NIMS, Jefferson County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness:

- Use of a Division of Emergency Management tabletop exercise to test the readiness of ESF 5 – and specifically the ability to collect, analyze, and disseminate disaster intelligence, and to use this analysis in the preparation of Incident Action Plans.
- Incorporation of County ESF 5 procedures into the annual State of Florida hurricane exercise
-

b) Response Actions

The effectiveness of a response operation will be a function in large part by the ability of ESF 5 to generate accurate, timely, and usable disaster intelligence prior to, during, and *after* an event occurring. Specific operational objectives and

standards are outlined below, to guide the continued development of ESF 5 in Jefferson County.

a. -72 hours to -36 hours before event impact

- Set up the status boards, obtain data/studies and electronic files, and staff ESF 5.
- Initiate contact with the media through ESF 14.
- Establish contact with State ESF 5.

b. -36 hours to event impact

- Staff the Intelligence Unit and Technical Services Unit, monitor analysis from HAZUS-MH, SLOSH, HURREVAC, and other tools to brief the County Board and other local officials on the potential impacts of hurricanes.
- Use estimates from HAZUS-MH on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements of information.
- Use disaster intelligence in preparation of Incident Action Plans that set forth operational objectives for each operational period.
- Review pre-determined requests for pre-positioning of critical resources (personnel, equipment, supplies).
- Use disaster intelligence to refine and implement protective actions for Jefferson County.
- Collect, analyze and apply disaster intelligence in formation and deployment of local damage assessment teams.

c. Event impact to +24 hours after

- Use disaster intelligence in the deployment of local damage assessment teams.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Response Teams (RRT) should situation warrant.

- Use disaster intelligence and impact assessments in requests for activation of Rapid Impact Assessment Teams (RIAT).
- Develop and utilize the Incident Action Matrix to track and manage resources (personnel, teams, facilities, supplies, major items of equipment).

c) 3. Recovery Actions

A Recovery Planning Unit will be established in the Jefferson County ESF 5. Its mission will be to use disaster intelligence – including disaster impacts on the population, buildings and infrastructure – to identify major recovery issues, needs, priorities and short-term strategies. The need for a Recovery Unit in ESF 5 is in acknowledgement of the following factors:

- As reflected in the figure below, planning for recovery should begin with initial analyses of the potential impacts of the disaster (for hurricanes, in the pre-landfall phase). Recovery planning under ESF 5 will address the following:
  - Building inspection requirements and priorities
  - Emergency and temporary housing issues
  - Business impacts (direct and indirect)
  - Debris management
  - Route clearance
  - Utilities restoration

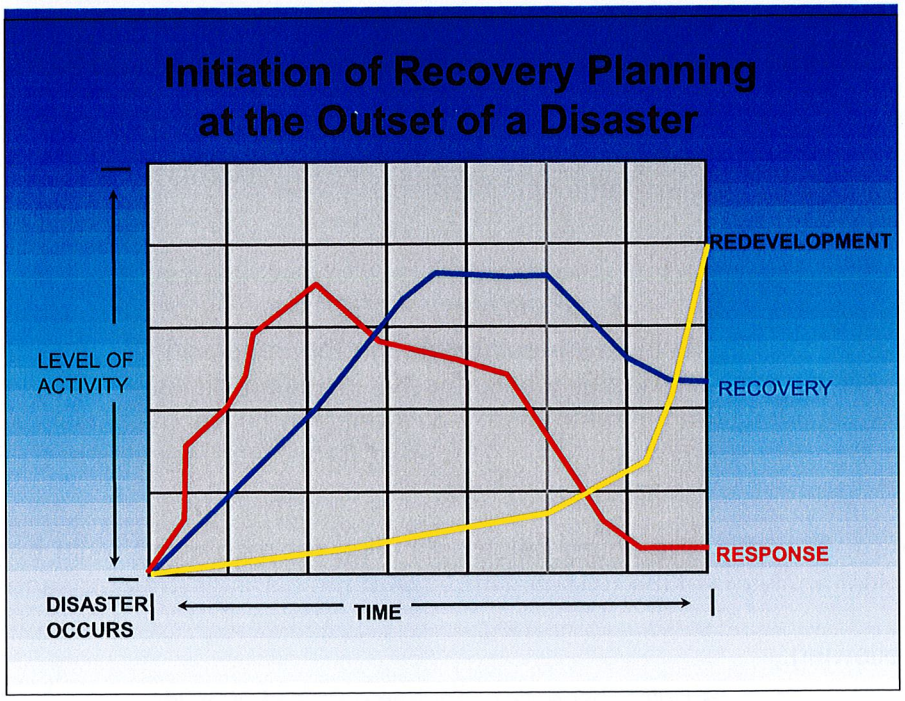


Figure 9 – Recovery Planning

d) Mitigation Actions

Pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making. Examples include:

- Analysis of the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters can be used in mitigation measures to strengthen these facilities.
- Analysis of community economic impacts – including the total percentage of building stock damaged in disaster and replacement values – can be used in setting mitigation and recovery goals and priorities.
- The Local Mitigation Strategy Steering Committee can use ESF 5 analysis in adjusting mitigation goals, objectives and priorities.

5. Direction and Control

Emergency Support Function 5 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology)

to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 5 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 5 system operates in two arenas; 1) The County Emergency Operations Center; 2) and field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 5 Coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 5 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Division of Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

In accordance with a mission assignment from Emergency Support Function 5, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 5 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 5. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

6. Responsibilities

a) Primary Agency – Emergency Management Department

Direct and manage the ESF 5 function, including the four branches: Intelligence, Planning, Technical Services, and Documentation.

Collect and process information received from Rapid Impact Assessment Teams (RIAT) and predictive models, analyze this information, and share with the Planning section.

Identify and train County staff to support the (4) ESF 5 sections, as outlined in the Plan.

Ensure that requests for RIAT and RRT are forwarded to the SEOC in accordance with SOP's.

Coordinate the development and implementation of the Preparedness activities, as outlined in the Plan.

Coordinate with ESF 5 in the Florida Division of Emergency Management (DEM) in accessing and utilizing analysis from HAZUS-MH, SLOSH, and other tools to support the Intelligence section.

Coordinate with ESF 7, Resource Management, to ensure that all available resources are logged and requests for resources are filled.

Ensure that copies of all news releases and situation reports are transmitted to the SEOC (if present, this will be the responsibility of a SERT Liaison).

b) Support Agencies

(Note: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

The County Planning and Building Department is responsible for the establishment, staffing, and training of damage assessment teams within their jurisdiction. Teams will consist of supplemented with local specialists, and be deployed to impacted areas to perform preliminary damage assessments.

The Jefferson County Property Appraiser will staff the damage assessment teams and will supply critical information on infrastructure damaged during a disaster.

The Road Department will support the damage assessment teams by providing staff to inspect roads and bridges.

The Fire Departments will assist in conducting needs assessments during their search and rescue operations. These reports will be transmitted to the ESF 4 representative who will forward the information to ESF 5.

The Department of Health, Environmental Health Services will collect information and intelligence on estimated damages to health and medical facilities, and identification of potential impediments to response and immediate recovery.

The School District will provide intelligence transportation requirements and potential shortfalls in moving evacuees to designated shelters.

The American Red Cross will provide information and analysis on shelter needs, shortfalls, potential impediments to the shelter mission and forecasts of future shelter requirements.

The American Red Cross will provide estimates (before and after event) on requirements for water, food, ice and other potential commodities to support victims.

C. Financial Management

Emergency Support Function 5 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

D. References and Authorities

- State Emergency Support Function 5 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 6 - Mass Care

Primary Agency:	Jefferson County Emergency Management
	Jefferson County School District
Support Agencies:	Capital Area Chapter – American Red Cross
	Jefferson County Volunteer Fire Departments
	Jefferson County Sheriff's Office
	Monticello Police Department
	Salvation Army

A. Purpose

The purpose of Emergency Support Function 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers. The Emergency Support Function 6 Emergency Coordination Officer (ECO) is appointed by and located in the American Red Cross office, and directs all aspects of the ARC operation. Emergency Support Function 6 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional mass care, mass feed assistance, and bulk distribution of coordinated relief supplies.

B. Concept of Operations

1. General

Emergency Support Function 6 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard

Operating Guidelines, which describe Emergency Support Function 6 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 6 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 6 will evaluate and analyze information on requirements for mass care, mass feeding and bulk distribution of relief supplies; develop and update assessments of the mass care and mass feeding situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

The State of Florida has adopted ARC 3041 as model shelter guidelines. Regardless of the scale of the emergency or disaster, all shelters should be managed in accordance with these guidelines. The American Red Cross of Northwest Florida will train without charge shelter managers and shelter staff to operate shelters under American Red Cross guidelines.

ESF 8 has been tasked to address the requirements of persons with special needs, including their sheltering requirements. ESF 6 will coordinate with ESF 8 to ensure regular diet feeding at the special needs shelter. Special diet requirements will remain the responsibility of ESF-8.

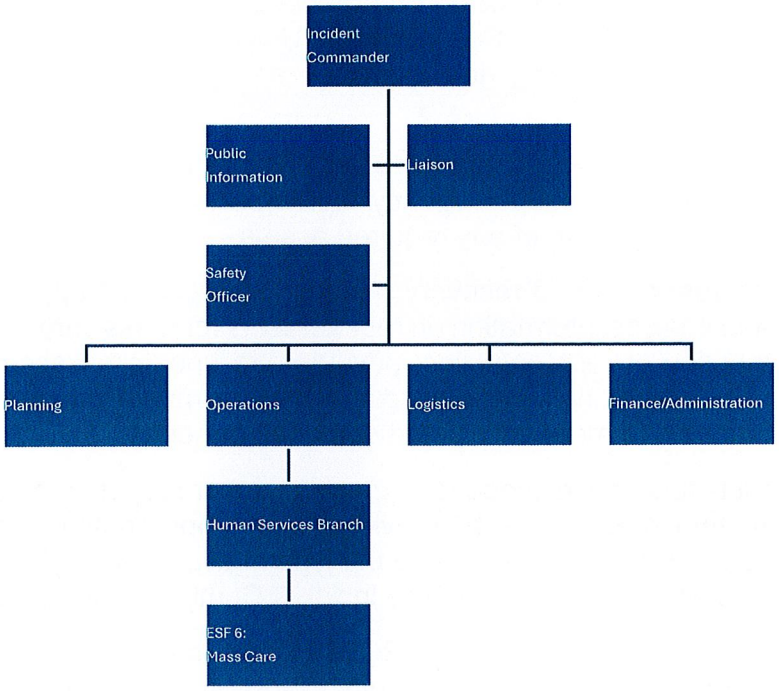


Figure 10 – Incident Command System Structure: ESF 6 – Mass Care

C. Organization

1. 1. County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the American Red Cross staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.

During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, Emergency Support Function 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.

The American Red Cross develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support

of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

Emergency Support Function 6 falls under the Human Services Branch, and is closely coordinated with the other Emergency Support Functions that address basic needs of the impacted population: Food and Water (ESF 11), Volunteers and Donations (Emergency Support Function 15), Animal Protection (ESF 17) and Special Needs (ESF 8). Emergency Support Function 6 organization will be guided by the following:

- The Chief, Human Services Branch, will provide input to the Operations Section in the assessment of the magnitude of the problem (ESF 5); the identification of operational priorities; and assessments of resources needs and potential shortfalls.
- The American Red Cross will be the lead support agency for ESF 6 with operational support directed from their local chapter Disaster Operation Center (DOC).
- Primary and support agencies will provide sufficient personnel to staff the Emergency Support Function 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the department they represent.
- Emergency Support Function 6 representative at the EOC will be the coordinating link or conduit for the ARC operations during an emergency or disaster operation.
- The Red Cross chapter DOC will continuously provide support information to the Emergency Support Function 6 representative at the EOC by providing comprehensive reports on all sheltering and mass feeding operations. These comprehensive reports will address openings, closings, shelter locations, shelter censuses and mass feeding locations.
- Support agencies, other than those represented at the EOC, will coordinate all their responsibilities under Emergency Support Function 6 with the Red Cross Chapter. This information will be condensed and forwarded to the Emergency Support Function 6 representative at the EOC.
- Support agencies represented at the EOC will report activities related to Emergency Support Function 6 to the function representative at the EOC for consolidated reporting, and coordination with the chapter DOC.
- The EOC leadership will determine the need to establish a County Staging Area to receive disaster related commodities from the State Logistics Staging Area or if directed from Federal Mobilization Sites or Federal Staging Areas. County Staging Areas receive these disaster commodities, account for them, store commodities as required, ship commodities to Points of Distribution, redirect and recover unused supplies.

2. AREA

The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional mass care resources via established mutual aid agreements.

The Florida Department of Business and Professional Regulation serves as the lead agency for Emergency Support Function 6 coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 6 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

a) State

During an activation of the State Emergency Operations Center, the Department of Business and Professional Regulation is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 6 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care service needs requests. Also, Emergency Support Function 6 will develop and update assessments of the mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.

The American Red Cross develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) Alerts/Notifications

The Jefferson County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or

disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 6 when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 6 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Mass Care representatives or designees will jointly manage the emergency activities of Emergency Support Function 6.

Upon instructions to activate Emergency Support Function 6, the American Red Cross will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. Actions

Actions carried out by Emergency Support Function 6 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 6 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

- Assessment of the potential disaster impacts on the general population, including vulnerable groups that are identified in the Basic Plan.
- American Red Cross personnel.
- Emergency responder health and safety.
- Mental health and crisis counseling for responders.

1. Preparedness Actions

a) General

Actions and activities that develop Mass Care response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 6 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 6. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Conduct planning with Emergency Support Function 6 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Mass Care operations.

Train Emergency Support Function 6 staff in the utilization of disaster intelligence from ESF 5 (HAZUS-MH, RIAT) to identify and scale the potential Emergency Support Function 6 mission, including Mass Care and Mass Feeding.

Conduct training and exercise for EOC and Mass Care Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and present training courses for Emergency Support Function 6 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 6.

b) Shelter Planning

Work with local government, and voluntary service delivery units, Jefferson County Emergency Management, Jefferson County School District, and other applicable agencies in activities related to survey the suitability of facilities to be used as shelters utilizing Florida State standards adopted from ARC 4496 as guidelines.

Maintain and annually update a roster of primary contact Emergency Support Function 6 Personnel representing each agency under ESF 6.

Coordinate closely with the EOC and Emergency Management to ensure an annually updated shelter list is available and maintained at the EOC.

Work with EOC to ensure an up-to-date comfort station resource list is available from the supporting agencies under Emergency Support Function 6.

Coordinate with the EOC in the assessment of public need to determine the opening or closing of public shelters before and after an emergency or disaster event.

c) *Mass Feeding*

Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to develop and refine procedures for establishing and operating mass feeding sites, to be operated by volunteer agencies.

Coordinate with Logistics in establishing, managing and supplying mass feeding sites.

2. Response Actions

a) *General*

Coordinate operations at the Emergency Support Function 6 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.

Deploy Impact Assessment Teams to determine post-storm impact to Human Services functional group resources and ability to perform Continuity of Operations of essential functions.

Activate mutual aid procedures to assist with supporting issues related to a terrorist event.

Implement mass care support RDSTF in the investigation of a terrorist attack.

Pre-position response resources when it is apparent that Mass Care resources will be necessary. Relocate Mass Care resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct mass care resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

b) *Shelter Management*

Once the CEMP is activated, Emergency Support Function 6 will be organized in a manner that ensures rapid response to the mass care needs of people affected

by a disaster. When activated, agencies in ESF 6 will operate under these plans and financially support their own activities.

Emergency Support Function 2 will ensure that each shelter has a working communications system and has contact with Jefferson County EOC and the American Red Cross DOC. This may include radio, telephone, and/or cellular telephone communication devices. The ESF 6 Representative at the EOC will keep the EOC director and ESF 2 informed about any unmet need regarding communications.

Open shelters in accordance with public need as assessed by the managing agency and county emergency management.

Register all persons seeking shelter using an American Red Cross Standard "Shelter Registration Form."

Monitor occupancy levels and ongoing victims' needs and will provide the EOC with a daily listing of "Open" shelters.

c) Mass Care

Coordinate with Emergency Support Function 8 (Health and Medical/Special Needs) to ensure people at mass care sites with the need for a level of care higher than the standard first aid will have their need addressed.

Ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.

Coordinate with Emergency Support Function 15 (Volunteers and Donations) regarding the use and coordination of voluntary agencies who spontaneously engage in providing mass care.

Emergency Support Function 12 (Energy): Provide for power service restoration to mass care sites and for the acquisition of supplemental power sources.

Emergency Support Function 16 (Law Enforcement): Provide security resources needed at mass care sites. Jefferson County Sheriff's Department provides security at shelter, and Mass care facility locations in the county and the Monticello Police Department provides security at shelter and Mass care facility locations in the city limits of Monticello.

d) Mass Feeding

Provide information to and coordinate with Emergency Support Function 5 and Emergency Support Function 11 regarding mass feeding sites established by the American Red Cross, Salvation Army, Jefferson County Churches and other volunteer agencies.

Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to establish mass feeding sites operated by volunteer agencies. The first

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

Coordinate mass feeding locations to ensure optimal logistics for public service based on emergency needs.

Emergency Support Function 3 (Public Works and Engineering) and Emergency Support Function 8: Coordinate sanitation provisions through daily inspection and garbage removal from mass sheltering and feeding sites.

Emergency Support Function 11 and Emergency Support Function 15: Coordinate with Emergency Support Function 6 in provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations and private vendors.

Emergency Support Function 11: Coordinate with Emergency Support Function 6 to identify the need for storage and distribution of food for mass feeding sites.

Provide staffing in the EOC under coordination of the lead agency if required. Agencies may be called upon to supply clerical/ administrative personnel.

3. Recovery Actions

Continuously monitor occupancy levels and ongoing victims' needs and will provide the EOC with a daily listing of open shelters.

Ensure a copy of the Shelter Registration Form will be forwarded to the American Red Cross "Disaster Welfare Inquiry", this form will have a post disaster address for each person housed at the shelters who provided that information upon their final departure. This will assist in reuniting families that may have been separated during the disaster incident.

Coordinate the consolidation of shelters, staff, resources (i.e., communications and law enforcement), and supplies as sheltering needs diminish.

Continue to coordinate with Emergency Support Function 5, Emergency Support Function 11, and Emergency Support Function 15 to establish and maintain mass and mobile feeding sites. The need and location of these sites will be reviewed and evaluated daily. Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.

4. Mitigation Actions

Participate in shelter deficit reduction strategies/activities and shelter demand studies.

Work with the Jefferson County Emergency Management on public education programs to reduce shelter demand.

Educate citizens on disaster preparedness activities.

E. Direction and Control

Emergency Support Function 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 6 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 6 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the American Red Cross with status of the call lists updated at least monthly and all other documents at least annually.

All Mass Care field personnel are subordinate to the Emergency Support Function 6 at the County Emergency Operations Center.

F. Responsibilities

1. Primary Agency

a) Emergency Management Department

Will act as the lead agency for ESF 6 and provide training in Emergency Support Function 6.

Support first responders by providing them with food and water.

Coordinate with Emergency Support Function 6 in addressing employee well-being issues, particularly in major disasters that place a burden on emergency managers.

b) Jefferson County School District

Support Emergency Support Function 6 sheltering activities with personnel and facilities.

Support Emergency Support Function 6 by providing personnel and equipment to assist with accomplishing its Mass Care mission responsibilities.

Provide buses for logistical supplies to the shelters.

Support Emergency Support Function 6 mass feeding through USDA resources.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the American Red Cross)

a) Capital Area Chapter – American Red Cross

The American Red Cross (ARC) will represent Emergency Support Function 6 (Mass Care) and the support agencies during activation of the EOC due to an emergency or disaster.

The ARC will open shelters and establish mobile and fixed feeding sites. First aid and counseling will be available at mass care sites.

The ARC will develop and maintain a roster of personnel to staff an ESF desk. Ensure the presence of resource materials in sufficient quantities in the ESF EOC location. These materials would include: Shelter listings for Jefferson and Surrounding Counties.

Locations of all operating mass feeding sites and major feeding routes.

b) Doctors' Memorial Emergency Medical Services

Supply personnel and equipment to provide medical services in shelters.

Assist through Emergency Support Function 8 in supplying personnel and equipment to provide emergency transportation of medically needy persons from shelters to more advanced care facilities.

Under Emergency Support Function 18, Emergency Medical Services will assist in providing mass care to persons with special needs.

c) *Jefferson County Sheriff's Department*

Assist through Emergency Support Function 16 in supplying personnel and equipment to provide security at Mass Care sites (see ESF 16 for details).

d) *Monticello Police Department*

Assist through Emergency Support Function 16 in supplying personnel and equipment to provide security at Mass Care sites (see ESF 16 for details).

e) *The Salvation Army*

Support Emergency Support Function 6 with information regarding Salvation Army services in the impacted area. Provide staff to the ESF 6 desk when requested. Supply lists of Salvation Army personnel and facilities in Jefferson County to the Emergency Support Function 6 representative.

The Salvation Army will establish mobile and fixed feeding sites. They are the primary agency for managing comfort stations. They will assist in the distribution of relief supplies. Provide crisis counseling, and supplement shelters where needed.

f) *Florida Department of Health - Jefferson*

Emergency Support Function 8 will supply personnel to monitor and control public health factors to prevent the spread of decease at mass care sites (see ESF 8 for details).

g) *Jefferson County Department of Human Resources*

Refer spontaneous volunteers wishing to assist in providing Mass Care.

Refer ad hoc voluntary and other groups wishing to assist in providing mass care.

G. Financial Management

Emergency Support Function 6 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency or department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

H. References and Authorities

- State Emergency Support Function 6 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 7 - Resource Support

Primary Agency: Jefferson County Emergency Management
Jefferson County Purchasing Office
Jefferson County Human Resources

Support Agencies: Jefferson County Sheriff's Office
Jefferson County Clerk's Office

A. Purpose

The purpose of Emergency Support Function 7 is to acquire the necessary resources to support disaster operations. Provide fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Provide coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

B. Concept of Operations

1. General

Emergency Support Function 7 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 7 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

The focal point for all requests for resources will be the Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESFs will be routed to Emergency Support Function 7. In coordination with Logistics Section, the Emergency Support Function 7 representative will determine the sources of the needed resources. The Emergency Support Function 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures.

a) Procurement Process

Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through E Team and routed through the Emergency Support Function 7. Requests unable to be filled by in-County inventories are procured by Emergency Support Function 7 from commercial vendors. Sources include assets within county government and the municipalities. During disaster situations, all resources within county government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.

If needed supplies and equipment are not available within county government resources, Emergency Support Function 7 will attempt to purchase or lease them from commercial sources.

When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, intrastate mutual aid, interstate mutual aid, or federal resources.

Note: The County will be responsible for costs incurred for resources brought in from outside sources. If the county has been declared for federal disaster assistance, funds expended for requested resource support are reimbursable.

The Emergency Management office maintains lists of vendors and suppliers of equipment, materials, and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive database of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.

The Statewide Mutual Aid Agreement will be implemented as necessary to obtain required goods and services from other jurisdictions.

Contracts for resources or services will be initiated by Emergency Support Function 7. Contracts will be managed by the agency responsible for the support provided.

Emergency Support Function 7 will conduct operations in accordance with all local, state and federal laws and regulations.

In some cases, needed resources may be available thru donations and volunteers. Coordination will be maintained between Emergency Support Function 7 and Emergency Support Function 15 on a continual basis.

Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways. Volunteer organizations have direct participation in emergency operations in Jefferson County.

Transportation requirements will be coordinated through Emergency Support Function 1.

- All available transportation assets will be used to deliver resources to affected areas.
- Sources include county and municipal assets, as well as those belonging to private nonprofit organizations.
- Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
- Commercial vendors are responsible for transportation of their own product/service.

Staging Areas. The Forest Capital Hall is identified as the County Staging Area for resources brought into Jefferson County. Alternate staging areas include Steinhatchee School, Monticello Primary School and the Save-a-Lot Parking lot.

- The County Staging Area is mission tasked and reports to the Logistics Section.
- Jefferson County Emergency Management office manages the CSA.

Storage Facilities. There are numerous storage facilities available throughout the county. Emergency Support Function 7 will identify and lease any further storage space that would be necessary. Leasing of additional buildings or warehouses is not anticipated due to the amount of property holdings by the County.

- If necessary, temporary office/warehouse space can be obtained through the County Special Projects Coordinator on an emergency basis.
- The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other county-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through Emergency Support Function 7.

It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.

- Agencies will monitor and track loaned items.
- Documentation will be provided to lending organizations for their records.
- Intra-departmental property/equipment requests are documented through E Team submitted to Emergency Support Function 7.
- The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
- The borrowing department is responsible for the return of the equipment after the disaster period.

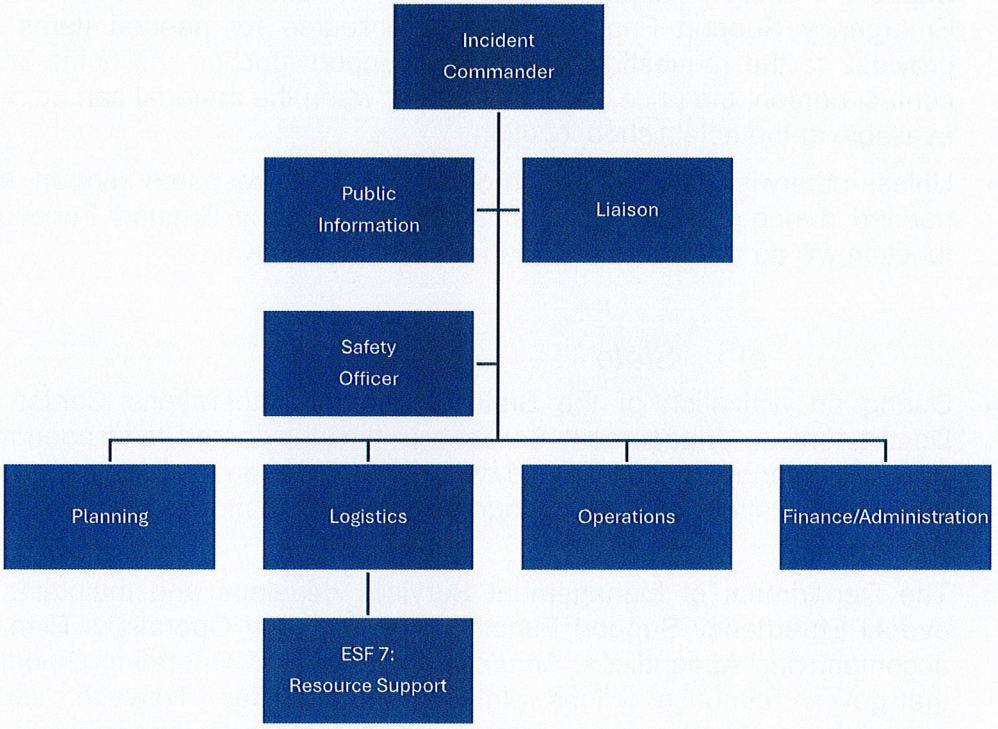


Figure 11 – Incident Command System Structure: ESF 7 – Resource Support

C. Organization

1. County

During an emergency or disaster, the primary and support agencies of Emergency Support Function 7 will be the Jefferson County Purchasing Officer and the Human Resource Director, who will be assigned to the Jefferson County Emergency Operations Center. In addition, Emergency Support Function 7 will:

- Operate under the direction of the Division of Emergency Management.

- Operate throughout the emergency, either in the Jefferson County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Division of Emergency Management Director.
- Alert designated primary personnel of possible resource needs and to report to the Jefferson County State Emergency Operations Center.
- Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the Department of Administrative Services Coordinator and the Chief of the Logistics Section.
- At the tasking of the Logistics Chief, take action if another Emergency Support Function requires assistance in obtaining needed items. Emergency Support Function 7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and schedule for when the material can be made available at the established location.
- Unless otherwise directed and in order to provide resource support when needed during disaster operations, the Emergency Support Function 7 function will be staffed on a 24-hour basis at the EOC.

a) State

- During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- The Department of Management Services develops and maintains the overall Emergency Support Function 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) Alerts/Notifications

Notification of the impending disaster from the EOC is made by fax, email, page, or telephone. Employees receive verbal notification of the status of the disaster. Employees are instructed to report to the EOC or other work assignments as

needed. All employees are considered to be on stand-by and will be available by telephone, cellular phone, or pager.

D. Actions

Actions carried out by Emergency Support Function 7 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

1. Preparedness Actions

- Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- Assist in the coordination of documents for Emergency Declaration.
- Prepare documentation for public assistance requests from outside agencies and for impending damage survey reports (DSRs) from County departments and Constitutional Officers.
- Assign portable equipment (laptop computers and portable printers) to key personnel.
- Download to disks the Federal Emergency Management Agency (FEMA) criteria for post-disaster DSR filing.
- Establish a work schedule for staff to report to the EOC before, during and after the storm and a general outline of individual responsibilities.
- Pack office supplies, telephone lists, disaster files and laptops for transfer to the EOC.
- Keep disaster file up to date with phone numbers of employees, State EOC and FEMA representatives. Establish emergency contact persons for all support agencies and outside agencies who are likely applicants for public assistance. Obtain home phone, cellular, and/or pager numbers for each agency's designated contact persons.
- Place Division of Emergency Management personnel on standby or direct to staging areas with some facilities staffed for immediate response.

2. Response Actions

- Coordinate operations at the Emergency Support Function 7 office in the County Emergency Operations Center and/or at other locations as required.

- Act as County representative agency for all FEMA communications and documentation requirements.
- Coordinate reporting of initial disaster information and estimates to the FEMA representative. Act as liaison between FEMA and all outside agency applicants for public assistance.
- Provide fiscal guidance, technical support and funding options to the BCC and EOC.
- Provide other support as requested by the Emergency Management Coordination Team. Prepare budget transfers, amendments or loan documents for approval by the BCC.
- Fulfill other responsibilities as ESF-7 Lead Agency. Coordinate as necessary with the Finance Office of the Clerk of Court.
- Support agencies may be directed to deploy personnel and other resources.
- Lease buildings for staging area warehouses or to replace damaged or destroyed facilities.
- Provide communications resources in coordination with Emergency Support Function 2.
- Provide transportation resources in coordination with Emergency Support Function 1.
- Assist, facilitate, and coordinate contractual services between the County and commercial sources.
- Provide office furniture, equipment, and supplies from existing County inventories, or have them procured.
- Provide food and fuel in cooperation with Emergency Support Functions 11 and 12 respectively.
- Provide security for the County Staging Area, Points of Distribution and other facilities through Emergency Support Function 16.
- The Emergency Management office will maintain records for all properties loaned to Emergency Support Function 7 in support of the County Emergency Operations Center by the state or federal governments.
-

3. Recovery Actions

Emergency Support Function 7 will support the County's Logistics Section with providing logistical support for:

- Staff movement.
- Procuring equipment after disaster events.

4. Mitigation Actions

- Work with other county agency and local purchasing directors and other purchasing agents.
- Encourage local cities to work with the County Emergency Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

E. Direction and Control

Emergency Support Function 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Management office is responsible to the BOCC for the operation of resources during normal operations and emergencies. In times of emergency, when the County Emergency Operations Center is in operation, the ESF 7 Coordinator works directly with the senior official in the emergency operations center to meet the needs of this support function.

Emergency Support Function 7 supports the Logistics Section.

1. Responsibilities

a) Primary Agency – Jefferson County Emergency Management

The primary responsibility for coordinating resource support for disaster operations rests with the Department of Administrative Services. Other agencies directly supporting this function include: Clerk of Court, Road Department and the Building Inspector's office.

- Responsible for allocating and coordinating resources and support activities through Emergency Support Function 7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
- Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
- Coordinate and allocate food, equipment, and supplies made available through current county stocks or if necessary, from commercial sources.
- Serve as the primary agency for Emergency Support Function 7 and be present at the Jefferson County Emergency Operations Center and/or on call at the Department of Administrative Services on a 24-hour basis.

- Identify funding for emergency expenditures.
- Maintain records of expenditures.
- Keep the Board and County Administrator informed of expenditure and reimbursement information.
- Coordinate recovery actions with FEMA to include the DSR process.
- Provide training to EOC agencies for proper financial management during disasters.
- Serve as County's point of contact for financial management activities

b) Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Jefferson County Emergency Management)

Emergency Support Function support agencies (Finance, Information Resources & Purchasing) will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

c) Purchasing

- Develop memorandums of understanding with vendors for essential items needed before and after a disaster.
- Provide staff in EOC to coordinate resource requests.
- Identify suppliers for resources.

d) Information Resources

Activate disaster plan for computer equipment in County buildings located in evacuation areas.

Protect vital County computer records.

Provide staff assistance to EOC as requested.

e) Human Resources

Identify county employee contact information for activation during a disaster.

- Identify contract employees for utilization during a disaster.
-
- Assist with the documentation of responding personnel time and attendance during an activation.

F. Financial Management

During a state of general emergency in Jefferson County (officially declared by the Board of County Commissioners) certain "procedures and formalities otherwise required of Jefferson County" are waived including "entering into contracts & incurring obligations."

- The power to temporarily suspend such procedures and formalities is granted under Chapter 252.38 of Florida Statutes.
- Once the Emergency Declaration is in effect Emergency Support Function 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all BCC departments and other Elected Officials within the guidelines of the Emergency Declaration.
- All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from Emergency Support Function 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
- Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through Emergency Support Function 7 as necessary.
- Procurement procedures are outlined in the Emergency Purchasing Procedures Manual. This manual is complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" have agreed in advance to provide necessary supplies to authorized Jefferson County officials and employees at little or no notice at the normal government discount rate.
- Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with Emergency Support Function 7 personnel in notifying the Department of Administration of expenditures based on standard accounting procedures.
- Each county agency is responsible for tracking its own costs associated with Emergency Support Function 7operations, using the standard procedures established by the support agency's standard accounting and tracking procedures.
- Extreme care and attention to detail must be taken throughout the emergency response period to maintain accurate logs, records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests.
- Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system. Each county

agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with Emergency Support Function 7 operations.

- The Finance Administration Section will be established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities.
- The State Emergency Operations Center through the Jefferson County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

G. References and Authorities

- State Emergency Support Function 7 Annex
- Jefferson County Logistics Plan (Concept of Operations)
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 380, Land and Water Management

Emergency Support Function (ESF) 8 - Health and Medical

Primary Agency: Florida Department of Health - Jefferson

Support Agencies: Jefferson County Emergency Medical Services
Doctors Memorial Hospital
Jefferson County Mosquito Control
Capital Area Chapter - American Red Cross
Regional Area Hospitals

A. Purpose

The purpose of Emergency Support Function 8 is to provide health and medical coordination in support of emergency events in Jefferson County. Emergency Support Function 8 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 8 Emergency Coordination Officer (ECO) is appointed by and located in the Florida Department of Health - Jefferson Office and directs all aspects of emergency management. Emergency Support Function 8 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional Health and Medical assistance.

B. Concept of Operations

1. General

Emergency Support Function 8 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

rocedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 8 capabilities

(based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 8 will evaluate and analyze information regarding medical and public health assistance requests for response; develop and update assessments of the health and public health situation and status in the impact area and; and undertake contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event.) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

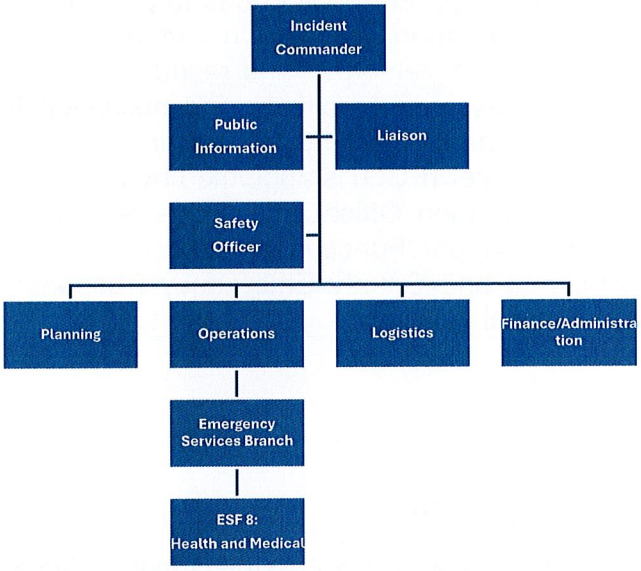


Figure 12 – Incident Command System Structure: ESF 8 – Health and Medical

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Florida Department of Health - Jefferson staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding health and public health assistance requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and Medical status in the impact area and does contingency planning to meet anticipate demands and needs.

Florida Department of Health - Jefferson develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) AREA

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional Health and Medical resources via established mutual aid agreements.

The Florida Department of Health serves as the lead agency for Health and Medical coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 8 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one County emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Health and Medical agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Health and Medical resources among multiple Emergency Operations Centers.

c) STATE

During an activation of the State Emergency Operations Center, the Department of Health is the designated lead agency for State Health and Medical and will provide a liaison to facilitate requests for Health and Medical resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 8 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding Health and Medical requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and Medical situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Department of Health, the Office of Emergency Operations develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

d) Alerts/Notifications

Florida Department of Health - Jefferson will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 8 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 8 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Health and Medical representatives or designees will jointly manage the emergency activities of ESF 8.

Upon instructions to activate ESF 8, Florida Department of Health - Jefferson will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

C. Actions

Actions carried out by Emergency Support Function 8 are grouped into phases of emergency management: prevention, preparedness, protection, response,

recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 8 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide framework upon which actions will occur:

- Assessment of Health and Medical needs and potential impacts.
- Health and Medical personnel.
- Health and Medical equipment and supplies.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Health and Medical Public Information and risk communication.
- Health and Medical Management, Command and control of assets.
- Health and Medical activities related to terrorist threats and/or events.
- Evacuation support.
- Logistical Staging and Points of Distribution.
- Hazardous Materials facility support.

1. Preparedness Actions

Actions and activities that develop Health and Medical response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 8 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 8. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Jointly address with State Health and Medical the planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.

Conduct planning with Emergency Support Function 8 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Health and Medical operations.

Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Health and Medical assessment.

Conduct training and exercise for EOC and Health and Medical Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and implement emergency response and Health and Medical strategies.

Develop and present training courses for Emergency Support Function 8 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 8.

2. Response Actions

Coordinate operations at the Emergency Support Function 8 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.

Establish Mutual Aid procedures for the following resources; Disaster Medical Teams, Hazardous Materials, Disaster Mortuary Operational Response Team, Interoperable, Communications and Command Vehicles, Resource Management and Logistical Support

Deploy Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.

Support Health and Medical RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that health and medical resources will be necessary. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct Health and Medical resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. Recovery Actions

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase.

Initiate financial reimbursement process for these activities when such support is available.

4. Mitigation Actions

Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

D. Direction and Control

Emergency Support Function 8 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 8 system operates at two levels 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 8 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 8 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Public Health Unit with status of the call lists updated at least monthly and all other documents at least annually.

All Health and Medical field personnel are subordinate to the Emergency Support Function 8 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 8, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 8 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 8. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

E. Responsibilities

1. Primary Agency – Florida Department Of Health - Jefferson

Provide leadership in directing, coordinating and integrating overall County efforts to provide Health and Medical assistance to affected areas and populations.

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of county agencies Health and Medical service personnel, supplies, and equipment and provide certain direct resources.

Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

Coordinate supplemental assistance in identifying and meeting the Health and Medical needs of disaster victims.

Implement the organization, assignment and staffing at the facilities at which ESF 8 is required to be located.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Health)

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 8.

The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

Jefferson County Emergency Medical Services coordinates the evacuation of patients from disaster areas when deemed appropriate, transport of victims to medical facilities outside the at risk area in accordance with approved Trauma Transport Protocols, transport needs with ESF 1, and coordinate the following resources; ALS/BLS vehicles, Emergency Medical Technicians, and Paramedics, EMS procurement, aircraft transport and ensure the health and safety of emergency responders in accordance with ESF 8 SOP.

Jefferson County Medical Examiners Office will assure the provision for decedent identification and mortuary services including temporary morgue services in accordance with established, victim identification protocol, preparing and disposing of remains, coordinate with the ARC on victim identification, mortuary protocol for family notification in accordance with established ARC procedures.

Hospitals will:

- Provide contact information regarding Hospital Incident Command structure upon EOC activation.
- Provide, as required, staff representation to Emergency Support Function 8 to participate in ongoing planning and decision making.

American Red Cross

- Coordinate special needs shelter support (food, ice and water under Emergency Support Function 6)
- Coordinate/provide support (food, ice and water) during public health emergencies at designated Points of Dispensing for Health and Medical staff providing support.
- Coordinate with ECHD Environmental Health Division to provide inspections of mass feeding area involved in food preparation and distribution.
-

- American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

F. Financial Management

Emergency Support Function 8 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

G. References and Authorities

- State Emergency Support Function 8 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288

Emergency Support Function (ESF) 9 - Search and Rescue

Primary Agency: Jefferson County Sheriff's Department

Support Agencies: Monticello Police Department
Jefferson County Fire & Rescue Department
Jefferson County Volunteer Fire Departments
Jefferson County Emergency Management

A. Purpose

The purpose of Emergency Support Function 9 is to provide search and rescue coordination and support services in support of emergency events in Jefferson County. Emergency Support Function 9 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 9 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 9 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional fire service assistance.

B. Concept of Operations

1. General

Emergency Support Function 9 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 9 capabilities (based on the National Planning Scenarios, the Universal Task List

and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local and State mutual aid assistance, Emergency Support Function 9 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue, and prevention requests for response, develop and update assessments of the search and rescue situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

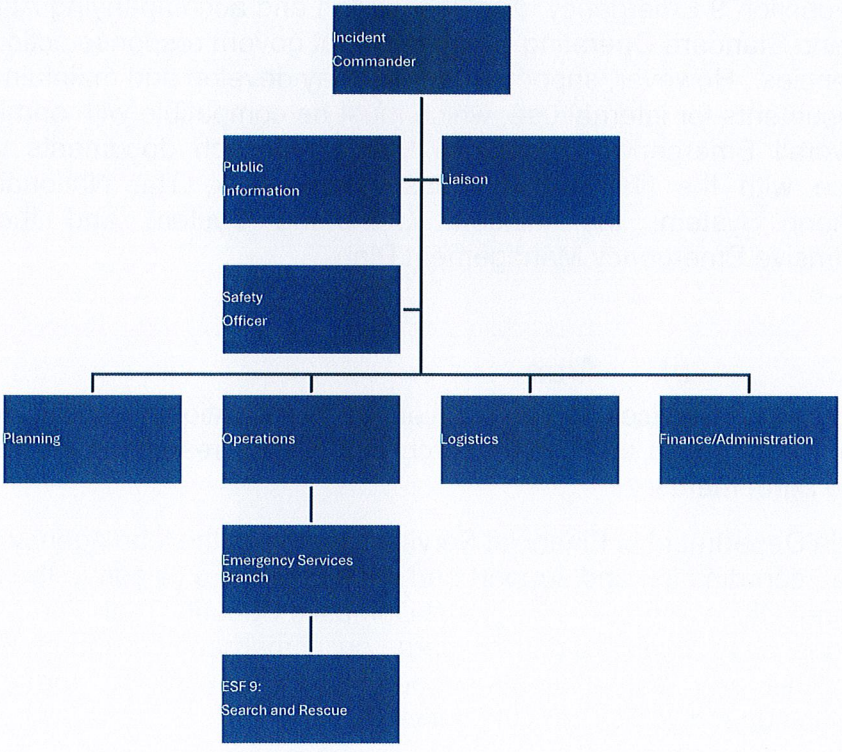


Figure 13 – Incident Command System Structure: ESF 9 – Search and Rescue

2. Organization

a) County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center Operations Section chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipate demands and needs.

Jefferson County Sheriff's Office will develop and maintain the overall Emergency Support Function 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

b) Area

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional search and rescue resources via established mutual aid agreements.

The Florida Department of Financial Services serves as the lead agency for search and rescue coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 9 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State search and rescue may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State search and rescue agencies will participate in a Multi-Agency coordinating entity to coordinate requests for search and rescue resources among multiple Emergency Operations Centers.

c) State

During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State Fire Marshal is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 9 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding Search and Rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the Search and Rescue situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Department of Financial Services, Division of State Fire Marshal develops and maintains the overall Emergency Support Function 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

3. Alerts/Notifications

Jefferson County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 9 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 9 will be activated or placed on standby upon notification by the County Emergency Management Office. The Sheriff's Office, Search and Rescue Volunteers, Fire and Rescue Department, Volunteer Fire Departments and or their designees will jointly manage the emergency activities of ESF 9.

Upon instructions to activate ESF 9, Volunteer Fire Departments will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

C. Actions

Actions carried out by Emergency Support Function 9 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 9 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Search and Rescue needs and potential impacts.
- Search and Rescue personnel.
- Search and Rescue equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Search and Rescue Public Information and risk communication.
- Search and Rescue Management, Command and control of assets.
- Search and Rescue activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Search and Rescue facility support.

1. Preparedness Actions

Actions and activities that develop Search and Rescue response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 9 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 9. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local and State search and rescue teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.

Conduct planning with Emergency Support Function 9 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Search and Rescue Operations.

Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Search and Rescue assessment.

Conduct training and exercise for EOC and Search and Rescue Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and implement emergency response and Search and Rescue strategies.

Develop and present training courses for Emergency Support Function 9 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 9.

2. Response Actions

Coordinate operations at the Emergency Support Function 9 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.

Establish Mutual Aid procedures for the following resources; Urban Search and Rescue, Interoperable Communications and Command Vehicles, Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.

Mutual Aid procedures to assist with supporting issues related to a terrorist event.

Search and Rescue support RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that fire-search and rescue resources will be necessary. Relocate fire-search and rescue resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct Search and Rescue resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. Recovery Actions

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase.

Initiate financial reimbursement process for these activities when such support is available.

4. Mitigation Actions

Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

D. Direction and Control

Emergency Support Function 9 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 9 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary

agencies have knowledge about the system and Emergency Support Function 9 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 9 system operates in two arenas; 1) the county Emergency Operations Center; 2) field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 9 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.

All search and rescue field personnel are subordinate to the Emergency Support Function 9 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 9, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 9 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 9. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

E. Responsibilities

1. Primary Agency – Jefferson County Sheriff's Office

Provide leadership in directing, coordinating and integrating overall County efforts to provide Search and Rescue assistance to affected areas and populations.

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of county agencies Search and Rescue personnel, supplies, and equipment and provide certain direct resources.

Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.

Monitor Search and Rescue emergency response and recovery operations. ESF 9 Representatives or designees will coordinate all State and Federal Search and Rescue resources into the affected areas from staging areas.

Manage Search and Rescue and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 9 Representatives or designee.

Provide assistance in initial needs assessment, and augment Search and Rescue operations through specialized response capabilities.

Make specific requests for Search and Rescue assistance to the State ESF 9/State Fire Marshal's Office, through the Jefferson County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Search and Rescue needs.

Demobilize resources and deactivate the ESF 9 station upon direction from the County Incident Commander.

a) Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Financial Services, The Division of the State Fire Marshal)

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 9.

The Jefferson County Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Light Search and Rescue efforts.

County and City law enforcement agencies (Emergency Support Function 16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fore fighting operations; keep emergency forces informed of hazardous areas.

The County fire departments can assist the Search and Rescue efforts with specialized equipment and training for a variety of events.

City, County, and private utilities (Emergency Support Function12) will coordinate with ESF 9 to address Search and Rescue problems due to leaking natural gas, downed power lines, and water flow problems.

City and County Public Works (Emergency Support Function 3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.

The Sheriff's Office (Emergency Support Function 2) will provide radio communications support, t the extent possible, to support communications among various Volunteer Search and Rescue and Volunteer Fire Department agencies responding to the impacted areas.

Jefferson County Emergency Medical Services (Emergency Support Function 8) will provide emergency medical care and transportation of victims beyond initial collection sites.

American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for search and rescue assistance to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).

F. Financial Management

Emergency Support Function 9 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

G. References and Authorities

- State Emergency Support Function 9
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

Emergency Support Function (ESF) 10 - Hazardous Materials

Primary Agency: Jefferson County Fire Rescue
Monticello Fire Department

Support Agencies: Jefferson County Volunteer Fire Departments
Jefferson County Sheriff's Office
Florida Department of Health - Jefferson
Jefferson County Environmental Services
Jefferson County Public Works Department
Monticello Police Department
Monticello Street Department
Jefferson County Emergency Management
Doctors Memorial Hospital
Regional Area Hospitals

I. Purpose

The purpose of Emergency Support Function 10 is to provide hazardous materials coordination and support services in support of emergency events in Jefferson County. ESF 10 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 10 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Emergency Management Office and directs all aspects of emergency management. Emergency Support Function 10 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional hazardous materials assistance.

II. Concept of Operations

A. General

Emergency Support Function 10 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson

County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of an Emergency Operations Center (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 10 capabilities (based on the national Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring State, Federal or mutual aid assistance, Emergency Support Function 10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 10 will evaluate and analyze information regarding the identification of securing, removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

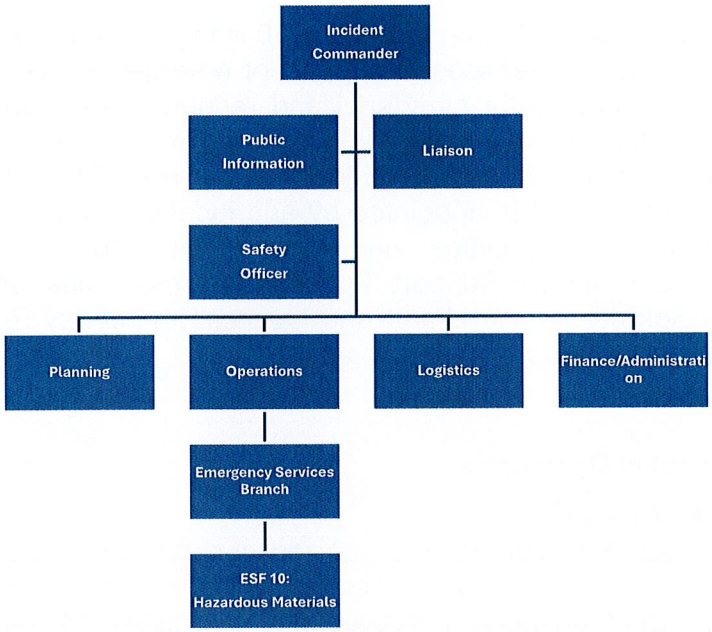


Figure 14 – Incident Command System Structure: ESF 10 – Hazardous Materials

ORGANIZATION

1. County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Fire Rescue Department with support from the Jefferson County Volunteer Fire Departments staff to provide support that will allow for an appropriate, coordinated and timely response.

The City of Monticello Fire Department will assist the County Fire Department with hazardous events that require mutual aid.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 will respond indirectly to the Emergency Services Branch Chief who reports to the operations under the overall direction of the County Incident Commander.

During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also, Emergency Support Function 10 will develop and update assessments of the hazardous materials status in the impact area and do contingency planning to meet anticipate demands and needs.

Jefferson County Emergency Management develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

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AREA

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional hazardous materials resources via established mutual aid agreements.

The Florida Department of Environmental Protection serves as the lead agency for hazardous materials coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 10 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

STATE

During an activation of the State Emergency Operations Center, the Department of Environmental Protection is the designated lead agency for State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section chief under the overall direction of the State Coordinating Officer.

During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also, Emergency Support Function 10 will develop and update assessments of the hazardous materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Department of Environmental Protection develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

B. ALERTS/NOTIFICATIONS

Jefferson County Emergency Management will notify the County Warning Point when information comes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 10 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 10 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support hazardous materials agencies will coordinate and support the emergency activities of ESF 10.

Upon instructions to activate ESF 10, local and State hazardous materials teams will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

C. ACTIONS

Actions carried out by Emergency Support Function 10 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 10 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided.

- Assessment of Hazardous materials needs and potential impacts.
- Hazardous materials personnel.
- Hazardous materials equipment and supplies.
- Evacuation support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Hazardous materials Public Information and risk communication.
- Hazardous materials Management, Command and control of assets.
- Hazardous materials activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Hazardous materials facility support.
- Oil and hazardous substance incident.
- Information on drinking water, wastewater and solid waste facilities.
- Information on SARA Title III fixed facilities, storage of extremely hazardous substances within the county.

1. Preparedness Actions

Actions and activities that develop hazardous materials response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 10 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 10. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local and State hazardous materials teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.

Conduct planning with Emergency Support Function 10 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine hazardous materials operations.

Develop and refine procedures to be used in the following field surveys: Community Hazardous Materials Assessments.

Conduct training and exercise for EOC and hazardous materials response team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and present training courses for Emergency Support Function 10 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all exercises involving Emergency Support Function 10.

2. RESPONSE Actions

Coordinate operations at the Emergency Support Function 10 office in the County Emergency Operations Center and/or at other locations as required.

Establishment and maintain a system to support on-scene direction, control and coordination with the local incident commander, the county EOC, Regional Domestic Security Task Force and State EOC, and or other coordination entities as appropriate.

Establish Mutual Aid procedures for the following resources; Hazardous Materials Response Teams, Interoperable Communications and Command Vehicles.

Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.

Mutual Aid procedures to assist with supporting issues related to a terrorist event or hazardous substance incident.

Hazardous materials support RDSTF in the investigation of a terrorist attack.

Preposition response resources when it is apparent that hazardous materials response resources will be necessary. Relocate hazardous materials response resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct hazardous materials resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. Recovery Actions

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase.

Initiate financial reimbursement process for these activities when such support is available.

4. Mitigation Actions

Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

D. Direction and Control

Emergency Support Function 10 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 10 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 10 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 10 system operates in two arenas; 1) the county Emergency Operations Center, 2) field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 10 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Fire Fighters Association with status of the call lists updated at least monthly and all other documents at least annually.

All hazardous materials field personnel are subordinate to the Emergency Support Function 10 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 10, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 10. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

E. RESPONSIBILITIES

1. PRIMARY AGENCY – JEFFERSON County FIRE AND RESCUE

Provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.

Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.

Ensure that all first responders are trained in awareness and operations level of hazardous materials response as defined in the guidelines established by the State Emergency Response Commission.

Ensure that public safety communications personnel are trained in the awareness level of hazardous materials response and that guidelines have been established to dispatch the proper response upon notification of hazardous materials incidents.

Emergency Support Function 10 will coordinate the response and recovery efforts to hazardous materials incidents upon notification of a release by ensuring that coordination and cooperation is maintained in identifying the material. Then securing, removing and properly disposing of the hazardous material.

The presence of any radioactive material will be determined by properly trained personnel using basic detection equipment who will then determine if any evacuations are necessary. If evacuations are necessary, ESF 10 will coordinate with other ESFs to ensure that shelters are opened and the public is informed as the situation changes.

Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.

Minor incidents are usually handled by jurisdictional fire departments with minimal use of resources. Larger incidents will involve a cooperative effort between all support agencies, private contractors and the Florida Department of Environmental Protection.

In a large event requiring local and State or mutual aid assistance, Emergency Support function 10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use if any required assets.

During a State declared disaster requests for resources or assistance from State agencies will be made through established and proven procedures as set forth in the State of Florida Comprehensive Emergency Management Plan (CEMP).

Notify State Warning Point of all hazardous materials incidents and request State assistance when needed.

Coordinate with the Florida Department of Environmental Protection (DEP) for notification and response to hazardous materials incidents when the ability to identify the material or mitigate the incident is beyond the capabilities of the county.

Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials. Prepare site specific plans for each facility that produces or stores extremely hazardous substances (EHS) and update these plans annually or as necessary through the year.

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of County agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.

ESF 10 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

ESF 10 is responsible for monitoring hazardous materials emergency response and recovery operations. ESF 10 members or designees will coordinate all State and Federal hazardous materials resources into the affected areas from staging areas.

ESF 10 will manage hazardous materials and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 10 members or designee.

ESF 10 members or designee will make specific requests for hazardous materials assistance to the State ESF 10 through the Jefferson County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

ESF 10 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.

ESF 10 will demobilize resources and deactivate the ESF 10 station upon direction from the County Incident Commander.

The owner of the material will be financially responsible for the material and will incur all cost and responsibility of the clean up and disposal activities.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Environmental Protection).

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 10.

The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

Provide training to public safety communications personnel to ensure recognition of a hazardous material and information to be obtained upon notification of a release that will determine the proper emergency response.

Provide training to all public safety personnel and first responders in awareness and recognition (level 1) of hazardous materials.

Provide training to the operations level (level 2) for all personnel responding to a hazardous materials incident that will be involved in the securing of the release, and/or removal and disposal of the material.

Coordinate the notification and response of all agencies required to handle the incident.

Notify the State Warning Point and make request for State assistance when necessary.

The Jefferson County Public Works (ESF3) will:

- Maintain a list of available department resources that may be used to respond to and recover from the incident.
- Coordinate with the Fire Services Division of the Division of Emergency Management to ensure that the material is recovered and disposed of in accordance with local, State and Federal regulations.
- Will coordinate with local fire department and Department of Environmental Services to accept any material that has been approved for disposal in the county landfill. The department will also assist the Division of Emergency Management with identification of fixed facilities that produce or store hazardous materials.
- Will assist with the removal and disposal of any hazardous material deemed safe for disposal in the county landfill. This will be done in accordance with local guidelines and agreements. These guidelines will be updated and changed as deemed necessary.

Emergency Medical Services will be responsible for transporting injured personnel to medical facilities. Patients will be decontaminated by the fire department personnel before delivery to EMS when possible. EMS will be responsible for notification of the local hospitals regarding the number of patients, severity of injuries and the material involved in the incident. Baptist Hospital is responsible for patient coordination with all other hospitals during multiple casualty incidents. Contamination patients will be handled by each hospital in accordance with their standard operating procedures.

Hospitals will accept contaminated patients in accordance with the standard operating procedures. Emergency Medical Services will notify the receiving hospital while on scene so appropriate hospital staff are available to receive the patients.

The appropriate fire departments will be dispatched to any release of a hazardous material upon notification. It will be their responsibility to attempt to positively identify the material, determine the hazard and take immediate actions necessary within their capabilities to protect life and property. Each fire department is responsible to ensure their personnel receive the required training to perform any actions taken during a hazardous materials incident and to call for assistance when the necessary actions are beyond their capabilities. Contractor through Mutual Aid agreement with Jefferson County will respond to an incident upon request. Contractor personnel possess certification in all levels of training and respond with the equipment necessary to handle most hazardous materials incidents and a full support staff of chemists at their facility. Upon arrival contractor personnel will coordinate with the fire department Incident Commander to assist in the identification and establishment of hot and cold zones, decontamination site, determining the proper methods and equipment to be used. Fire Department personnel will mostly likely perform decontamination of all personnel leaving the hot zone. If required, a contractor will be obtained to properly dispose of all decontamination material.

County and City law enforcement agencies (ESF16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fore fighting operations; keep emergency forces informed of hazardous areas.

City, county, and private utilities (ESF12) will coordinate with ESF 10 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, and water flow problems.

County Road Department (ESF3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.

The Sheriff's Office (ESF2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.

Jefferson County Emergency Medical Services (ESF8) will provide emergency medical care and transportation of victims beyond initial collection sites.

American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

F. Financial Management

Emergency Support Function 10 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by support agencies entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

G. References and Authorities

- State Emergency Support Function 10
- Florida Statutes, 376.021, 376.30, 376.303, 376.305, and 403.061, 403.1655, 403.726
- The Clean Water Act of 1977, amended 1990
- Department of Environmental Protection Environmental Response Plan, Florida Statutes, Section 376.97 (2)(e), 376.303(1)(6) and CFR Part 311
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.

- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- 14. The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- 15. Memorandum of Understanding with Emergency Support Function 8," (March 1999).

Emergency Support Function (ESF) 11 - Food and Water

Primary Agency: Jefferson County Emergency Management
Jefferson County School District

Support Agencies: Capital Area Chapter, American Red Cross
Florida Department of Health - Jefferson
Salvation Army
Jefferson County Public Works

I. Purpose

The purpose of Emergency Support Function 11 is to plan for and provide the distribution of food, water and ice to local victims following a disaster. Hurricane preparedness education campaigns teach the public to be prepared to be self sufficient for 72 hours. However other potential hazards may create the need for distribution of these basic necessities.

In the wake of a major disaster requiring the need for distribution of food, water and ice to the public, pre-identified locations for distribution will be prepared and the commodities transported to each location.

II. Concept of Operations

III.

A. General

Emergency Support Function 11 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 11 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target

Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local and State mutual aid assistance, Emergency Support Function 11 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 11 will evaluate and analyze requirements for food, water and ice; develop and update assessments of the food and water situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

Appendix D, Jefferson County CSA and POD Plan, outlines a concept of operations that will govern commodities logistics planning, including: responsibilities for the mobilization, set up templates, distribution guidelines, to receive, stage and distribute emergency relief supplies and, and demobilization County Staging Areas and Points of Distribution in Jefferson County.

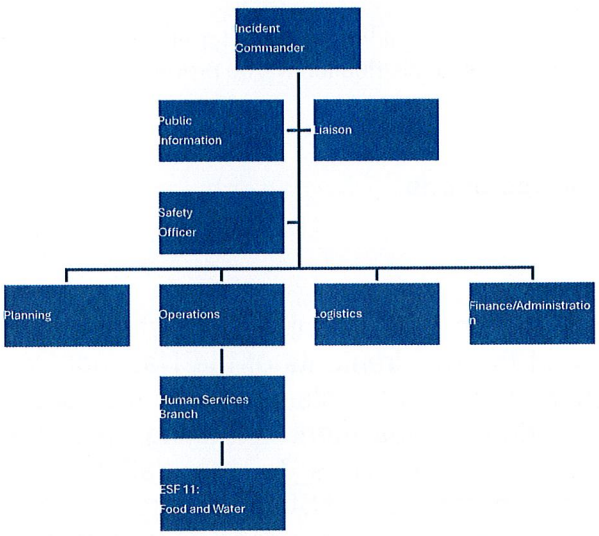


Figure 15 – Incident Command System Structure: ESF 11 – Food and Water

B. ORGANIZATION

1. County

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Department of Grants Administration staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.

Following a major disaster that impacts a large portion of the population and creates the widespread loss of electrical power for an extended period of time, there may be a need to provide food, water and ice to the public. It is anticipated that hurricanes present the highest vulnerability for this need.

The Departments of Grants Administration and Emergency Management in cooperation with the Capital Area Chapter, American Red Cross develops and maintains the overall Emergency Support Function 11 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

Water, ice and meals will go through the County Staging Area, where they will be accounted for and further shipped to the PODs or other facilities.

The County Staging Area will be prepared to receive and onward ship resources without undo delay. In addition, PODs will be prepared to receive and off load vehicles immediately.

When the need arises the County must be able to respond quickly and obtain the necessary commodities, establish sufficient distribution sites to serve the affected areas and transport the commodities to these sites.

Public information will be released through the local media to inform the public of the locations for assistance. The quick restoration of electrical power is of vital importance to the timely recovery from the disaster.

Restoration of power to water treatment and pumping facilities, grocery stores and ice production facilities will reduce the need for distribution of these commodities to the public.

In some cases, emergency food stamps may need to be issued and coordinated with the State for implementation of plan for that purpose.

2. AREA

The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional food and water resources via established mutual aid agreements.

3. STATE

a. During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for Food and Water and will coordinate with support agencies to determine food, water and ice needs for the population in the impacted areas.

b. Approximately 24 hours after disaster impact, the State EOC will "push" water, meals and ice to the impacted counties. To prevent or minimize confusion and to maintain good supply discipline, it is imperative that the County provide accurate and timely information to the State EOC on the counties requirements.

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C. ALERTS/NOTIFICATIONS

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 11 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 11 will be activated or placed on standby upon notification by the County Emergency Management Office.

Upon instructions to activate ESF 11, the Emergency Management will implement its operating procedures to notify ESF 11 support agencies.

D. ACTIONS
E.

Actions carried out by Emergency Support Function 11 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 11 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. **Preparedness Actions**

a. Actions and activities that develop food and water response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 11 personnel (i.e., County, State, Regional and Federal) and other emergency support functions that will respond with Emergency Support Function 11. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

b. Address planning issues on an ongoing basis to identify response zones and potential staging areas.

c. Maintain an accurate roster of personnel assigned to perform ESF 11 missions during an emergency or disaster.

d. Identify and schedule disaster response training for ESF 11 personnel.

e. Periodically update the list of available ice and water vendors.

2. **RESPONSE Actions**

a. Inventory food and water supplies.

b. Coordinate with ESF 6 to identify mass feeding sites and the potential number of people in shelters.

c. Coordinate with ESF 12 to monitor power outages.

d. Work with ESF 15 to coordinate use of donated good and services to support the ESF 11 mission.

e. Identify local resources for the acquisition of food, potable water and ice and attempt to obtain written agreements.

f. Identify and procure sites for distribution of food, water and ice following a disaster.

g. Provide for the transportation of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials.

h. Coordinate with ESF 1 for assistance with the transportation of food, water and Ice to distribution sites.

i. Coordinate with the State to provide emergency food stamp assistance.

j. Coordinate with the Regional Recovery Center for delivery of food, water and ice not available through local resources.

k. Coordinate with local power companies to restore power to water treatment plants, grocery stores and ice producing companies as a priority. This will significantly reduce the need for distribution of food, water and ice.

l. Educate the public to prepare for disasters and the procedures that need to be taken to be self sufficient for 72 hours following a major disaster.

m. Coordinate with the Florida Department of Health – Jefferson for testing and treatment of all potable water distributed.

3. Recovery Actions

a. Continue to monitor food, water and ice needs.

b. Monitor nutritional concerns.

c. Assess special food concerns of impacted population.

d. Maintain logistical links with supporting agencies with a role in ESF 11.

4. Mitigation Actions

Use HAZUS-MH and other risk assessment tools to identify vulnerable populations in Jefferson County.

F. DIRECTION AND CONTROL

1. Emergency Support Function 11 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

2. The Emergency Support Function 11 system operates in two arenas: 1) the county Emergency Operations Center; 2) field locations.

3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by

the lead Emergency Support Function 11. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. In accordance with a mission assignment from Emergency Support Function 11, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 11 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 11. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

G. RESPONSIBILITIES

1. PRIMARY AGENCY – DIVISION OF EMERGENCY MANAGEMENT / JEFFERSON County SCHOOL DISTRICT

a. Prepare and provide educational materials and presentations that will inform the public of the need to remain self sufficient for at least 72 hours and the necessary actions for that purpose.

b. Each year, prior to hurricane season the department will survey the county and determine possible locations and buildings to be used as distribution sites, warehouses, staging areas and recovery centers. That listing will be forwarded to the Department of Grant Administration and become part of the plan for ESF 11.

c. Maintain and update a power restoration list that will include all of the locations identified for use by ESF 11 for procurement, distribution, storage and staging. This will be coordinated with the local electrical power companies in the EOC following the disaster.

d. Maintain a list of post disaster, non-essential county employees to be deployed as needed to support the distribution of supplies.

e. Annually compile a listing of vendors capable of supplying food, water and ice.

f. Work closely with ESF 11 to obtain contracts and agreements for the procurement of commodities for distribution and equipment for handling and transporting the material.

g. Work with the Office of Purchasing to obtain contracts or agreements with local businesses to supply necessary commodities.

h. As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Food and Water distribution efforts.

i. Notify the Florida Department of Health – Jefferson of the locations of distribution sites and arrange for testing and treatment of all bulk potable water.

2. Support Agencies

(a) American Red Cross

- Identify local resources with the ability to supply large amounts of non-perishable food, potable water, ice and equipment necessary to transport and handle the commodities following a major disaster.
- Work with the local United Way and other volunteer agencies to obtain volunteers to staff distribution centers. Also coordinate with the other county departments and elected officials for use of non-essential post-disaster employees to work at the sites.
- Attempt to coordinate with local businesses and relief organizations to ensure that all locations of feeding stations, distributions sites and other assistance sites are placed where there is the most need and press releases issued so the public is informed where to obtain this assistance.
- Coordinate with the local Council on Aging to establish an outreach program for the elderly.
- Prior to hurricane season each year, work the Division of Emergency Management to identify possible locations to be used for the distribution of food, water and ice.
- Maintain a listing of available volunteers and donated goods that can be used in support of ESF 11. Coordination of these efforts will take place in the EOC.
- Provide feeding stations and serve food at each of the distribution sites in addition to their individual operations.

(b) Florida Department of Health – Jefferson

- Responsible for testing, monitoring and treating all bulk potable water that is being distributed to the public.

(c) Florida Department of Children and Families

- Coordinate the distribution of emergency food stamps in the disaster area based on established procedures of the Department.

(e) Jefferson County Public Works

- Jefferson County Public Works will provide transportation of the commodities to the sites. Refrigerated trucks, tractor-trailers and forklifts and portable toilets will be identified and contracted prior to landfall to ensure availability after a storm

H. Financial Management

Emergency Support Function 11 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

I. References and Authorities

- State Emergency Support Function 11
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal

- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 12 - Energy

Primary Agency: Jefferson County Emergency Management

Support Agencies: Tri County Electric Cooperative

Duke Energy

A. Purpose

The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 12 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Emergency Management Division and directs all aspects of emergency management. Emergency Support Function 12 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional energy services assistance.

B. Concept of Operations

1. General

Emergency Support Function 12 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local and state mutual aid assistance, Emergency Support Function 12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

The potential for widespread loss of power is relatively high in Jefferson County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Tri County Electric COOP and Duke Energy_serving Jefferson County have well established and proven storm plans and procedures. Both power companies are active participants on the Jefferson County Disaster Committee.

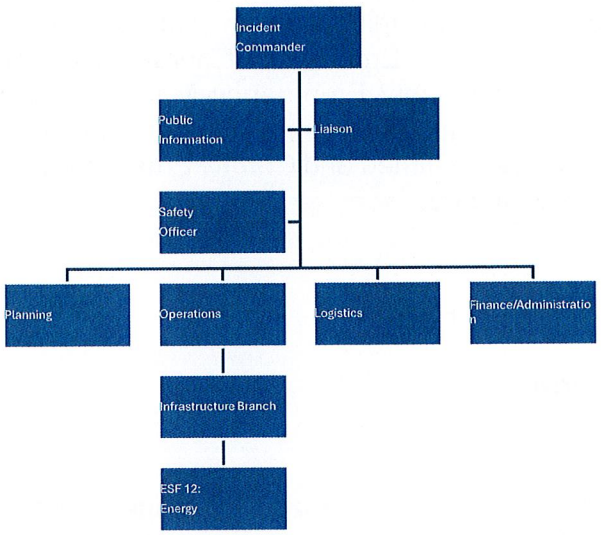


Figure 16 – Incident Command System Structure: ESF 12 – Energy

J. ORGANIZATION

1. County

Jefferson County Emergency Management will serve as the lead agency for ESF 12 with Tri County Electric Cooperative and Duke Energy serving as the primary support agencies to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

Both electrical providers will have established hurricane response plans and standard operating procedures and will:

- provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
- The Division of Emergency Management maintains a power restoration priority plan that will guide the allocation and restoration of power as the situation dictates.
- Tri County Electric COOP and Duke Energy have public information officers who, in conjunction with Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Emergency Management Department staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.

Jefferson County Division of Emergency Management with Tri County Electric Cooperative and Duke Energy develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy services resources via established mutual aid agreements.

The Public Service Commission serves as the lead agency for energy services coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry

out Emergency Support Function 12 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one County emergency management operation center is activated State Public Service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the energy companies will participate in a Multi-Agency coordinating entity to coordinate requests for energy service resources among multiple Emergency Operations Centers.

3. STATE

During an activation of the State Emergency Operations Center, the Public Service Commission is the designated lead agency for Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 12 at the State Emergency Operations Center will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 12 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 12 will develop and update assessments of the energy situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Public Service Commission develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

K. ALERTS/NOTIFICATIONS

Jefferson County Emergency Management will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 12 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Upon instructions to activate ESF 12, will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

L. ACTIONS

Actions carried out by Emergency Support Function 12 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 12 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. Preparedness Actions

Actions and activities that develop energy service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 12 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF 12. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

In preparation of an emergency or disaster, ESF 12 will coordinate major fuel providers to determine response and recovery needs and priorities.

Emergency Management will coordinate with the American Red Cross to identify emergency shelter power generation capacity and needs, or other emergency power needs.

The electrical service providers_will deliver public education campaigns that address safety around electricity, emergency procedures for homes and businesses and hurricane preparedness.

Emergency Management will maintain the special needs registration list which includes those citizens that are dependant on electricity to operate medical equipment.

2. RESPONSE Actions

Coordinate operations at the Emergency Support Function 12.

Establish and maintain a system to support on-scene direction and control and coordination with County EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.

Prioritize the restoration of electric power, based on the priority restoration list that is maintained by Emergency Management.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings

Evaluate the findings of the Rapid Impact Assessment Teams (RIAT) and use assessments in prioritizing restoration of electric power.

Monitor and direct power restoration resources and response activities.

3. Recovery Actions

The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy service resources via established mutual aid agreements.

Jefferson County Emergency Management and the Clerk of Court will be responsible for locating and procuring equipment and material resources when requested by the power companies. The Office of Purchasing will utilize guidelines as set forth in the Office of Purchasing Policy and Procedure Manual.

The Clerk of Court will use County Contracts for Emergency Purchases of goods and services as referenced in the Emergency Purchasing Manual and/or the Office of Purchasing Homepage. They will keep the Division of Emergency Management informed on the progress in identifying vendors and obtaining of contracts. The Clerk of Court shall notify the Division of Emergency Management when resources become difficult to locate so that the State Division of Emergency Management can be notified that local resources are being depleted and they can expect requests for additional needs.

4. Mitigation Actions:

Identify mitigation measures and funds to reduce the vulnerability of electric power to the effects of hurricanes and other major hazards.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

M. Direction and Control

Emergency Support Function 12 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 12 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 12 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 12 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 12 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Emergency Management Division with status of the call lists updated at least monthly and all other documents at least annually.

N. RESPONSIBILITIES

PRIMARY AGENCY – DIVISION OF EMERGENCY MANAGEMENT

Maintain a close working relationship with the local power companies to ensure that timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.

Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food water, ice and other basic needs. This priority list shall be used and amended as the situation dictates, as a priority list for energy allocation.

Coordinate with power companies to prepare and release public information regarding the power emergency. This information will be disseminated through the Emergency Alerting System when necessary and through all local media in cooperation with ESF 14.

Coordinate with ESF 6 and ESF 18 to open shelters as necessary.

When requested, coordinate with other ESF 12 support agencies to obtain needed resources and make requests to the State Division of Emergency Management when local resources have been exhausted.

Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

Tri County Electric COOP

Tri County Electric COOP will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Division of Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

Duke Energy
Duke Energy will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Division of Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

C. Financial Management

Emergency Support Function 12 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

D. References and Authorities

- State Emergency Support Function 12
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 13 - Military Support

Primary Agency: Jefferson County Sheriff's Office

Support Agencies: Jefferson County Emergency Management
Monticello Police Department
Florida National Guard

A. Purpose

The purpose of Emergency Support Function 13 is to provide military support coordination and support services in support of emergency events in Jefferson County. ESF 13 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 13 Emergency Coordination Officer (ECO) is appointed by and located in the Florida National Guard and directs all aspects of emergency management. Emergency Support Function 13 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional military support assistance.

B. Concept of Operations

1. General

Emergency Support Function 13 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.

Florida National Guard has been an active member of the County's Disaster Committee for many years. These local representatives are knowledgeable of the working of the county EOC. However, in an actual event, Guard Units from other areas of Florida may be sent to Jefferson County with assigned missions. The mission leader will make contact with the appropriate agency responsible for the mission. Once the Guard is activated in Jefferson County, they will supply a liaison to the county's EOC to ensure communication and coordination.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the

form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 13 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring, State, Federal or mutual aid assistance, Emergency Support Function 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 13 will evaluate and analyze information regarding humanitarian, security request for response, develop and update assessments of the military support service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

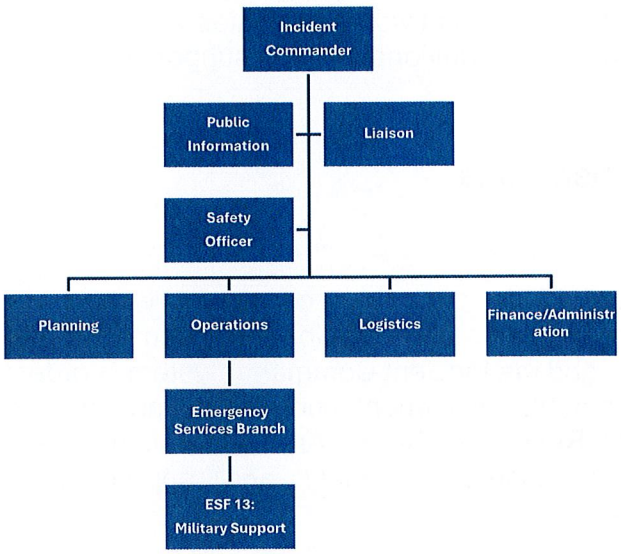


Figure 17 – Incident Command System Structure: ESF 13 – Military Support

ORGANIZATION

1. County

During an activation of the County Emergency Operations Center, Florida National Guard support agency staff is integrated with the Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the operations Section Chief under the overall direction of the County Incident Commander.

During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also, Emergency Support Function 13 will develop and update assessments of the military support service status in the impact area and does contingency planning to meet anticipate demands and needs.

Florida National Guard and Jefferson County Sheriff's Department develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support services resources via established mutual aid agreements.

The Florida National Guard serves as the lead agency for military support coordination and support and will designate a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State will participate in a Multi-Agency coordinating entity to coordinate requests for military support resources among multiple Emergency Operations Centers.

3. STATE

During an activation of the State Emergency Operations Center, the Florida National Guard is the designated lead agency for State military services and will provide a liaison to facilitate requests for military services resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also, Emergency Support Function 13 will develop and update assessments of the military support service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

The Florida National Guard develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and an accompanying appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

ALERTS/NOTIFICATIONS

The Jefferson County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 13 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 13 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of ESF 13.

Upon instructions to activate ESF 13, All Fire Departments will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

ACTIONS

Actions carried out by Emergency Support Function 13 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 13 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Military Support Service needs and potential impacts.

- Military Support Service personnel.
- Military Support Service equipment and supplies.
- Humanitarian and Security support.
- Evacuation.
- Impact Assessment.
- Search and Rescue.
- Transportation of Supplies and Services.
- Provide and Operate Generators.
- Mass Feeding.
- Comfort Stations.
- Remove and Transport Debris.
- Water Purification.
- Base Camps for Emergency Workers.
- Aviation Operations.
- Law Enforcement and Security.
- Engineer Support.
- Civilian Acquired Skills.
- Communications.
- Clear Roads and Bridges.
- Emergency Medical Support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Military Support Service Public Information and risk communication.
- Military Support Service Management, Command and control of assets.
- Military Support Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Military Support Service facility support.

Preparedness Actions

- Actions and activities that develop military support service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 13 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 13.

This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- Military Support Service will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential critical facilities and establish specialized teams.
- Conduct planning with Emergency Support Function 13 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fires Service operations.
- Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), and other response service activities.
- Conduct training and exercise EOC and response team members.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and implement emergency response and military support service strategies.
- Develop and present training courses for Emergency Support Function 13 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- Maintain liaison with support agencies.
- Conduct all hazards exercises involving Emergency Support Function 13.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

RESPONSE Actions

Coordinate operations at the Emergency Support Function 13 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and State EOC.

Establish Mutual Aid procedures for the following resources: Humanitarian, Security and Air and Ground transport, Interoperable Communications and Command Vehicles, Emergency Management Assistance Compact (EMAC): Out of State National Guard units and Organizations will be under the Command and Control of the Adjutant General of Florida. In addition to the guidance outlined in the EMAC additional coordination between the Technical Advisory Groups of Florida will be contained in established Memorandum of Agreements and Memorandum of Understandings.

Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.

Mutual Aid procedures to assist with supporting issues related to a terrorist event.

Military Support Service support RDSTF in the security mission of a terrorist attack.

Preposition response resources when it is apparent that military support resources will be necessary. Relocate military support resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct military support resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Coordinate with support agencies, as needed, to support emergency activities.

Military Support Services may assist with emergency response and security missions.

Military Support Services may assist with humanitarian missions of threatened areas of the County.

Obtain County resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

Recovery Actions

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support resources via established mutual aid agreements.

The Jefferson County Sheriff's Office/Florida National Guard serves as the lead agency for military support services coordination and support and will designate a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

Mitigation Actions

Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

DIRECTION AND CONTROL

Emergency Support Function 13 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Florid National Guard also serves as the focal point for Emergency Support Function 13 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 13 expectations, as well as coordinate and cooperate efficiently during an event.

Emergency Support Function 13 operates in two arenas; 1) the county Emergency Operations Center; 2) Field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 13 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 13 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.

All military support field personnel are subordinate to the Emergency Support Function 13 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 13, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 13 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 13. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

RESPONSIBILITIES
PRIMARY AGENCY – JEFFERSON County SHERIFF'S OFFICE/FLORIDA NATIONAL GUARD

Provide leadership in directing, coordinating and integrating overall County efforts to provide Military Support Service assistance to affected areas and populations.

- RIAT Recon Mission
- Security Support to State and Local
- Law Enforcement
- Humanitarian Support to ESF 15, United Way for distribution of medical supplies to impacted areas

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of county agencies Military Support Service personnel, supplies, and equipment and provide certain direct resources.

ESF 13 liaisons or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

ESF 13 is responsible for monitoring fire fighting emergency response and recovery operations. ESF 13 liaisons or designees will coordinate all State and Federal military support resources into the affected areas from staging areas.

Local and State support agencies will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 13 liaison or designee.

ESF 13 liaisons or designee will make specific requests for military support assistance to the Florida National Guard through the Jefferson County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

ESF 13 liaison or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Military Support Service needs.

ESF 13 will demobilize resources and deactivate the ESF 13 station upon direction from the County Incident Commander.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Jefferson County Sheriff's Office/Florida NationalGuard).

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 13.

The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

Local and State law enforcement agencies (ESF16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in military support operations; keep emergency forces informed of hazardous areas.

The Sheriff's Office (ESF2) will provide radio communications support, the extent possible, to support communications among various support agencies responding to the impacted areas.

American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

Volunteers (ESF 15) provide humanitarian services i.e., supplies (ice, water, food, etc.) to impacted areas.

Jefferson County Emergency Management Department maintains copies of the Florida National Guard operations plans for military support to civil authorities.

FINANCIAL MANAGEMENT

Emergency Support Function 13 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

REFERENCES AND AUTHORITIES

- State Emergency Support Function 13
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

Emergency Support Function (ESF) 14 - Public Information

Primary Agency: Jefferson County Administration Office
Jefferson County Emergency Management

Support Agencies: Jefferson County Sheriff's Department

Purpose

The purpose of ESF 14 is to disseminate information on emergencies to the public through the news media.

The following assumptions will guide the dissemination of public information in Jefferson County:

Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.

The demand for public information outside the disaster area may exceed the capabilities of the Division of Emergency Management Public Information staff or the County Administrator's office.

The demand for public information within the disaster area may exceed the capability of county government to provide service. Additional support may be requested from other local agencies or the state.

After a disaster, information can be erroneous, vague, difficult to confirm and contradictory.

After a disaster, there will be significant demand for information on volunteer resources that are needed.

A significant natural disaster, emergency condition or other incident may be of such magnitude that the means of dispersing public information in the disaster area may be severely affected or cease to function.

I. Concept of Operations

A. General

Emergency Support Function 14 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Jefferson County Emergency Response Team, Area Operations and State Emergency

Response Team officials to assure a timely and appropriate response to an emergency/disaster event.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local and state mutual aid assistance, Emergency Support Function 14 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Jefferson County Administration and the County Administrator will act as the lead agency for ESF 14. Depending on the severity of the situation, other local public information officers and County staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the Emergency Operations Center (EOC) on a 24-hour schedule to help maintain the flow of public information.

The Jefferson Sheriff's Department and other state and local law enforcement agencies will assist ESF 14 because much of the protective actions taken during disasters involve the use of law enforcement resources. When the EOC is activated, law enforcement representatives will notify the public information office of impending operations. Depending on the severity of the disaster, Division of Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.

In a catastrophic disaster, ESF 14 and ESF 15 (volunteer goods and services) will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 14 to keep government officials and citizens aware of current events.

The Jefferson County EOC has a Citizen Information Center that will be activated during major and catastrophic disaster events in Jefferson County. The CIC will remain in operation during the recovery phase of the disaster event to provide citizens with information regarding location of disaster recovery centers, distribution sites, individual and other assistance programs that are available. The Citizen Information Center is staffed with employees of the County that have been trained to support the EOC and assist the citizens who call.

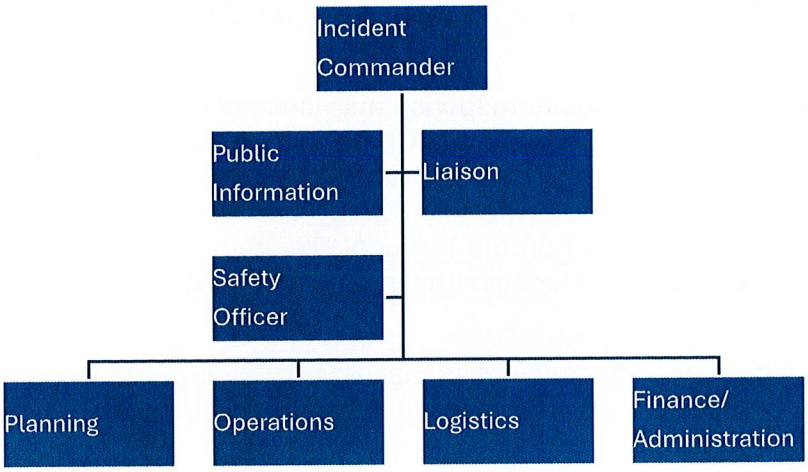


Figure 18 - Incident Command System Structure: ESF 14 – Public Information

B. ORGANIZATION

1. County

The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.

During a disaster, the County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the EOC in the form of media briefings, news releases and situation reports. Information will also flow from ESF 14 to the State EOC.

2. AREA

The Division of Emergency Management serves as the lead agency for public information coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 14 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.

The Division of Emergency Management develops and maintains the overall Emergency Support Function 14 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

The Division of Emergency Management will activate the Florida Emergency Information Line and coordinating volunteer staffing, and in determining the best times to turn on and turn off this service.

The primary and supporting agencies working for the State ESF 14 will report directly to the State Emergency Response Team (SERT).

C. ALERTS/NOTIFICATIONS

Jefferson County Emergency Management Division will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 14 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Actions

Actions carried out by Emergency Support Function 14 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

1. Preparedness Actions

Actions and activities that develop Public Information capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 14 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 14. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Jefferson County Public Information Officer under the Incident Command System.

Train Public Information Officers in the role of the PIO under NIMS and the Incident Command System, including legal issues, risk communication, communication in emergencies, and the role of the Joint Information System.

Train and prepare ESF 14 staff in the use of disaster intelligence from ESF 5, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure.

Coordinate with the Florida DEM, and specifically the application of multimedia public information strategies, techniques, and monitoring efforts.

2. RESPONSE Actions

Notify the media of disaster impacts, protective measures, and other topics that will facilitate and expedite response and recovery, and address public information needs.

Activate the Citizen Information Center to handle phone calls from individuals attempting to contact the Division of Emergency Management for information. Jefferson County's 9-1-1 system is TTY compatible. The ATT Language Line handles inquiries from callers who do not speak English.

Provide updates to the news media about disaster conditions and actions taken in response to those conditions.

Regularly disseminate information from summary reports and briefings to the news media.

Provide continuing trained public information staff in support roles to assist local response and recovery efforts.

Continue to staff citizen information lines.

Continue to coordinate with ESF 15 to provide public information concerning what types of volunteer service are required.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

3. Recovery Actions

a. Coordinate closely with ESF 5 in assessing disaster recovery issues, priorities, problems, and other factors that need to be shared with the news media.

b. Coordinate with ESF 6 to announce closing of shelters, location of mass feeding, and comfort stations.

c. Support establishment of a Joint Information Center, if required. Provide staffing.

d. Maintain records of all releases for documentation after the event.

e. Coordinate with State EOC for dissemination of information on location of recovery centers.

f. Coordinate with ESF 5 in answering reporter's questions on damage assessment findings, statistics, disaster response performance, and other potentially sensitive issues.

4. Mitigation Actions

Coordinate with Local Mitigation Strategy Steering Committee members and other mitigation officials in developing and disseminating messages to the media on the role of mitigation in reducing future disaster losses, mitigation success stories in Jefferson County, LMS priorities, and other mitigation issues.

D. Direction and Control

Emergency Support Function 14 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System) composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 14 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 14 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 14 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.

E. Responsibilities

1. PRIMARY AGENCY – JEFFERSON County ADMINISTRATION OFFICE / EMERGENCY MANAGEMENT DEPARTMENT

Jefferson County Emergency Management through the direction of the County Administrator will disseminate emergency information to the general public during disasters. The agency provides information to the news media in briefings, situation reports, news releases, or emergency alert announcements. The Department will:

- Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public. Media interviews as well as scripted and recorded public service announcements are part of this effort.
- Provide a central point allowing the news media and general public access to information concerning protective actions taken by the county. Media representatives visiting the Emergency Operations Center (EOC) during a disaster will be housed in the media center or other specified locations. Media access to the EOC itself will be limited and temporary.
- Establish a format for managing and staffing public information telephone lines before, during and after a disaster.
- Release public information concerning needed volunteer goods and services.
- Coordinate closely with support agencies in the preparation of consistent and accurate messages, and the dissemination of messages through daily briefings and news conferences.
-

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

The Public Information Officer, Emergency Management Department, will work closely with Public Information Officers from support agencies to ensure consistency and accuracy in the development and delivery of messages on disaster impacts, actions taken, protective measures for the public, and other issues. ESF 14 will coordinate with the media representatives or PIOs from the following agencies:

- Jefferson County Sheriff's Department
- Local News Media

F. Financial Management

Emergency Support Function 14 is responsible for managing financial matters related to resources that are procured and used during an event.

G. References and Authorities

- State Emergency Support Function 14
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)

- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 15 - Volunteers and Donations

Primary Agency: Jefferson County Emergency Management
Jefferson County Department of Human Resources

Support Agencies: Local Health and Human Service Agencies
Jefferson County Grants Administration Department
Area Churches
Civic Organizations
Capital Area Chapter - American Red Cross
The Salvation Army
United Way of the Big Bend
Big Bend COAD
Jefferson County Clerk's Office

I. Purpose

The purpose of Emergency Support Function 15 to coordinate the efficient and effective utilization of unaffiliated volunteers and donated resources to meet the needs of the impacted area(s) of Jefferson County following a disaster or other incident of significance.

Overall management, coordination and prioritization of volunteer support and distribution of donated resources to meet the needs of the impacted area(s) following a disaster or other incident of significance.

The following **policies** apply:

- All unaffiliated volunteer activity will be coordinated by ESF 15.
- All unsolicited offers of donations will be routed to and/or coordinated by ESF 15.
- All requests for goods or services that can be provided through volunteers or donations will be coordinated by ESF 15.

The following assumptions will guide the implementation of ESF 15 in Jefferson County:

- A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Jefferson County.

- Type and location of damage sustained during the event will influence the amount and type of assistance required.
- Effective coordination of disaster response requests will be difficult during the immediate post-event time period due to damage or destruction of communication networks.
- Damage or destruction of transportation networks will slow response and delay arrival of volunteer and donations resources.
- It is impossible to have advance knowledge of the arrival of all donations.
- Numerous unaffiliated volunteers will arrive without prior coordination.
- An accurate inventory management system is essential to the effective and timely distribution of donated resources.

II. Concept of Operations

A. General

Emergency Support Function 15 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 15 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 15 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 15 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.

A Volunteer representative will fill a liaison role at the EOC to assist in coordination of all activities under ESF 15.

Request will be made of SEOC ESF 15 and ESF 2 to assist in establishing a 1-800 number with multi-line rollover capacity to be used for incoming volunteer and donations related calls placed from outside of Jefferson County and Jefferson County PIO will publicize the importance of outside callers using this line for instructions PRIOR to sending donations or arriving for volunteer assignment.

Pre-designated warehouse space will be utilized by ESF-15 to receive, sort, inventory and redistribute donated goods to agencies and churches.

Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities.

Prioritization of needs will be established following Rapid Impact Assessment Team report.

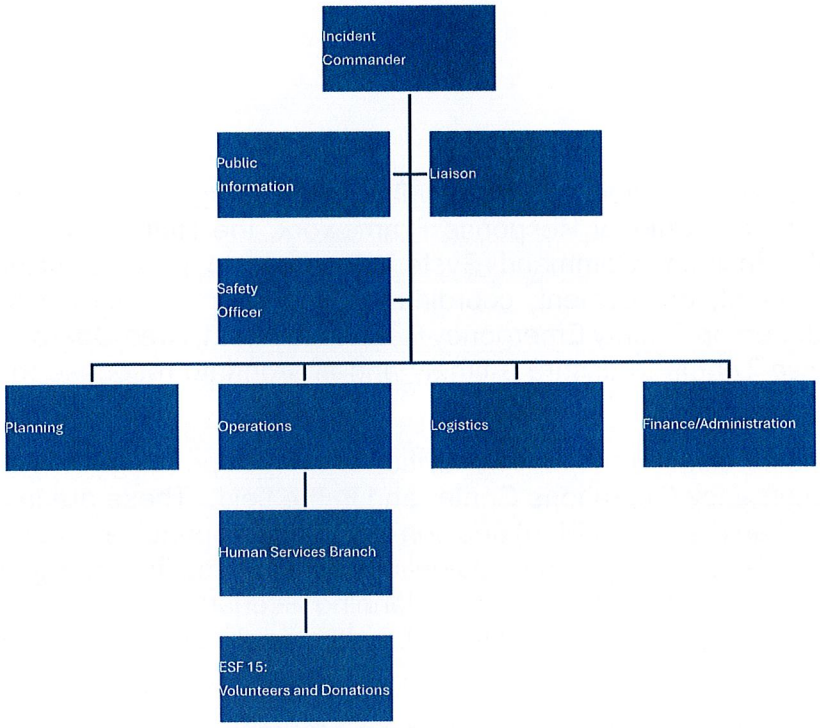


Figure 19 – Incident Command System Structure: ESF 15 – Volunteers and Donations

B. ORGANIZATION

1. County

a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Emergency

Management staff to provide support that will allow for an appropriate, coordinated and timely response.

b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.

c. During the response phase, Emergency Support Function 15 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 15 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.

d. Jefferson County Emergency Management develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

e. Staffing of ESF 15 positions will be accomplished through using resources of the Jefferson County along with personnel from ESF 15 support agencies and trained and screened unaffiliated volunteers.

f. Individual organizations supporting ESF 15 will maintain contact with the ESF 15 EOC liaison to advise of status and response capabilities.

2. AREA

a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional volunteer and donated goods management resources via established mutual aid agreements.

b. The Florida Commission on Community Service serves as the lead agency for volunteers and donations coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 15 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

c. If more than one County emergency management operation center is activated, State ESF 15 may support the coordination of the response with

regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 15 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Volunteers and Donations resources among multiple Emergency Operations Centers.

3. STATE

a. During an activation of the State Emergency Operations Center, the Florida Commission on Community Service is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 15 resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 15 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

c. The Florida Commission on Community Service develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 15 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Volunteers and Donations representatives or designees will jointly manage the emergency activities of ESF 15.

When notified that the EOC has been activated, the ESF 15 coordinator will:

- Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.

- Establish contact with the County PIO to coordinate dissemination of media information relative to volunteers and donations
- Establish contact with the State ESF 15 coordinator to advise of current situation, status and emerging needs.

D. Actions

Actions carried out by Emergency Support Function 15 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 15 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. Preparedness Actions

Actions and activities that develop Volunteers and Donations response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 15 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 15. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local and State Volunteers and Donations will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and specific requirements.

Conduct planning with Emergency Support Function 15 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Volunteers and Donations operations.

Develop and refine procedures to be used in the following field surveys.

Conduct training and exercise for EOC and Volunteers and Donation Team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and present training courses for Emergency Support Function 15 personnel, including the coordination with ESF 7 and Logistics.

Conduct all hazards exercises involving Emergency Support Function 15.

2. RESPONSE Actions

Coordinate operations at the Emergency Support Function 15 office in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and state EOC.

Preposition response resources when it is apparent that volunteer and donations resources will be necessary. Relocate ESF 15 resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

Monitor and direct ESF 15 resources and response activities.

Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

Obtain County resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other ESFs and serve as an informational group on the availability and coordination of resources from volunteers and donations.

Catalog and update local unmet needs and communicating those needs to volunteer and donations primary support staff.

Coordinate with ESF 7 and Logistics to identify staging areas for donations, factoring in the location, scope and magnitude of the event. Donations strategy will replicate that of FEMA's G288 Donations Management Workshop.

Coordinate with ESF 7 and Logistics in identifying Volunteer Reception Centers, which will be patterned after the Volunteer Florida publication Unaffiliated Volunteers in Response and Recovery.

3. Recovery Actions

Recovery operations of ESF 15 will be a continuation of activity begun during the Response Phase and may continue beyond EOC activation period.

Activity by organization/agencies involved with ESF 15 in recovery operation may continue even though recovery centers have closed.

4. Mitigation Actions

ESF 15 will work with Jefferson County Division of Emergency Management to assist in the promotion of the benefits of individual, neighborhood and community preparedness.

Jefferson County Volunteers will maintain a seat on the Local Mitigation Strategy Team.

DIRECTION AND CONTROL

Emergency Support Function 15 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. The Division of Emergency Management also serves as the focal point for Emergency Support Function 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 15 expectations, as well as coordinate and cooperate efficiently during an event.

The Emergency Support Function 15 system operates in two arenas; 1) The county Emergency Operations Center; 2) field locations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 15 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 15 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

E. RESPONSIBILITIES

1. PRIMARY AGENCY – JEFFERSON County EMERGENCY MANAGEMENT

Activate the ESF 15 liaison for duty at the EOC.

Notify all support agencies for assessment, activation and mobilization purposes.

Coordinate with other ESFs to determine available resources and needs.

Organize and provide lead staff for all facilities directly related to ESF 15 purpose.

Coordinate disbursement of donated goods to agencies in need.

As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Volunteers and Donation efforts.

Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Jefferson County Emergency Management)

Provide personnel and resources to staff operations supportive of ESF 15 purpose.

Notify and mobilize personnel as directed by ESF 15 representative.

Maintain regular communication with ESF 15 representative at the EOC.

Maintain records of personnel, funds and time expended in support of directed operations.

Provide names and contact information of all tasked personnel to the ESF 15 representative.

F. Financial Management

Emergency Support Function 15 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

References and Authorities

- State Emergency Support Function 15 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents

- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 16 - Law Enforcement

Primary Agency: Jefferson County Sheriff's Office

Support Agencies: Monticello Police Department

Jefferson County Emergency Management

I. Purpose

The purpose of Emergency Support Function 16 is to provide law enforcement coordination and support services in support of emergency events in Jefferson County. ESF16 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF16 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 16 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional law enforcement assistance.

II. Concept of Operations

GENERAL

Emergency Support Function 16 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Team to assure a timely and appropriate response to an emergency or situation.

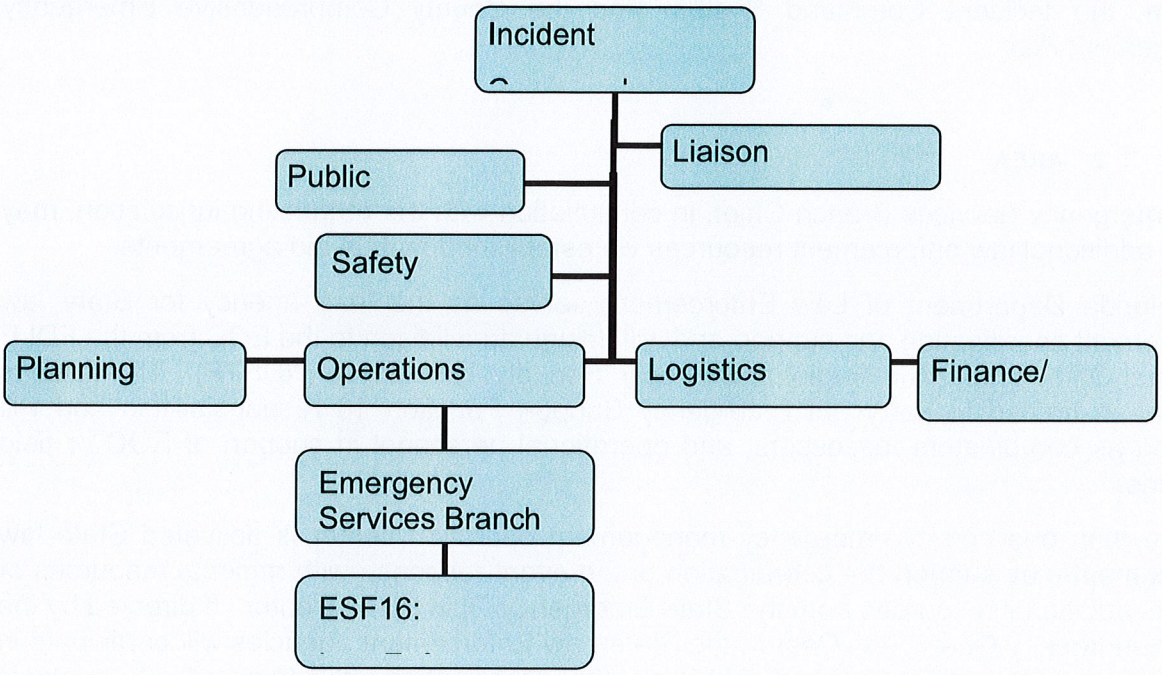
Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of an Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 16 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance or Federal assistance, Emergency Support Function 16 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 16 will evaluate and analyze information regarding law enforcement support requests, and develop and

update assessments of the law enforcement resource status in the impact area, and conduct contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



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Figure 20 – Incident Command System Structure: ESF 16 – Law Enforcement

A. ORGANIZATION

1. County

During an activation of the County Emergency Operations Center, all support agency staff are integrated with the Jefferson County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response to the field Incident Commander.

During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

During the response phase, Emergency Support Function 16 will evaluate and fulfill all valid requests for law enforcement resources. Also, Emergency Support Function 16 will complete

and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.

Jefferson County Sheriff's Office will develop and maintain the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

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2. AREA

The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional law enforcement resources via established mutual aid agreements.

The Florida Department of Law Enforcement serves as the lead agency for State law enforcement coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 16 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one county emergency management operation center is activated State law enforcement may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center. If directed by the State Emergency Operations Center, the State Law Enforcement agencies will participate in a Multi-Agency Coordinating Group (MAC) or other coordinating entity to coordinate requests for law enforcement resources among multiple Emergency Operations Centers.

3. STATE

During an activation of the State Emergency Operations Center, the Florida Department of Law Enforcement is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 16 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordinating Officer.

During the response phase, Emergency Support Function 16 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. Also, Emergency Support Function 16 will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.

The Department of Law Enforcement develops and maintains the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Florida Comprehensive Emergency Management Plan.

B. ALERTS/NOTIFICATIONS

Jefferson County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 16 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 16 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support law enforcement agencies will coordinate and support the emergency activities of ESF 16.

Upon instructions to activate ESF 16, local and State law enforcement will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

C. ACTIONS

Actions carried out by Emergency Support Function 16 are grouped into the phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 16 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Scene security, intelligence, investigations or other special law enforcement services.
- Law Enforcement personnel.
- Law Enforcement Specialty Teams (SWAT, HDT, Forensics, Perimeter Security, Waterborne Security).
- Law Enforcement equipment and supplies.
- Evacuation and Re-entry support.

- Post event security and escort services.
- Emergency responder health and safety.
- Scene support for Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Law Enforcement Public Information (crisis and risk communication).
- Law Enforcement Management - Command and control of assets.
- Law Enforcement activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate law enforcement service facility support.

1. Preparedness Actions

Actions and activities that develop law enforcement response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 16 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 16. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local and State law enforcement will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, medical facilities, and establish specialized security, tactical or other response teams.

Conduct planning with Emergency Support Function 16 support agencies, Regional Domestic Security Task Forces, and other emergency support functions to refine law enforcement coordination and support operations.

Develop and refine procedures to be used in response operations.

Conduct training and exercises for EOC and response team members.

Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

Develop and implement emergency response and law enforcement security and/or investigations services.

Develop and present training courses for Emergency Support Function 16 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.

Maintain liaison with support agencies.

Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

Conduct all hazards exercises involving Emergency Support Function 16.

2. RESPONSE Actions

Coordinate operations of Emergency Support Function 16 in the County Emergency Operations Center and/or at other locations as required.

Establish and maintain a system to support on-scene direction, control and coordination with the local Incident Commander, the county EOC, Regional Domestic Security Task Force, and the State EOC, or other coordination entities as appropriate.

Establish Mutual Aid and liaison procedures for the following resources; Urban and Light Search and Rescue, Physical Security, Traffic Control, Escort Services, Patrol, Intelligence and Investigations support, Interoperable Communications and other resources, as required.

Resource Management and Logistical Support.

Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and the ability to perform Continuity of Operations Plans to ensure the delivery of essential functions.

Intelligence and Investigations support in the investigation of a suspected terrorist attack.

Pre-position response resources when it is apparent that law enforcement resources will be necessary and be prepared to relocate resources to a safe area if they are endangered by the impact of the emergency situation.

Monitor and direct law enforcement resources and response activities.

Participate in EOC briefings, develop Incident Action Plans, Situation Reports and attend meetings.

Coordinate with support agencies, as needed, to support emergency response activities.

Obtain County resources through the County Comprehensive Emergency Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.

Coordinate with other county ESFs to obtain resources and facilitate effective emergency response among all participating agencies and jurisdictions.

3. Recovery Actions

Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

Continue to provide support as required to support the recovery phase. Normally, the requirements for law enforcement diminish during the recovery phase and the majority of assignments can be handled by the primary incident agency or jurisdictions.

Initiate financial reimbursement process for these activities when such support is available.

4. Mitigation Actions

Apply geographic information systems (GIS) to identify location(s) of vulnerable populations and critical infrastructure.

Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

D. Direction and Control

Emergency Support Function 16 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System *(which is comprised of the following sections: Planning, Operations, Logistics and Finance/Administration with standardized units, teams, positions, forms and terminology)* to manage emergency/disaster events. The Florida Department of Law Enforcement serves as the lead agency for Emergency Support Function 16 activities. The Division of Emergency Management functions as the disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. It is responsible for ensuring that all appropriate departments, support agencies, other Emergency Support Functions and other private voluntary agencies are familiar with their roles and responsibilities about the emergency management system, in general, and Emergency Support Function 16 responsibilities, in particular.

Emergency Support Function 16 system operates in two arenas; the County Emergency Operations Center; 2) field locations.

During emergency activations, all management decisions regarding County or regional responses are made at the County Emergency Operations Center by the Emergency Support Function 16 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the on-scene incident commander in carrying out the overall mission.

A staffing directory and the Emergency Support Function 16 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Jefferson County Sheriff's Department with status of the call lists updated at least monthly and all other documents at least annually.

All local law enforcement field personnel are subordinate to the Emergency Support Function 16 at the County Emergency Operations Center.

In accordance with a mission assignment from Emergency Support Function 16, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 16 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 16. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

E. RESPONSIBILITIES

1. PRIMARY AGENCY – JEFFERSON County SHERIFF'S DEPARTMENT

Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.

Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

Coordinate and direct the activation and deployment of County fire service personnel, supplies, and equipment and provide certain direct resources.

ESF 16 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

ESF 16 is responsible for monitoring law enforcement emergency response and recovery operations. ESF 16 members or designees will coordinate all State and Federal law enforcement resources into the affected areas from staging areas.

ESF 16 will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of the ESF 16 Emergency Coordinating Officer.

ESF 16 members or designee will make specific requests for law enforcement assistance to ESF 16 at the State Emergency Operations Center. The State will activate resources through the State Emergency Response Plan.

ESF 16 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical law enforcement needs.

ESF 16 will demobilize resources and deactivate the ESF 16 station upon direction from the Emergency Operations Center's Operations Chief or Emergency Management Director.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Florida Department of Law Enforcement.)

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 16.

The Division of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

Monticello Police Departments will send a liaison to the EOC to facilitate requests in conjunction with ESF 16.

The Florida Department of Law Enforcement agency is responsible for the State overall command and coordination of Emergency Support Function 16, and the deployment of State law enforcement assets to affected local agencies. Responsible for staffing the State Emergency Operations Center, Regional Operations Center's, and maintaining liaison with affected Sheriff's and Chief's.

The Department of Agriculture and Consumer Services, Office of Agricultural Law Enforcement will be responsible for assisting FDLE in the coordination of logistics (i.e., fuel, meals, generators, cots, etc.) in support of law enforcement. Assist in patrol assignments requiring four-wheel drive vehicles. Furthermore, provide assistance in fixed post and other assignments as required.

The Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco will be responsible for assisting law enforcement in staffing and coordinating fixed post assignments, and conducting assessments of all assignments staffed by Emergency Support Function 16.

The Department of Corrections will be responsible for State prison evacuations, assistance to FDLE in county prison evacuation, debris removal, and as a source on inmate labor (on public property consistent with agency capabilities and responsibilities.

The Department of Environmental Protection, Division of Law Enforcement will be responsible for assisting FDLE in the coordination of State park and State law enforcement related activities such as patrols, search and rescue missions, hazardous material incidents and damage assessments.

The Florida Department of Financial Services, Division of Insurance Fraud will be responsible for assisting FDLE in staffing and coordination of intelligence gathering, search and rescue efforts with the State Fire Marshal, and post-disaster task forces and investigative efforts relating to unlicensed adjusters and fraudulent insurance claims and other insurance related crime. Further, provide assistance in other assignments as required.

The Florida Sheriff's Task Force will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other Sheriff's Offices in the State. Responding personnel will be available to provide general law

enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.

The Florida Police Chief Association will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other police departments in the State. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.

The Department of Highway Safety and Motor Vehicles, Division of Florida Highway Patrol will be responsible for assisting FDLE in the coordination of Regional and Highway Evacuation Lane Plan (HELP), evacuations, traffic control, road status closure information, high visibility patrol, and escorts. Furthermore, provide assistance in fixed post and other assignments as required.

The Department of Lottery, Division of Security will be available for limited logistical transport assistance to State law enforcement, as required, and provide other law enforcement services consistent with agency capabilities and responsibilities.

The Florida Fish and Wildlife Conservation Commission, Division of Law Enforcement will be responsible for conducting waterborne security evacuations, search and rescue, waterborne law enforcement, and patrol of rural natural areas, assist FDLE with communications issues and assist in mission requiring four-wheel drive, all terrain vehicles, vessels or aircraft. Further, provide assistance in fixed post and other assignments as required.

The Department of Transportation, Division of motor Carrier Compliance will be responsible for assisting FDLE in coordinating size, weight and registration requirements as they pertaining to the movement of relief supplies and recovery equipment, including lowering size and weight restrictions and establishing fixed post assignments associated with Florida's transportation infrastructure, provide assistance as required.

The Department of Juvenile Justice when possible will assist FDLE in coordinating activities and services, which may include but are not limited to; transporting of victims and/or supplies to disaster relief sites, providing temporary housing, preparing supplies for dissemination to disaster relief sites, assisting with the relocation of displaced citizens, assisting with food support services, providing limited, temporary manpower for restoration and cleanup, providing clerical/administrative support for command/communications centers.

F. Financial Management

Emergency Support Function 16 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Division of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

G. REFERENCES AND AUTHORITIES

- State Emergency Support Function 16
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

Emergency Support Function (ESF) 17 - Animal Protection

Primary Agency: Jefferson County Animal Control

Support Agencies: Jefferson County Environmental Services
Jefferson County Extension Office
Florida State Animal Response Coalition (SARC)
Disaster Animal Response Team (DART)

I. Purpose

The purpose of Emergency Support Function 17 is to provide for the coordination of local resources in response to small pet, livestock, and exotic animal care needs before, during, and following a significant natural or technological disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. By developing operational procedures to care for these animals prior to such an event, this Emergency Support Function will help reduce animal-related problems in emergencies.

Emergency Support Function 17 will provide overall management, coordination and prioritization of county-wide Animal Control services and assets to support pet and livestock animal needs in the event of a major emergency or disaster.

Emergency Support Function 17 readiness planning is guided by the following assumptions:

- Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by the County and animal-related organizations is needed to make the people aware of pet sheltering facilities available, and the need to plan in advance.
- The large number of homeless/injured pets, livestock, and exotic animals, would be a health and nuisance/bite threat which would necessitate a response to address the capture and subsequent sheltering of these animals.
- Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be accomplished by veterinarians at designated shelters and private offices.

- Commercial pet/livestock food would need to be imported into the county by prior arrangement with vendors. Food drops for wild animals would be organized by various wild-animal-related groups and state agencies.
- The accumulation of shelter animal waste and carcasses must be removed to approved solid waste dumping sites.
- The accumulation of animal carcasses throughout the County must be removed to approve solid waste dumping sites and/or burnt on site.
- Sheltered animals will need to be re-united with their owners after the disaster.

II. Concept of Operations

A. General

Emergency Support Function 17 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 17 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 17 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

Throughout the response and recovery periods, Emergency Support Function 17 will evaluate and analyze information regarding the availability of animal protection services.

Requests for Animal Control assistance will be channeled through the Animal Control dispatch as much as feasible, with calls taken by the Sheriff's Office dispatcher at other times. At the time of activation of the EOC, Emergency Support Function 17 will be staffed on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests. The Coordinator of Animal Control, or a designee, will be deployed to the EOC to coordinate actions with other agencies represented in the EOC.

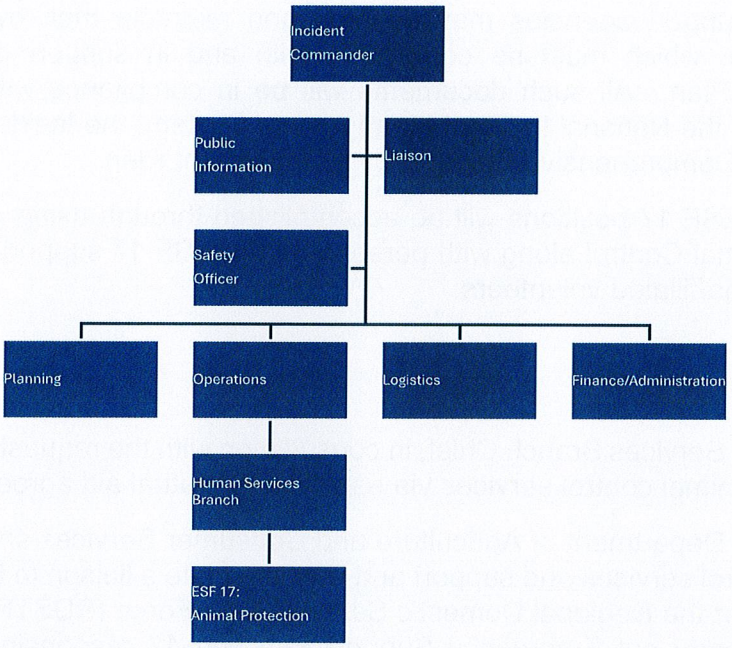


Figure 21 – Incident Command System Structure: ESF 17 – Animal Protection

B. ORGANIZATION

1. County

The Jefferson County Coordinator of Animal Control, or designee at the Emergency Operations Center, is responsible for all activity of the Emergency Support Function. All volunteer animal-related agencies will coordinate directly with this Emergency Support Function at the EOC. Jefferson County Extension Service will coordinate all large animals Emergency Support Function Activity with this ESF at the EOC.

During an activation of the County Emergency Operations Center, support agency staff is integrated with the Jefferson County Animal Control staff to provide support that will provide for an appropriate, coordinated and timely response.

During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.

During the response phase, Emergency Support Function 17 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 17 will develop and update assessments of the requirements for resources to provide animal control services in the impacted area and undertake contingency planning to meet anticipated demands and requirements.

Jefferson County Animal Control develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies.

However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

Staffing of ESF 17 positions will be accomplished through using resources of the Jefferson County Animal Control along with personnel from ESF 17 support agencies and trained and screened unaffiliated volunteers.

2. AREA

The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional animal control services via established mutual aid agreements.

The Florida Department of Agriculture and Consumer Services serve as the lead agency for animal control services and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 17 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

If more than one County emergency management operation center is activated, State ESF 17 may support the coordination of the response with regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 17 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Animal Protection resources among multiple Emergency Operations Centers.

3. STATE

During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for State animal protection services and will provide a liaison to facilitate requests for ESF 17 resources to local Emergency Operations Centers.

During an emergency or disaster event, the primary and support agencies of Emergency Support Function 17 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.

The Florida Department of Agriculture and Consumer Services develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

The Jefferson County Animal Control will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.

The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 17 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 17 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Animal Protection representatives or designees will jointly manage the emergency activities of ESF 17.

Initial notification will be sent by the Emergency Operations Center to Jefferson County Animal Control as the primary agency of this ESF. Immediately following notification to activate this ESF, Jefferson County Animal Control will complete the following:

- Assure necessary emergency operating facilities and reporting systems are established.
- Establish communications with the EOC, obtain status report, contact volunteers, Jefferson County Sheriff's Department, contact area veterinarians and kennels. Provide appropriate representation to the EOC.

ACTIONS

Actions carried out by Emergency Support Function 17 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 17 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. Preparedness Actions

Actions and activities that develop animal control response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 17 personnel (i.e., County, State, Regional, and Federal).

Conduct planning with Emergency Support Function 17 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Animal Protection operations.

Deliver preparedness programs that address small pet issues. The Jefferson County Extension Service will coordinate preparedness and response measures that address livestock or other large animals.

Promote awareness of animal protection through a public education brochures such as, "You and Your Pets...Preparing for Hurricanes"

Stockpile water and food supplies at the Jefferson County Animal Control Shelter for large animal needs.

2. RESPONSE Actions

Coordinate with Emergency Support Function 1 (Transportation), and Emergency Support Function 6 (Mass Care), to provide support in sheltering animals whose owners will not evacuate without their pets. Animals will be placed at the animal control shelter or, if room is not available, at a designated shelter site set up by the SART team. The American Red Cross does not allow pets in public shelters. Animal Control, to the extent possible, will accept pets from the Red Cross shelters.

Identify, mobilize and deploy assessment representatives to the disaster area(s) to determine the specific health and safety needs and priorities. Emergency Support Function 17 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts.

Provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal.

3. Recovery Actions

Provide continued care of sheltered animals, provide an extended network for the adoption of unclaimed animals, and assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations.

4. Mitigation Actions

Develop and deliver guidance for farmers and owners of livestock on measures that can be taken to reduce losses from scenario disaster events

D. DIRECTION AND CONTROL

Emergency Support Function 17 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Division of Emergency Management, which functions as the official

disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County.

The Emergency Support Function 17 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.

During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 17 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

A staffing directory and the Emergency Support Function 17 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Division of Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

RESPONSIBILITIES
PRIMARY AGENCY – JEFFERSON County ANIMAL CONTROL

Notify, activate, and mobilize all agencies assigned to the ESF.

Coordinate all support agency actions in performance of missions assigned to this ESF.

Coordinate requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.

Function as the County's representative/liaison to the Emergency Operations Center (EOC) Team for the activities and responsibilities carried out by the primary and support agencies of this ESF.

Investigate all animal bites.

Facilitate the transportation of injured, stray, or nuisance animals to animal care facilities.

Assist emergency response teams with animal-related problems.

Make the arrangements for the removal and disposal of dead animals.

Coordinate with the Florida Department of Health - Jefferson for the release of public information regarding animals and related health issues.

Enforce the Jefferson County Animal Control Ordinance.

Provide for quarantine of bite animals for observation. Impounding animals roaming at large.

Euthanize sick and/or injured animals through assigned and authorized persons and procedures.

Return wild animals to their natural environment, following established laws and procedures. Currently, Animal Control is not equipped to handle wild animals, and the Florida Fish and Wildlife Conservation Commission will be consulted for any wild animal incident.

Respond to animal-related inquiries.

Investigate animal cruelty and neglect complaints.Maintain equipment and resources necessary to manage livestock in a disaster situation.

Provide or assist with the arrangement for the transportation of livestock in the aftermath of a disaster.

Assist in the establishment of housing for livestock and displaced animals.

2. Support Agencies:

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Jefferson County Animal Control).

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

Designate and assign personnel for staffing of all facilities at which this Emergency Support Function is required, and providing representation when it is determined by the primary agency of this Emergency Support Function to be necessary.

Coordinate all actions of the support agency with the primary agency when performing the assigned missions of this Emergency Support Function.

Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

E. Financial Management

Emergency Support Function 17 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

F. References and Authorities

- State Emergency Support Function 17 Annex

- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

Emergency Support Function (ESF) 18 - Business and Industry

Primary Agency: Jefferson County Chamber of Commerce

Support Agencies: Jefferson County Division of Emergency Management

City of Monticello

A. Purpose

The purpose of Emergency Support Function 18 is to provide coordination and delivery of business and industry services in support of emergency events in Jefferson County. The Emergency Support Function 18 Emergency Coordination Officer (ECO) is appointed by and located in the Jefferson County Chamber of Commerce and directs all aspects of ESF 18. Emergency Support Function 18 can provide personnel and resources to facilitate prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives.

The priorities of ESF 18 are:

- Provide immediate and short-term assistance for the needs of business, industry, and economic stabilization.
- Restore business operations as quickly as possible and resume focus on long-term business strategies.
- Coordination of local, state and federal business assistance.

B. Concept of Operations

1. General

Emergency Support Function 18 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Emergency Management Division of the Jefferson County Sheriff's Office which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Jefferson County. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Jefferson County through the Jefferson County Emergency Response Team, Regional Operations and State Emergency Response Team to assure a timely and appropriate response to an emergency or situation.

Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Jefferson Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Basic Plan) and corresponding Appendices, Incident

Annexes, Support Annexes, Standard Operating Guidelines, and Checklists which describe Emergency Support Function 18 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

In a large event requiring local or State mutual aid assistance, Emergency Support Function 18 will work with its Support Agency counterparts to seek and procure, plan, coordinate and direct the use of available and required assets.

Throughout the response and recovery periods, Emergency Support Function 18 will evaluate and analyze information requests for Business and Industry personnel, materials, equipment and other resources as necessary; develop and update assessments of the business and industry situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event.) technical and subject matter expertise may be provided by an appropriate person(s) from a Support Agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

2. Direction and Control

The Jefferson County Emergency Operations Center, when activated for a disaster incident shall be under the direction of the EOC Manager and will be the single point of direction and control and all management decisions regarding County or regional response operations. Should field operations be required, an Incident Command Post may be made operational under the command and control of an Incident Commander who will coordinate operations with the EOC Manager.

During emergency incidents when the EOC is not activated, direction and control will be implemented by an Incident Commander located at an Incident Command Post. Depending on the scale and intensity of the emergency incident an Incident Command Post may or may not be activated.

The Jefferson County EOC Manager or designee coordinates directly with the State EOC.

ESF 18 business and industry operations will be under the direction of the Jefferson County Sheriff's Office Emergency Coordinating Officer. The Sheriff's Office Emergency Coordinating Officer reports to the EOC Manager or the Operations Chief depending on the emergency or disaster incident.

All business and industry related personnel are subordinate to the Emergency Support Function 18 at the County Emergency Operations Center or in field locations.

The ESF 18 Primary and Support agency or organization representatives or designees will jointly manage disaster response and recovery business and industry operations.

Each Support Agency assisting ESF 18 will retain administrative control over its own resources and personnel, but will be under the operational control of Emergency Support Function 18. Delegation of mission operational control may be assigned to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

Emergency Support Function 18 is activated when the associated expertise, technical assistance or resources are needed or requested by the EOC Manager.

An Emergency Support Function 18 staffing directory (updated at least monthly), Emergency Operations Plan, accompanying Annexes, Appendices, and Standard Operating Guidelines (updated at least annually or after the activation of the EOC) are maintained by the Jefferson County Chamber of Commerce with assistance from Support Agencies.

If required, the Emergency Support Function 18 will operate at two levels:

- County Emergency Operations Center
- Field operations

3. Alert and Notification

The Jefferson County Emergency Management Division will notify the Chamber of Commerce when information comes to their attention indicating that an emergency or disaster situation is developing.

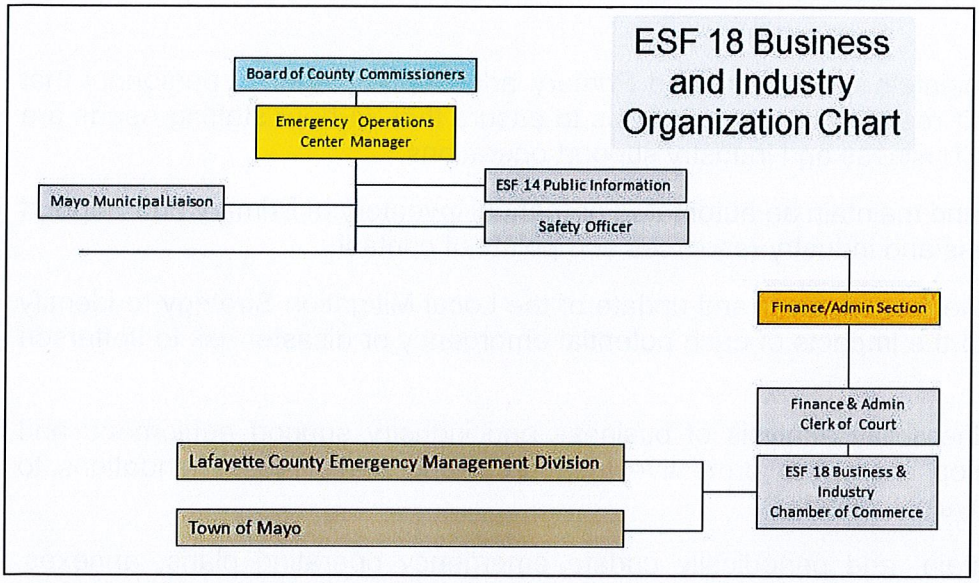
The Chamber of Commerce will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at that time. Additional information should be reported as it becomes available.

The Emergency Management Division Director or EOC Manager will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) to activate Emergency Support Function 18 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

Emergency Support Function 18 Support Agencies will be placed on standby or activated upon notification by the Jefferson County Emergency Management Division, the EOC Manager or the Primary Agency Chamber of Commerce Emergency Coordinating Officer.

The Chamber of Commerce, will implement procedures and instructions to notify and mobilize all ESF 18 personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

C. Organization



1. Roles and Responsibilities

In this section, Roles and Responsibilities assigned to Emergency Support Function 18 are grouped into the four phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of the service.

a) Preparedness

Actions and activities that develop Emergency Support Function 18 personnel, response, recovery, and mitigation capabilities and resources include operational information, planning, training, and exercises. Preparedness activities for ESF 18 Primary and Support Agency personnel should be conducted and completed annually during non-disaster periods or after an activation of the EOC. Preparedness includes participation with the ESF as a group, the Jefferson County EOC, Jefferson County field teams, regional, and state-level activities, to include:

- The Primary Agency must establish and coordinate ESF development with all Support Agencies.
- Jointly address business and industry issues on an on-going basis to address response personnel, supplies, equipment, facility locations and features, and other requirements.
- Develop and share program development information with other county, regional, and state professionals to enhance the delivery of business and industry services.

- Research and when appropriate incorporate new and emerging technologies, methodologies, and approaches to improve the efficiency and effectiveness of service delivery.
- Prepare and maintain a list of trained Primary and Support Agency personnel that understand their responsibilities and duties to ensure that 24-hour staffing needs are met to facilitate business and industry support operations.
- Develop, test, and maintain an automated or manual inventory of Primary and Support Agency business and industry resources and points of contact.
- Participate in the development and update of the Local Mitigation Strategy to identify and understand the impacts of each potential emergency or disaster risk to Jefferson County.
- Conduct a vulnerability analysis of business and industry support equipment, and facilities, develop alternative protective measures, and make recommendations to improve the physical security.
- Prepare, maintain, and periodically update emergency operating plans, annexes, procedures, checklists, and information/data sets necessary for implementation by ESF 18.
- Coordinate with Emergency Support Function 5 (Information and Planning) to define essential elements of information, identify the area of operations, formulation of the common operating picture, situation report and other disaster reporting requirements that describe and depict Emergency Support Function 18 operations.
- Coordinate with Emergency Support Function 5 (Information and Planning) on the development of Incident Action Plans and Contingency Plans that guide Emergency Support Function 18 operations.
- Develop and refine procedures used to conduct Initial Damage Assessment and Joint Preliminary Damage Assessment of business and industry assets and facilities.
- Conduct planning with Emergency Support Function 18 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine business and industry operations
- Deliver or participate in ESF 18 training for EOC and Field operations.
- Develop and conduct training to ESF 18 personnel on disaster information reporting and planning requirements.
- Participate in regional and state-sponsored training.
- Conduct an exercise for ESF 18 EOC and Field operations.
- Participate in regional and State exercises.

2. Response

a) Primary Agency: Jefferson County Sheriff's Office

The Primary Agency shall implement, as required, the following responsibilities that will facilitate and guide response operations of ESF 18.

At the direction of the Emergency Management Division Director or EOC Manager activate, initiate and manage Emergency Support Function 18 Business and Industry operations.

In concert with the EOC Manager or Incident Commander, evaluate the emergency situation, formulate and implement tactical and strategic business and industry operational objectives, identify and provide required resources, document response and recovery operations.

Notify ESF 18 personnel of the potential threat and place on standby. In the event personnel are off duty when a potential threat arises, those designated will report by telephone or in person to the EOC for further instructions.

Ensure Support Agency staff is integrated with the Jefferson County Chamber of Commerce staff to provide support that will allow for an appropriate, safe, coordinated and timely response.

In coordination with Support Agencies identify, develop, prioritize and implement tactical response operations in support of Business and Industry requests using accepted management techniques and command and control of assets.

As changes occur in disaster operations and as quickly as possible, provide the EOC Manager with status updates, progress of operations, and situational changes.

Based on established planning and reporting schedules provide ESF 5 with input on:

- Development of an Area of Operations Map
- Formulation of a Common Operating Picture
- EOC displays
- Situation Reports to include resources deployed, locations of facilities activated, ongoing operations, and damage or impact information
- Incident Action Plans status, requirements, and new objectives
- Upon request provide ESF 5 with input to the development of contingency plans
- Information for EOC Briefings
- Upon request, provide ESF 5 with status and situational assessment to include:
    - Detailed analysis of resource needs to address disaster impacts
    - Analysis of the loss of functionality of service delivery
    - Emergency responder health and safety information

- Relocate ESF 18 resources when it is apparent that they are endangered by the likely impacts of the emergency situation (where feasible).
- Preposition ESF 18 response resources when it is apparent that resources will be necessary and time is available.
- Based on disaster-driven requirements, activate and provide:
    - Provide necessary personnel at the EOC.
    - Provide necessary personnel at the Incident Command Post.

- As needed or requested, provide, direct, and monitor ESF 18 resources deployed to impacted areas to support affected populations.
- Maintain a listing of Business and Industries in Jefferson County by resource type.
- Identify the business community's post-storm immediate needs and issues
- Identify critical products, services and operations provided by local businesses and industries.
- Develop Memorandums of Understanding with vendors for essential items needed before and after a disaster.
- Ensure business and industries are warned of impending emergency or disaster incidents.
- Support and coordinate the education for businesses assistance programs available through the Small Business Administration, FEMA and other agencies.
- Communicate with local business leaders of evacuation, shelter locations and logistics.
- Provide information regarding business closings, evacuation, and resources that are available for response and recovery operations.
- Assess the impact of:
    - Business interruption
    - Employees unable to report to work
    - Customers unable to reach facility
    - The company in violation of contractual agreements
    - Imposition of fines, penalties, or legal costs
    - Interruption of critical supplies
    - Interruption of product distribution
- Access ESF 3 re-fueling locations when needed.

- Initiate documentation on the utilization of manpower, equipment, and costs directly related to emergency operations.
- Maintain a running list of ESF 18 essential personnel activated or deployed.
- Maintain a running inventory of ESF 18 equipment, facilities, and vendors used in the restoration of services.
- Secure Mutual Aid resources or assistance for ESF 18 through EOC Manager or designee, as required.
- Secure State resources or assistance from the State EOC through EOC Manager or designee, as needed.
- Secure or procure private sector resources or assistance through EOC Manager or designee, as needed.
- Establish and maintain a system to support on-scene operations with County EOC, Incident Command Post, RDSTF, other counties, and State EOC.
- Coordinate all State and Federal Mass Care business and industry resources into the affected areas.
- Assist the EOC Manager is compiling and submitting the County Initial Damage Assessment Report to the State EOC.
- Respond to calls from the EOC Citizen Information Center. Each call shall be recorded and forwarded to the Sheriff's Office Emergency Coordinating Officer at the EOC for further action.
- Provide the Public Information Officer, throughout the disaster incident, with ESF 18 operations, reported damages, restoration information, and safety instructions to be distributed to the public.
- Implement the EOC Continuity of Operations Plan (COOP) as related to ESF 18 in the event of EOC or agency relocation.
- Provide support for RDSTF in the investigation of a terrorist attack, as requested.

b) Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

Jefferson County Division of Emergency Management

- Ensure business and industries are warned of impending emergency or disaster incidents.

- Participate in the Local Mitigation Strategy Steering Committee, giving priority to the identification of business risk reduction strategies that can be implemented by local businesses.
- Assist in the dissemination of recovery information and guidance to member businesses following a disaster.

City of Monticello

- Identify the business community's post-storm immediate needs and issues
- Identify critical products, services and operations provided by local businesses and industries.

1. Recovery Actions

a. Primary Agency: Jefferson County Chamber of Commerce

The Primary Agency shall implement, as required, the following responsibilities that will facilitate and guide recovery operations of ESF 18.

- In concert with the EOC Manager or Incident Commander, continue to evaluate the emergency situation, formulate and implement tactical and strategic business and industry operational objectives, identify and provide required resources, document response and recovery operations.
- In coordination with Support Agencies continue to identify, develop, prioritize and implement tactical response operations in support of ESF 18 Business and Industry requests using accepted management techniques and command and control of assets.
- Continue to evaluate the emergency situation, make tactical and strategic decisions, identify resource needs and secure resources required for ESF 18 operations.
- Continue to notify and place personnel standby, deploy, or demobilize as required by disaster incident operations.
- Relocate ESF 18 resources when it is apparent that they are endangered by the likely impacts of the emergency situation (where feasible).
- Preposition ESF 18 response resources when it is apparent that resources will be necessary and time is available.
- Based on disaster-driven requirements, continue to activate and provide:
    - Provide necessary personnel at the EOC.
    - Provide necessary personnel at the Incident Command Post.

- Continue to identify, develop, prioritize, and implement strategies for recovery to ESF 18 requests.
- As changes occur in disaster operations and as quickly as possible, provide the EOC Manager with status updates, progress of operations, resource demobilizations, and situational changes.
- Based on established planning and reporting schedules provide ESF 5 with input on:
    - Development of an Area of Operations Map
    - Formulation of a Common Operating Picture
    - EOC displays
    - Situation Reports to include resources deployed or demobilized, locations of facilities activated, ongoing operations, and damage or impact information
    - Incident Action Plans status, requirements, and new objectives
    - Upon request provide ESF 5 with input to the development of contingency plans
    - Information for EOC Briefings
- Upon request, provide ESF 5 with status and situational assessment to include:
    - Detailed analysis of resources needs to address disaster impacts
    - Analysis of the loss of functionality of service delivery
    - Emergency responder health and safety information
- As needed or requested, continue to provide, direct, and monitor, and demobilize ESF 18 resources deployed to impacted areas to support affected populations.
- Maintain a listing of Business and Industries in Jefferson County by resource type.
- Identify the business community's post-storm immediate needs and issues
- Identify critical products, services and operations provided by local businesses and industries.
- Develop Memoranda of Understanding with vendors for essential items needed before and after a disaster.
- Ensure businesses and industries are warned of impending emergency or disaster incidents.
- Support and coordinate the education for businesses assistance programs available through the Small Business Administration, FEMA and other agencies.
- Communicate with local business leaders of evacuation, shelter locations and logistics.

- Provide information regarding business closings, evacuation, and resources that are available for response and recovery operations.
- Assess the impact of:
    - Business interruption
    - Employees unable to report to work
    - Customers unable to reach facility
    - Company in violation of contractual agreements
    - Imposition of fines and penalties or legal costs
    - Interruption of critical supplies
    - Interruption of product distribution
- Continue maintenance of a running list of ESF 18 essential personnel activated or deployed.
- Continue maintenance of running inventory of ESF 18 equipment, facilities, and vendors, used in the restoration of services.
- Continue to secure or demobilize Mutual Aid resources or assistance for ESF 18 through EOC Manager or designee, as required.
- Continue to secure or demobilize State resources or assistance from the State EOC through EOC Manager or designee, as needed.
- Continue to secure, procure or demobilize private sector resources or assistance through EOC Manager or designee, as needed.
- Establish and maintain a system to support on-scene operations with County EOC, Incident Command Post, RDSTF, other counties, and State EOC.
- Continue to coordinate and demobilize all State and Federal business and industry resources into the affected areas.
- Finalize or update and submit ESF 18 Initial damage assessments to the EOC.
- If the Initial Damage Assessment meets established thresholds, prepare and participate in Joint Preliminary Damage Assessment with the State and FEMA, to include:
    - An initial FEMA-State Meeting.
    - In conjunction with Joint Preliminary Damage Assessment Teams assess all impacted public facilities.
    - An exit meeting with FEMA-State assessors to reach agreement on damage assessment and address issues.

- Continue to respond to calls from the EOC Citizen Information Center.
- Continue to provide the Public Information Officer, throughout the disaster incident, with ESF 18 operations, reported damages, restoration information, and safety instructions to be distributed to the public.
- Implement the EOC Continuity of Operations Plan (COOP) as related to ESF 18 in the event of EOC or agency relocation.
- Finalize and provide ESF 18 support for RDSTF in the investigation of a terrorist attack.
- Finalize and submit documentation on utilization of manpower, equipment, and costs directly related to emergency operations.
- Coordinate and conduct VIP tours of the damaged areas with the State and FEMA.
- Provide assistance to other Federal Agencies providing support services such as the Small Business Administration and U.S. Department of Agriculture.
- Develop a financial plan for County recovery and restoration.
- Initiate the financial reimbursement process for recovery activities when such support is available.
- At the direction of the Emergency Management Division Director or EOC terminate and demobilize Emergency Support Function 18 Mass Care operations.
- Conduct an after-action Hot Wash of EOC response operations.
- Based on the severity and geographic areas of Jefferson County damages, engage in FEMA's Long Term Recovery process; a Long-Term Task Force will be required to coordinate operations.

c) Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

Jefferson County Division of Emergency Management

- Ensure businesses and industries are warned of impending emergency or disaster incidents.
- Participate in the Local Mitigation Strategy Steering Committee, giving priority to the identification of business risk reduction strategies that can be implemented by local businesses.
- Assist in the dissemination of recovery information and guidance to member businesses following a disaster.

- Finalize and submit the Initial Damage Assessment to the State.
- Participate in Joint Preliminary Damage Assessment.
- Ensure all operational costs are monitored and documented.

City of Monticello

- Identify the business community's post-storm immediate needs and issues
- Identify critical products, services, and operations provided by local businesses and industries.
- Ensure businesses and industries are warned of impending emergency or disaster incidents.
- Participate in the Local Mitigation Strategy Steering Committee, giving priority to the identification of business risk reduction strategies that local businesses can implement.
- Assist in the dissemination of recovery information and guidance to member businesses following a disaster.
- Finalize and submit the Initial Damage Assessment to the EOC Manager.
- Participate in Joint Preliminary Damage Assessment
- Ensure all operational costs are monitored and documented.

2. Mitigation Actions

- Participate in the in Joint Preliminary Damage Assessment Process.
- Update the LMS addressing the effects of exiting or additional hazards and their impacts to health and medical facilities as a result of an actual disaster incident.
- Provide health and medical personnel with appropriate expertise to participate in activities designed to reduce, minimize or eliminate the impact of future disasters.
- Assess factors that contributed to disaster effects on health and medical facilities.
- Identify risk reduction opportunities related to health and medical operations.
- Educate the public and local government officials in methods to reduce future risks.
- Promote hazard mitigation community planning and project development that will result in sustainable community development.

3. Region

- The EOC Manager, in consultation with the requesting jurisdiction, may obtain additional Business and Industry service resources via established mutual aid agreements.

- Department of Economic Opportunity serves as the lead agency for Business and Industry service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 18 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

4. State

- During an activation of the State Emergency Operations Center, the Department of Economic Opportunity is the designated lead agency for State Health and Medical and will provide a liaison to facilitate requests for Business and Industry resources to local Emergency Operations Centers.
- During an emergency or disaster event, the primary and support agencies of Emergency Support Function 18 at the State Emergency Operations Center will report to the SERT Chief under the overall direction of the State Coordination Officer.
- During the response phase, Emergency Support Function 18 will evaluate and analyze information regarding Business and Industry requests. Also, Emergency Support Function 18 will develop and update assessments of the Business and Industry situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- The Department of Economic Opportunity develops and maintains the overall Emergency Support Function 18 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

I. Financial Management

- Emergency Support Function 18 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate source after the event. If a federally

declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

- ESF 18 will coordinate closely with the Logistics and Finance and Administration Sections to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement.
- ESF 18 will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management Department fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.
- Expenditures incurred by support agencies will be documented and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

II. Authorities and References

- State Emergency Support Function 18 Annex
- Florida Statutes 2012, Emergency Management, chap. 252 (252.31- 52.61)

JEFFERSON COUNTY ROAD DEPARTMENT

DISASTER DEBRIS MANAGEMENT PLAN 2023

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NOTE: **This plan has NOT been formatted to comply with the Public Assistance Pilot Program**

"Program Guidance for FEMA, State and Local Officials" FEMA 598/June 2021

PREFACE

The State of Florida's disaster response system, based on the Federal model, is organized into seventeen Emergency Support Functions (ESFs). Each of the twenty functions is comprised of multiple agencies or organizations which manage and coordinate specific categories of assistance common to all emergency events. ESF #3 "Public Works and Engineering" provides the primary support function for the restoration of public services, roads, and utilities.

The Road Department is the lead agency responsible for disaster debris removal on essential transportation routes and for coordinating the permanent removal and disposal of all debris from public property and rights-of-way within unincorporated Jefferson County (County). This Storm Debris Management Plan (Plan) provides the steps required to plan, respond, and recover from a disaster event.

Jefferson County Public Works is responsible for emergency debris removal on essential transportation routes as identified in the Emergency Support Function (ESF) 3, to the County Comprehensive Emergency Management Plan (CEMP).

The Road Department recognizes the cooperation from the other County departments and agencies identified in this Plan. Your understanding of the importance of having a coordinated Plan in place prior to a natural disaster will contribute to the safety and wellbeing of all residents of the County.

Tom Kisamore
Superintendent
Jefferson County Road Department

SECTION I: OBJECTIVES

This Plan identifies the actions required to plan for and respond to a natural or man-made debris-generating event. It is designed to identify local, State, and Federal departments and agencies responsible for debris operations with respect to executing a coordinated response to a major debris-generating event. The Road Department recognizes the importance of having a coordinated Plan in place that will contribute to the safety and wellbeing of all residents of the County and the importance of cooperation from the other County departments and agencies identified in this Plan.

The County Debris Manager will direct and coordinate Debris Clearing Operations (Phase I) and Debris Removal and Disposal Operations (Phase 11) utilizing personnel and equipment from County departments, mutual aid providers, and private debris removal and disposal contractors.

The County Debris Manager will be responsible for coordinating disaster debris operations with respect to the emergency clearance and permanent removal and disposal of debris deposited along or immediately adjacent to County maintained street rights-of-way throughout the County in consultation with other County departments and State and Federal agencies. This approach will ensure a seamless and efficient cleanup operation.

A County Debris Management Operations Center (DMOC) will operate as a unified organization under direct control of the County Debris Manager. All debris clearing, removal, and disposal operations within the County will be directed and coordinated by a joint DMOC staff located at 1484 South Jefferson Street, Monticello.

1. AUTHORITY

This Plan is developed, promulgated, and maintained under Emergency Support Function 3 (ESF 3), Public Works to the County Comprehensive Emergency Management Plan (CEMP).

2. DEBRIS MANAGEMENT PLAN KEY PARTICIPANTS

Operation Manager (OM)	Consultant
Public Information Officers	Diana Bullock
Liaison Officers	Brenda McDonald
Safety Officer	Tammy Russell
Operations Chief	Tom Kisamore
Project Management / Engineering	Consultant
County Debris Manager (DM)	Robbie Slack
Planning Chief	Diana Bullock
Progress Tracking & Reporting	Consultant/Contractor
Data & Information Management	Consultant/Contractor
Technical Specialists	Consultant/Contractor
Logistics Chief	Consultant/Contractor
Communications	Tom Kisamore
Supplies and Equipment	Jefferson County Road Department
Contracting and Procurement	County Manager's Office
Finance & Administration Chief	Clerk of Court
Contractor Payments/ Invoicing	County Manager's Office
FEMA/ FHWA Claims Management	Consultant/District DOT staff
Internal Budget Accounting Systems	County Manager's Office
Federal	FEMA Region IV U.S. Army Corps of Engineers

Table 1 - Key Personnel

SECTION II: EXPLANATION OF TERMS

Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.

A glossary that provides definitions of common terms used herein that are associated with the management of debris and a comprehensive listing of acronyms and abbreviations used in this plan is provided below.

1. LIST OF ACRONYMS

AFP	Application for Payment
APWA	**American Public Works Association**
C&D	Construction & Demolition Debris
CEMP	**Comprehensive Emergency Management Plan**
CSU	Central Service Unit
DM	**Debris Manager (County)**
EOC	Emergency Operations Center
ESF	Emergency Support Function
ESF/HQ	Emergency Support Function 3 Headquarters
FDOT	**Florida Department of Transportation**
FEMA	**Federal Emergency Management Agency**
FHP	**Florida Highway Patrol**
FDEM	Florida Division of Emergency Management
GHC	Governor's Hurricane Conference
H&S	Health & Safety
HHW	Household Hazardous Waste
IC	Incident Commander
ICS	Incident Command Staff
NEMA	**National Emergency Management Association**
NHC	**National Hurricane Conference**
NIMS	**National Incident Management System**
OM	**Operations Manager (Consultant)**
PIO	Public Information Officer
PW	**Project Worksheet**
QA	**Quality Assurance Monitor**
ROE	Right-Of-Entry
ROW	Right-Of-Way
SOP	Standard Operating Procedures
SWD	**Solid Waste Department**
TDSRS	Temporary Debris Storage & Reduction Site
USACE	**US Army Corps of Engineers**

2. DEFINITIONS

Burning - Reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95% through burning. Air curtain burners are recommended because they can be operated in a manner to comply with clean-air standards.

Chipping or Mulching - Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75%, based on data obtained during reduction operations. The terms "chipping" and "mulching" are often used interchangeably.

Construction, Demolition and Land-Clearing Wastes - Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

Debris - Scattered items and materials that were broken, destroyed, or displaced by a natural disaster. Example: trees, construction and demolition material, personal property.

Debris Clearance - Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Removal Contractor(s) Oversight Team - The Debris Removal Contractor(s) Oversight Team (DCOT) is organized to provide oversight of private Debris Removal Contractor(s) involved with debris clearing, removal, and disposal operations. The team consists of Roving Monitors, Load Site Monitors, and Disposal Site Monitors.

Debris Removal - Picking up debris and taking it to a temporary storage site or permanent landfill.

Final Debris Disposal - Placing mixed debris and/or residue from volume reduction operations into an approved landfill.

Force Account Labor - In this context, State, tribal or local government employees engaged in debris removal activities within their own jurisdiction.

Garbage - Waste that is normally picked up by a designated department such as the Department of Solid Waste or a Contractor. Examples: food, plastics, etc.

Hazardous Waste - Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed.
- Also includes material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency:
  1) Toxic,
  2) Flammable,
  3) Corrosive; and/or
  4) Reactive. Such wastes may include, but are not limited to, those that are persistent in nature, assimilated, or concentrated in tissue or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage or solid dissolved materials in irrigation return flows, or industrial discharges, which are point sources subject to state or federal permits.

Household Hazardous Waste (HHW) - Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency:

1) Toxic,
2) Flammable,
3) Corrosive and/or

4) Reactive. Examples of household hazardous waste include small quantities of normal household cleaning and maintenance products, latex and oil-based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

Hot Spots - Illegal dumpsites that may pose health and safety threats.

Illegal Dumping - Dumping garbage and rubbish, etc., on open lots is prohibited. No garbage, refuse, abandoned junk, solid waste or other offensive material shall be dumped, thrown onto, or allowed to remain on any lot or space within the County.

Industrial Waste - Any liquid, gaseous, solid, or other waste substance, or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development of any natural resources.

Monitoring - Actions taken to ensure that a Contractor complies with the contract scope of work.

Mutual Aid Agreement - A written understanding between communities, states, or other government entities delineating the process of providing assistance during a disaster or emergency. (See Response and Recovery Directorate Policy Number 9523.6, "Mutual Aid Agreements for Public Assistance", dated August 17, 1999).

National Response Framework - A document that describes the mechanism and structure by which the Federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of State and local governments.

Public Information Officer - Public Information Officer (PIO) is responsible for preparing news releases pertaining to the debris cleanup operation.

Recycling - The recovery and reuse of metals, soils, and construction materials that may have a residual monetary value. Examples of recyclable material are shown below:

- Aluminum cans
- Steel (tin) cans
- Newspaper
- Glass
- Plastic
- Cardboard
- Office paper
- Mixed paper

Rights-of-Way - The portions of land over which facilities, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

Scale/Weigh Station - A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping may be charged accordingly. Also, may be used to determine the quantity of debris picked-up and hauled.

Sweeps - The number of times a Contractor passes through a community to collect all disaster-related debris from the rights-of-way. Usually limited to three passes through the community.

Temporary Debris Staging and Reduction (TDSR) Site - A location where debris is temporarily staged until it is sorted, processed, and reduced in volume and/or taken to a permanent landfill. Also referred to as debris management sites.

Tipping Fee - A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs.

Trash - Non-disaster related waste such as yard waste, white metals, or household furnishings placed on the curbside. Non-disaster related trash is not eligible for reimbursement under FEMA's Public Assistance Program. Not synonymous with garbage.

United States Army Corps of Engineers (USACE) - Federal agency responsible for design and management of construction projects for the Army and Air Force and proves oversight to various flood control and navigation projects. The USACE may be tasked by FEMA to manage Debris removal and disposal private contractor operations.

Volume Reduction Operations - Any of several processes used to reduce the volume of debris brought to a temporary debris storage and reduction site. It includes chipping and mulching of woody debris, shredding and/or baling of metals, air curtain burning, etc.
White Metals - Household appliances such as refrigerators, washers, dryers, and freezers.

SECTION III: DEBRIS MANAGEMENT

1. GENERAL

One of the primary functions of this Plan is to clearly delineate a basic organization and assign specific responsibilities. The Jefferson County Road Department is the lead agency and has primary responsibility for the restoration of the public infrastructure following a disaster. Jefferson County Solid Waste is responsible for emergency debris clearance of essential transportation routes and other critical public facilities based upon the Critical Facilities List as determined by the County's Emergency Operations Center (EOC) staff. Additionally, the Road Department is responsible for the removal of debris from all of the County's rights of way after the initial clearance of debris from essential transportation routes.Debris Removal Contractor(s) may be utilized to assist with either of these primary tasks.

Jefferson County Solid Waste is a supporting agency responsible for overall coordination of the Temporary Debris Staging and Reduction Sites (TDSRS) and debris staging, processing, and disposal activities within unincorporated Jefferson County. The Road Department will coordinate with and support Solid Waste in the staging, processing, and disposal of all disaster-related debris from public property.

During the conduct of debris operations, many issues will arise that are not specifically mentioned in this Plan. However, responsibilities are sufficiently defined so that unexpected issues can be assigned and resolved efficiently.

2. PURPOSE

This Plan provides organizational structure, guidance, and standard operating procedures for the clearance, collection, staging, processing, and disposal of disaster debris following a Debris-generating event (e.g. hurricane). It is organized to:

- Establish the most efficient and cost-effective methods to address disaster debris
- Operations.
- Expedite disaster debris operational efforts that provide visible signs of response and recovery in order to alleviate the threat to public health, safety and welfare.
- Encourage interlocal and inter-agency relationships by planning and communicating with local, State and Federal agencies involved with disaster debris management operations.
- Oversee and implement private sector debris operations contracts in order to enhance disaster recovery operations.

3. ASSUMPTIONS

This Plan is based on the following assumptions:

- A major natural disaster that will require the removal of disaster debris from public or private lands and waters will occur at some point in the future.
- The quantity of debris resulting from a major natural disaster will exceed the Road Department and Solid Waste's operational capabilities.
- Solid Waste has pre-event contracts for additional resources to assist with debris management, clearance, collection, staging, processing, and disposal operations.
- The Governor will declare a State of Emergency that will authorize State resources to assist in removal and disposal of disaster related debris.
- The Governor will request a Presidential Disaster Declaration when the disaster recovery is anticipated to exceed both local and State resources.

4. NATIONAL INCIDENT COMMAND SYSTEM (NIMS)

This plan and the Debris Management Operations Center (DMOC) concept support the County's NIMS organization as shown in Figure 1 below

5. DEBRIS MANAGEMENT OVERVIEW

The Director of the County Division of Emergency Management will notify the County Departments and other agencies when notice is warranted of an impending disaster event. Personnel assigned to ESF 3 will establish a presence at ESF 3 headquarters located at 1484 South Jefferson Street, Monticello await further instructions from the ESF 3 Incident Commander (IC). All ESF 3 staff should be knowledgeable in their specific duties, responsibilities and SOPs identified in the CEMP, and this Plan. ESF 3 will employ an Incident Command Structure for all post disaster situations.

During and/or following the event, the Road Department Superintendent will be the County ESF 3 Incident Commander (IC). He or she will be responsible for establishing and staffing the Incident Command Facility at ESF 3 Headquarters. The ESF 3 IC will exercise daily operational control of the ESF 3 Incident Command Staff (ICS) and:

- Keep the Jefferson County manager and Board of County Commissioners briefed on the status of the debris clearing, removal, storage, and processing and disposal operations.
- Assure that Jefferson County is represented at meetings with other government and Private agencies involved with the debris management operations.

The Incident Commander will assign an ESF 3 Coordinator to the EOC. With respect to debris removal operations, the ESF 3 Coordinator will have responsibility for coordinating with other EOC assigned personnel, handling debris clearance and cleanup requests involving Road and Solid Waste Department personnel and equipment. (See Figure 1) Actions will also focus on coordination with Duke Energy, Tri-City and Talquin Electrical Cooperatives, other County, State and Federal resources (e.g., Jefferson County Sheriff, FHP, FEMA, FDOT, etc.), reviewing Debris Zone progress and initial debris clearance from public roadways and critical facilities. The ESF 3 Coordinator will keep the EOC representatives informed of cleanup progress and any problems encountered or expected.

The Debris Monitoring Consultant will appoint an Operations Manager (OM). The OM, utilizing an incident command structure, will coordinate the Actions necessary to perform debris emergency clearance, collection, storage, processing, and disposal operations.

The OM will be supported by a combined debris management staff made up of personnel from the Road and Solid Waste Departments, other supporting departments, and the County's Debris Removal Contractor(s). This organization will be referred to as the Debris Management Operations Center (DMOC) staff and will be located at ESF 3 HQ and/or other mobile field office(s).

The figures presented on the following pages represent the ESF 3 Organization based on **NIMS** required Incident Command System structure.

6. DEBRIS MANAGEMENT OPERATIONS CENTER

Road Department is responsible for emergency debris clearance of essential transportation routes and other critical public facilities. The Solid Waste Department is responsible for locating and staffing a Debris Management Operations Center (DMOC) that provides a physical location where selected County staff will work to resolve primary debris-related issues that normally arise during debris cleanup operations. The DMOC is organized to provide a central location for the coordination and control of all debris management requirements. The DMOC will be located at ESF 3 Headquarters, 1484 South Jefferson Street, Monticello.

The DMOC staff will be under the direction of the County Debris Manager (DM). The County Debris Manager's actions may include the following:

- Making recommendations for County and private contractor work assignments and priorities based on the County's Primary Disaster Debris Zones (Primary Zones). Figure 6 contains a map showing the boundaries of the Primary Zones.
- Reporting on debris removal and disposal progress and preparing status briefings.
- Providing input to the County PIO on debris removal and disposal activities for dissemination to the public.
- Coordinating debris issues affecting the County with local municipalities and adjacent Counties.
- Coordinating County debris removal and disposal operations with County and State solid waste managers, environmental regulators, and other State and Federal agencies as appropriate.
- Coordinating with the following Federal agencies in the event of a major natural or man-made debris-generating disaster:
  - Federal Emergency Management Agency (FEMA)
  - U.S. Army Corps of Engineers (USAGE)
  - Federal Law Enforcement Agencies (FBI, BATF)
  - US Environmental Protection Agency (USEPA)

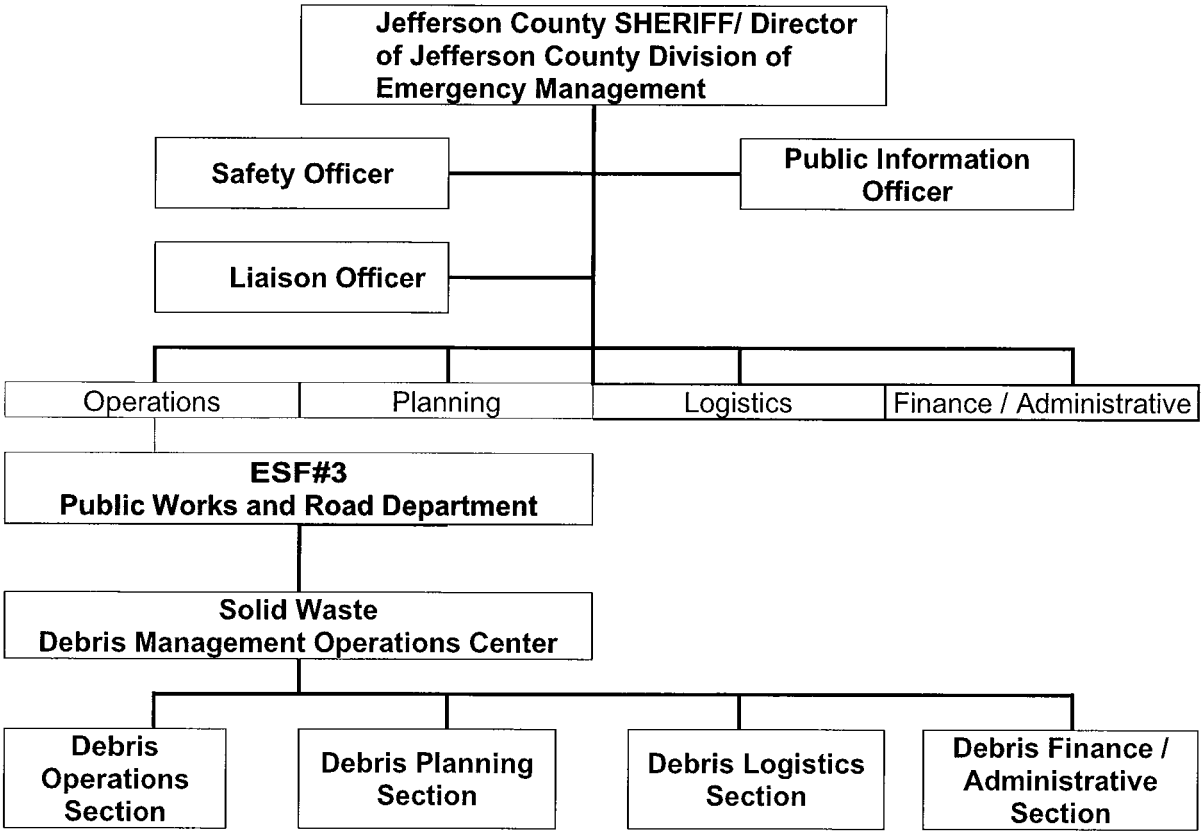


Figure 1 (above) - County NIMS Organization Chart

7. DEBRIS MANAGEMENT COMMAND STAFF

Command Staff	Role/Responsibility
County Debris Manger (DM)	Coordinates all debris removal and disposal responsibility
Public Information Officer	Coordination of press releases, maintenance of contracts with local organizations, the media, drafting public notices.
Safety Officer	Evaluate contractor plans, routes, equipment, etc. and Identify any safety concerns for citizens. Monitor and assess any safety hazards or unsafe conditions to protect worker Safety or assist evaluation of eligibility for reimbursement.
Liaison Officer	Coordinate and/or attend all meetings with local, State and Federal authorities associated with debris removal and public assistance program activities. Act as the official conduit for information (i.e. changes to eligibility Requirements, regulations, etc. to or from external entities.

Table 1 (above) - Debris Management Command Staff Role/Responsibility Chart

8. DEBRIS MANAGEMENT GENERAL STAFF

a. Debris Operations Section Organization

The DMOC organizational diagram shown in Figure 2 below identifies the DMOC's Debris Operations organization and staff positions required to coordinate the actions necessary to remove and dispose of debris using both County and private contractor assets.

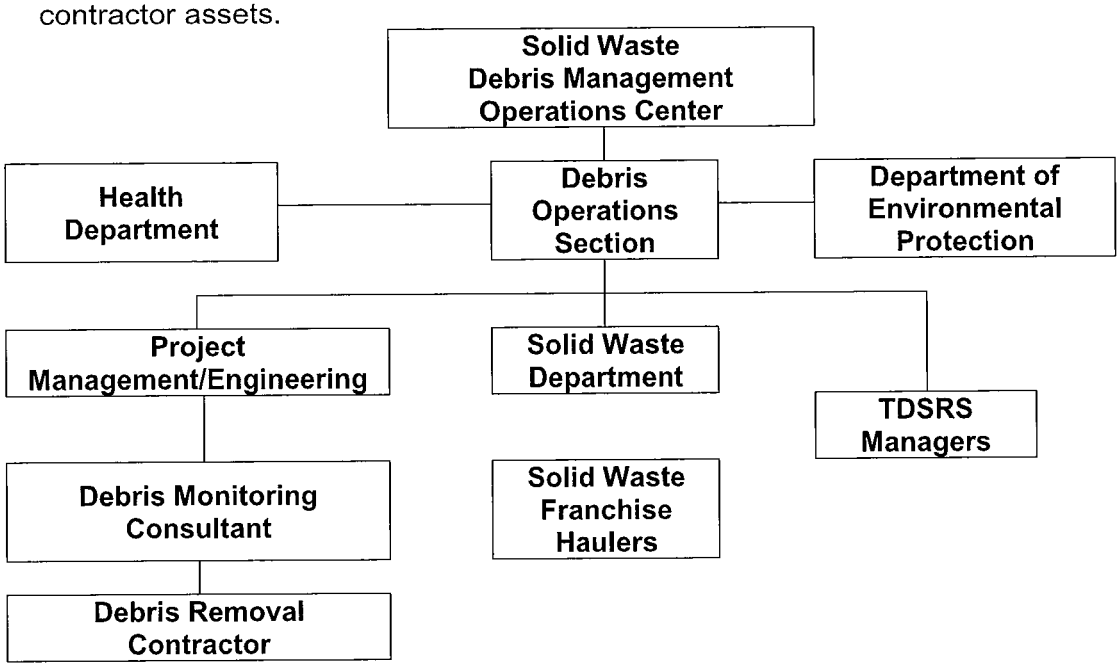


Figure 2 (above) - Debris Operations Section Organization Chart

Debris Planning Section (Figure 3); Debris Logistics Section (Figure 4) and Debris Finance/Administrative Section (Figure 5) organizational charts are shown below. They are organized to comply with NIMS and each supports the overall debris removal and disposal mission.

Operations Section	Role/Responsibility
Supervision of all tactical operations and coordinate internal and contracted resources	
Project Management / Engineering	Detailed damage assessments, oversight of project consultants and Debris Removal Contractor(s), identification, preparation and restoration of TDSRS, monitoring of contractor operational plans and implementation
Solid Waste Department	Coordination of all franchise hauler operations.
Solid Waste Department	Oversight of TDSRS locations.

Table 3 (above) - Operations Section Role/Responsibility

b. Debris Planning Section Organization

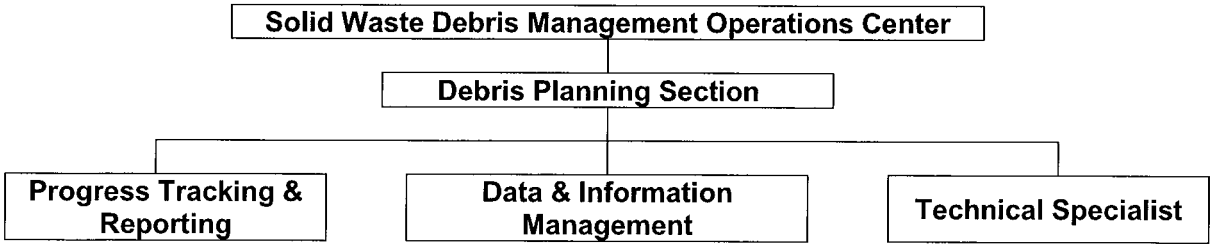


Figure 3 (above) - Debris Planning Section Organization Chart

Planning Section	Role/Responsibility
Responsible for the collection, evaluation, dissemination, and use of information about the status of resources and the debris removal effort. Also provides consultation services for all Incident Command Staff	
Progress Tracking & Reporting	Tracks progress of the overall debris removal efforts And prepares reports for Command Staff and the Public Information Office.
Data & Information Management	Reviews and validates data and information generated by consultants and Debris Removal Contractor(s), ensures content and completeness for FEMA and Federal Highway Administration claims, and prepares data for eventual Audit by internal or external authorities.
Technical Specialists	Resources assigned to consult on specific problems or perform specific technical tasks e.g. environmental testing, hazardous material handling, etc.

Table 4 (above) - Planning Section Role/Responsibility

c. **Debris Logistics Section Organization**

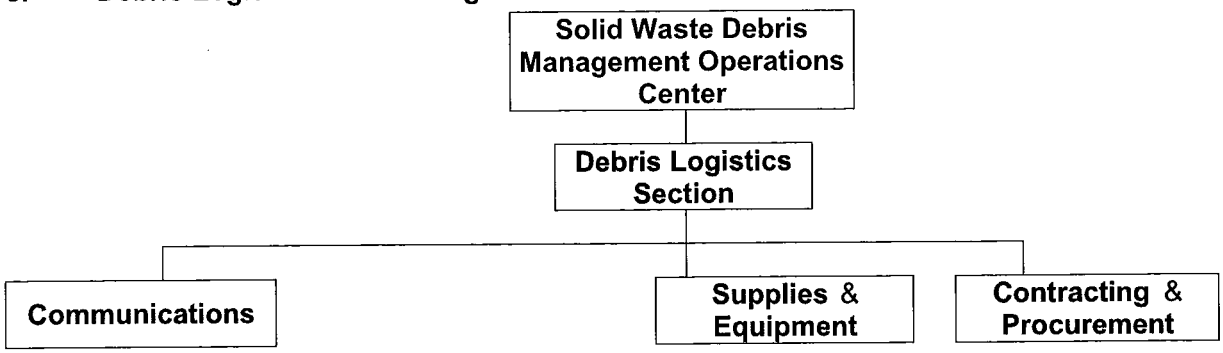


Figure 4 - Debris Logistics Section Organization Chart

Logistics Section	
Communications	Plan and implement communications strategy, provide test and distribute communications equipment to County field resources
Supplies & Equipment	Provide vehicles, equipment and any other ancillary supplies to County field resources
Contracting & Procurement	RFP, RFQ, scope of work and specifications for debris contracts, contract modifications, equipment, purchasing or leasing contracts.

Table 5 - Logistics Section Role/Responsibility

d. **Debris Finance & Administration Section**

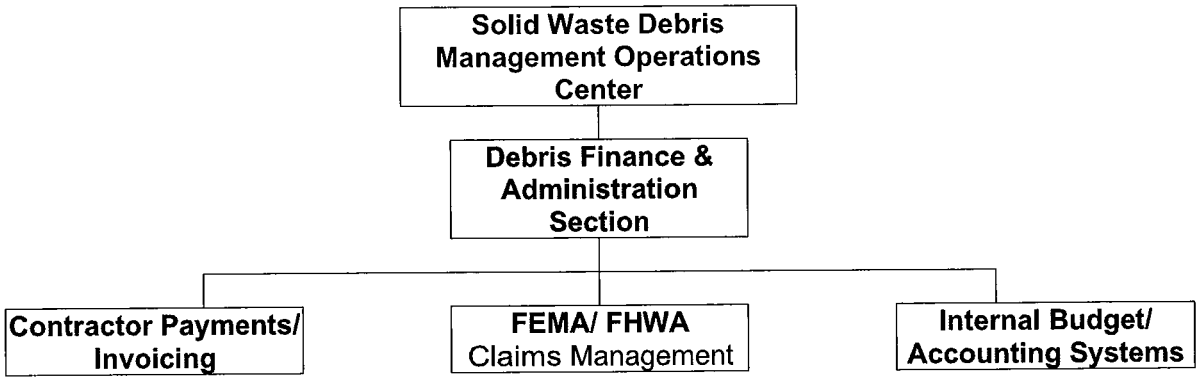


Figure 5 - Finance & Administration Section Organization Chart

Finance & Administrative Section	Role/Responsibility
Responsible for all financial considerations of the debris removal effort	
Contractor Payments & Invoicing	Review and validate invoices generated by consultant and Debris Removal Contractor(s), ensure prompt payment of invoices
FEMA / FHWA Claims Management	Format and submit data for the generation of project worksheets and invoices to Federal authorities including supporting documentation (contracts, invoices, load tickets, etc.) Initiate requests for Funding, coordinate appeals.
Internal Budget / Accounting Systems	Set up accounts, budget systems to pay for and track all debris removal expenses

Table 6 - Finance & Administration Section Role/Responsibility

9. *STAFFING ASSIGNMENTS AND DUTIES*

A. County Debris Manager

The County Debris Manager (DM) is responsible for daily operational control of the disaster debris management staff. The DM will receive current information on the severity of the disaster from the EOC and ESF3 damage assessment reports. All requests for debris removal or disposal from the EOC staff will go through the DM. All requests for debris clearing of public facilities and roadways from citizens or other entities will be directed to the DM.

The DM will coordinate with the Debris Management Team's operational staff regarding debris operations force account activities.

The DM will coordinate with the Debris Monitoring Consultant's Operations Manager (OM) regarding debris operations contracted activities.

The DM or his designee will hold daily (or as needed) status meetings with appropriate ESF3 team members and the OM to discuss ROW, ROE and TDSRS operations.

Attendees may include Debris Removal Contractor(s), FEMA, other agencies and department personnel as deemed appropriate by the DM.

B. Debris Monitoring Consultant

The Debris Monitoring Consultant's Operations Manager (OM) will provide advice to the OM, and the Incident Command Staff with respect to all aspects of debris management following an event.

The OM will keep the DM notified of the Debris Removal Contractor cleanup progress and problems encountered or expected.

The OM will provide a daily report to the DM. OM will also provide monthly summary reports and a final After-Action Report to the DM.

The OM will supervise the activities of the Debris Monitoring Consultant when activated. See Attachment 1 "Disaster Debris Program Management - Standard Operating Procedures" for Consultants.

The DM will determine the extent of damage and resulting debris and issue appropriate directives to the appropriate ESF 3 team members, who will, in turn, execute their Team's debris missions as defined in this plan and Jefferson County Standard Operating Procedures.

C. Health & Safety (H&S)

The Road Department will have a designated Safety Officer to be provided by ESF 3 Incident Command Staff.
The Debris Monitoring Consultant and the Debris Removal Contractor(s) will each provide a designated Health & Safety (H&S) project professional.
A Training and Safety Program Outline is provided in Attachment 2

D. Public Information Officer

The ESF3 HQ Public Information Officer (PIO) will serve as the DM's liaison to the EOC's PIO. The PIO will develop a proactive information management plan. Emphasis will be placed on public participation in a safe and efficient cleanup process. Paper flyers, newspapers, radio and TV public service announcements may be used to obtain the public's cooperation in disaster debris disposal operations (e.g., separating burnable and non-burnable storm debris; segregating household hazardous waste; placing disaster debris at the curbside; keeping debris piles away from fire hydrants and valves; and segregating recyclable materials). Pickup schedules will be disseminated in the local news media and through the County's Emergency Information Number. All available means of public notification should be considered.

E. Solid Waste Service Units

Solid Waste Service Unit Managers are primarily responsible for all debris removal activities within their designated geographical boundaries. Each Service Unit will utilize the incident command system to manage debris removal operations with the Service Unit Manager or designee serving as the Incident Commander of the respective geographic areas.
Each unit will designate a safety officer to support the Debris Management Team Safety Officer at ESF3 HQ in monitoring and ensuring safe operations undertaken by force account or contracted labor.
Each unit will provide staff to. Assist ESF3 Damage Assessment Teams in locating, assessing and quantifying debris to facilitate prioritization of debris clearance and removal routing.
Each unit will provide their own quality assurance monitors to assist contracted quality assurance staff in load and truck validation activities. The units will also provide staff to assist county personnel with TDSRS management and restoration efforts.
Solid Waste administrative staff will maintain accurate records (timesheets, work orders, invoices, equipment records, etc.) of all force account and contracted resources (other than Debris Removal Contractor(s)). Staff from other county departments may be assigned to support this operation.
Solid Waste administrative staff will work with Road Department staff to set up the data and work management infrastructure to accurately record and characterize all debris removal activities, contracted and force account, utilizing the Road Department work orders. The effectiveness and accuracy with which the work management system is used is crucial to subsequent efforts by (lead agency) to be reimbursed for all eligible debris removal costs.

Each Solid Waste service unit is responsible for collecting and ensuring the accuracy of timesheets, work orders, service requests, invoices, equipment logs, and related paperwork to substantiate all force account work and expenditures. The DM and Solid Waste managers should work closely with the OM to ensure expenses related to debris are accounted for.

F. Debris Drop off Sites

The County has designated one (1) area as residential vegetative storm debris drop-off sites: Tyson Rd. Tree Debris Collection Site.

In order to ensure that only vegetative storm debris is disposed of at the site, one or two QA monitors, depending on drop-off volume, will be stationed at the site to document incoming vehicle license plate numbers and, time permitting, the name of the person disposing of debris. The Debris Removal Contractor(s) are responsible for hauling the debris from the site to a TDSRS or other Designated Disposal Site.

It is anticipated that some of the heavily used sites may suffer from overuse and require some repairs or re-seeding of grassy areas. It should be noted that in past events, after the sites closed permanently as public drop-off points, several of the sites were prone to illegal dumping.

For low usage sites, and/or the more remote sites, a weekend only schedule may be considered.

G. TDSRS Operations and Environmental Compliance

The Debris Monitoring Consultant will provide environmental consulting support related to the monitoring of the TDSRSs. This work includes baseline visual site evaluation, baseline soil sampling and analysis, ongoing monitoring of TDSRS activities, site closure soil sampling and analysis, and preparation of a site closure report for each TDSRS.

H. Recycling and Solid Waste Operations

Depending upon the severity of the event, different areas of the County may be affected less severely. The following provides the assumptions and potential scenarios that are anticipated for recycling and solid waste operations following a tropical storm or hurricane.

I. GPS / GIS /Mapping

Debris clearance and removal progress will be tracked and plotted utilizing GIS mapping software. Consultant GIS Personnel will assist Road Department personnel to monitor contractor movement throughout the County to facilitate reporting to ESF3 staff, EOC staff, outside agencies and the media so that all interested parties can form realistic expectations of when and where debris will be removed.

Technology employed by the Debris Removal Contractor(s) should be compatible with technology Employed by the County to facilitate the transference and accuracy of information.

The Debris Monitoring and Debris Removal Contractor(s) will support the Road Department to facilitate routing, status mapping, debris pickup locations, etc.

J. State of Florida Division of Emergency Management (FDEM)

Pursuant to standard procedures, State disaster management staff will work directly with FEMA and the ESF3 Incident Command Staff to coordinate policy and guidance necessary to accomplish the recovery efforts according to Federal regulations. The County will maintain contact with the State disaster field office before, during and after a declared disaster.

K. Federal Assistance

Pursuant to standard procedures, Federal disaster management staff will work directly with the State and ESF 3 Incident Command Staff to coordinate policy and guidance necessary to accomplish the recovery efforts according to Federal regulations. The County will maintain contact with FEMA's disaster field office before, during and after a declared disaster.

Incident Command Staff will actively participate in FEMA guidance and documentation revisions impacting all emergency and debris removal efforts. The County will work in conjunction with the Florida Association of Counties, the League of Cities, and State School Board agencies to ensure a public process is conducted.

The OM will identify the State Debris Specialist that is assigned to the County to assist in the coordination and guidance of the debris recovery efforts. The OM will also enlist the assistance of the Board of County Commissioners or Governor's office as the situation warrants.

L. Local Fire Department

- Approve TDSR burn sites in accordance with appropriate local, State, and Federal requirements to ensure safe burning.
- Issue bans on open burning based upon assessment of local conditions and ensure dissemination of information to the public.
- Inspect TDSR burn sites to ensure that the operation is in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department and/or Fire Marshal.
- Jefferson County Fire/Rescue: 850-342-0182

M. Local Law Enforcement Agency

- Assist in monitoring TDSR sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all loading sites and at entrances to and from TDSR sites.
- Sheriff Alfred McNeill: - 850-508-3043

N. Utilities

Electric:
Duke Energy: Danny Collins: 850-544-1997
Tri-County Electric Cooperative
Kaitlyn Culpepper: 850-993-8036
Coordinate with the County Debris Manager with regards to debris removal along electrical easements and rights-of-way to ensure that all downed or damaged lines are de-energized.

Water and Wastewater:
City of Monticello
Seth Lawless: 850-342-8005
Jefferson Community Water System
Lisa Hayes: 850-997-0314
Coordinate with the County Debris Manager debris removal and disposal requirements from County owned facilities with regards to water easements and rights-of-way, and damage to cut-off valves, lift stations, etc.

Telephone:

Century Link
Repair: 800-788-3600
Emergency: 800-366-8201
Coordinate with the County Debris Manager with regards to debris removal along telephone easements and rights-of-way to ensure that all downed or damaged lines are de-energized.

Natural Gas:
Utility Name: Florida Gas Transmission
24 Hour Emergency: 800-238-5066
Call 811 Before You Dig!
Media Contact 214-840-840-5820
Coordinate with the County Debris Manager with regards to debris removal along gas easements and rights-of-way and damage to cut-off valves, etc.

10. Administration

All County departments will maintain records of personnel, equipment, load tickets, and material resources used to comply with this Plan. Such documentation will then be used to support reimbursement from any State or Federal assistance that may be requested or required.
All County departments supporting debris operations will ensure 12-hour staffing capability during implementation of this Plan, if the emergency or disaster requires, or as directed by the County Debris Manager.
All County departments should ensure that additional supplies of tires and tire repair kits are readily available due to the likely hood of debris caused flat tires.
The County Emergency Management Director and County Debris Manager are responsible for the annual review of this Plan in conjunction with the annual update to the CEMP. It will be the responsibility of each tasked department and agency to update its respective portion of the Plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.
The review will consider such items as:

- Changes in mission.
- Changes in concept of operations.
- Changes in organization.
- Changes in responsibility.
- Changes in desired contracts.
- Changes in pre-positioned contracts; and
- Changes in priorities.

This Plan also may be updated as necessary to ensure a coordinated response with other municipalities and adjacent Counties. This coordination is especially important with respect to allocation of resources such as TDSR sites and disposal facilities. Based on the severity of the event and available resources, the county may perform debris operations in municipalities. Immediate debris clearance from roadways will be based on life/safety considerations. More comprehensive debris operations in municipal jurisdictions will be event specific with the parameters and financial considerations outlined by event and reduced to writing.

11. Financial Considerations

The Debris Monitoring Consultant and Jefferson County will maintain functionality of the department's work management system. The work management system will be utilized to record, organize, summarize and present all contracted and force account expenses to FEMA, the Federal Highway Administration (FHWA), Mutual Aid partners, and other agencies, in a clear and concise manner to facilitate the creation of Project Worksheets, or other required forms for reimbursement. In all cases, the associated backup documentation will be kept and made available for expense validation and eventual audit by the applicable agencies. The Clerk of Court will keep copies of the backup documentation gathered from the Solid Waste Service Units, ESF3 Headquarters or other departments and agencies involved in debris removal.
The Clerk of Court will be the lead organization for any validation or audits by outside agencies assisted by the Road Department and others as required.

B. Contracting and Procurement

All contracting and procurement actions pertaining to debris operations will be coordinated with the Office of the County Manager.

C. Legal

All legal issues pertaining to debris operations will be coordinated with the County Attorney. The County Attorney will provide comprehensive representation and legal advice to County officials and the various County departments.

D. Operations

The County Debris Manager will be responsible for coordinating disaster debris operations with respect to the emergency clearance and permanent removal and disposal of debris deposited along or immediately adjacent to County maintained street rights-of-way throughout the County in consultation with other County departments and State and Federal agencies. This approach will ensure a seamless and efficient cleanup operation.
The County Debris Management Operations Center (DMOC) will operate as a unified organization under direct control of the County Debris Manager. All debris clearing, removal, and disposal operations within the County will be directed and coordinated by a joint DMOC staff located at 1484 South Jefferson Street, Monticello.

E. Emergency Communications Plan

The Basic Plan of the Jefferson County Comprehensive Emergency Management Plan (CEMP) Emergency Communications Section includes the plan and procedures that will be utilized during debris management operations.

F. Health and Safety Plan and Procedures

The Basic Plan of Jefferson County Comprehensive Emergency Management Plan (CEMP) Health and Safety Section includes the plan and procedures that will be adhered to during debris management operations.

G. Training Schedule

The County will conduct debris management training workshops yearly. Training workshop agendas are shown below.
The Public Assistance Program Workshop will provide hands-on training with the decision-making and administration of the recovery operations, including: FEMA eligibility assessments for response/recovery activities, including contractor operations, grant management, and

coordination with FEMA and State recovery managers with respect to natural disasters and lessons learned from recent terrorist activities.

The Debris Monitoring Workshop will assist the participants in developing a Debris Monitoring Plan and provide guidance for engaging and overseeing the debris monitors responsible for monitoring both natural disaster and man-made debris cleanup operations.

Public Assistance Program Workshop Agenda

8:30-9:00	Registration
9:00 - 9:15	Welcome and Introductions
9:15 - 10:30	Declarations, Stafford Act and Public Assistance Overview
10:45 - 12:00	PA Program Eligibility (Applicant. Facility, Emergency & Permanent Work Cost)
12:00- 1:00	Lunch
1:00-2:15	Lessons Learned from World Trade Center and Pentagon Terrorist Attack
2:30 -4:15	Project Formulation
4:15-4:30	Review and Closing Remarks

Debris Management Workshop Agenda

8:30 - 9:00	Registration
9:00 - 10:00	Debris Management Overview on Natural and Man-Made Debris Generating Events
10: 15 - 10:45	Why the Emphasis on Debris?
10:45 - 12:00	Debris Estimating Techniques
12:00 - I :00	Lunch
I :00 - I :45	Debris Estimating Techniques and Practical Exercise
2:00 - 3:00	Contract Monitoring
3:15 - 4:00	Practical Exercise
4:00 - 4:30	Review and Closing Remarks

Table 7- Training Agendas

SECTION IV: SITUATION AND ASSUMPTIONS

1. Design Disaster Event Assumptions

A. Assumptions Regarding Responsibility & Performance of Franchise Haulers

Jefferson County Board of County Commissioners declares emergency.

Based on the severity of the emergency, the Road Department Superintendent will define expectations regarding service level.

Road Department Superintendent's expectations may vary from no change in service delivery to total suspension of service delivery or a variation thereof.

Because the emergency's impact may be felt inconsistently throughout the County, the Road Department Superintendent's response will be as needed and may not involve all Franchise Haulers equally.

Requests for reimbursement for additional expenses must comply with County instructions as defined at the time.

Franchise Hauler rates for additional hours, staffing and equipment will be agreed upon prior to deployment.

Franchise Haulers will not be required to collect hazardous material.

B. Scenario I, Unlikely a Federal/State Emergency will be Declared

- Relatively minor emergency which does not necessitate the activation of the County's Debris Removal Contractor(s).
- The Road Department Superintendent has the authority to deploy resources as needed and may do so in any portion of the County as required.
- Franchise Haulers will maintain routes as defined by the Road Department Superintendent in consultation with the Director of Solid Waste and will provide additional resources (staffing and equipment) in order to increase collection capability as needed.

C. Scenario II, Likely a Federal/State Emergency will be Declared

Emergency which necessitates the activation of the County's debris management contractor.

- Franchise Haulers will maintain routes as defined by the Road Department Superintendent in consultation with the Director of Solid Waste and will provide additional resources (staffing and equipment) in order to increase collection capability as needed.
- Franchise Haulers will be responsible for the collection of all containerized vegetative debris. The County's Debris Removal Contractor(s), and their designees, will be responsible for all loose vegetative debris.

  As a participant in the County's debris management efforts. The Franchise Haulers may be required to collect more than the normal limit of two cubic yards as defined by the Solid Waste Director.
- Franchise Haulers will alter or adjust their collection schedules, as required by the County, in order to better coordinate with the collection activities of the County's Debris Removal Contractor(s).

D. Scenario III, Likely a Federal/State Emergency will be Declared

- Emergency which necessitates the activation of the County's Debris Removal Contractor(s) and the (temporary) suspension of all Franchise Hauler residential collection activities.
- Upon direction of the Road DepartmentSuperintendent, Franchise Haulers will assign and devote all available resources to the County in support of its debris management efforts and will be compensated appropriately.

2. Franchise Haulers

In accordance with the County's yard waste program, the solid waste Franchise Haulers are responsible for the collection of vegetative storm debris less than 2 cubic yards in volume per pick-up, per resident, in their franchise areas. Vegetative storm debris collected by the franchise haulers shall be transported to one of the County's permanent yard waste facilities or transfer station. Bagged vegetative storm debris and yard waste is considered mixed waste. Bagged waste will be collected by the Franchise Hauler. The Franchise Hauler may be able to provide additional resources pursuant to existing franchise agreement provisions.

3. Forecasted Debris

Emergency situations requiring debris removal may occur at any time. Natural disasters such as tornadoes, flooding, aircraft crashes, thunderstorms, explosions, structure fires, and severe

icing conditions precipitate a variety of debris that may include, such materials as, trees and other vegetative organic matter, construction materials, appliances, personal property, mud, and sediment.

Man-made disasters such as terrorist attacks may result in a large number of casualties and heavy damage to buildings and basic infrastructure. Crime scene constraints may hinder normal debris operations and contaminated debris may require special handling. These factors will necessitate close coordination with local, State and Federal law enforcement, health, and environmental officials.

This Plan takes an all-hazards approach to identifying and responding to the following hazards that may pose a threat to the County:

- Natural Hazards - severe weather, ice storms, tornadoes, and flooding.
- Human-caused Events and Hazards - urban fires, special events, civil disorder, or transportation accidents; and
- Terrorist Incidents - bomb threats or attacks, sabotage, hijacking, armed insurrection, or Weapons of Mass Destruction (WMD) incidents.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized; the associated costs; and the speed with which the problem can be addressed. Further, the quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The fact that this Plan is based on a particular size and type of event in no way diminishes the value of the Plan for use in response to other types and categories of events This Plan establishes a general framework that can, with minor modifications, be used in any debris-generating event.

This Plan addresses the clearing, removal, and disposal of debris generated by the above hazards based on the following assumptions:

- A major natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- The amount of debris resulting from a major natural disaster will exceed the County's in-house removal and disposal capabilities.
- The County will contract for additional resources to assist in the debris removal, reduction, and disposal processes.
- The County will request the State to issue an Emergency Executive Order upon reasonable apprehension of the existence of a public emergency as a prerequisite to Requesting emergency or major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended) to request a Presidential Disaster Declaration; and
- Federal assistance will be requested through the State to supplement County Debris Capabilities in coordination with the County EOC staff.

4. *Forecasted Types and Locations*

As depicted in Figure 6 (below), the unincorporated areas of the County have been divided into five Primary Disaster Debris Zones (Primary Zones), which are North (Pickney Hill area), West Central (Lloyd area), East Central (Aucilla area), Southwest (Wacissa area and Southeast (Lamont area) The Primary Zones will be divided further following_ the disaster based upon Damage debris assessments, path of storm, etc., and will utilize Section, Township and Range as well as GIS mapping to manage the disaster debris operations progress.

5. *Concept of Operations*

Debris management and removal operations consist of a variety of tasks related to assessment, right-of-entry, debris collection, transport, and processing, and disposal of debris resulting from a hurricane or other type of disaster. Although there are similarities between events, each event provides its own set of extraordinary challenges. The debris removal and management operations for the areas under the Road Department are typically provided utilizing a variety of means, including Debris Removal Contractor(s), quality assurance support contractors, County personnel and other personnel on assignment from other departments. The operations are performed under the direction of the Road Department in accordance with Federal, State and local laws and guidelines.

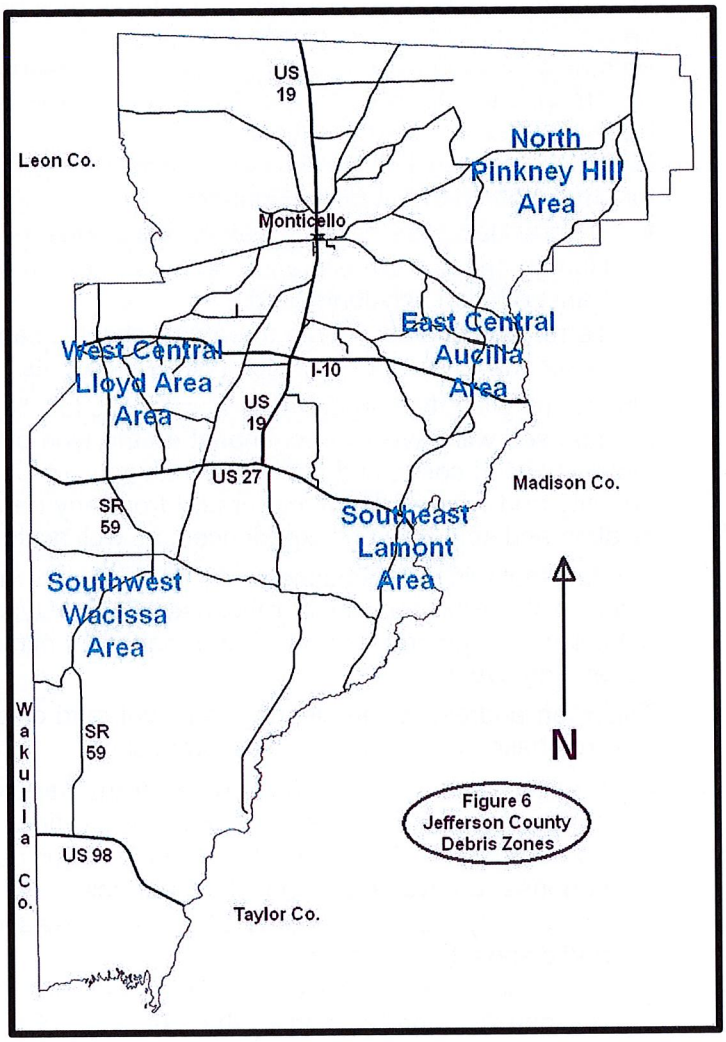


Figure 6 – Jefferson County Debris Zones

Debris can be classified into many subcategories. Some common categories include:

- Construction and Demolition Debris
- Clean Vegetative Storm Debris
- Mixed Debris
- Automobiles
- Boats
- Appliances
- Stumps
- Leaning Trees and Hanging Limbs
- Residential Hazardous Waste
- Commercial/Industrial Hazardous Waste

6. *Disaster Debris Management Phases*

1. General

A typical debris removal operation begins with the clearance of debris from critical transportation routes to facilitate the travel of emergency support vehicles to and from critical facilities.

The debris removal operation continues with a series of "passes" in which the debris is collected from the rights-of-way and hauled to a debris reduction and/or disposal site under the oversight of Quality Assurance (QA) monitors. Prior to a truck or trailer hauling storm debris, a truck certification form is completed, and a placard issued that depicts the vehicle capacity and other important information. For every load of debris collected and dumped at the debris reduction and disposal sites, a debris load ticket (multi-part copies) is issued by a QA monitor that captures the vehicle placard identification number and other salient information (e.g., date, location, type material, contractor/subcontractor, quantity, etc.) After the first pass has been completed, the second pass is initiated, followed by subsequent passes as may be required. Additional subtasks include the removal of leaning trees and hanging limbs, and the removal of tree stumps.

The right-of-entry (ROE) debris operation is more complicated, but basically consists of obtaining the right to enter private property for the purposes of debris removal and may involve, but not be limited to, obtaining and determining utility locations, demolition of condemned structures, removal of debris, removal of leaning trees and hanging limbs, and removal of tree stumps.

A key component of debris management operations is record keeping/data management. Listed below are several elements of record keeping and data management along with the purpose of each:

- Time sheets, work orders, or service requests - to document labor, equipment, and materials expended by internal forces assigned to the debris removal effort.
- Truck Certifications and Placards - to document capacity of hauling vehicle, contractor, and subcontractor information.
- Debris Load Tickets - to document date, time, location, type and quantity of debris, contractor, and subcontractor information.
- Right-of-Entry Forms - to document each property and the actions taken.
- Other types of debris tickets and forms (e.g., leaners and hangers, stumps, boats, etc.). - to document number, location, and type of debris item.
- Database - to document all relevant information obtained from tickets and forms.

2. Phases I through IV

Disaster Preparedness, Response and Recovery Operations can be separated into five (5) phases. These phases include:

- Phase I - Meetings, Exercises, and Continuing Education
- Phase II - Pre-event Planning and Training
- Phase III - Disaster Debris Emergency Clearance Operations
- Phase IV - Disaster Debris Recovery Operations
- Phase V - Financial Reimbursement

Attachment I "Anticipated Sequence of Events" provides a flow diagram depicting each of these phases.

3. Phase I - Meetings and Continuing Education

- Road and Solid Waste Department representatives and others should attend

emergency management and disaster debris management conferences and continuing education venues (e.g., NHC, GHC, NEMA, APWA, etc.)

- Schedule and attend meetings with FEMA and State representatives in order to maintain open lines of communication.
- Schedule and attend meetings with local agencies (e.g., sheriff, fire chief(s), utilities, etc.)
- Designate staff to attend FEMA and State workshops and/or participate in other salient educational classes.
- Assign all ESF3 functions to Road Department staff and others

4. Phase II - Pre-event Planning and Exercise Training

- Review and update Disaster Debris Management Plan.
- Develop disaster debris quantity and damage scenarios based upon storm path and category utilizing modeling software
- Prepare, review, and update GIS layers for critical facilities, key routes, Federal Roads, State Roads, and private highways
- Coordinate and communicate expectations.
- Conduct annual review meeting with Debris Removal Contractor(s).
- Attend and participate in exercise training at EOC and ESF3 HQ.
- Conduct annual internal debris management exercise and training.

5. Phase III - Disaster Debris Emergency Clearance Operations

The Road Department is the lead agency responsible for coordinating disaster debris assessment for all County public structures, equipment and debris clearance immediately following a large-scale disaster in order to prioritize the impacted areas and resource needs. Disaster debris emergency clearance from County roadways and County public property will be accomplished using Road Department crews (i.e. Force Account) and equipment, mutual aid providers, and private contractor resources.

The County will activate its pre-positioned Debris Removal Contractor(s) for emergency road clearance of disaster debris and may utilize time and materials, and/or unit price (per cubic yard) pursuant to the agreement(s) between the County and Debris Removal Contractor(s). The County will also utilize available County forces to accomplish this task

The Road Department's primary mission is to clear debris from at least one lane on all critical transportation routes to expedite the movement of emergency service vehicles such as fire, police and medical responders, consistent with the prioritized roads list.

The County has been divided into five Debris Zones to control and facilitate disaster debris clearing operations. A map the County and description of the Debris Zones is provided in Figure 6 (see page 25).

Debris Assessment Teams will conduct initial zone by zone drive-by surveys to identify types of debris, estimate quantities of debris on the roadways, and estimate the quantity of storm debris that may be brought to the ROW by residents. Computer modeling and aerial reconnaissance may also be used to estimate storm debris types and quantities anticipated within the affected areas.

Priority for debris clearance will be based upon the following criteria:

1. Extrication of trapped people
2. Major flood drainage arteries
3. Egress for fire and police
4. Communications
5. Ingress to hospitals, special care units, and detention facilities

6. Major traffic routes and other critical arterials
7. Egress for fleet. Traffic, road and bridge, and designated remote locations
8. Supply Distribution Points and mutual aid assembly areas
9. Government facilities
10. Public safety communications towers and facilities
11. Jefferson/Somerset shelter
12. Secondary roads to neighbor collection points
13. Access for utility restoration
14. Neighborhood streets
15. Private property adversely affecting public welfare.

During the debris clearance and removal process, the Road Department will be responsible to ensure that power lines do not pose a hazard to emergency work crews and to coordinate the response effort with Duke Energy, Tri-City and Talquin Electric Cooperatives and other utility companies as appropriate. The Debris Manager and Road Department EOC Coordinator will work with Progress Energy, Tri-City, Talquin Electric and other agencies to assist with safe and expedient clearance of affected road arteries.

6. Phase IV - Disaster Debris Recovery Operations

Based on debris estimates provided by damage assessment teams, the DM & OM will prioritize debris recovery operations utilizing the following methodology:

Establish debris zones (# Service Unit areas)
Prioritize utilizing Section, Township, and Ranges

The Service Unit managers, with assistance from QA Monitor Supervisors, will further breakdown debris recovery operations utilize the following methodology:

- Prioritize streets/neighborhoods within identified Section, Township, and Ranges Develop routes for debris recovery and removal teams
- Service Unit manager to approve clearance prior to debris recovery teams moving on to next assigned area

The general concept of disaster debris removal operations includes multiple scheduled passes (e.g., three passes set 3-5 weeks apart) of each affected site, location, or right-of- way conducted by a Debris Removal Contractor(s) pursuant to their contract with the County. This manner of scheduling debris removal allows residents to return to their properties and bring storm debris to the ROW as recovery progresses.

The Disaster Debris Program Management SOP for Phase IV disaster debris recovery operationswill be provided by Debris Removal Contractor(s). Debris Removal Contractor(s) operations will require QA monitor field personnel for load site and TDSRS to oversee Debris Removal Contractor(s) operations.

Under the overall supervision of the OM, the OM will coordinate with QA Supervisors, Debris Removal Contractor(s) Supervisor(s), and others for debris removal and disposal operations for all unincorporated portions of the County from ESF3 HQ or other field offices as required.

Debris Removal Contractor(s) will collect and haul debris from their assigned Debris Zones to designated temporary or final disposal sites, as appropriate for the type of debris collected. Locations of Debris Zones are provided in Figure 6 (see page 25).

Other county departments will provide support to the Road Department with specialized equipment and operators as required. Certain designated locations will serve as temporary residential drop-off sites for clean vegetative storm debris only. Mixed debris will be hauled to designated C&D sites, designated private landfill sites,

or TDSRS. Clean woody debris will be hauled to the nearest designated vegetative TDSRS for processing.
Debris Removal Contractor(s) will be required to obtain a certified scale ticket and/or debris load ticket for each load of debris for payment. The scale tickets/debris load tickets will be the final documentation for invoice payments
Solid Waste franchise municipal solid waste contractors will pick up municipal garbage according to current procedures, routes, and collection schedules.
Solid Waste will identify residential household hazardous waste (HHW) drop-off sites within Jefferson County. Residents will be required to separate and transport HHW to the pre- identified drop-off sites. Operating days and hours will depend on the severity and/or location of the affected areas.
The Debris Removal Contractor(s) will be encouraged to separate HHW at the curb and haul it to the County's contracted Hazardous Waste Contractor for packaging, storage, transport, and disposal at the County's contracted rates.
The Debris Removal Contractor(s) and the Solid Waste Department will coordinate the collection of eligible commercial or industrial hazardous waste from the disaster.
Solid Waste Department: 850-342-0184
Progress Energy, Tri-City and Talquin Electric and other utility crews will handle all utility related debris such as power transformers, utility poles, and cable. And other utility company material.

7. Phase V - Financial and Reimbursement Considerations

The OM and OM will assure that current Federal and State regulations are accessible, including but not limited to, CFR 44, FEMA 321, 322, 323, 325, and 329 publications, current and applicable FEMA Disaster Specific Guidance (DSG) memorandums, etc.
Responsibilities for financial and reimbursement activities are summarized below:
Jefferson County EOC - Provides official notification of disaster declaration and EOC activation making related eligible costs reimbursable
Jefferson County Clerk - Establish budgetary codes and accounting infrastructure to pay for disaster related expenditures and accept reimbursements from external Agencies.
Jefferson County Road Department and Solid Waste - Provide accurate accounting of expenses for force account debris removal operations and ensure the OM is providing an accurate accounting of expenses for all contracted debris removal operations.
Debris Monitoring Consultant - Track and provide data generated by the debris Removal operation. Provide Debris Removal Contractor(s) invoice reconciliation and applications for payment. Develop appeals to Project Worksheets as appropriate.
Debris Removal Contractor – Provide accurate accounting of expenses for debris removal operations and ensure OM is providing an accurate accounting of expenses for all of Contractor's operations.
State - Facilitate document and reimbursement flow between County and Federal agencies.
FEMA- Project Worksheet development (large projects), eligibility determinations, reimbursement.
FHWA - Reimbursement for first pass on Federal Aid Roads

8. Reimbursement Procedures for Filing/ Managing Project Worksheets (PWs) and Appeals

FEMA's methodology for reimbursing public assistance applicants (e.g. Jefferson County) involves writing a number of Project Worksheets to summarize all labor, equipment, materials and contracted costs associated with the preparation response and recovery for a given federally declared disaster. FEMA officials assigned to work with Jefferson County will initiate the Project Worksheets upon receipt of all applicable documentation that validates the eligible costs associated with the debris removal effort.

The Project Worksheets are sub-divided into categories and groupings determined by FEMA guidelines, policy and the discretion of the assigned agents. Applicants may be allowed to write their own Project Worksheets for expenses considered small projects {those under$1 million as of August 2022, this threshold is adjusted annually).

Documentation can include timesheets, work orders, service requests, truck certifications, invoices, contracts, pictures, maps, computer spreadsheets, load tickets, or any other documentation considered relevant to the validation of claimed expenses.

Once the required documentation is submitted to FEMA representatives, the Project Worksheets are written, and the applicants are given an opportunity to review and discuss any discrepancies or differences between the expected amounts and those declared eligible by FEMA. Project Worksheets that are agreed upon are processed through the FEMA Joint Field Offices and eventually reimbursed to the applicants. For those situations where the applicant disputes the FEMA determinations, the applicant is given the opportunity to appeal via FEMA Guidance Document 322 as described below.

From Guidance Document FEMA 322 - The FEMA appeals process is an opportunity for Applicants to request reconsideration of decisions regarding the provision of assistance. There are two levels of appeal. The first level appeal is to the Regional Director. The second level appeal is to the Assistant Director at FEMA Headquarters.

Typical appeal involves the following:

- ***An entity is not an eligible Applicant***
- ***A facility, an item of work or a project is not eligible for disaster assistance***
- ***Approved costs are less than the Applicant believes is necessary to complete the work A requested time extension was not granted***
- ***A portion of the cost claimed for the work is not eligible***
- ***The Applicant disagrees with the approved Scope of Work on the Project Worksheet***

The Applicant must file an appeal with the Grantee within 60 days of receipt of notice of the action or decision being appealed.

9. Debris Removal Contractor(s) Invoice/ Payment Process and Procedures

The Debris Removal Contractor(s) will submit its invoice(s) for services in either Time & Materials and/or unit price format pursuant to its contract with the County. Invoices will be submitted in regular intervals as determined by ESF3 Finance and Administration.

The OM will review and reconcile the Debris Removal Contractor(s) invoice(s) and issue an Application for Payment (AFP) to the County within seven (7) business days of the OM's receipt of the invoice. The AFP will consist of the OM's recommendation for payment, the Debris Removal Contractor(s) invoice (in a format per ESF3 Finance & Admin direction), and associated load tickets or other backup documentation.
The AFP is reviewed by the OM and the ESF3 Finance and Administration Chief. County fiscal staff, under the direction of the ESF3 Finance and Admin Chief, review and validate the invoice and issue a check request to the Clerk of Court for payment to the Debris Removal Contractor(s). This process shall be completed within 45 days per Florida Statutes governing prompt payment.

7. *Debris Removal Contractor Operations*

The DM or his authorized representative will be in contact with the firm(s) holding pre-event debris removal contracts and advise them of impending conditions. The pre-event contract is to provide for a qualified Debris Removal Contractor(s) to remove and lawfully dispose of all disaster generated debris, excepting municipal solid waste and industrial or commercial hazardous waste - depending upon FEMA eligibility of such wastes. Debris removal is limited to unincorporated County streets, roads, and other rights-of-way based on the extent of the disaster and includes all debris brought to the edge of the right-of-way by residents within designated Debris Zones.
The Debris Removal Contractor(s), upon Notice to Proceed, will mobilize such personnel and equipment necessary to conduct all debris ROW removal and disposal operations pursuant to their debris contract. All Debris Removal Contractor(s) operations will be subject to review by the DM and OM.
The Debris Removal Contractor(s) will make multiple scheduled passes of each site, location, or area affected by the disaster according to assigned Debris Zones. This manner of debris removal will allow residents to return to their properties and bring all debris to the edge of the ROW adjacent to their property. The number and schedule of passes shall be as directed by the OM. Sufficient time will be scheduled between subsequent passes to accommodate reasonable recovery by residents in the affected areas. Schedules will be provided to the PIO for publication and notification by the news media and other means.

NOTE: Debris will not be picked up from private property, private streets, or gated communities unless approved by the FEMA Public Assistance Officer. See page 40.

The Debris Removal Contractor(s) will operate the TDSRS(s) made available by the County and provided by others. The Debris Removal Contractor(s) will be responsible for all site setup (including monitoring towers, sanitation facilities, office trailer, etc.), site operations, and rodent control, and closeout and remediation costs. The Debris Removal Contractor(s) is also responsible for the lawful disposal of all debris reduction by-products their operations may generate at a TDSRS.
The OM will assist the DM by monitoring the Debris Removal Contractor(s)'s performance for debris recovery operations in each Debris Zone. The OM will provide Area Inspection Teams consisting of Debris Monitoring Consultant and County personnel. The Field Inspection Teams will monitor all Debris Removal Contractor(s) operations.
The Debris Removal Contractor(s) will keep the OM informed of cleanup progress and any problems encountered or expected.
All HHW should be segregated at curbside. However, small amounts of HHW may be mixed in with material stored at a TDSRS. Therefore, the Debris Removal Contractor(s) must be prepared to place any HHW in a separate enclosed and lined area for temporary storage. The

Debris Removal Contractor(s) will report any accumulation of HHW at the TDSRS to the OM staff. The OM staff will ensure the County's contracted Hazardous Waste Contractor is contacted for proper removal and disposal.
The Debris Removal Contractor(s) will restore the TDSRS to its original condition so that it does not impair future land uses. All sites are to be restored to the satisfaction of the OM.

8. *Monitoring Staff and Assignments*

A. Loading Site and Disposal Site Quality Assurance Monitors

Loading Site and Disposal Site Quality Assurance Monitors (QAs) will be provided by the Debris Monitoring Consultant. The Loading Site QAs will be assigned to each Debris Removal Contractor(s) loading site within designated areas of a Debris Zone. The Loading Site QA will initiate the paper load ticket (see Attachment 6), which verifies the debris collected is eligible under the terms of the debris contract. Disposal Site QAs will be stationed at all TDSRSs and landfill disposal sites for the purpose of verifying the quantity of material being hauled and disposed by the Debris Removal Contractor(s) through the use of debris load tickets.
The Debris Removal Contractor(s) shall construct and maintain at each TDSRS and other disposal sites an inspection tower. The inspection tower will be large enough for three (3) people and have portable sanitary facilities located nearby. The Debris Removal Contractor(s) will construct the inspection towers to have a complete view of the load bed of each type of equipment utilized to haul debris.
A Disposal Site QA will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site QA will estimate the cubic yards of debris in each vehicle entering the TDSRS or landfill disposal site and record the estimated quantity on pre-numbered debris load tickets. The Debris Removal Contractor(s) will invoice based on the number of cubic yards of material deposited at the TDSRS or landfill as recorded on the debris load tickets.
The Debris Removal Contractor(s) will be paid based on the number of cubic yards of eligible debris hauled per truckload as set forth in the Contract. Payment for hauling debris will only be approved based upon the debris load tickets corresponding to the Debris Removal Contractor(s)'s invoice.

B. Primary Zones Inspection Teams

The OM, with the assistance of the Solid Waste Service Unit Managers and the DM, will have designated primary Zone Inspection Teams that will be responsible for reviewing all Debris Removal Contractor(s) debris removal and disposal operations. The Zone Inspection Teams will routinely inspect their Debris Zones and, in support of the (lead debris agency), will periodically inspect TDSRS operations. Each Zone Inspection Team will submit a written report to the OM outlining their observations with respect to clean-up status and overall operations and make recommendations for consideration.
Debris collection passes shall be reviewed by the Zone Inspection Teams in order to assure area cleanup. Ideally, first pass will be completed for the majority of the areas in a Primary Debris Zone before second pass is initiated, third pass, etc.
The Solid Waste Service Unit Managers will have final sign-off rights for areas cleared in their Primary Debris Zones.

SECTION VI: DEBRIS MANAGEMENT SITES

1. Site Management

The County recognizes the economic benefits of debris volume reduction and will realize this benefit through the use of local temporary debris staging and reduction (TDSR) sites for processing clean woody debris. The County has identified pre-designated vegetative TDSR sites for the sole purpose of temporarily staging and reducing clean woody debris through either grinding or burning. All mixed debris will be hauled directly to a permitted landfill.

Debris Removal Contractor(s) or County staff will operate the TDSR sites made available by the County. The Debris Removal Contractor(s) will be responsible for all site setup, site operations, rodent control, closeout, and remediation costs at each site. The Debris Removal Contractor(s) will also be responsible for the lawful disposal of all by-products of debris reduction that may be generated.

The Debris Removal Contractor(s) will restore the TDSR site as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the DM with the intent of maintaining the utility of each site.

It is important to note that all material deposited at TDSR sites will eventually be taken to a properly permitted landfill for final disposal. Under certain circumstances, DM may direct Debris Removal Contractor(s) to bypass TDSR sites and approve the hauling of debris directly to a properly permitted landfill for disposal.

While residents will be encouraged to segregate household hazardous waste (HHW) at curbside, small amounts of HHW may be mixed in with material deposited at the TDSR sites. Therefore, the TDSR Debris Removal Contractor(s) must be prepared to place any HHW in a separate enclosed and lined area for temporary storage and must report any accumulation of HHW at the TDSR site to the Debris Coordinator located at the DMOC who will make arrangement to have the HHW removed and properly disposed of.

Site Manager:

In order to expedite the implementation of TDSR site operations, the Contractor must provide personnel on-site prior to a projected disaster event to carry out any activities necessary to assure that the TDSR sites will be ready when needed. Actual preparation of the TDSR sites must begin within 24 hours of receipt of the Notice-to Proceed and the sites must be fully operational not more than 5 days thereafter.

Monitoring Staff and Assignments:

Disposal Site Monitors will be provided by Road Department and will be located at both TDSR sites and landfill sites as identified by the DMOC during the recovery process. The Disposal Site Monitor's primary function is to ensure that debris load quantities are being properly estimated and recorded on pre-printed load tickets.

Safety Personnel:

The contractor will be responsible for developing a TDSR sites safety plan and staff to enforce all safety requirements

2. TDSRS Establishment and Operations Planning

A. Permits

The County, in conjunction with the Debris Removal Contractor(s) and Debris Monitoring Consultant, will select TDSR sites, which are generally free of significant environmental constraints. Additionally, and will coordinate the TDSR site selection with the Florida Department of Environmental Protection (DEP) on issues concerning air, water and solid and hazardous waste. The County, in conjunction with Debris Removal Contractor(s) and Debris Monitoring Consultant, will secure any necessary permits for the operation of the

TDSR sites. The County or Consultant will handle all contact with DEP or other State and Federal agencies. The Consultant and Contractor(s) will refer any contact by these agencies to the County Manager.

Nonetheless, the Consultant and Contractor(s) must be aware of, and abide by, the conditions of any permits under which he/she must operate. The Consultant and Contractor(s) is responsible for knowing the applicability and requirements of all applicable environmental laws and regulations that could pertain to the operation of TDSR sites.

The Consultant and Contractor(s) shall be responsible for paying any and all costs associated with violations of law or regulation relative to his/her activities. Such costs might include but are not limited to: site cleanup and/or remediation; fines, administrative or civil penalties; third-party claims imposed on the County by any regulatory agency or by any third party as a result of noncompliance with Federal, State, or Local environmental laws and regulations by Contractor, his/her subcontractors, or any other persons, corporations or legal entities retained by the Contractor under this contract.

B. Locations and Site Layouts

Potential debris zones are shown in Figure 6. Where warranted by the circumstances of the event and the volume of debris generated, a TDSR site will be established in each zone.

C. Site Preparation and Baseline Data:

Unless specifically directed otherwise by the county, site setup must commence as soon as possible after the disaster event has subsided, but no later than 24 hours from the time that the Notice-to-Proceed is issued by the County. All TDSR sites must be fully operational with 5 days of the Notice-to-Proceed

The Contractor must prepare each site for operation by installing the following features:

- Perimeter fencing
- Construction entrances including gates
- Built-up aggregate access roads
- Drainage and storm water retention features (where applicable) Erosion and sediment control fencing
- Construction of an inspection tower
- Operations trailer
- All other site improvements necessary for the safe, efficient, economical and environmentally acceptable operation of the sites.

The Contractor must construct berms or provide suitable secondary containment around all non-truck mounted fuel storage tanks, hazardous wastes and stockpiled ash to prevent runoff of these materials into adjacent ditches and surface waters.

The Contractor must collect and test soil and groundwater samples at each TDSR site in areas designated for storm water retention, ash storage, vehicle maintenance, fuel dispensing operations and any areas where hazardous substances and petroleum products are or might be generated, stored or used. Sample locations must be coordinated with the County prior to acquisition Samples must be tested for Total Petroleum Hydrocarbons (TPH) and Resource Conservation and Recovery Act (RCRA) metals. The Contractor must secure independent laboratory analytical tests for the referenced substances tested and provide the results to the County prior to the commencement of operations at the TDSR sites.

NOTE: Recommend that ASTM E-1527 - 05 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process be consulted to determine extend of testing

Within the limits of or adjacent to the TDSR sites there may existing underground electric, telephone and television cables and conduits, gas, water and sewer utility lines which cannot be located from existing data. It is responsibility of the Contractor to determine their exact location and to carry out his/her work carefully and skillfully so as to avoid damage to them. The County may elect to provide this information to Contractor in advance. In any case, Contractor shall ensure the locations of such utility installations are adequately marked.

All temporary utilities including sewage disposal and potable water must be provided by the Contractor.

The contractor must provide signs at each of the TDSR site in accordance with County specifications and contain the following information:

- Contractor's superintendent's name, address and local 24-hour telephone number
- Name, address and telephone number of the County representative to contact in case of an emergency

The Contractor must develop and provide to the County the following materials prior to start-up:

- Site layout plan
- Proposed operating procedures Site/operations safety plan

When all TDSR sites preparations are completed, the Contractor must notify the County Debris Manager who will inspect the site and approve the site for commencement of TDSR sites operations.

D. Debris Reduction Methods

It is anticipated that the County will mulch all vegetative storm debris. The Debris Removal Contractor(s) will process the vegetative debris using tub grinders at each TDSRS. Reduction operations will start as early as practical following the TDSRS receiving vegetative storm debris.

It is also assumed the County will use its existing contract with its yard waste processing/hauling contractor to process debris and transport mulch from (name of yard waste facilities) yard waste facilities to a final disposal facility.

The contractor will operate each TDSR site in an effective and efficient manner for such time as the County Debris Manager deems necessary. TDSR sites may operate on a 24-hour, 7-day basis unless otherwise directed by the County to prevent undue impact on nearby residents.

The contractor must operate such equipment as is necessary to efficiently reduce by mechanical means or incineration all materials deposited at the TDSR site. The Contractor must segregate all debris in accordance with the method of processing and potential for recycling and its ultimate disposal. The Contractor must separate and contain all hazardous wastes for pick up and disposal by the County's hazardous waste contractor. Comestible garbage shall be separated and contained for pick-up by the County's designated hauler.

The Contractor must staff the TDSR sites with sufficient personnel to ensure the waste stream segregation and processing operation does not reduce the capacity to remove debris from County streets in a timely manner. The operation of each TDSR site must conform to these specifications and any permits issued for the TDSR. The Contractor is responsible for all site and worker safety issues.

The Contractor must make every effort to control the nature of the material allowed into the TDSR site, with the objective being to have only clean woody debris brought to and deposited in the TDSR site. To the extent practicable the Contractor must prevent hazardous materials, C&D materials, and comestible garbage from being brought onto the TDSR site. Contractor must segregate hazardous materials and comestible garbage, when discovered, for pick-up and disposal by the County's designated haulers. All materials brought to the TDSR site by vehicles under Contractor's control but not accepted at the TDSR site must be disposed of by the Contractor at an approved landfill or by other legal means of disposal.

The Contractor is responsible for monitoring the temperature of stockpiled mulch at least twice daily to detect hot spots resulting from natural microbial decomposition. Upon finding a hot spot the Contractor must mechanically mix the affected mulch to cool it down and avoid creating a fire hazard. The Contractor must secure the services of an independent laboratory to sample and test any ash generated from burning prior to its lawful disposal. Copies of all documents pertaining to the disposition of the ash (e.g., analytical results, shipping manifests, certificates of destruction) must be submitted to the County.

The Contractor must, to the extent practicable, separate hazardous waste and asbestos from all woody and structural debris that is to be further processed, reduced, recycled or burned. Segregation of asbestos from curbside debris planned for direct disposal at a landfill will not be required.

The Contractor must operate the TDSR sites in such manner as to minimize the possibility of infestation by rodents, other vermin and insects and to minimize the potential for attracting birds and wildlife. The Contractor will be responsible for proper and safe application of rodenticide and insecticide as a precautionary tactic to minimize the potential for infestation. Additional applications of such materials shall be made as necessary to eradicate infestations. All sites and work areas will be subject to inspection and monitoring by County health and safety personnel.

The Contractor will be considered the owner of all debris brought to a TDSR site. The Contractor must remove or arrange for the removal and final disposal of all debris brought to the TDSR sites. Options include but are not limited to sending the material to an authorized and properly permitted disposal area, recycling facility or resale entity. The Contractor must maintain records for all materials, including processed debris, residue, and hazardous materials , being transported from the TDSR sites to disposal or recycling facilities The Contractor must secure an EPA Identification Number prior to the lawful disposal of any ash determined to be hazardous based on analytical results. Copies of this documentation must be provided to the County Debris Manager for his/her review.

The Contractor must assume possession of all processed debris and may dispose of such debris in a manner that creates income for the Contractor. Reduction and disposal of the debris is the sole responsibility of the Contractor.

E. TDSRS Closure

The contractor will be responsible for preparing and closing out a TDSR site in accordance with specifications in the Debris Removal and Disposal Contract.

The Contractor must restore all TDSR sites to their original condition to the extent feasible or to the satisfaction of the County Debris Manager. Unless otherwise directed by the County, all improvements (e.g., fencing, haul roads, trailers) must be removed. The Contractor must reestablish grades (i.e., roads, and ditches) throughout each TDSR site. The Contractor must request and participate in site inspections by the County for final approval of all site closure and restoration activities.

The Contractor must complete soil and groundwater closure sampling and testing in the areas described in the baseline sampling information. The same tests must be completed as were

performed prior to commencing with TDSR site operations (TPH and RCRA Metals). The analytical results must be provided to the County prior to closure of each TDSR site. Areas found to be contaminated above the baseline values must be remediated by the Contractor. The Contractor is regarded as the generator of such contaminants for the purposes of Federal environmental statutes.

3. County Landfill.

Jefferson County does not maintain a Class 1 landfill. The county transfer station is located at 8639 Landfill Road, Monticello.
The Debris Removal Contractor(s) shall be provided a list of potential C&D facilities and disposal sites to contract with directly.
OM will provide QA monitors at the final disposal locations in order to issue final disposal debris load tickets.

4. Hazardous Waste (HW) / Household Hazardous Waste (HHW) Collection and Disposal

A. Residential Household Hazardous Waste

The SWMD may open an HHW collection sites where residents may deliver their HHW and electronics. Operating days and hours will depend on the severity and/or location of the affected areas.
Materials accepted include paint, solvents, pool chemicals, hobby and craft supplies, lawn and garden chemicals, computers, stereos, televisions, etc. Collections are for residents only - NO chemicals or electronics will be accepted from commercial interests.
Hazardous Waste and electronics collected by the Debris Removal Contractor(s) will not be accepted at these sites. The Debris Removal Contractor(s) may utilize the County's contracted hazardous waste contractor for hazardous waste collection, packaging, storage, and disposal at the County's contracted rates.
Contact: Jefferson County Solid Waste Department
Telephone: 850-342-0184

B. Commercial/Industrial Hazardous Waste

The primary responsibility for coordinating hazardous materials during a County declared state of emergency rests with the Jefferson County Fire Department.
Contact: Fire Rescue - Jefferson County Fire Department
Telephone: 850-342-0178
For hazardous material releases, referrals should be made to the ESF #10 coordinator at the State EOC (850) 921-0223 or the State Warning Point at (800)320-0519.
Commercial/Industrial hazardous waste generators wishing to dispose of hazardous materials prior to or after a disaster event may utilize the County's contracted hazardous waste contractor for hazardous waste collection, packaging, storage, transport, and disposal at the County's contracted rates services. Hazardous materials may be delivered directly to the contractor's business location.
Contact: US Ecology
Telephone: 1-800-592-5489

5. Recycling

The county operates {thirteen) Community Collection Centers for the drop-off of recyclables. These are co-located with solid waste collection sites. The Community Collection Centers may

be used to dispose of collectible items by those residential customers and non-Collectible items by non-residential customers.

Jefferson County Recycling Center(s) AND HOUSEHOLD TRASH

Solid Waste Main Office 1591 South Waukeenah Street at US 19	
HOUSEHOLD TRASH	
Aucilla 1171 South Salt Road	Nash Road 1389 Nash Road (158 B)
Bassett Dairy Road 30 Bassett Dairy Road	New Monticello 405 New Monticello Road
Fulford Road 2576 Fulford Rd	Pinckney Hill 6640 Ashville Highway
Lamont 9939 South Salt Road	Wacissa 10705 Gamble Road
Lloyd 8540 Old Lloyd Road	

SECTION VII: CONTRACTED SERVICES

The County Manager's Office manages a centralized procurement system that:

- Purchases all goods and services
- Disposes of salvage and surplus materials
- Uses procurement skills and technology that results in high quality and cost-effective services for all County departments partnering to deliver first class services to the citizens

The County Manager's Office is located at 450 W. Walnut Street, Monticello, Florida 32344.

SECTION VIII: PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL

1. Private Property Debris Disposal and Demolition

Disaster generated debris on non-commercial private property must be moved to the curb or right-of-way of a County maintained street by the property owner before it can be disposed of at public expense. Private contractors hired by the County cannot enter and remove debris from private property without a signed right-of-entry/hold harmless agreement executed by the County. Debris on commercial private property will not be placed at the curb and must be removed at the owner's expense.

Debris removal on private property will be conducted in compliance with Section 15-1 of the Jefferson County Code of Ordinances.

NOTE: Before a Right of Entry/Hold Harmless agreement is implemented the legal responsibility must accrue to the local government by the local government invoking its policing powers as required to abate an immediate threat to life, public health or safety. When the local government has acted according to its own laws, ordinances or codes to remedy the immediate threat to life, public health or safety on private property, then the work may become eligible for reimbursement under the FEMA Public Assistance Program. See Attachment 7 for detailed guidance.

Debris removal and disposal from "Gated Communities" is the responsibility of the Homeowner's Association. The County may push debris from the roadway to open a single lane within the Gated Community to provide access for fire and medical response units.

However, Homeowner's Associations must make arrangements with private contractors to have debris removed and hauled to a legal disposal site.

NOTE: The County or its private contractors will not remove debris from private property, gated communities, or private roads unless approved by the FEMA Public Assistance Officer. A listing of private streets is at Attachment 5. See Attachment 7 for detailed guidance.

Dangerous structures are the responsibility of the owner to demolish and remove at the owner's expense in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures often will remain in place due to lack of insurance or absentee landlords. Care must be exercised to ensure that the DM properly identifies structures listed for demolition.

The DM and County Manager will coordinate with the State Public Assistance Officer, the FEMA Public Assistance Officer, and State Historic Preservation Officer regarding:

- Demolition of private structures; removing debris from private property.
- Local law and/or code enforcement requirement; Historic and archaeological sites restrictions.
- Qualified environmental contractors to remove hazardous materials such as asbestos and lead-based paint; and
- Execution of Right-of Entry/Hold Harmless agreements with landowners.

2. Condemnation Criteria and Procedures

The County will comply with its normal condemnation procedures if it assumes the responsibility to demolish structures following a major disaster. This normally requires a building safety official to contact the homeowner and assess and determine building structural integrity.

The normal building safety assessment should be used for the disaster condemnation criteria as well. Typically, any building or structure may be condemned if the building official determines that it represents a hazard to the health and safety of the public or poses a threat to public Rights-of-way. Following that determination, the applicant would then initiate condemnation proceedings.

Owner notification and condemnation hearings should be held in order to give the property owner time to correct the threat without government action. In some cases, liens may be secured in order to enforce the condemnation order. If the County performs the work, executing liens against the property allows the County to recoup the costs of demolition and debris removal from the property owner.

The County's normal procedures that require multiple notices to property owners, condemnation hearings, and liens may be expedited in the event of a catastrophic disaster that causes a high concentration of debris on private property over a widespread area presenting an immediate health and safety hazard.

The planning staff should review the condemnation criteria laws, regulations, legal notices, forms, and procedures before implementing condemnation proceedings.

A. Legal Documentation for Demolition

The County will implement standard procedures that apply to its condemnation process. During the planning process, the County legal counsel should review and update any documents for inclusion within the plan.

The following is a general list of documents that may be included in the plan.

Verification of ownership ensures that the proper site and owner are identified, and the owner is aware of nature of the scheduled building assessment.
A right-of-entry form is signed by the homeowner and allows the building official to enter the property to complete the assessment. It should contain a hold harmless agreement that Documents the property owner's promise that he or she will not bring legal action against the County if there is damage or harm done to the property.
Building official assessment is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment should contain the building official's determination as to whether the structure should be condemned and whether it should be repaired or demolished. This may be an official structural assessment.
Verification of insurance information allows the County to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
Archeological review outlines the archeological low-impact stipulations for demolition and debris removal activities and highlights the implications for the County if they fail to comply with the guidelines.
Environmental review ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetlands and other water resources, hazardous materials, and endangered species habitats are among the resources of most frequent concern. Check to see if the State requires the evaluation or assessment of impacts to natural resources.
State Historic Preservation Officer (SHPO) review confirms that SHPO has been notified and correspondence has been received absolving the area of any historic significance.
Photos that show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled pictures that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required, not only for the County's legal protection, but also for the public's health and safety during the demolition and debris removal operations.
Letter or notice of condemnation is a document signed by the building official that outlines the specific threat to public safety and health.
Notice of demolition is issued to inform the property owner when the demolition will begin; notices shall be posted so as to provide a reasonable period of time in order for personal property to be removed. The County should attempt to notify the property owner, if not already contacted, through direct mail and local media.
Notice of intent to demolish is normally for the public health and safety of the neighboring residents. This notice is conspicuously posted on the structure to be demolished.

B. Demolition Permitting

Applicants may have a demolition permitting process in place. The planning staff may want to use those demolition permit requirements during a disaster-related demolition project. Common requirements for obtaining a demolition permit include a demolition plan, public notification, inspection requirements, and a hazardous waste report the demolition strategy may require the following information:
Site map, to scale. Showing the site with all structures and other features of interest.

Site ingress and egress showing the fronting streets and planned route for the project. This may also include a movement of traffic strategy. Normal traffic will need to be diverted into other lanes.
Site preparation documents illustrate any pre-demolition work that may be required.
Examples include erosion control, vegetation removal, or utility pole adjustments.
Staging strategies show the sequence of events prior to during, and after demolition of the Structure.
Hazardous waste handling requirements detail if contents of the structure require dust suppression or wet demolition. These provisions also describe how hazardous waste or environmentally sensitive materials will be handled or disposed. This includes HHW and white goods. Asbestos requires specialized removal, handling, and disposal personnel and permits. Special documents or strategies may be required if the demolition of the building involves shoring, stabilizing structures, or any other special circumstances that may jeopardize another structure or the public's health and safety. Once it has been established that the building is to be demolished and the required processes are underway, a notification to demolish notice is posted on the building.

C. Inspections

The County should conduct regular inspections of demolition sites a few days prior to, the day of, during (occasionally), and upon completion of the operations. Inspectors should take photographs at each site visit for their records. These inspections and verifications generally include the following:
Water and sewer/septic tank inspection to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations. The inspector should verify that all other utilities have been terminated during the same visit.
Occupancy inspection is conducted immediately prior to demolition to ensure that no one is physically in the building.
Open void inspection is performed if the structure has a basement that is to be filled.
This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below-grade excavation.
Post-demolition inspection is completed once the structure is demolished, the debris is removed, and the site graded. The County should require that a hazardous materials report be submitted to the State environmental protection agency. This report normally includes a description of any hazardous material that was found in the building, the means and measures to collect it, and the final disposal location of the hazardous waste

D. Demolition of Private Structures

The following procedures will be implemented should the need arise to enter private property and demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance grant funding Typically the demolition of private structures to eliminate immediate threats is authorized under Section 403(a)(3XE) of the Stafford Act.
FEMA will consider alternative measures to eliminate threats to life, public health, and safety posed by disaster-damaged unsafe structures, including fencing off unsafe structures and restricting access, when evaluating requests for Public Assistance grant funding for demolition work. The Public Assistance staff must also concur that the demolition of unsafe structures and removal of demolition debris are in the public interest. The demolition of unsafe privately-owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

The structures were damaged and made unsafe by the declared disaster and are located in the area of the disaster declaration.
The applicant certifies that the structures are determined to be unsafe and pose an immediate threat to the public. An unsafe structure is a non-commercial or non-industrial structure that threatens the life, health or safety of the public because the structure is so damaged or structurally unsafe that partial or complete collapse is imminent. This certification may be made by the State or local government's building inspector and may be based on a structural assessment in accordance with local ordinances and building codes.
The applicant has demonstrated that it has legal responsibility to perform the demolition. Similar to private property debris removal, the applicant must demonstrate its authority and legal responsibility to enter private property to perform demolition of unsafe structures. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, and not merely define the applicant's uniform level of services;
A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris.
The applicant has indemnified the Federal government and its employees, agents, and contractors from any claims arising from the demolition work; and
The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work. Additional information on the general eligibility of demolition of private structures may be found in Appendix G, FEMA DAP9523.4, and Demolition of Private Structures.

E. Eligible Demolition Costs

Eligible costs associated with the demolition of private structures may include, but are not limited to:
Capping wells.
Pumping and capping septic tanks.
Filling in basements and swimming pools.
Testing and removing hazardous materials from unsafe structures including asbestos and household hazardous wastes.
Securing utilities (electric, phone, water, sewer, etc.).
Securing permits, licenses, and title searches. Fees for permits, licenses, and titles issued directly by the applicant are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs; and/or demolition of disaster-damaged outbuildings such as garages, sheds, and workshops determined to be unsafe.

F. Ineligible DEMOLITION costs:

removal of slabs or foundations, except in very unusual circumstances, such as when disaster- related erosion under slabs on a hillside causes an immediate public health and safety threat; and/or
Removal of pads and driveways.
Structures condemned as safety hazards before the disaster are not eligible for demolition and subsequent demolition debris removal under Public Assistance grant authority. Individuals and private organizations (except for eligible Private Non-profits) will not be reimbursed for demolition activities on their own properties under the Public Assistance Program.

G. Documentation for Demolition

In order to receive reimbursement of eligible demolition costs, applicants should provide documentation of applicable legal processes and scopes of work performed, similar to the private property debris removal process described above. Specifically, this includes:
Rights-of-entries; Photos of the structures.
Structural assessments, or other certifications that the structures are determined to be unsafe or pose an immediate threat to the public, based on local ordinances or building codes;
Notices of demolition; and
Documentation of environmental and historic review.
All documentation should be consistent with the requirements of applicable Federal, State, and local laws and regulations governing demolition of private structures. Additional documentation may be required by Public Assistance staff on a case-by-case basis to demonstrate eligible work performed and compliance with applicable Federal, State, and local laws and regulations.

H. Commercial Property

The removal of debris from commercial property and the demolition of commercial structures are generally not eligible for Public Assistance grant funding. It is assumed and expected that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases as determined by the Federal Coordinating Officer, the removal of debris from private commercial property and/or the demolition of private commercial structures by a State or local government may be eligible for FEMA reimbursement only when such removal is in the public interest. Industrial parks, private golf courses, commercial cemeteries, apartments, condominiums, and mobile homes in commercial trailer parks are generally considered commercial property.

I. Mobile Home Park Procedures

Higher density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. The planning staff should consider the same procedures for individual sites as a basis to be used in mobile home parks but should expect a more intense operation in all accounts of the operation. The most complex aspect of the operation will be documenting legal responsibility within the parks. Sometimes the mobile home park site is owned, operated, and maintained by one or more parties. The individual homes may be owned by one of those same parties or by the individuals that occupy the structures. As part of the planning exercise, the planning staff should investigate the legal responsibility for debris issues within the mobile home parks within the County. The County should coordinate the potential private property debris removal and demolition operations with the park owners in order to expedite recovery after an event. Agreements need to be made with respect to the debris collection, location, separation of materials, and the amount of debris expected to be handled.

3. Navigation Hazard Removal Procedures

Damage to publicly owned marinas caused by a major disaster can include abandoned sunken boats and other debris that may impede navigation. The procedures used for individual sites may be modified for this situation. The County should coordinate with US Coast Guard, the State marine patrol, other local government agencies, legal counsel, marine salvage contractors, commercial divers, and certified surveyors to ensure that navigation hazards are removed safely and efficiently. The two main challenges with navigation hazards are locating the debris and finding legal owners. Marinas can be inspected visually by a helicopter or boat. Sonar or dive teams may need to be employed for submerged vessels. A location or flotation marker may be

helpful in order to keep vessel positions documented. The legal owner's information may be obtained by using the vessel's registration number and marina records.

SECTION IX: PUBLIC INFORMATION PLAN

1. Public Information Officer

A PIO should be assigned to the DMOC to develop a proactive debris information plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process.

2. Pre-scripted Information

Flyers, newspapers, radio, County Web site, and TV public service announcements will be used to encourage public cooperation for such activities as:

- Separating burnable and non-burnable debris.
- Segregating Household Hazardous Waste (HHW).
- Placing disaster debris at the curbside.
- Keeping debris piles away from fire hydrants and valves.
- Reporting locations of illegal dump sites or incidents of illegal dumping.
- Segregating recyclable materials; and disseminate debris route clearing and pickup schedules through the local news media, and Web postings.

SECTION X: WEAPONS OF MASS DESTRUCT/ON/TERRORISM EVENT

The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System (ICS) and serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control for the response transitioned to the Incident Commander.

The handling and disposal of debris generated from a Weapons of Mass Destruction (WMD) or terrorism event will exceed County and County capabilities. Therefore, the Incident Commander will implement the Incident Command System and will request immediate State and Federal assistance.

Normally, a WMD or terrorism event will, by its very nature, require all available assets and involve many more State and Federal departments and agencies. The nature of the waste stream as well as whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled TDSR site by the Incident Commander or Federal law enforcement officials or further analysis.

The debris may be contaminated by chemical, biological, or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In

Such an occurrence, the operations may be under the supervision and direction of a Federal agency and one or more contractor's specialty retained by that Federal agency.

The presence of contamination will influence the need for pretreatment (decontamination), Packaging, and transportation.

The type of contaminant will dictate the required capabilities of the personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The County Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the County following a WMD event. However, coordination will be exercised by the County Debris Manager through the Incident Commander located at the designated Incident Command Post.

In this type of event, the County Debris Manager and the DMOC staff will become supporting elements to the U.S. Army Corps of Engineers and will operate as requested by the USACE WMD Emergency Response Team.

Attachment I: Disaster Debris Program Management

STANDARD OPERATING PROCEDURES

Prior to Landfall (Transition from Phase II to Phase III)

At the earliest possible time before landfall of a predicted hurricane, the Debris Monitoring Consultant's debris management staff (DMS) key personnel should be placed on-call for different mobilization schedules and regimens for different categories of storms. Contact information for the DMS and Operations Manager (OM) should be compiled and distributed to the local government. Arrangements for communication during and immediately after the hurricane landfall are essential. At a minimum, OMS shall have individual cell phones and at least one satellite phone will be available for use. Debris assessment spotters should be strategically deployed throughout the County and use the same damage assessment key for categorizing damage and debris.

The Debris Removal Contractor(s) shall be contacted and placed on stand-by status depending upon the forecast path and category of the storm, they may be requested to report to ESF HQ. QA monitors shall be contacted for availability and placed on stand-by for deployment. The environmental team responsible for monitoring the Temporary Debris Storage and Reduction Sites (TDSRSs) shall prepare to survey the sites and establish a baseline, prior to use by the Debris Removal Contractor(s).

Disaster Debris Operations Management: Daily Operations Phase III and Phase IV

For Phase JJJ - TIME AND MATERIALS PERIOD APPLY THE FOLLOWING:

Scan and enter data from Time and Materials forms and Equipment Certification forms that have been completed by the QA Monitors in the field, into the database.

Prepare reconciliation report for contract management and Debris Removal Contractor(s). File copies of the reconciled reports for contract management and FEMA.

File copies of the Equipment Certification forms: (Master binder, FEMA binder)

Please note: Time and Materials forms and Equipment Certification forms are used for a limited duration at the beginning of an event. These documents are to be entered daily and reconciled with the appropriate contract unit price categories. Ideally Debris Removal Contractor(s) and the County should agree on forms and all equipment and prices prior to the event.

Disaster Debris Management Staff {DMS} Responsibilities & Duties {Phase III and IV)

Responsible for communicating with the ESF #3 Director and others in local government, 1anaging the bris contract(s), communicating with the Debris Removal Contractor(s), and state and federal representatives and providing reports, summaries, and analysis of daily activities associated with the debris operation. The OMS 1s task with environmental oversight of the TDSRS(s) including permitting issues, daily operations, and final restoration. Daily responsibilities are listed below:

Prepare daily status report that addresses:
Number of cubic yards collected the previous day
By contractor
By TDSRS
By local government forces by franchise hauler
At community drop off
Total cubic yards collected to date
Locations where debris was collected (or 100% cleared) by debris crews for the previous day.
GIS Maps

GPS and reverse geo-code addresses
Parks, government agencies, public facilities
Status updates from Debris Removal Contractor(s), by phone or arranged meeting.
Number of trucks and crews operating that day Issues or problems
Complaint referrals
Damage referrals or updates
Monitoring issues
TDSRS issues
Overall status of geographic area
Daily briefings to the DM and/or the local government staff as required.
Weekly (daily if appropriate) reconciliation of Debris Removal Contractor(s) time and materials and load ticket invoices.
Review invoice and backup with Debris Removal Contractor(s)
Reconcile invoice with database records
Provide AFP to County for payment

Based upon the storm category, up to 3 teams (or shifts) could be used to provide DMS services. Responsibilities include data management, document management, quality assurance (QA), quality control (QC), data assimilation, database management, and reports. The OMS and local government will task a second and possibly a third shift of OMS staff with data entry of the debris load tickets, forms, and other pertinent documentation.

When paper debris load tickets are used OMS staff will:

Scan and enter data from the debris load tickets.
Document any inaccuracies, missing data, and other issues with information entered on tickets for
Operations Supervisor for immediate resolution.
Provide summary reports of cubic yards by TDSRS, contractor, and local government forces.
Scan and enter data from the stump and log tickets.
Document any inaccuracies, missing data, and other issues with the information entered on tickets for Operations Supervisor for immediate resolution.
Provide summary report of stumps by measurement category, by TDSRS, and contractor.
Sort and file the debris load tickets in numbered sequence.
QA/QC load ticket (e.g., legibility, completeness, etc.)
Scan truck certifications or re-certifications into database.
Generate daily log of certified trucks by number and cubic yards.
Back check daily load tickets with truck certification summary log.
File copies of certifications and list of certified truck lists in appropriate binders. (Master binder, FEMA binder)

Quality Assurance.

Review truck numbers listed on debris load tickets with list of certified trucks.
Compare cubic yardages for each truck with certified cubic yardage.
Document any discrepancies for Operations Supervisor.
Back check all truck certification cubic yardage calculations.
Prepare list of streets cleared or areas worked from the debris load tickets and/or debris clearing logs completed by monitors.
Daily attendance logs are turned in by QA Supervisors for data entry. An attendance report is to be prepared each day. The report and originals are to be filed and retained as part of the documentation for reimbursement.

Complaint Tracking

Track all incoming complaints and serve as liaison with the County Call Center.

Debris Complaints

DMS staff will enter incoming debris complaints into the database and compile a contractor area for distribution by the debris management team.
list sorted by
As complaints are resolved, enter the data and mark the complaint as resolved. Track the number of open complaints and coordinate with the contractor on expected date of resolution. Forward updates and resolution status to County Call Center.
Damage Complaints
Designate a staff person to administer all damage complaints. Depending on the number and severity of complaints this could be the same person handling debris complaints.
DMS staff will enter incoming damage complaints into database and compile a list sorted by contractor area for distribution 10 designated damage resolution staff.
Damage resolution staff will contact property owner, visit the site, photograph damage, take a statement, and contact the appropriate Debris Removal Contractor(s). This person (s} will be responsible for the complaint through its resolution. Status updates will be entered into the database including the final resolution.

Right-of-Way (ROW} Quality Assurance Monitoring Operations (Phase IV)

Responsibilities include debris load monitoring, load estimating, truck certifications, stump measurement, time and materials record keeping, quality assurance, and general oversight of the TDSRS. QA Supervisors and monitors begin the day at their assigned staging area or TDSRS.
Attendance Reports
QA Supervisors log out their ticket booklets and are also responsible for the daily attendance with each monitor signing in and out each day. Monitors are 10 denote their field position, for example, QA monitor, disposal site monitor, exit tower monitor, and the hours worked by position held.
At the end of each day, the QA Supervisor turns in the attendance sheet to the OM for data entry.
Ticket Assignment
QA Supervisors are responsible for tracking the tickets assigned to the QA monitors. A log is kept listing the pre-numbered tickets each QA monitor receives. These logs are to be given to the OM at the end of each day for data entry.
At the end of the project or at the end of a monitor's employment, any remaining unused tickets must be returned to the QA supervisor for reassignment.
Crew Assignment
QA Supervisors are responsible for assigning a QA monitor to each debris crew. The QA supervisor or operations supervisor will coordinate with the Debris Removal Contractor(s) to ensure sufficient monitors are available for any given day.
QA Load Site Monitoring of Debris Crews
Throughout their shift, each QA monitor will observe their assigned crew to ensure that the debris collected meets the FEMA eligibility guidelines. Monitors will issue a debris load ticket to only their assigned crews and only for the debris placed on the right of way.
Monitors will not issue a debris load ticket for materials collected on agricultural lands, private property or commercial property, unless otherwise instructed by the local government.
Any issues or problems in the field are to be reported to the QA Supervisor. Examples may include recurring problems with a specific crew cherry picking, catering private property, or leaving their assigned area to collect debris. A copy of a debris load ticket is provided as an attachment.
The QA Monitor is responsible for delivering copies of the debris load tickets to the QA Supervisor each day. This includes all voided tickets.
The QA Supervisor is responsible for delivering the completed and voided tickets and empty ticket booklets to the DMS staff for data entry.
Streets Cleared Forms
The QA Monitor is responsible for tracking all streets cleared and/or areas worked throughout the day. The QA Supervisor is to deliver these forms to the OMS staff for data entry.
Monitor Ticket Log

The QA Monitor will keep a daily log noting the ticket number, truck number, street address or the nearest intersection and departure time of each load.
The QA Supervisor will deliver the log sheets to the Operations Supervisor for filing in a central location.

TDSRS Operations

The Debris Management Plan provides information on the process to establish locations of TDSRSs. The Debris Removal Contractor(s) may also provide additional TDSRS locations.
Pursuant to its contract with the County the Debris Removal Contractor(s) will be responsible for management of the TDSRS and disaster debris once the debris has been authorized for placement at the TDSRS.
Debris Removal Contractor(s) will maintain incoming disaster debris into separate manageable sections based on type (e.g., vegetative, C&D, Mixed, etc.) and also maintain an area for containment of HHW should it be collected inadvertently.
DMS will perform environmental compliance audits / inspections of each TDSRS and review the Debris Removal Contractor(s) proposed site layout plan for debris placement.
OM and/or DMS will operate from a mobile operations command tent, trailer or van.
The OM and/or QA TDSRS Supervisor will oversee the Debris Removal Contractor(s) TDSRS operations and approve the placement of the TDSRS entrance and exit towers. Each TDSRS shall have 1 QA Supervisor and 2 QA Tower monitors, but could vary depending upon activity at site.
OMS QA oversight at the TDSRS will consist of:

- Periodic quality control check of debris load tickets.
- Maintenance of a daily log/journal, which reflects any incidents that occur on site and records the name and affiliation of all visitors to the site.
- Incoming debris load classification and quantity load calls
- Minimize staging of equipment and crews from the site.
- Daily activities report summary (i.e., number of tickets, total quantity).
- H&S oversight.

Truck Certification

To haul and dispose of disaster debris a Debris Removal Contractor(s) vehicle must be certified and have a corresponding truck placard affixed to both sides of the side of the vehicle (i.e., that portion that will carry debris), and tandem DC vehicles will receive a certification and placard for each unit that carries debris.
The DM will designate a site(s) for truck certification to occur. This site may be a TDSRS and/or a TMD Service Unit.
DMS will provide a Truck Certification Team (Cert Team) that will certify Debris Removal Contractor(s) vehicles at designated sites and designated times.
The Cert Team will:

- Oversee truck certification site activities
- Measure Debris Removal Contractor(s) vehicles using a decimal measuring tape and calculate cubic yardage capacity.
- Photograph vehicle with digital camera.
- Complete and issue Truck Certification Form with corresponding Truck Placard.
- Manifest a copy of all completed Truck Certification Forms to the DM and provide input into database files.
- Perform random quality control checks of Debris Removal Contractor(s) vehicle capacity to

placard.

Stump Operations

Debris Removal Contractor(s) shall not handle or collect stumps until authorized by the DM.
A designated QA Stump monitor (Stump QA) will accompany each Debris Removal Contractor(s) stump crew. FEMA may also accompany the Debris Removal Contractor(s) stump crew.
There are two (2) types of stumps:

1. Hazardous Stumps - paid as a Hazardous Stump.
2. Stump Debris - paid as storm debris on a cubic yard basis.

Hazardous Stumps shall be handled pursuant to FEMA Recovery Policy RP9523.I I "Hazardous Stump Extraction and Removal Eligibility". Generally, a stump is considered a Hazardous Stump if it has a diameter greater than 24 inches and it is generated from within the right-of-way.
For Hazardous Stumps the Stump QA will:

- GPS locate each stump.
- Measure stump with forester's tape which provides a diameter measurement in tenths of a foot (decimal).
- Marie the stump with spray paint (color designated by FEMA, e.g., orange).
- Record information on the FEMA Stump Worksheet and the debris load ticket.
- Issue load ticket to Debris Removal Contractor(s) once the vehicle is full of stumps.

Stump Debris consists of all stumps that are not Hazardous Stumps and may include but not be limited to stumps less than 24 inches, stumps greater than 24 inches that have been placed in the ROW.

For Stump Debris the Stump QA will:

- GPS locate each stump.
- Measure stump with forester's tape which provides a diameter measurement in tenths of a foot (decimal).
- Marie the stump with spray paint (use different color than that
- Designated by FEMA, e.g., blue).
- Record information on the Stump Debris Worksheet and the debris load ticket.
- Use FEMA Stump Conversion Table for calculating the cubic
- Yards of the stump based upon diameter of the stump.
- Issue load ticket to Debris Removal Contractor(s) once the vehicle is full of stumps.

Leaners and Hangers Operations

Debris Removal Consultant(s) shall not handle or collect leaners and hangers until authorized by the DM.
A designated QA monitor (L&H QA) will accompany each Debris Removal Contractor(s) leaners and bangers crew. FEMA may also accompany the Debris Removal Contractor(s) crew.
The L&H QA will

- GPS locate each leaner and each tree with hangers.
- Measure leaner with forester's tape which provides a diameter measurement in tenths of a foot (decimal).
- Marie the leaner with spray paint (use color designated by FEMA, e.g., yellow).
- Record information on the Leaners and Hangers Worksheet and the debris load ticket.
- Issue load ticket to Debris Removal Contractor(s) once the vehicle is full.

Dirty White Goods (DWG) Operations

Debris Removal Contractor(s) shall not handle or collect dirty white goods and appliances until authorized by the DM. A designated QA monitor (DWG QA) will accompany each Debris Contractor DWG crew. FEMA may also accompany the DC crew.
The OWG QA will GPS locate the appliance(s).

- Mark the appliance (use color designated by FEMA, e.g., yellow).
- Record information on the Dirty White Goods Worksheet and
- The debris load ticket.
- Issue load ticket to Debris Removal Contractor(s) once the vehicle is full.

Derelict Vehicles, Boats (DVB) Operations
Debris Removal Contractor(s) shall not handle or collect derelict vehicles or boats until authorized by the OM.
A designated derelict vehicles or boats QA monitor (DVB QA) will accompany each Debris Removal Contractor(s) DVB crew. FEMA may also accompany the Debris Removal Contractor(s) crew.
The DVB QA will

- GPS locate the derelict vehicles or boats.
- Marie the derelict vehicles or boats (use color designated by FEMA, e.g., yellow).
- Record information on the Derelict Vehicles / Boats Worksheet and the debris load ticket
- Issue load ticket to DC once the vehicle is full.

Hand Load Operations
Hand Loads shall be handled pursuant to FEMA Recovery Policy RP9523.12 "Debris Operations - Hand- Loaded Trucks and Trailers". Trucks and trailers loaded physically by hand, instead of by means of mechanical equipment resulting in a reasonable level of compaction will be limited to a maximum 50% load call. Hand Load crews may be utilized to collect in areas not accessible to equipment loading.
Hazardous Materials Protocols
The primary responsibility for coordinating hazardous materials during a county declared state of emergency rests with the local Fire Department. Because of the county's s limited hazardous materials response capabilities assistance with hazardous waste or material releases, will be referred to the ESF #10 coordinator at the state EOC (850) 445-7111 or the State Warning Point at (800) 320-0519.
OMS will assist with coordination of information regarding locations of Hazardous Materials. Upon discovery of Hazardous Waste, the OMS will notify ESF #IO and other agencies as appropriate.
For Household Hazardous Waste (HHW) the drop-off sites will be established within Jefferson County. Residents will be required to separate and transport HHW to the pre-identified drop-off sites. Operating days and hours will depend on the severity and/or location of the affected areas.
OMS will encourage the Debris Removal Contractor(s) to separate HHW at the curb and haul it to the County 's contracted Hazardous Waste Contractor for packaging, storage, transport, and disposal at the County ' s contracted rates.
The Debris Removal Contractor(s) and County Public Works/Road Department will coordinate the collection of eligible commercial or industrial hazardous waste from the disaster.
Gulf Power and other utility crews will handle all utility related debris such as power transformers, utility poles, cable, and other utility company material.
Quality Assurance / Health and Safety Training
The Contractor will train staff and QA/QC, staff will review incoming information daily and immediately note any inaccuracies, missing data, anomalies, and other issues with information entered on tickets or logs for the Operation Supervisor to resolve immediately.

ATTACHMENT 2:TRAINING AND SAFETY PROGRAM OUTLINE

Overview of Operations and Objectives
Most Important Points (Health and Safety, Integrity, Promptness, and Professionalism)
Storm Debris Operations Photographic Presentation
Monitoring Objectives (Verify, Document, Quantify, Quality Assurance)
Project Team Organization and Roles
Quality Assurance Training
Communication Protocols and SOPs
Responsibilities and Duties (Review Scope and explain job requirements)
Intensive Data Capture Methods (paper load ticket and automated system)
Equipment Usage and Requirements
Maps and Debris Zones
Salient FEMA and FHWA Requirements
Regulatory Agency Interaction Protocols
Daily Reports, Logs, and Timesheets
Quality Control Procedures and Expectations
Health and Safety Training
Describe H&S Requirements of Debris Recovery Operations Describe Debris Activities and H&S Expectations
Discuss Health and Safety Plan, Communication Protocols and SOPs Overview of Health and Safety Considerations
Identify Debris Monitoring Hazards
Operational Hazards
Damaged Infrastructure and Secondary Collapse Slip, Trip and fall / Uneven Terrain
Fires and Explosions
Electrical
Equipment
Heavy Equipment
Vehicle Traffic - Roadside and Debris Site
Health Hazards
Chemical and Biological Debris
Smoke and Dust
Asbestos
Noise
Personal Hygiene
Environmental Hazards
Adverse Weather
Heat and Cold Stress
Vegetation, Insects, and Animals
Engineering Controls, Work Practices and Personal Protective Equipment