LAKE COUNTY
FLORIDA

Comprehensive Emergency Management Plan

November 2014

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Lake County Comprehensive Emergency Management Plan

PLAN DEVELOPMENT AND MAINTENANCE

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

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

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

RECOMMENDED CEMP DISTRIBUTION LIST

Copy #	Department/Organization	Date Distributed
1	Lake County Board of County Commissioners, District 1 Commissioner	
2	Lake County Board of County Commissioners, District 2 Commissioner	
3	Lake County Board of County Commissioners, District 3 Commissioner	
4	Lake County Board of County Commissioners, District 4 Commissioner	
5	Lake County Board of County Commissioners, District 5 Commissioner	
6	Lake County Public Safety Department Director	
7	Lake County Emergency Management Division Manager **(Master)**	
8	Lake County Sheriff	
9	Lake County Sheriff's Dispatch	
10	Lake County Tax Collector	
11	Lake County Supervisor of Elections	
12	Lake County Clerk of the Courts	
13	Lake County Property Appraiser	
14	Lake County Superintendent of Schools	
15	Lake County Manager	
16	Lake County Attorney	
17	Florida Department of Health Department, Lake County Administrator	
18	Lake Emergency Medical Services Executive Director	
19	Lake Emergency Medical Services Dispatch	
20	Lake County Emergency Operations Center	
21	Operations Section Chief	
22	Planning Section Chief	
23	Logistics Section Chief	
24	Recovery Section Chief	
25	Budget & Finance Section Chief	
26	Citizens Information Line	
27	Lake County Emergency Management Disaster Assistance Specialist	
28	Lake County Emergency Management Specialist	
29	Lake County Emergency Management Intern	

RECORD OF REVISIONS

Plan Copy Number: _____

Revision Number	Date of Revision	Date Entered	Revision Made By

SUMMARY OF CHANGES TO LAKE COUNTY CEMP

Revision Instructions
Please remove and replace or add pages as indicated in the table below.
File this page behind your Revision Record in the CEMP.

Page Reference	Change
Basic - Executive Summary - 1	Updated date of CEMP criteria from February 20, 2001 to July of 2012.
Basic - Resolution & Promulgation, 1-2; page 62	Updated Florida Administrative Code from 9G to 27P.
Basic - Definitions & Acronyms, 9	Updated Saffir-Simpson Scale to reflect 2012 modification. Category 3 hurricanes now have a wind speed range of 111-129 mph (previously 111-130 mph). Category 4 hurricanes now have a wind speed range of 130-156 mph (previously 131-155 mph). Category 5 hurricanes now have wind speeds of 157+ mph (previously 156+ mph).
Basic 8 - 24	Updated Hazards Analysis data to reflect newest data available for the county including: severe weather occurrences, such as severe thunderstorms and tornadoes; and environmental hazard occurrences, such as wild fires.
Basic 18	Updated Special Event coordination.
Basic 24	Updated Geographic Information to reflect new demographics data.
Basic 26	Added mobile home resident population.
Basic 27	Added Farm Workers Demographic Information.
Basic 27	Added process for Persons with Special Needs Registration.
Basic 29	Updated Economic Profile update to 2013 3rd quarter employment wages from 2009 2nd quarter employment wages.
Basic 29	Updated unemployment statistics to year 2014 from 2009.
Basic 30	Updated property values statistics to year 2014 from 2009.

Basic 33	Updated the primary EOC location from the Lake County Agricultural Center to the Emergency Communications and Operations Center (ECOC). This change was necessary after the EOC was moved into a newly constructed building in 2013.
Basic 44	Changed Federal Response Plan to National Response Plan.
Basic 48	Added Authorized Personnel to Execute Funding Agreements.
Basic 49	Added process to request mutual aid.
Basic 49	Added process to respond to mutual aid request.
Basic 49	Added process in Lake County's role as an assisting party under mutual aid and financial management.
Basic 50	Added Emergency Management Division as lead agency for providing guidance and training for Financial Management during disasters.
Basic 50 & 53	Added local agencies that participate in the training (pg. 50) and exercise (pg. 53) program.
Basic 62	Added current Memorandums of Agreements & Understanding.
Basic 67	Added line of succession of authority for BCC.
Basic 70	Added on-scene management lead agency by incident type.
Basic 72	Updated on-line NIMS training from IS-100.a to IS-100.b.
Basic 72	Updated on-line NIMS training from IS-200.a to IS-200.b.
Recovery 3	Added short and long term recovery priorities.
Recovery 4, 25, 28, 29, 30	Added the following: Principle steps in funding Public Assistance Projects: Tracking – pages 4, 25, 29; Reporting – page 25; Documentation – pages 4, 28, 29, 30; Progress – page 30.
Recovery 26	Added the following: "Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow access to critical public facilities (as identified in the Lake County Critical Facilities List) and the movement of emergency vehicles, supplies, resources, and traffic."

Recovery 26	Added the following: "Procedures for handling household hazardous waste, white goods, and other special debris can be located within contracts that have been executed between Lake County and Crowder-Gulf Joint Venture, Inc. and between Lake County and Wood Resource Recovery, L.L.C."
Recovery 26	Added debris removal and monitoring contracts.
Recovery 27	Added list of pre-identified Debris Management Sites within Lake County.
Recovery 27	Added the following: "Lake County Emergency Management Division in conjunction with the County Attorney and Executive Policy Group will coordinate/develop entry procedures for debris removal from private property that is in accordance with FEMA requirements."
Recovery 29	Added process for keeping the list of pre-identified potential applicants current.
Recovery 35	Updated the Rate Map for National Flood Insurance Program changed from 7/03/02 to 12/18/12
Recovery 35	Added the following: "The Emergency Management Division in partnership with local stakeholders is in the process of developing Lake County's Disaster Housing Plan."
Mitigation 2	Added the following: "The Emergency Management Division Manager or designee provides support to the LMS Working Group by providing support staff, scheduling meetings, coordinating the activities of the participating organizations, and by maintaining the database used to track the proposed projects and update the plan."
Mitigation 3	Updated Exhibit 1 with the most current Board of County Commission organizational structure. Added the Fiscal and Administrative Services Department.
Mitigation 4	Added additional language to reflect Local CEMP Compliance Crosswalk Criteria for 2012 updates. This specifically addresses Mitigation Section II.A. Give the location in the plan of the following statement: "Our County has a State &

	FEMA-approved Local Mitigation Strategy, which expires on _____ (date)." Mitigation page 4 now reads, "The LMS will be reviewed at least annually, after each major disaster, or on an as needed basis. The LMS will be revised and Federally re-approved every five years. Our County has a State & FEMA-approved Local Mitigation Strategy, which expires on February 4, 2016.
Mitigation 6	Updated Exhibit 2: NFIP Policy Holders from 2009 to 2014.
Mitigation 9	Added Lake County Floodplain administrator roles and responsibilities and how Emergency Management works to help identify damaged structures in the Special Flood Hazard Areas.
Mitigation 10	Updated the resource inventory list from 2009 to 2014.
ESF 2 (Communications/I.T.) Annex, pages 7-14	Updated Public Safety Answering Point (PSAP) centers.
ESF 4 (Firefighting) Annex, page 6	Updated Fire Rescue Division Order of Succession.
ESF 6 (Mass Care) Annex, page 1	Updated Primary Agency from The American Red Cross to the Lake County Emergency Management Division.
ESF 8 (Health & Medical) Annex, page 2	Added patient transportation between facilities for a higher level of care.
ESF 8 (Health & Medical) Annex, page 6	Updated number of health sites operated by LCHD from four to five.
ESF 8 (Health & Medical) Annex, page 11	Updated – removed "Lake EMS maintains regional emergency medical stockpiles."
ESF 8 (Health & Medical) Annex	Updated communications information
ESF 12 (Energy) Annex	Updated – removed primary agency from Lake County Fiscal & Administrative Services to Lake County Facilities & Fleet Management Department.
ESF 13 (Military Support) Annex	Added – Lake County Sheriff's Office as a Primary Agency along with the Florida National Guard.
ESF 14 (Public Information) Annex, page 1	Added Lake County Schools and Lake County Hospitals as Support Agencies to ESF 14.
ESF 14 (Public Information) Annex, page 3	Updated EAS operational area Lake County is in from Area 5 to Area 7.

ESF 14 (Public Information) Annex, Page 4	Added the Emergency Communications and Operations Center as another location for the media.
ESF 14 (Public Information) Annex, page 5	Updated – The Emergency Management Division, not the Incident Commander, will notify EOC staff of an EOC activation.
ESF 14 (Public Information) Annex, page 9	Updated the number of Citizens' Information Line operators from 8 to 12. This change occurred when the new Emergency Communications and Operations Center opened.
ESF 16 (Law Enforcement) Annex, page 2	Updated – Requests for shelter security changed from the American Red Cross to the Emergency Management Division.
ESF 17 (Animal Services) Annex	Updated – Animal Services is now under the management of the Lake County Sheriff's Office beginning October 1, 2014.
ESF 17 (Animal Services) Annex	Updated – veterinarian clinics.
ESF 17 (Animal Services) Annex, page 4	Updated – removed "all stray, wild or severely injured animals will be euthanized to make room for rescue efforts (sheltering)."
ESF 18 (Economic Sustainability) Annex, page 12	Updated – removed the Florida Department of Community Affairs and replaced with the Florida Division of Emergency Management.
ESF 18 (Economic Sustainability) Annex, entire document	Updated – removed the EOC Operations Manager and replaced with Emergency Management Division Manager or designee.
ESF 21 (Budget & Finance) Annex, page 1	Updated – removed BCC policy 35 (no longer exists).

RESOLUTION NO. 2015 - _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LAKE COUNTY, FLORIDA, APPROVING THE REVISED LAKE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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

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

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

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

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

WHEREAS, Chapter 27P, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 27P, Florida Administrative Code, furthermore, requires the governing body of Lake County to adopt by resolution, the revised Lake County Comprehensive Emergency Management Plan.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lake County, Florida, that Lake County's revised Comprehensive Emergency Management Plan be hereby adopted and activated throughout Lake County.

This resolution shall become effective upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS
LAKE COUNTY, FLORIDA

_____
Jimmy Conner, Chairman

This _____ day of _____, 2015.

ATTEST:

_____
Neil Kelly, Clerk to the
Board of County Commissioners,
Lake County

Approved as to form and legality:

_____
Sanford Minkoff, County Attorney

LETTER OF PROMULGATION

Approval Date: <u>January 27, 2015</u>

To: Officials, Employees and Citizens of Lake County

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

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

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

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

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

This letter promulgates the *Lake County Comprehensive Emergency Management Plan*, constitutes the adoption of the plan, and the adoption of the National Incident Management System (NIMS). This emergency plan becomes effective on approval by the Board of County Commissioners.

_____
Jimmy Conner, Chairman
Lake County Board of County Commissioners

SIGNED CONCURRENCE BY LAKE COUNTY AGENCIES

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

Signed _____
       (Public Safety Director's Signature)

The **Lake County Emergency Management Division Manager** concurs with and supports the Lake County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
       (Emergency Management Manager's Signature)

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

Signed _____
       (Lake County Sheriff's Signature)

The **Lake County Tax Collector** concurs with and supports the Lake County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
       (Lake County Tax Collector's Signature)

The **Lake County Supervisor of Elections** concurs with and supports the Lake County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
       (Lake County Supervisor of Elections' Signature)

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

Signed _____
       (Lake County Clerk of Court's Signature)

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

Signed _____
        (Lake County Property Appraiser's Signature)

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

Signed _____
        (Lake County Schools Superintendent's Signature)

The **Lake County Manager** concurs with and supports the Lake County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
        (County Manager's Signature)

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

Signed _____
        (County Attorney's Signature)

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

Signed _____
        (Florida Department of Health, Lake County Administrator's Signature)

The **Lake Emergency Medical Services Executive Director** concurs with and supports the Lake County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to Emergency Management.

Signed _____
        (Lake Emergency Medical Services Executive Director Signature)

FOREWORD

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

Lake County Government is mandated by federal, state and local laws to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured and recovery is achieved, efficiently and effectively, before, during and after natural, technological and human caused disasters (i.e., fires, hurricanes, tornadoes, chemical spills, floods, domestic and acts of terrorism, etc.) that occur in Lake County.

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

EXECUTIVE SUMMARY

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

The Plan addresses the four phases of emergency management (preparedness, response, recovery, and mitigation), parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the "National Response Framework (NRF)," and describes how local, state, and federal resources will be coordinated to supplement local response and recovery capability. The CEMP is in compliance with the draft criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) in July of 2012 and addresses National Incident Management System (NIMS) Compliance.

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

1. **The Basic Plan** – outlines the general purpose, scope and methodology of the plan; coordination, collaboration and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the Lake County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.

2.   **Annex I – Recovery Functions**. This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within Lake County designed to facilitate both immediate and long-term recovery after a disaster has occurred. The annex provides for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Lake County. Specific tasks may be described in Emergency Operating Guidelines (EOGs) or other operational plans utilized within Lake County.

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

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

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

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

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

LAKE COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
ORGANIZATION

Instructions for Use

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

I.   Basic Plan

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

II.   Incident Management System/Emergency Support Function Annexes

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

III.   Recovery Annex

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

IV.   Emergency Operating Guidelines (EOGs)

For the Lake County Comprehensive Emergency Management Plan to be complete, each EOC staff position and ESF lead agency must develop Emergency Operating Guidelines (EOGs). ESF Support agencies are encouraged to develop their own EOGs or checklists. Additionally, Emergency Management will develop and maintain Incident Management System EOGs and/or checklists for the Emergency Operation Center as appropriate. Upon completion, each EOG will become part of this plan by reference but is not included in this CEMP. Each ESF

agency shall be responsible for the promulgation and maintenance of their EOGs. These EOGs will contain, in detail, those actions that are necessary to fulfill the EOC/ESF functional responsibilities under this plan. All EOGs will be dated and reviewed/updated annually.

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

The EOGs are provided as guidelines for each ESF while functioning in the EOC. EOC and ESF members may deviate from EOGs to respond to unique needs in a particular response. Major variations from procedures shall be coordinated with the EOC Manager.

V.   Checklists

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

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┌─────────────────────────────────────────────────────────────┐
│ Basic Plan   (General)                                       │
│ CEMP                                                         │
└─────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────┐
│            ↘                                                 │
│      ESF Annexes   (Specific)                                │
│                 ↘                                            │
│         Recovery Annex   (Specific)                          │
└─────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────┐
│                         ↘                                   │
│         Emergency Operating Guidelines    (More Specific)    │
│                         ↘                                   │
│               Checklists    (Very Specific)                  │
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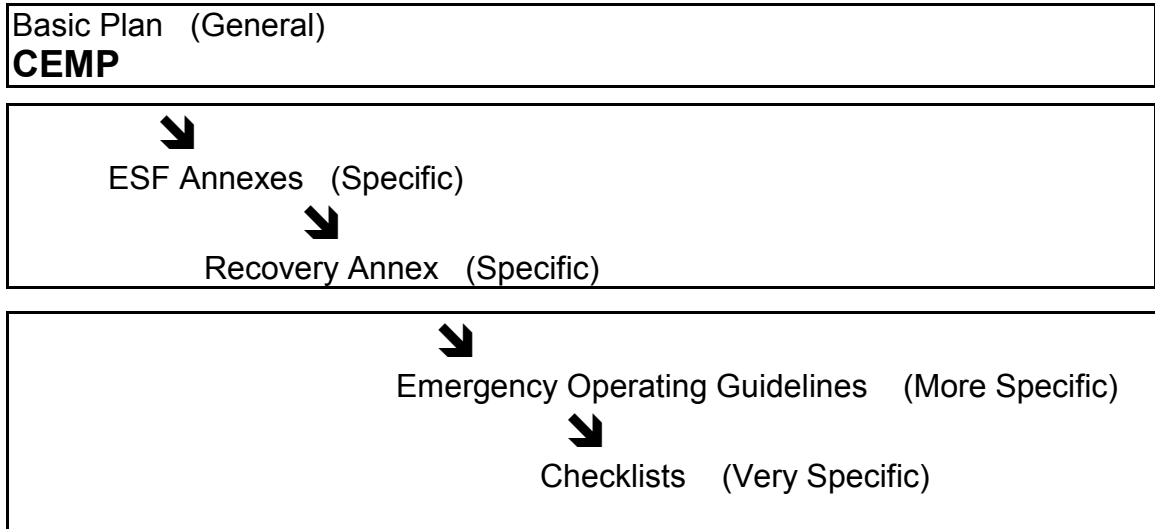
DEFINITIONS

Activation Level III, Monitoring Activation – This level will be implemented whenever the Lake County Emergency Management Division receives notice of an incident, which may escalate to threaten public safety.

Activation Level II, Hazard Specific Activation – This level may be implemented by the Lake County Emergency Management Division or upon request of the Incident Commander (or his/her designees). Only those ESFs impacted by the hazard or involved in the response will be represented at the Emergency Operations Center (EOC).

Activation Level I, Full County Activation – This level may be implemented for a major event. All EOC components including the Executive Policy Group (EPG), Command and General Staff, ESFs, the Liaison Group and Support Staff will typically staff 24 hours per day.

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

Amateur Radio Emergency Service (ARES) – A volunteer group of amateur radio operators who may be activated by the Lake County Emergency Management Division or ESF 2 to provide communications support in times of emergency.

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

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

Catastrophic Disaster – An incident that overwhelms the capability of local and state resources and requires federal assistance and/or resources. Examples include Hurricane Ivan in 2004 and Hurricane Katrina in 2005.

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

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

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

Command Staff –The staff positions consisting of the Public Information Officer, Liaison Officer, and the Safety Officer who report directly to the Incident Commander. For the Lake County EOC, Command Staff positions are comprised of the following: EOC Manager, Public Information Officer, Liaison Officer, EOC Command Desk staff.

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

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

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

County Warning Point – This is the location that the State will contact in case of an emergency. The primary County Warning Point is located within the Lake Emergency Medical Services' Communications Center. It is staffed 24 hours a day.

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

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

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

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

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

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

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

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

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

Emergency Management Network (EMnet) – This is the 24 hour dedicated satellite communications link between the State EOC and the 67 counties and 6 local weather forecast offices.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of county and/or state assistance required during the immediate response and recovery phases. The concept uses a functional approach to group response actions or Subject Matter Experts (SMEs) which will be most likely needed during an emergency or disaster.

Executive Policy Group (EPG) – The decision making body comprised of the Chairman of the Lake County Board of County Commissioners (LCBCC), the Sheriff, County Manager, County Attorney, Public Safety Director and other officials deemed necessary as each incident dictates the need. The role of the EPG is to identify and set forth the overall objectives to be accomplished during an EOC activation.

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

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

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

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

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

Enhanced Fujita (EF) Scale – The scale used by the National Weather Service to rate tornados by relating the degree of damage to the intensity of the wind.

EF Number	Winds
0	65 - 85 mph
1	86 - 110 mph
2	111 - 135 mph
3	136 - 165 mph
4	166 - 200 mph
5	Over 200 mph

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

General Staff – Staff in the Incident Management System structure; Section Chiefs are Operations, Planning, Logistics and Finance who report to the Incident Commander. For the Lake County EOC, General Staff positions are comprised of the following Section Chiefs: Budget/Finance, Logistics, Operations, Planning and Recovery.

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

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

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

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

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

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

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

Hurricane Season – The six-month period from June 1st through November 30th.

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

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

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

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

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

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

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

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

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

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

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

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

Local State of Emergency - "Local emergency management agency" means an organization created in accordance with the provisions of Florida Statutes 252.31-252.90 to discharge the emergency management responsibilities and functions of a political subdivision. Declared whenever normal community functions are severely disrupted, Lake County Government requires outside assistance or as deemed necessary by the Executive Policy Group.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resource Staging Centers (RSC) –The location in the county where supply donations and volunteers will be received from the Regional Recovery Center for redistribution to

County distribution points. RSCs may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

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

Intensity	Winds
Tropical Storm	39-73 mph
Category 1	74-95 mph
Category 2	96-110 mph
Category 3	111-129 mph
Category 4	130-156 mph
Category 5	157+ mph

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

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

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

Shelter-In-Place – Recommendation that means residents will be advised to remain in their homes with the windows closed and all open air circulation systems turned off.

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

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

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

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

State Emergency Response Team (SERT) – Team that coordinates State of Florida response and recovery functions through 18 Emergency Support Functions (ESFs).

State of Emergency – A governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans. The Governor may issue an Executive Order.

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

State Watch Office (SWO) – The 24-hour answering point in the State EOC for reports of unusual emergencies and/or requests for State assistance.

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

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

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

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

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

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

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

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

Tornado Warning – Warning issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning.

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

Tropical Storm – Area of low pressure with a definite eye and counter clockwise winds of 39-73 mph. A tropical storm may strengthen to hurricane force in a short period of time.

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

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

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

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

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

ACRONYMS

AEOC	Alternate Emergency Operations Center
ACLF	Adult Congregate Living Facility
AHCA	Agency for Health Care Administration
ALF	Assisted Living Facility
AMA	American Medical Association
AOR	Area of Responsibility
APAO	Assistant Public Assistance Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARRL	American Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BC	Bureau Chief
BFE	Base Flood Elevation
BOAF	Building Officials Association of Florida
CAP	Civil Air Patrol
CAT	Crisis Action Team
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Order
CEOC	County Emergency Operations Center
CEP	Civil Emergency Planning – NATO
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Register
CIL	Citizens Information Line
CINC	Commander-In-Chief
CIP	Critical Infrastructure Protection
CISD	Critical Incident Stress De-briefing
COG	Continuity of Government
CONUS	Continental United States
COOP	Continuity of Operations
CP	Command Post
CPI	Consumer Price Index
CRS	Community Rating System
CSA	County Staging Area
CST	Civilian Support Team – National Guard
CWP	County Warning Point
DABT	Division of Alcoholic Beverages & Tobacco
DACS	Department of Agriculture and Consumer Services
DAP	Disaster Assistance Programs
DAT	Damage Assessment Teams

DBF	Department of Banking and Finance
DBPR	Department of Business and Professional Regulation
DCA	Department of Community Affairs
DCE	Defense Coordinating Executive – Department of Defense
DCF	Department of Children and Families
DCO	Defense Coordinating Officer – Department of Defense
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team – FBI Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office -- Federal
DHSMV	Department of Highway Safety & Motor Vehicles
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DMS	Department of Management Services
DNR	Department of Natural Resources
DO	Duty Officer
DOB	Duplication of Benefits / Date of Birth
DOC	Department of Corrections
DOD	Department of Defense
DOE	Department of Energy
DOEA	Department of Elder Affairs
DOH	Department of Health
DOI	Department of Insurance
DOJ	Department of Justice
DOMS	Director of Military Support
DOS	Department of State
DOT	Department of Transportation
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSCO	Deputy State Coordinating Officer
DUA	Disaster Unemployment Assistance
EADB	Emergency Authorities Database – Department of Defense
EAS	Emergency Alert System
ECC	Emergency Communications Center
ECO	Emergency Coordinating Officer
EEI	Elements of Essential Information
EEO	Equal Employment Opportunity
EHS	Extremely Hazardous Substance
EIE	Emergency Information Exchange
EM	Emergency Management

EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division Manager
EMI	Emergency Management Institute
EMPA	Emergency Management Preparedness and Assistance Trust Fund
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMTC	Emergency Management Training Center
EO	Executive Order
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOG	Executive Office of the Governor / Emergency Operating Guide
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPP	The Directorate for Emergency Preparedness Policy – Department of Defense
ERT	Emergency Response Team – Federal
ERT-A	Emergency Response Team – Advance Element
EMNET	Emergency Satellite Communications System
ESC	Essential Services Center
ESF	Emergency Support Function
EST	Emergency Support Team – National Guard
ETA	Estimated Time of Arrival
ETC	Estimated Time of Completion
ETD	Estimated Time of Departure
ETO	Exercise Training Officer
F.S.	Florida Statute
F-SERT	Forward State Emergency Response Team
FAA	Federal Aviation Administration
FAB	Florida Association of Broadcasters
FAC	Florida Administrative Code
FasT	Federal Assessment Team – Federal
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCG	Florida Coordinating Group
FCIS	Florida Crime Information Service
FCN	Florida Communities Network
FCO	Federal Coordinating Officer
FCT	Florida Communities Trust
FDEM	Florida Division of Emergency Management
FDLE	Florida Department of Law Enforcement
FECA	Florida Electrical Cooperative Association
FEIL	Florida Emergency Information Line
FEMA	Federal Emergency Management Agency

FEPA	Florida Emergency Preparedness Association
FERT	Federal Emergency Response Team
FEX	Functional Exercise
FFAMIS	Florida Fiscal Accounting Management Information System
FFCA	Florida Fire Chiefs Association
FFS	Florida Forest Service (formerly Division of Forestry)
FFWC	Florida Fish & Wildlife Commission
FHFA	Florida Housing Finance Agency
FHMO	Florida Hazard Mitigation Officer
FHP	Florida Highway Patrol
FIRM	Flood Insurance Rate Map
FLDOT	Florida Department of Transportation
FMAP	Flood Mitigation Assistance Program
FMHO	Federal Hazard Mitigation Officer
FNATS	Federal National Teletype System
FNG	Florida National Guard
FmHA	Farmer's Home Administration
FP&L	Florida Power and Light
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan n/k/a National Response Plan
FSA	Florida Sheriff's Association / Farm Services Agency
FSX	Full Scale Exercise
GAR	Governor's Authorized Representative
GENSET	Generator Set
GIS	Geographic Information System
GR	General Revenue
GSA	General Services Administration
HAZMAT	Hazardous Materials
HAZMIT	Hazard Mitigation
HCD	Housing and Community Development
HES	Hurricane Evacuation Study
HF	High Frequency
HFA	Housing Finance Agency
HLS	Hurricane Local Statement
HLT	Hurricane Liaison Team
HM	Hazard Mitigation
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program – Federal
HMIS	Hazardous Materials Information System
HMO	Hazard Mitigation Officer
HP	Hurricane Program – FEMA
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HSO	Human Services Officer – Same as an Individual Assistance Officer

HUD	Department of Housing and Urban Development
HURREVAC	Hurricane Evacuation Tracking Program
HVA	Hazard Vulnerability Analysis
IA	Individual Assistance or Impact Assessment
IAO	Individual Assistance Officer
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFG	Individual and Family Grant
IG	Inspector General
IMS	Incident Management System
IMT	Incident Management Team
IO	Infrastructure Officer – same as a Public Assistance Officer (PAO)
IPC	Ingestion Pathway County / Initial Point of Contact
IPU	Information Processing Unit
IPZ	Ingestion Pathway Zone
IRAP	Interagency Radiological Assistance Plan
IRS	Internal Revenue Service
ISS	Information System Services
JCC	Joint Coordination Center – Federal
JFO	Joint Field Office
JIC	Joint Information Center
JSAC	Joint State Area Command
KAPP	Key Asset Protection Program
KW	Kilowatt
LBR	Legislative Budget Request
LCSO	Lake County Sheriff's Office
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LIHEAP	Low Income Housing Energy Assistance Program
LMS	Local Mitigation Strategy
LSA	Logistical Staging Area
LEMS	Lake Emergency Medical Services
LTR	Long Term Redevelopment – DCA
MAA	Mutual Aid Agreement
MACDIS	Military Assistance for Civil Disturbances – DOD
MACS	Multi-Agency Coordination System
MBE	Minority Business Enterprise
MCI	Mass Casualty Incident
MCU	Mobile Communications Unit
MEOW	Maximum Envelope of Wind / Water
MERL	Mobile Emergency Radiological Laboratory
MERS	Mobile Emergency Response System

MERVS	Mobile Emergency Response Vehicles
MHA	Multiple Hazard Analysis
MIC	Meteorologist In Charge – NWS
MMRS	Metropolitan Medical Response Team – Federal
MOA	Memorandum of Agreement
MOM	Maximum of the Maximums
MOU	Memorandum of Understanding
MRE	Meals Ready-to-Eat
MSCA	Military Support for Civil Authorities
MSDS	Material Safety Data Sheet
MSU	Medical Support Unit
NAWAS	National Warning System / National Attack Warning and Alert System
NBC	Nuclear, Biological, Chemical
NCEP	National Center for Environmental Prediction
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center – FEMA
NEMA	National Emergency Management Association
NEPA	National Environmental Policy Act
NEST	Nuclear Emergency Support Team – DOE
NETC	National Emergency Training Center – FEMA
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NHC	National Hurricane Center
NICP	Nuclear Incident Contingency Plan – FEMA
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NOFA	Notice of Funding Availability
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRP	National Response Plan f/k/a Federal Response Plan
NRCS	National Resource Conservation Service
NRT	National Response Team
NSEP	National Security Emergency Preparedness
NTC	National Tele-registration Center
NTSB	National Transportation Safety Board
NWR	National Weather Radio
NWS	National Weather Service
OJCS	Office of the Joint Chiefs of Staff – DOD
OMB	Office of Management and Budget – Federal
OMC	Operations Management Consultant
OPB	Office of Planning and Budgeting – State
OPCOM	Operational Command

OPCON	Operational Control
OSHA	Occupational Safety and Health Administration
PA	Public Assistance / Public Affairs
PAC	Public Assistance Coordinator
PAG	Protective Action Guide
PAO	Public Assistance Officer
PAR	Protection Action Recommendation
PDA	Preliminary Damage Assessment
PFO	Principal Federal Officer
PIO	Public Information Officer
PNP	Private Non-Profit
POA	Point of Approach
POC	Point of Contact
POD	Point of Distribution/Dispensing
PSA	Public Service Announcement
PSC	Public Service Commission
PSI	Pounds per Square Inch
PSN	People with Special Needs
PW	Project Worksheet
RC	Recovery Centers
RCMP	Residential Construction Mitigation Program
RCRA	Resource Conservation and Recovery Act
RDSTF	Regional Domestic Security Task Force
REEF	Radiological Emergency Evaluation Facility
REM	Roentgen Equivalent Man
REP	Radiological Emergency Preparedness
RERO	Radiological Emergency Response Operations
RFA	Request For Federal Assistance
RFP	Request For Proposal / Request For Payment
RIAT	Rapid Impact Assessment Team
RIS	Resource Identification Strategy
RMEC	Regional Military Emergency Coordinator
RO	Radiological Officer
ROC	Regional Operations Center – FEMA
RPC	Regional Planning Council
RQ	Reportable Quantity
RRC	Regional Relief Centers
RRT	Rapid Response Team – State / Radiological Response Team – Federal
RSO	Radiation Safety Officer
SA	Salvation Army
SALEMDUG	State and Local Emergency Management Data Users Group
SAMAS	State Accounting and Management System
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act – SARA Title III

SBA	Small Business Administration
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SEABEES	United States Navy Construction Battalion
SEOC	State Emergency Operations Center
SEP	Supplemental Environmental Project
SEPLO	State Emergency Preparedness Liaison Officer
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFHA	Special Flood Hazard Area
SFRT	Shelter Feasibility Review Team
SHMART	State Hazard Mitigation and Recovery Team
SHMO	State Hazard Mitigation Officer
SIC Code	Standard Industrial Classification Code
SITREP	Situation Report
SLOSH	Sea, Lake and Overland Surges for Hurricanes
SMAA	Statewide Mutual Aid Agreement
SMART	Strategic Metropolitan Assistance and Recovery Teams
SMRAP	Southern Mutual Radiological Assistance Plan
SNAPS	State Negotiated Agreement Price Schedule
SNTF	Special Needs Task Force
SOG	Standard Operating Guidelines
SOO	Statement of Objectives
SOP	Standard Operating Procedure
SORT	Special Operations Response Team
SOW	Scope of Work
SPURS	Statewide Purchasing System
SREMAC	Southern Regional Emergency Management Assistance Compact
SST	Sea Surface Temperature
STARC	State Area Command
SWAT	Special Weapons and Tactics
SWO	State Watch Office
TAG	Technical Advisory Group / The Adjutant General
TDD	Telephone Device for the Deaf
TDR	Technical Data Report
TLD	Thermo-Luminescent Dosimeter
TO	Training Officer
TPQ	Threshold Planning Quantity
TTX	Table Top Exercise
UC	Unemployment Compensation
UHF	Ultra High Frequency
UPS	Un-interruptible Power Supply
USAR	Urban Search and Rescue
USACE	United States Army Corps of Engineers
USAF	United States Air Force

USCG	United States Coast Guard
USDA	U.S. Department of Agriculture
USGS	United States Geological Service
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMM	United States Merchant Marine
USN	United States Navy
VA	Veterans Administration
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
VRG	Virtual Rain Gauge
WATS	Wide Area Telephone Service
WCM	Warning Coordination Meteorologist – NWS
WMD	Water Management District / Weapons of Mass Destruction
WRSAME	Weather Radio Specific Area Message Encoder
WSO	Weather Service Office
WWW	World Wide Web

Comprehensive Emergency Management Plan

Basic Plan

I. INTRODUCTION

The <u>Comprehensive Emergency Management Plan</u> (CEMP) establishes the framework, as required by Chapter 252, Florida Statutes, to ensure that Lake County is prepared to manage all hazards that threaten Lake County. The CEMP emphasizes action within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery and Mitigation. The CEMP defines the functional roles and responsibilities of each government entity that partners in Lake County's disaster organization and their relationship to each other. In addition, the County's CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

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

- **The Basic Plan**
  Outlines the general purpose, scope and methodology of the plan; coordination, facilitation and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the Lake County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.

- **Annex I – Recovery**
  This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details facilitation, coordination, planning efforts, and policies within Lake County designed to facilitate both immediate and long-term recovery after a disaster has occurred; thus providing for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Lake County. Specific tasks may be described in Emergency Operating Guidelines (EOGs) or other operational plans utilized within Lake County.

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

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

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

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

A.   Purpose

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

1.   Reducing loss of life, injury and property damage and loss resulting from natural, technological and manmade emergencies;

2.   Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;

3.   Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;

4.   Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and

5.   Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated   by inadequate planning for, and regulation of, public and private facilities and land use.

B.   Scope

1.   The CEMP establishes the basic policies, assumptions and strategies for a comprehensive all-hazards countywide emergency management program.

2.   The CEMP prioritizes protection of citizens as a first priority, with the preservation and protection of property being the second priority.

3.   The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency situation and needs. Any part or section of the plan may be utilized separately if required by the situation.

4.   The CEMP establishes the procedures to coordinate with Local, Regional, State and Federal emergency management agencies, organizations and programs.

5.   A unified direction and control structure is described. The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities.

6.   The CEMP brings together County and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.

7.   The CEMP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance for resources, if needed. State and/or Federal resources will be requested and drawn from when local resources have been exhausted.

8. The CEMP provides a format for the shift of focus of the EOC from Response to Recovery and Mitigation. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.

9. The CEMP establishes an effective format for emergency management by:

    a) Identifying the types of hazards that can occur within the County;

    b) Determining the County's vulnerability to various types of disasters, and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.

    c) Addressing each phase of the emergency management cycle:

        (1) Preparedness: Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.

        (2) Response: Government responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort and looking ahead to recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations

implement their plans to secure and protect their assets, and if capable, make available resources to help the community.

(3) <u>Recovery</u>: Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the "after action" evaluation process is conducted.

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

C. <u>Methodology</u>

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

   a) Lake County Board of County Commissioners
   b) Lake County Manager
   c) Lake County Attorney
   d) Lake County Clerk of Courts
   e) Lake County Property Appraiser
   f) Lake County Sheriff
   g) Lake County Supervisor of Elections
   h) Lake County Tax Collector
   i) Lake County Communications Department
   j) Lake County Community Services Department
   k) Lake County Community Safety and Compliance Department
   l) Lake County Economic Development & Tourism Department
   m) Lake County Facilities and Fleet Management Department
   n) Lake County Fiscal and Administrative Services Department
   o) Lake County Growth Management Department
   p) Lake County Human Resources Department
   q) Lake County Information Technology Department
   r) Lake County Public Resources Department
   s) Lake County Public Safety Department
   t) Lake County Public Works Department
   u) Lake County Schools
   v) Florida Department of Health, Lake County

Other governmental entities furnishing input and information include:

a)   Town of Astatula
b)   City of Clermont
c)   City of Eustis
d)   City of Fruitland Park
e)   City of Groveland
f)   Town of Howey-in-the-Hills
g)   Town of Lady Lake
h)   City of Leesburg
i)   City of Mascotte
j)   City of Minneola
k)   Town of Montverde
l)   City of Mount Dora
m)   City of Tavares
n)   City of Umatilla
o)   The Villages Community Development District
p)   Florida Division of Emergency Management
q)   National Weather Service
e)   East Central Florida Regional Planning Council

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

a)   American Red Cross
b)   The Salvation Army
c)   Lake And Sumter Emergency Recovery (LASER)

2.   Local planning involvement includes:

a)   A promulgation letter from the Chairperson of the Board displayed at the front of this document.
b)   Signed Concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
c)   A distribution list of the Comprehensive Emergency Management Plan, displayed at the front of this document.
d)   The Emergency Management Division Manager or designee is responsible for ensuring that all changes have been distributed to recipients of the CEMP. The distribution list, displayed at the front of this document is used to verify that all

appropriate persons/offices are copied.

e)   A Record of Changes Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.

f)   A master copy of the CEMP, with a master Record of Changes Log, is maintained in the Emergency Management Division. A comparison of the master copy with any other will allow a determination to be made as to whether or not the copy in question has been posted to it with all appropriate changes.

II.   SITUATION

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

A.   Hazards Analysis

This section details the natural, technological and manmade hazards to which Lake County is vulnerable.

1.   Tropical Cyclone Events

Level of Vulnerability: High probability/major impact Hurricane season is from June through November with regions of major hurricane activity in the Gulf and Western Caribbean during June and October. Although coastal areas are more susceptible to hurricanes, wind and water damage could extend inland to Lake County. Any category hurricane that strikes Lake County could trigger the issuance of an evacuation order. In 2004, Hurricanes Charley, Frances and Jeanne passed in the vicinity of Lake County with wind speeds equal to that of tropical storms, and caused moderate damage. In 2008, Tropical Storm Fay impacted Lake County. The

greatest threat from wind and heavy rains will be to those living in structurally unsound housing and mobile homes. Further specific information is located in the Local Mitigation Strategy. Extensive damage to residential and commercial areas and infrastructure would be anticipated. Primary hazards from this type of event include: **tornadoes, fresh water flooding from heavy rainfall, and extensive wind damage**.

Consequences:
a)   notification and warning
b)   law enforcement/traffic control
c)   mass evacuation and re-entry
d)   mass care (pre and post event)
e)   public health
f)   infrastructure damage
g)   property damage/loss
h)   debris clearance
i)   animal issues
j)   long-term economic impacts
k)   recovery assistance programs
l)   economic and social disruption
m)   widespread psychological impacts

2.   Severe Weather

Level of Vulnerability: High probability/major impact

Forces associated with weather-generated events are grouped under Severe Weather. While each force has specific characteristics and effects, they often occur in conjunction with one another, thereby increasing and intensifying the effects. There has been damage in Lake County from tornadoes and storm wind events. Most strikes occur in the summer although lighting storms have occurred in other months with advancing cold fronts.   The El Nino Weather phenomenon increases the number of severe weather instances that affect Lake County typically from December 1 through the month of May with the months of February, March and April being the most active.

The primary hazards included under this category are: **lightning, heavy rains, hail, damaging winds, freezes, tornadoes and winter storms**.

a)   Severe Thunderstorms

Severe thunderstorms occur in all seasons of the year. Many of the storms are accompanied by high wind, hail, flooding and dangerous lightning. The storms have the potential of causing power outages and destruction or damage to buildings and can result in loss of life. Florida is the nation's leader in lightning fatalities. Thunderstorms can affect a large portion of the county's population.   Minor damage occurs from thunderstorms each year. From 1971 to September 2014, there have been one hundred six (106) severe thunderstorms.

b)   Tornadoes

Tornadoes are characterized by violent and destructive winds as well as hail, flooding and lightning. The most common, least destructive tornadoes are warm weather tornadoes that occur between May and August. Cool season tornadoes are the most destructive, occurring between December and April. Lake County is vulnerable to these wind disasters due to the population residing in manufactured or mobile homes. A tornado or a series of tornadoes could affect twenty (20) percent of the population if they should occur in a highly populated area. Damage has occurred from tornadoes in the county. From 1953 to 2014, there have been fifty-five (55) tornadoes reported in Lake County.   Specifically the "Groundhog Day Tornadoes" that took place on February 2, 2007 causing thirty-two (32) million dollars in damage and twenty-one (21) deaths.

c)   Winter Storms

Severe winter weather and below freezing temperatures are taxing to the resources of citizens, business, timber and agriculture.   Freezing conditions can render the roads impassable, having a dramatic effect on local emergency response agencies. Below freezing temperatures can cause

electrical power outages leaving many homes without heat. The need for emergency shelters could exist during long-term power outages.

Consequences:
(1) power outages
(2) infrastructure damage (road/culvert washout)
(3) erosion
(4) property damage/loss from wind, water and fires
(5) fresh water flooding
(6) storm surge flooding (winter storms)
(7) evacuations (day/night, road congestion)
(8) agricultural damage/loss
(9) economic loss
(10) debris

The Fujita Scale for Tornadoes and the Saffir/Simpson Hurricane Scale are included below for reference as **Table 1** and **Table 2**.

TABLE 1: FUJITA SCALE FOR TORNADOES

SIZE	FUNNEL SPEED	DAMAGE
DAMAGE ASSESSMENT		
F0	40 to 72 MPH	Light Damage
Branches broken from trees; chimneys damaged; shallow-rooted trees pushed over; signs and billboards damaged.		
F1	73 to 112 MPH	Moderate Damage
Surface peeled off roofs; mobile homes pushed off of foundations or overturned; moving vehicles pushed off roadways.		
F2	113 to 157 MPH	Considerable Damage
Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large trees snapped or uprooted; light-object missiles generated.		
F3	158 to 206 MPH	Severe Damage
Roofs and walls torn off well-constructed homes; trains overturned; most trees in forest uprooted; heavy cars lifted off ground and thrown.		
F4	207 to 260 MPH	Devastating Damage
Well-constructed homes leveled; structures with weak foundations blown off some distance; cars thrown and large missiles generated.		
F5	261 to 318 MPH	Incredible Damage
Strong frame homes lifted off foundations and carried large distance to disintegrate; automobile size missiles fly through air in excess of 300.		
SOURCE: FEMA		

TABLE 2: SAFFIR / SIMPSON HURRICANE SCALE

TYPE STORM	WIND SPEED	DAMAGE
DAMAGE DESCRIPTION		
Tropical Storm	39 to 73 MPH	Shelter in a safe structure
No real damage to building structures. Damage to shrubbery and trees.		
Category 1	74 to 95 MPH	Very dangerous winds will produce damage
Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.		
Category 2	96 to 110 MPH	Extremely dangerous winds – extensive damage
Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.		
Category 3	111 to 129 MPH	Devastating damage will occur
Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.		
Category 4	130 to 156 MPH	Catastrophic damage will occur
Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.		
Category 5	157 MPH or greater	Catastrophic damage will occur
A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.		
SOURCE: NATIONAL WEATHER SERVICE		

3. **Environmental**

Level of Vulnerability: High Probability/minor to major impact

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

a) Flooding

Lake County has some of the highest elevations in the State of Florida. The highest point in the county is three hundred twelve (312) feet above sea level. Riverbank overflow and ponding are the most common flooding concerns due to the number of small lakes and swampy areas along waterways. Storm water runoff can be a problem that occurs in the developed areas of Lake County. Hurricane induced flooding could also present problems should a hurricane or tropical storm pass over low-lying areas of Lake County. In 2004, Hurricane Frances and Hurricane Jeanne caused significant flooding from the St. John River affecting the northern areas of Lake County. Approximately forty-six (46%) percent of the county acreage is in the 100-year floodplain. Areas of flooding concern are listed below. Flooding can affect approximately two (2) to ten (10) percent of the county's population.

Flooding Concern
Astor
Western shoreline of the St. Johns River
Western shores of Lake Apopka
Western shoreline of Lake Dora
Montverde
Western shoreline of Lake Akron
Green Swamp
Complete shoreline of Lake Louisa
Western shoreline of Lake Yale
Mount Dora

b)   <u>Brush fires, Wildfires and Forest Fires</u>

Lake County's typical fire season is the dry season, from January through May. Lightning-caused fires can also occur during July-August. The southern and far eastern portions of the county are highly susceptible to wildfire, while the northeast has a medium risk. Lake County has a considerable amount of undeveloped land with prime fuel sources for fires. Wild land fires cause significant annual losses to timber, agriculture and wildlife in the State of Florida. Twenty (20) areas have been identified (including the Seminole State Forest and Ocala National Forest) as having a high potential for brush/wild fires. Due to the concentration of residents in rural wooded areas of the county, additional threats to life and property exist therefore requiring increased mitigation efforts. Recent years have indicated an increase in wildfire activity. Since 1998 more than 15,000 Florida wildfires have devastated over one million acres and destroyed more than 1000 structures. Due to the large amounts of rural forestland, forest fires in Lake County are not uncommon. The Lake Tracey wildfire of 2008 resulted in the evacuation of homes in northeast Lake County.

Table 3 illustrates the primary causes of forest fires in <u>Florida</u> between 2010 and 2014:

Table 3: Forest Fires in Florida by Cause

Source	Fires (Total #)	Percent (Average)	Acres (Total #)	Percent Acres (Average)
Lightning	3,264	25.11	139,378	36.63
Campfires	440	3.39	2,602	0.68
Smoking	114	0.88	1,209	0.32
Debris	2,929	22.54	38,703	10.17
Incendiary	1,780	13.69	32,135	8.45
Equipment	955	7.35	92,742	24.38
Rail Road	65	0.50	493	0.13
Children	491	3.78	2,152	0.57
Unknown	1,758	13.53	45,985	12.09
Miscellaneous	1,202	9.25	25,075	6.59
Total	**12,998**		**380,473**	
SOURCE: Florida Forest Service				

c)   <u>Drought</u>

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

d)   Extreme Temperatures

Each winter, Florida faces the threat of at least a moderate freeze.   In February 2001, federal disaster aid was made available for people in Lake County left jobless because of the effects of the winter freezes on farm crops and fisheries. This presents a problem for Florida as a whole because of the large amount of agricultural activity conducted throughout the state. For Lake County, this activity is centered on the vegetable, foliage and citrus industries. If temperatures reach freezing levels for extended periods of time, combined with other climatic factors, crop or landscape damage may occur, having a significant impact on the county's economy and employment base.   Personal injury or death due to freezes is not considered a hazard except indirectly through fire caused by incorrect or careless use of space heaters, etc.   If temperatures reach freezing levels extended periods of time, combined with other climatic factors, crop damage could occur. Additionally, consumer demand of electricity during periods of extreme cold weather may require the electric utility to implement rolling blackouts to selected areas in order to avert a total electrical grid overload. These blackouts can have a significant impact on electrically dependent critical facilities and persons.

e)   Sinkholes

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

Consequences:
(1)   notification and warning
(2)   law enforcement/traffic control
(3)   fire/rescue
(4)   evacuation and re-entry
(5)   property damage/loss
(6)   economic disruption/loss
(7)   agricultural loss
(8)   mass care (short and long term)
(9)   feeding evacuated population
(10)   public health (contamination of water supply)
(11)   infrastructure damage/loss (water distribution and treatment systems)
(12)   animal issues (relocation, feeding)
(13)   economic recovery assistance programs

4.   **Terrorism**

Level of Vulnerability: Low probability/minimal to moderate impact

Any violent or dangerous act done to intimidate or coerce any segment of the general population (i.e. government or civilian population) for political or social objectives constitutes terrorism. Historically, there had been few successful acts of terrorism committed in the State. However, with the heightened level of national terrorism events, and because of the number of facilities within the State associated with tourism, the military, government, cultural, academic, and transportation, the potential is considered to be high nationwide. In Lake County, terrorism assessments have identified facilities that have the potential for being targets for terrorist attacks with the intent of causing **psychological effects of the appearance of terrorism**, **catastrophic levels of loss of life, injury, and property and environmental damage**.

With Lake County's close vicinity to Orange County and the popular tourist destinations located within, Lake County could be considered a host-county in the event a major catastrophic terrorist event should occur.

Terrorist acts may also take the form of other hazards when the particular action induces such things as the release of hazardous and biological materials. Lake County has experienced semi-frequent false alarms to threats of terrorism.

Consequences:
a)   infectious disease control/treatment
b)   mass casualty/fatality
c)   mass panic
d)   inadequate law enforcement/fire/rescue resources
e)   large-scale contamination/decontamination issues
f)   large-scale evacuation
g)   large-scale sheltering
h)   search and rescue
i)   public information
j)   economic and social disruption
k)   psychological needs
l)   re-entry
m)   law enforcement/security

5.   Special Events

Level of Vulnerability: Low probability/minimal to major impact

Many special events occur every year within Lake County. Special events may include, but are not limited to large scale municipal events that impact the entire county (Leesburg Bikefest, Mount Dora Craft Fair and Arts Festival), smaller scale municipal events (monthly street parties, gatherings, etc.), visiting dignitaries, holiday parades, sporting events and the numerous events that attract people to the natural resources of Lake County.

All special events that have an impact on the entire county and/or are of a high security nature are typically coordinated with the Lake County Emergency Management Division. The National Incident Management System (NIMS) is utilized as the management structure by which all responsible stakeholders adhere to.

Special events occur in Lake County all throughout the year. Concerns from the public safety sector are large gatherings of people in a relatively confined space; no-notice severe weather events and a mass casualty incident (MCI) where local resources are overwhelmed.

The Emergency Management Division encourages pre-planning and the creation of an Incident Action Plan to coordinate all stakeholders that have responsibility for the special event.

Consequences:
a)   inadequate law enforcement/fire/rescue resources
b)   law enforcement/security
c)   mass casualty/fatality
d)   mass panic
e)   large-scale evacuation
f)   large-scale sheltering
g)   infectious disease control/treatment
h)   large-scale contamination/decontamination issues
i)   search and rescue
j)   public information
k)   economic and social disruption
l)   psychological needs
m)   re-entry

6.   **Mass Migration/Civil Disturbance**

Level of Vulnerability: Low probability/minimal to minor impact

Lake County has a low occurrence of civil unrest. Lake County contains one State Correctional Institute in Clermont (1,093 average population) and the Lake County Detention Center (1,076 average population). In the event of an institutional emergency within the correctional facilities located in Lake County, coordination with State and/or Federal authorities may be required. However, the probability is very low and not considered a planning issue. Mass migration is not anticipated but would be handled in cooperation and with assistance from State and Federal resources.

Consequences:
a) transportation/traffic control
b) public health/quarantine
c) law enforcement/security issues
d) impact to social services
e) impact on jail and detention facilities

7. Biological

Level of Vulnerability: Low probability/ minor to moderate impact

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

Exotic Pest and Diseases – Lake County's large agricultural areas are vulnerable to exotic pests and/or diseases. The Lake County Public Works Department will assist in this area.

Disease or Pandemic Outbreaks – Lake County is potentially vulnerable to outbreaks due to the large annual influx of seasonal residents and tourists from across the United States and overseas. Additionally, due to the large agricultural interests in portions of the county, there may be vulnerability to animal-borne diseases such as Mad Cow and Foot and Mouth Disease. Lake County is vulnerable to mosquito and other insect borne diseases.   Refer to the Lake County Pandemic Influenza Plan for further information.

Consequences:
a) economic loss
b) mass casualty/fatality
c) infectious disease control
d) disposal of diseased livestock/agricultural stock
e) need for mass feeding
f) mass care

g)   quarantine of people and/or livestock

h)   large number of treatment agents

8.   Technological

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

Lake County's level of vulnerability to such an incident is further described below:

a)   Surface transportation spills – The occurrences of railway and highway accidents do pose a major threat to Lake County. Lake County has twelve (12) major highways: US-27, US-441, Florida Turnpike, SR-19, SR-40, CR-42, SR-44, SR-46, SR-50, CR-439, CR-445 and CR-561. Some of these roadways pass through heavily populated areas and pose the greatest risk of critical casualty, hazardous materials incidents and disruptions of vital evacuation routes and pose a threat. It is estimated that approximately fifteen (15) percent of the residents of the County could be affected by a transportation accident involving hazardous materials. Railway lines are operated by CSX Transportation and Florida Central.

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

b) <u>End Users</u> – Currently Lake County has approximately two hundred (200) facilities that report under Section 302 that contain at any time an Extremely Hazardous Substance (EHS) over the threshold planning quantity. The analysis is based upon an on-site visit of these facilities. Lake County Fire Rescue Special Operations Team responded to one hundred thirty-two (132) incidents in 2008.

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

c) <u>Natural gas</u> – Recent efforts have increased the quantity of natural gas pipelines passing through the County. The major trunks follow the existing electrical right-of-ways. The major pipeline transverses from south-to-north along the existing major electrical transmission line right-of-way. Concerns over fire hazards in the County are centered on the natural gas pipeline and on various areas within the County identified as having a high potential for brush/wildfires.

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

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

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

e)   Nuclear Power Plants – There are no nuclear facilities within Lake County. However, Lake County's northwest border is within the 50 mile "Ingestion Pathway" of the Crystal River Nuclear Power Plant, located in Citrus County. The 50 mile planning contingency allows the Florida Division of Emergency Management to implement their plan – in concert with affected counties' Emergency Management agencies – to control and sample food supplies within the 50 mile zone.

It is possible Lake County could serve as a mass care site for evacuees from areas near a nuclear facility. In addition to shelter, planning concerns include medical and public health issues related to contamination and exposure of evacuees.

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

f)   Aircraft Mishap - Lake County has the Leesburg International Airport that features a 5,000-foot asphalt runway, Mid-Florida at Eustis has a 3,200-foot grass runway and the airport in Umatilla has 2,500-foot asphalt runway. There is a moderate probability for an aircraft mishap. In case of an airport incident, it is doubtful that the resources of the responding agencies would be depleted due to the probability that the mishap would involve only a small aircraft. On the other hand, many large commercial and military aircraft use the airspace in transit over Lake County, and therefore the potential does exist for a large aircraft mishap. Additionally, military aircraft utilize Lake County airspace for bombing range operations, which could result in the dispersal of unexploded ordinance. In the event of a large-scale aircraft mishap, additional resources from outside the county would be required such as military Explosive Ordinance Disposal (EOD) teams. Only a small segment of the population would normally be affected.

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

g)   <u>Coastal Oil Spills</u> – As Lake County is not a coastal county, this threat is not considered a hazard to the community.

Consequences:
(1)   evacuations
(2)   notification and warning
(3)   public information
(4)   mass care
(5)   mass casualty/fatality
(6)   law enforcement/traffic control
(7)   large scale contamination issues
(8)   mass decontamination
(9)   overcrowded hospitals
(10)   contaminated land and/or water
(11)   animal issues (relocation, medical)
(12)   environmental damage/loss
(13)   psychological needs
(14)   communications failure
(15)   civil unrest

B.   Geographic Information

1.   Lake County is located in the Central Florida Region. The highest point above sea level is three hundred twelve (312) feet. It is bordered by Volusia County, Orange County, Seminole County, Osceola County, Polk County, Sumter County and Marion County. See Local Mitigation Strategy (LMS) for further information. The total land mass is 1,156 square miles with the following breakdown.

a)   Land Area in square miles: 953

b)   Topography: Lake County is an inland county and does not suffer from the coastal effects of tropical disturbances. There are over one thousand four hundred (1,400) named lakes.

c)   Land use patterns are influenced by the waterways and road system. As with most of the Central Florida Area, more areas are being developed for residential and commercial uses. The population has grown dramatically from 1990 (152,104) to 2012 (303,186). With 11 jurisdictions growing rapidly and four growing slightly, the continued pressure for development may

test policies and ordinances currently in place which address prevention of incursion into known risk areas. All county jurisdictions have adopted comprehensive land plans, zoning, and building codes.

d)   Water area in square miles: 203

e)   Drainage patterns: In Lake County, floodplains are associated with the numerous lakes and the St. Johns River, along with their many tributaries. Most of the jurisdictions have policies in place prohibiting new or modification construction in areas identified as "as risk" or are within five (5), ten (10) and twenty (20) year floodplains.

f)   Environmentally sensitive areas: Lake County has several wetland areas, which are environmentally sensitive. These are primarily the low land areas near the lakes and rivers. Areas of critical state concern are the Ocala National Forest and the Green Swamp. Other areas of specific interest include the Wekiva National Wild and Scenic River and the Emeralda Marsh National Natural Landmark. Detailed maps and data are available from the St. Johns River Water Management District and the East Central Florida Regional Planning Council.

g)   Flood Prone Areas in Lake County are identified as those areas within the 100-year floodplain, and other areas subject to repetitive flooding along the rivers and lakes. In addition, flooding occasionally occurs in localized areas as a result of inadequate drainage. See LMS for further information.

C.   Vulnerability Analysis (Demographics)

1.   Lake County is experiencing an average rate of growth.

a)   Lake County's current population is 303,186 according to the U.S. Census Bureau, 2012, a 42% percent increase from 2000.

b)   The population density in Lake County is 316.6 persons per square mile.

c)   The County's population by distribution is shown in **Table 4.**

Table 4: Population Distribution by Age

Age Group	Population
0-4	5.5%
5-19	17.2%
20-64	52.9%
65 and Over	24.4%

d)   The Special Needs population varies but there are approximately 1,134 registered, primarily located throughout the county due to the number of nursing homes, home health agencies and medical facilities.

e)   Approximately 8% of the population in Lake County can be considered a migrant, non-English speaking population (or persons where English is not their first language). There is little difficulty anticipated from this group as they are fairly acclimated to the communities in which they reside.

f)   In 2013, the U.S. Census ACS estimated the total mobile home population in Lake County to be approximately 49,776, accounting for nearly 16% of the total county population.

g)   The number of seasonal residents in Lake County is 1.7 million visitors a year with approximately half of them staying in private homes and the other half staying in a hotel/motel.

h)   The hearing-impaired population (mostly elderly) will be handled by the dispatch centers through the TDD equipment as needed. There is currently a school for the deaf and blind in Mt. Dora.

i)   In 2008 a Shimberg study based on BLS statistics estimated the population of farm workers to be 2,512; accounting for approximately 2.19% of the State's farmworker population.

j)   Transient populations including travelers, is significant in Lake County. There are approximately 2,600 hotel/motel beds available in the county.

k)   The prison is operated by a State of Florida Correctional Institute in Clermont and the Lake County Detention Center operated by the Lake County Sheriff's Office. The number of incarcerated population in Lake County averages 2,170 inmates.

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

3.   <u>Special Needs Population</u>

A person with special needs may be any age. Most are identified through their home-care agency. Some contact the Emergency Management Division directly. A Special Needs Application must be completed by the person in need or by the person's caretaker, and submitted to the Emergency Management Division. Once received, it is processed for review by the Florida Department of Health, Lake County. Based on the information provided on the form, the Health Department medical staff will then make one of the following assignments in the event of an evacuation:

a)   Special Needs Shelter — The majority of persons assigned to a Special Needs Shelter are approved for that program because their medical condition requires them to be on required or life-sustaining medical equipment and are electrically dependent, and therefore must evacuate to a shelter where generator backup would be available in case of a loss of electricity. Some persons who are not electrically dependent and are not able to perform their daily routine activities without assistance are also assigned to the Special Needs Shelter.

b)   Acute Care — If the medical staff determines that a person's medical condition is beyond the care that can be provided to them in a Special Needs Shelter, that person is assigned to an Acute Care Facility such as a hospital. This assignment requires the person to obtain a pre-admit order from his/her physician to be used only in the event of a mandatory evacuation.

c)   Public Shelter — Those persons who live in a mobile or manufactured home and are not electrically dependent, and their medical condition does not require either of the above shelters, are encouraged to go to a public shelter.

d)   Stay at Home — Since Lake County is an inland county and not in a hurricane evacuation zone, persons who are not electrically dependent, live in a site-built home, and are able to perform daily routine activities without assistance, are encouraged to shelter in-place and stay at home or shelter with family or friends who live in a site-built home.

Upon completion of review by the Health Department medical staff, the form is returned to Emergency Management for final processing which will include a letter to the mailing address provided on the form advising the applicant of the results of the review.

D.   Economic Profile

The following is an economic profile of the County:

1. <u>Employment by sector</u>- **Table 5** illustrates a breakdown of employment by sector with the data currently available.

Table 5: 2013 3rd Quarter Employment Wages

Industry	Average Establishments	July	August	September	Average Employment	Average Weekly Wages
Natural Resources and Mining	161	1,712	1,659	1,711	1,694	*
Construction	995	5,899	6,062	6,119	6,027	$717
Manufacturing	210	3,266	3,291	3,311	3,289	$739
Trade, Transportation, Utilities	1,688	18,631	18,785	18,864	18,760	*
Information	77	1,564	1,549	1,531	1,548	$732
Financial Activities	348	1,835	1,832	1,796	1,821	$907
Professional and Technical Services	671	2,338	2,320	2,355	2,338	$763
Education and Health Services	842	15,803	15,830	15,777	15,803	$838
Leisure and Hospitality	640	10,333	10,326	10,345	10,335	*
Other Services	607	2,909	2,966	2,910	2,928	$464
Public Administration	82	4,808	4,822	4,767	4,799	$804

Available online at the **F**lorida **R**esearch & **E**conomic **D**atabase: http://freida.labormarketinfo.com/

2. <u>Unemployment Information</u>- **Table 6** illustrates unemployment numbers.

Table 6: December 2013 Unemployment Statistics

Category	Value
Unemployment	8,604
Unemployment Rate	6.7%

Source: Agency for Workforce Innovation

3. The per capital income includes a median household income of $45,663 (2012).

4. <u>Property Values</u> - **Table 7** illustrates property values for Lake County.

Table 7: Property Values for Lake County

Property Type	Number of Parcels	Just Value
Single Family Residential	113,050	$13,319,425,649
Multi-Family Residential	4,817	$589,850,731
Agricultural	4,984	$318,532,504
Vacant Residential	28,405	$621,211,381
Vacant Non-Agricultural	5,081	$379,200,313
Commercial	4,823	$2,253,915,573
Government and Institutional (Taxable)	2,253	$282,809,150
Homestead Agricultural	1,276	$229,861,812
Government and Institutional (Non-Taxable)	6,639	$1,336,503,583

Source: 2013 Department of Revenue County Profile

E.   Emergency Management Support Facilities

The following facilities support emergency management operations and resources:

1.   Essential services and functions for survivor sustainability, continuation of public safety actions, and disaster recovery are performed or provided. They also include "life-line" infrastructure essential to the mission of critical facilities such as water, power and sewer. Lake County Public Safety Department, Emergency Management Division maintains the critical facilities database. Data is updated annually, included in the *Lake County Local Mitigation Strategy* and provided to the State of Florida, Division of Emergency Management.

2.   The Logistical Staging Areas in Lake County are listed below. Detailed information regarding the sites is on file with Lake County Public Safety Department, Emergency Management Division.

Primary Logistical Staging Area:

Name:	Florida Natural Growers
Address:	38851 State Road 19
	Umatilla, FL 32784
Lat/Long:	28°57'04.40" N
	81°39'24.42" W

Emergency Helicopter Landing Zones for Rapid Impact Assessment Teams include:

Primary:	Lake County Sheriff's Office Helicopter Hanger at the Leesburg International Airport
Address:	501 West Meadow Street
	Leesburg, FL 34749
Lat/Long:	28° 49′ 23.1″ N
	81° 48′ 31.4″ W

Note: In a real-world incident, the emergency helicopter landing zones will be determined by the Operations Section Chief or the appropriate responsible stakeholder at the time.

III.   CONCEPT OF OPERATIONS

A.   General

Emergency Operations span three separate but contiguous phases: emergency response, recovery and mitigation phases of a disaster. For the purposes of this plan, this concept of operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. The Emergency Operations Center (EOC) serves as the central point of **communicating, coordinating and facilitating** emergency-related operations, activities and requests for deployment of resources. Organizational charts and matrices have been provided in the Appendices to show the county's responsibility and the coordination between local agencies and the ESFs.   In addition, the scope of these operational concepts and response actions will include:

1.   Providing emergency notification and warning.

2.   Describing emergency mobilization procedures.

3.   Delineating emergency decision-making processes.

4.   Describing types and methods of implementation of emergency protective actions.

5.   Conducting rapid assessments of emergency impacts and immediate emergency resource needs.

6.   Providing security to the hardest hit areas.

7.   Coordinating information and instructions to the public.

8.   Conducting emergency relief operations to ensure survivors have been identified and that their needs are met.

9.   Conducting preliminary damage assessments to determine the need for federal assistance.

10.   Summarizing procedures for requesting federal disaster assistance.

11.   Relaxation of protective actions and coordination of reentry into evacuated areas.

12.   Restoration of essential public facilities and services.

13.   Preparing for federal disaster assistance (public and individual).

14.   Coordination of resources and materials.

15.   Coordination of volunteer organizations.

16.   Dissemination of information and instructions to the public.

17.   Restoration of public infrastructure damaged by the emergency.

In the event the EOC is threatened, an Alternate EOC is activated. The locations of the primary and secondary EOC are listed below:

Primary: Lake County Emergency Management Division
425 W. Alfred Street,
Tavares, FL 32778

Alternates: Lake County Institute of Public Safety
12900 Lane Park Cut-Off
Tavares, Florida 32778

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

While emergency response actions necessary to protect public health and safety are being implemented, the Executive Policy Group will coordinate with the Lake County Public Safety Department Director, who will work with the ESFs to make preparations to facilitate the rapid deployment of

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resources, activate the County's Emergency Operations Center if necessary and implement this plan. Emergency Management staff, EOC Command and General Staff will contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and establish points-of-contact. Resource requests, which exceed the capability of the County, will be forwarded to the State EOC.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential to staff two shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster/emergency, not all ESFs may be activated or require 24 hour staffing. It is expected that due to the size of the county and availability of staff, outside resources would be necessary to conduct 24 hour staffing after 3 days of activation.

B.   Assignment of Responsibilities

A department or agency may be designated as the Primary agency for an ESF for a number of reasons. The agency may have a statutory responsibility to perform that function, or through the agency may have developed the necessary expertise to lead the ESF.

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

The County will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESFs for completion. The primary agency will be responsible for coordinating the delivery of that assistance. The Emergency Management Division Manager will issue mission assignments to the primary departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESFs on a mission assignment basis. The tasking on a mission assignment basis means that a local government's

resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel.

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

C.   Plan Activation

1.   Lake County will active the Comprehensive Emergency Management Plan (CEMP) in the event of any of the following:

   a)   This plan will be activated pursuant to Chapter 252, Florida Statutes, to ensure the health, safety and welfare of the community.

   b)   When the Chairman (Vice Chairman or their designee) of the Board of County Commissioners declares a State of local emergency for Lake County the plan will be activated.

   c)   Upon a declaration of the state of emergency by the Governor, as provided by Chapter 252, Florida Statutes, the plan will be activated.

   d)   Whenever emergency response actions are required for the immediate protection of life and property prior to the proclamation of a local state of emergency, the plan will be activated.

D.   Warning and Dissemination

1.   **General**

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

2.   **County Warning Point**

The County Warning Point is staffed 24 hours a day, 7 days a week. The County Warning Point has communication systems to adequately send and receive warning information to and from all relevant sources. The County Warning Point is located at the Lake Emergency Medical Services Dispatch Center in Tavares, Florida.

3.   **Alerting**

Upon the receipt of notification of any such significant event, the Communications Supervisor or on-duty Communications personnel shall implement the procedure appropriate to the incident (weather, fire, hazardous materials, mass casualty incidents, etc.) The on-duty Communications Supervisor or his/her designee will alert the Emergency Management Division Manager or designee as needed. The Director or their designee may advise that one, or a combination of the following actions, be initiated by the on-duty Communications Supervisor or designee as the County Warning Officer:

a)   Lake County will utilize the Emergency Notification System (ENS) to call identified geographic areas of the county to notify the citizens of a possible emergency situation.

b)   Notify the State Watch Office (SWO), via landline telephone, cellular phone or satellite communications.

c)   Notify one or more designated agencies of county government or political subdivision(s).

d)   Initiate a partial or full call-out-alert.

4.   Upon notification of an emergency or disaster situation, the Emergency Management Division Manager or designee is responsible for disseminating warnings to:

a)   Selected County Administration personnel;

b)   Mayors (or designee) of each municipality within the County;

c)   The primary agency contact for each ESF.

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

Each Mayor or their representative will alert the municipal services in his/her community and supervise the dissemination of warnings in their municipality.

The primary agency contact for each ESF will contact all of the support agencies to the ESF. All agencies will notify their personnel to begin activation procedures as described in the ESF Annexes and implementing EOGs. The County Emergency Operations Center will be activated under the following levels of activation:

5.   **Levels of Activation** – Additional information regarding activation is defined in the Emergency Operation Center Emergency Operating Guidelines.

a)   **Level III** – **Monitoring Activation –** Monitoring will be implemented whenever Emergency Management receives notice of an incident, which may escalate to threaten public safety. During Level III activation, Emergency Management, when appropriate, will disseminate information to EOC personnel via current Emergency Notification System (ENS), email, alpha paging, and radios.

b)   **Level II** – **Hazard Specific Activation-** Activation Level II may be implemented by the Emergency Management Division Manager or designee. Appropriate Emergency Management Staff, EOC Command and General Staff and only those ESFs/municipal jurisdictions impacted by the hazard or involved in the response will be represented at the EOC.

c)   **Level I – Full Lake County Activation** – Activation Level I (Full County) may be implemented for a major incident. All

Emergency Management Staff, EOC Command and General Staff, ESFs, municipal jurisdictions and support staff will typically be staffed 24 hours a day.

6.   **Warning to the General Public**

Lake County must provide the general public with sufficient advance warning time for effective preparation and emergency plans to be implemented. Live updates on local weather conditions and protective actions will be broadcast. The following warning systems are available to disseminate warnings and warning information to the public:

- Emergency Alert System (EAS)
- Emergency Notification System (ENS)
- Website at: www.lakecountyfl.gov Keyword: **Emergency**
- Fax to media and local businesses
- NOAA Weather Alert Radio
- Cable television
- Area radio stations
- Lake County Citizens Information Line (CIL)
- Volunteer Radio Groups
- Public Speaking Events
- Public Displays
- Local Phone Books
- Public Address or Door to Door, if needed

Cable providers have an information channel on cable which can be accessed by residents and hotel/motel visitors. Telephone call notification can be accomplished by utilizing resort security officers and Chamber of Commerce personnel to contact motels/hotels, campgrounds and other businesses that cater to seasonal or transient populations.

E.   **Emergency Decision Making**

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

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

2.   The probabilities generated by the National Weather Service (NWS) will be considered when recommending protective measures. These probabilities are simple mathematical odds deduced from computer weather models.

3.   Pre-emergency hazard time is the amount of time between the onset of the event and the actual arrival of hazardous conditions.

4.   After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made of when a decision must be reached. This is decision time.

5.   Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.

6.   Execution time is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This would include a mobilization time.

7.   During the process of decision making, determination for the issuance of protective actions and furnishing of assistance will be based on the following priority:

    a)   Life-Threatening circumstances - A problem is directly linked to life threatening circumstances; such requests will receive first priority.

    b)   Protection of Property - A threat exists for large-scale damage to property.

8.   Operational responses to the above situations will be based upon the following:

a)   Availability of Resources – Assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.

b)   Location of Resources – Identify the closest available resources.

c)   Arrival Time – Estimate the time of arrival of resources.

F.   Protective Actions

1.   **Evacuations**

a)   General

One of the most critical requirements in preparing for and responding to emergencies and disasters is the development of detailed plans and procedures for the evacuation of residents from threatened areas during localized disasters and the mass evacuation of large segments of the population resulting from a hurricane, significant flooding, hazardous materials incident or a wildfire event.

b)   Evacuation Order Timing

The timing of an evacuation order is based on:

(1)   Identification of the at risk population;
(2)   Identification of the special needs population;
(3)   Designation of evacuation routes;
(4)   Determination of the evacuation clearance time;
(5)   Establishment of a traffic control system;
(6)   Opening of shelters (if required)
(7)   Assignment of public transportation resources to assist in the evacuation;
(8)   And the estimated time of hazard impact.

c)   At Risk Population

It is not possible to determine in advance the exact population at risk.   The population at risk will be determined by the Incident Commander based on the situation and input from the EOC Staff and affected municipality.

d)   Evacuation Routes

Most residents will use the shortest, most familiar routes to evacuate. Evacuation routes to out of county destinations have been identified and route markers placed along the roadways. As part of the Lake County public information program evacuation routes and additional evacuation information can be found at the following websites:

(1)   http://www.lakecountyfl.gov/hurricane_guide/those_who_should_prepare_to_evacuate.aspx
(2)   http://www.floridadisaster.org/publicmapping/Evac/EVAC_LAKE.pdf
(3)   http://www.floridadisaster.org/publicmapping/index.htm

e)   Clearance Time

The clearance time is based on the number of people required to evacuate, the number of vehicles which may be used, the suitability of the roads (condition, capacity, elevation, location, etc.) and then any special evacuation consideration such as medical facilities and people with special needs.

f)   Traffic Control

ESF 16 in conjunction with ESF 3 will coordinate necessary traffic control to expedite movement of evacuees and assist in the evacuation. In order to maintain continuous movement thorough critical intersections, law enforcement may take the following actions:

(1)   Adjust traffic signal timing;
(2)   Established staffed traffic control points;
(3)   Modify lane use;
(4)   Set-up barriers to redirect flow;
(5)   Tow/push disabled vehicles out of the way.

g)   <u>Public Transportation</u>

ESF 1 will coordinate the resources to move evacuees.

h)   <u>Issuing the Evacuation Order</u>

Once the threat has been defined, the evacuation area determined and the evacuation time identified, the recommended evacuation level will be presented to the Executive Policy Group. It will also be recommended that a state of local emergency be declared at the same time (or prior to) the evacuation order. The evacuation order and state of local emergency will be disseminated to the public through activation of the emergency information systems.

2.   **Sheltering**

Shelters are provided for persons who have no other place of refuge from a hazard. ESF 6 will coordinate shelter operations with the Emergency Management Division. Lake County has nine (9) schools that are utilized as primary risk shelters. All of these shelters partially meet the Enhanced Hurricane Protection Area (EHPA) criteria or meet the American Red Cross 4496 standards. Lake County has twenty-eight (28) schools that are used as primary and secondary shelters.

a)   Localized Emergencies
During a localized emergency the need for shelters will be determined by the Incident Commander in coordination with the American Red Cross and The Emergency Management Division.

b)   Hurricane
The number of shelters to be opened during a hurricane is based on the evacuation level implemented for those living in manufactured homes.

c)   Sheltering-in-place
When a no notice incident such as a hazardous materials spill or tornado, it may not be practical to remove residents from their homes. The decision to evacuate must be weighed against the exposure the residents and emergency workers may experience during the evacuation. In-place sheltering means that residents will be advised to remain in their homes with the windows closed and all open air circulation systems turned off. In-place sheltering should not be implemented when the sheltering duration is expected to exceed two hours.

d)   Refuges of Last Resort
Lake County does not identify structures to be used as refuges of last resort nor does it condone or staff refuges of last resort.

G.   Relief Operations

Once the emergency has passed, coordination of relief operations will begin such as search and rescue operations, mass casualty activities, provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The EOC will continue to facilitation and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various emergency support functions in the Emergency Operations Center.

The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the County will be the Emergency Operations Center. State and Federal Emergency Response Teams will be established and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be located in Lake County at or near the Emergency Operations Center

and will carry out all State coordination and assistance functions until the Federal Disaster Field Office (DFO) is established.

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

H.   Activation of the National Response Framework (NRF) f/k/a National Response Plan

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

An advance element of the Emergency Response Team (ERT/A) is the initial group to respond in the field and serves as the nucleus for the full Emergency Response Team (ERT). The ERT/A is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected federal agencies. A part of the ERT/A will deploy to the EOC to work directly with the County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. Other members of the ERT/A will deploy directly to the most affected areas to identify an appropriate location for the Disaster Field Office (DFO); establish communications; and set up operations in the field.

FEMA's Emergency Response Team

The Federal Coordinating Officer (FCO) will head the full Emergency Response Team (ERT). The ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the 12 federal ESFs. The responsibilities of the ERT include:

a) Coordinating overall federal response and emergency response activities to the County.

b) Working with the County and State to determine support requirements and to coordinate those requirements with the ESFs.

c) Tasking the ESFs or any other federal agency to perform missions in support of the County. Upon their arrival, the team leader and ESFs will receive an operational briefing from the Emergency Management Division Manager or designee and be assigned space from which to conduct their activities. Once this is completed, federal ESF staff will establish contact with their counterparts on the County and State ESFs to coordinate the provision of federal assistance to meet resource needs, which exceed the capability of the State and affected local governments.

I.   Vital Records/Documents

The county Department Heads and Constitutional Officers are responsible for the preservation of vial records/documents deemed essential for continuing government functions. The Lake County Information Technology Department is responsible for the back-up and off-site storage of all electronic county vital records/documents stored on servers under their care.
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IV.   FINANCIAL MANAGEMENT

It is the intent of this policy to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, its intent is to ensure those funds are provided expeditiously and

financial operations are conducted in accordance with appropriate Lake County policies, regulations and standards.

A.   Assumptions

1.   Due to the nature of most emergency situations, finance operations will often be carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This, in no way, lessens the requirements of sound financial management and accountability.

2.   A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels.

B.   Expenditure of Funds

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

1.   In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.

2.   Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.

3. The Lake County Fiscal and Administrative Services Department, Budget Division will be responsible for financial management with regard to State/Federal assistance requested by the Lake County Board of County Commissioners. The statutory duties and obligations of the Office of the Clerk of Courts with regard to financial accounting shall be respected and adhered to at all times as required by law.

4. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:

   a) The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;

   b) Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.

   c) The Lake County Fiscal and Administrative Services Department, Budget Division.

   d) The *Handbook for Disaster Assistance*, Department of Community Affairs, Division of Emergency Management has been prepared to provide basic information and instructions. This handbook can be obtained from the Emergency Management Division.

   e) The *Public Assistance Policy Digest*, Federal Emergency Management Agency, defining policies and procedures for the Public Assistance Program. This handbook can be obtained from the Emergency Management Division.

5. The Lake County Fiscal and Administrative Services Department, Budget Division, is responsible for implementing, maintaining and tracking all financial projects and matters pertaining to the Board of County Commissioners during and after a disaster. Each office on behalf of their respective agencies is responsible for providing

appropriate records to finance. All affected departments will continue to follow their normal payroll procedures.

6.   Funding sources for day to day emergency management activities and operations are available and include the following:

   a)   Emergency Management Preparedness and Assistance Trust Fund (EMPATF)
   b)   County Base Grant Program
   c)   Emergency Management Competitive Grant Program
   d)   Municipal Competitive Grant Program
   e)   Emergency Management Performance Grant (State Homeland Security Grant Program)

   Pre-Disaster Funding Sources are available through the following:

   a) Pre-Disaster Mitigation Program
   b) Flood Mitigation Assistance

   Post Disaster Funding Sources are available through the following:

   a) FEMA Public Assistance Program
   b) Hazardous Mitigation Grant Program

7.   **Authorized Personnel to Execute Funding Agreements**

   Upon declaration of a State of Local Emergency, the Board of County Commission Chairman, has the power and authority to waive the procedures and formalities otherwise required of the County by law or ordinance pertaining to: performance of public work and taking whatever prudent action is necessary to ensure health, safety and welfare of the community; entering into contracts; incurring obligation; employment of permanent and temporary workers; utilization of volunteer workers; rental equipment; acquisition and distribution with or without compensation of supplies, materials and facilities. The line of succession for the Chairman of the Board of County Commissioners has been outlined on page 67 of the Basic Plan.

8.   **Mutual Aid Requests**

Lake County and its municipalities are signatories to the Statewide Mutual Aid Agreement (SMAA) for catastrophic disaster response and recovery. The SMAA establishes procedures for counties to support and obtain reimbursement while operating in support of another county. The agreement is on file at the Florida Division of Emergency Management (FDEM). Lake County government personnel, teams and resources can deploy to other locations at the request and approval of the FDEM.

Mutual Aid will be coordinated through the Lake County Emergency Management Division. The Emergency Management Division Manager or designee is responsible for overseeing the mutual aid process. Requesting mutual aid during disaster situations is performed by making a request to the FDEM. The Lake County Emergency Management Division will then coordinate with FDEM to direct the requested resource(s) to the destination requested in Lake County.

The Lake County Emergency Management Division will coordinate all requests for assistance/resources between FDEM and the responding resource from Lake County. The Emergency Management Division Manager or designee will ensure the appropriate documentation and procedures are followed between FDEM and the resource(s) that will respond to the request(s).

For resources that respond out of Lake County to other areas, and the SMAA does not apply, the Emergency Management Division will ensure coordination between the responding agency's financial coordinator and the requesting agency's financial coordinator to ensure timely and accurate communication regarding invoicing of resources and payment. The Emergency Management Division Manager or designee will communicate and coordinate with FDEM for clarification of rules and processes regarding Mutual Aid deployments if required.

D.   Training

The Lake County Emergency Management Division will coordinate with the Lake County Fiscal and Administrative Services Department and Clerk of Court Finance for the most up-to-date training and information available for proper financial management and guidance from state and federal partners.

V.   TRAINING

A.   GENERAL

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

B.   CONCEPT OF OPERATIONS

1.   General

a)   The Lake County Emergency Management Division Manager is responsible for preparing a training program to provide guidance for local governments to improve their capability for mitigation activities as well as to prepare for, respond effectively to and recover from an emergency or disaster.

b)   The training program shall have three dimensions:

(1)   Programs and courses available through the Federal Emergency Management Agency, the State and other governmental/volunteer agencies.

(2)   Local departmental emergency response training.

(3)   Community based awareness, self-help, population protection procedures and public awareness training for the general public.

c)   The agencies that participate in Lake County's training program include, but are not limited to:

(1)   All Lake County municipalities.

(2)   All Lake County Board of County Commission Departments, Divisions, Offices, etc.

(3)   All agencies identified as Primary and Secondary agencies in the ESF Annex.

(4)   All public (includes, local, state and federal partners), private and non-governmental agencies determined to be a responsible stakeholder in the preparedness, response, recovery and mitigation protection of Lake County's population.

2.   Phases of Management

a)   <u>Mitigation/Preparedness Training</u>

(1)   Agency/department/organization heads will designate Emergency Coordinators within their organization.

(2)   Agency/department/organization heads and Emergency Coordinators will participate in Emergency Management training to better prepare their organizations for responding to emergencies/disasters.

(3)   All agency/department/organization heads will identify needed Emergency Management training and request it from the Lake County Emergency Management Division.

(4)   All agency/department/organization heads are encouraged to budget for training and exercises.

b)   <u>Response Training</u>

(1)   The Emergency Management Institute and the Florida Division of Emergency Management provide on-site training for law enforcement, medical, fire services,

utilities and emergency management personnel.

(2)   Resident training at the Emergency Management Institute is encouraged for response groups from the jurisdictions to better understand the Integrated Comprehensive Emergency Management concept and the local plan.

(3)   The objectives of Emergency Management training are to develop team skills for the Lake County Emergency Operations Center; field operations; Information systems; technical information related to hazard mitigation, preparedness, response and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.

(4)   Group training is encouraged for the Lake County Emergency Operations Center staff, members of the Executive Policy Group, information officers, government agency/ department/ organization heads and their Emergency Coordinators, damage assessment teams, human needs assessment teams, communications/dispatchers, school board staff, medical/health, volunteers, community partners etc.

(5)   Internal training consists of the concepts of field operations and key components of the Lake County Comprehensive Emergency Management Plan. An overview of the Lake County Comprehensive Emergency Management Plan and training is essential to departments developing emergency procedures.

(6)   Internal training should be done on-site and in-groups.

(7)   Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency/disaster.

(8)   Preparing citizens for protective action and self-help

practices immediately following a disaster is part of the Emergency Management training program.

(9)   The Emergency Management training program encourages members of all groups to take advantage of available training.

c)   Recovery Training

(1)   Recovery exercises complete the process of exercising the Lake County Comprehensive Emergency Management Plan. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.

(2)   Individual and departmental evaluations of exercise performance are used to determine internal training requirements.

(3)   Group and individual training at the Emergency Management Institute should be scheduled routinely. These courses cover natural, technological and manmade hazards, as well as event specific courses.

3.   Exercises

General

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

b)   The agencies that participate in Lake County's exercise program include, but are not limited to:

(1)   All Lake County municipalities.

(2)   All Lake County Board of County Commission Departments, Divisions, Offices, etc.

   (3) All agencies identified as Primary and Secondary agencies in the ESF Annex.

   (4) All public (includes, local, state and federal partners), private and non-governmental agencies determined to be a responsible stakeholder in the preparedness, response, recovery and mitigation protection of Lake County's population.

  c) There are four principal reasons for conducting exercises:

   (1) To detect deficiencies in a plan.

   (2) To detect deficiencies in the overall system.

   (3) To identify potential personnel and staff problems of divisions/agencies.

   (4) To detect problems relative to functions and operations of equipment.

  c) Progressive Exercising

   (1) Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.

   (2) Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision making, warning, public information or recovery.

   (3) Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period of time. It tests major components and sub-components of the plan.

    d)   Exercise Requirements for Every Jurisdiction

Each of the municipalities in Lake County is responsible by law for the safety and welfare of its citizens. Training should therefore involve the utilization of all municipal as well as County capabilities in a coordinated effort in accordance with individual plans and Emergency Operating Guidelines (EOGs).

(1)   The Lake County Emergency Management Division will conduct, at a minimum, an annual tabletop exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the County CEMP as a guide.

(2)   A functional exercise is to be conducted once every three years, in a four-year period.

(3)   A full-scale exercise is required every four years.

(4)   A constructive evaluation of exercises will be completed for the purpose of addressing operational deficiencies and revising plans and procedures.

(5)   After every exercise or activation, the After Action Report and Improvement Plan will be completed and areas of deficiency will be noted. This report will be utilized to determine further training needs. After Action Reports and Improvement Plans will be uploaded to the Homeland Security Exercise and Evaluation Program Corrective Action Program System.

C.   Responsibilities

1.   The Lake County Emergency Management Division is responsible for ensuring the Lake County Emergency Operations Center staff and operational responders fully understand their procedures and responsibilities, as outlined in the Lake County Comprehensive Emergency Management Plan.

2.   Training and scheduling of training for Emergency Management purposes will be coordinated through the Lake County Emergency Management Division.

3.   Department/agency heads should budget for, and participate in, training activities related to emergency preparedness programs.

4.   Municipalities: The City Manager/Town Manager is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.

5.   The Lake County Emergency Management Division will:

a)   Coordinate all disaster-related training within the County to ensure that all of the overall objectives of the CEMP are being met.

b)   Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and education objectives.

c)   Utilize to the fullest extent all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:

(1)   Booklets, pamphlets and brochures for public distribution;
(2)   Lectures and seminars relating to personal disaster preparation;
(3)   Local public information spots on radio and television.

d)   Conduct exercises to evaluate components of the CEMP. Upon completion of exercises, procedures and training will be modified to correct the deficiencies noted.

6.   Those agencies or departments having Primary and Support responsibilities for ESFs will establish training programs covering

their respective responsibilities, in accordance with approved ESF Annexes and EOGs.

VI.   REFERENCES AND AUTHORITIES

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

A.   Lake County

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

a)   Lake County shall perform emergency management functions within the territorial limits of Lake County and conduct those activities pursuant to F.S. 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. Lake County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOCs) to provide continuity of government, and direction and control of emergency operations.

b)   Lake County has the authority to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purpose; provide for the health and safety of persons and property, including assistance to survivors of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.

c)   Lake County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of

emergency shall be limited to 7 days, and it may be extended as necessary in 72-hour increments. Lake County participates in the Statewide Mutual Aid Agreements in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of Lake County by law, pertaining to:

(1)   Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community.

(2)   Entering into contracts and incurring obligations.

(3)   Employment of permanent and temporary workers.

(4)   Utilization of volunteers.

(5)   Rental of equipment.

(6)   Acquisition and distribution, with or without compensation, of supplies, materials and facilities.

(7)   Appropriation and expenditure of public funds.

d)   Lake County recognizes the right of municipalities within the County to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with the Lake County Emergency Management Division in accordance with 252.38 (2) Florida Statutes.

2.   The Lake County Emergency Management Division serves the entire county. It is the responsibility of Lake County to establish and maintain an emergency management office, develop a comprehensive emergency management plan and program that are consistent with the state comprehensive emergency management plan and program.

3.   The Lake County Emergency Management Division shall review emergency management plans required of external agencies and

institutions.

4.   Lake County School Board shall, during a declared local state of emergency and upon the request of the Emergency Management Division Manager or designee participates by providing facilities and personnel to staff those facilities. Lake County Community Services Department shall, when providing transportation assistance, coordinate the use of vehicles and personnel with ESF 1, Transportation.

B.   Administrative Rules

1.   The following ordinances and administrative rules apply to the Lake County Emergency Management Division activities.

      a)   <u>State of Florida Statutes</u>

         (1)   Chapter 1, Definitions
         (2)   Chapter 7, County Boundaries.
         (3)   Chapter 14, Title IV, Executive Branch, Governor
         (4)   Chapter 22, Emergency Continuity of Government.
         (5)   Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
         (6)   Chapter 30, Sheriffs
         (7)   Chapter 73, Eminent Domain
         (8)   Chapter 74, Proceedings Supplemental to Eminent Domain
         (9)   Chapter 119, Public Records Exemptions
         (10)   Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
         (11)   Chapter 154, Public Health Facilities
         (12)   Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
         (13)   Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
         (14)   Chapter 166, Municipalities
         (15)   Chapter 187, State Comprehensive Plan.

(16)   Chapter 252, Emergency Management.
(17)   Chapter 321, Highway Patrol
(18)   Chapter 380, Land and Water Development.
(19)   Chapter 381, Title XXIX, Public Health.
(20)   Chapter 401, Medical Communications and Transportation.
(21)   Chapter 403, Environmental Control.
(22)   Chapter 404, Radiation.
(23)   Chapter 406, Medical Examiners.
(24)   Chapter 409, Title XXX, Social Welfare.
(25)   Chapter 427, Transportation Services.
(26)   Chapter 768, Good Samaritan Act.
(27)   Chapter 870, Affrays, Riots, Routs and unlawful assemblies.

b)   Federal

(1)   Public Law 106.390, as amended, which provides authority for response assistance under the National Response Framework formally known as the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

(2)   Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.

(3)   Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.

(4)   Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.

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

(6)   Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980

(CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.

(7)   Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.

(8)   Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.

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

(10)   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.

(11)   Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

(12)   Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.

(13)   National Flood Insurance Act of 1968, 42 USC 4001 et seq.

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

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

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

(17)   CFR 44 Part 10, Environmental Conditions.

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

(19)   Presidential Directive HSPD-5 dated February 28, 2003.

(20)   Presidential Directive HSPD-8 National Response Framework.

c)   Administrative Rules State of Florida

(1)   Florida Executive Office of the Governor Administrative Rules Chapter 27P – 2, 6, 11, 14, 19, 20, 21 and 22.
(2)   State of Florida Uniform Accounting System (2000)

d)   Lake County

(1)   Lake County Comprehensive Plan, as amended.
(2)   Lake County Resolution to adopt the CEMP
(3)   Lake County Code of Ordinances – Chapter 30
(4)   Declaration of a Local State of Emergency
(5)   A sample copy of a local resolution for declaring a Local State of Emergency is contained in the Resolution Appendix.
(6)   Current Local Mitigation Strategy
(7)   Current Statewide Mutual Aid Agreement
(8)   Lake County Pandemic Influenza Plan
(9)   Lake County Strategic National Stockpile Plan
(10)   Lake County Continuity of Operations Plan
(11)   Lake County Local Terrorism Incident Response Annex
(12)   Lake County Special Needs Shelters Plan

Note: Certain laws, plans and reference materials are changed and updated periodically. The Lake County Emergency Management Division, while doing its best to keep this list up to date, may not have a complete accurate listing at any given time.

C.   Memorandums of Agreement/Understanding

1.   Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery, 2000.

2.   Lake County and the American Red Cross (Emergency Assistance), 1986.

3.   Lake County and the Civil Air Patrol (services during emergency operations), 1987.

4.   Lake County and Lake County Schools (emergency use of school

buses), 1991.

5.   Lake County and Avante of Leesburg (special needs evacuation facility), 1997.

6.   Lake County and Leesburg Regional Medical Center (LRMC) Nursing Center (special needs evacuation facility), 1997.

7.   Lake County and Lake Port Nursing Center (special needs evacuation facility), 1997.

8.   Lake County and Lakeview Terrace Retirement Center (special needs evacuation facility), 1997.

9.   Lake County and Oakwood Nursing Center (special needs evacuation facility), 1998.

10.   Lake County and Somerset on Lake Saunders (special needs evacuation facility), 1998.

11.   Lake County and Clare Bridge Cottage (special needs evacuation facility), 1999.

12.   Lake County and Edgewater at Waterman Village (special needs evacuation facility), 1999.

VII.   DIRECTION AND CONTROL

A.   Governor

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

1.   Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.

2.   Activate the response, recovery and mitigation components of existing State and local emergency plans.

3.   Serve as Commander in Chief of the organized and voluntary militia and of all other forces available for emergency duty.

4.   Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.

5.   Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.

6.   Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.

7.   Transfer the direction, personnel and functions of state agencies to assist in emergency operations.

8.   Commandeer or utilize any private property necessary to cope with the emergency.

9.   Direct and compel the evacuation of all or part of the population from any threatened or stricken area.

10.   Prescribe routes, modes of transportation, and destinations for evacuees.

11.   Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.

12.   Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.

13.   Make provisions for the availability of temporary emergency housing.

B.   Governor's Authorized Representative (GAR)

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

C.   Board of County Commissioners

Under the provisions of Section 252.38, Florida Statutes, the Board of County Commissioners is responsible for safeguarding the life and property of the citizens of Lake County, and to provide for the effective and orderly governmental control and coordination of emergency operations.

D.   Emergency Management Division Manager or Designee

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

1.   Organization, administration and operation of Emergency Management, the County Emergency Operations Center and other related operational facilities.

2.   Serves in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.

3.   Coordinator of activities services and programs to emergency planning and emergency response throughout Lake County.

4.   Maintaining liaison with State, Federal and other local Emergency Management Agencies.

5.   Development and maintenance of operational planning for emergency responses.

6.   Instituting training programs and public information programs.

7.   Ascertaining the requirements of the County in order to implement emergency response operations.

8.   Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.

9.   Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management and all other Federal and relief agencies in matters pertaining to Emergency Management.

10.   Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or Federal agencies for any appropriate Emergency Management activity.

11.   Carry out any implemented actions deemed necessary by the Board of County Commissioners.

12.   The Disaster Assistance Specialist will serve as the EOC Manager at the EOC unless tasked to function as the Emergency Management Division Manager, should the Emergency Management Division Manager be unable to serve.

E.   Direction and Control Day-to-Day Operations

The Lake County Emergency Management Division is part of the Public Safety Department. The Emergency Management Division Manager will oversee the normal day-to-day operations of Emergency Management.

F.   Additional Direction and Control Policies

1.   The Lake County Board of County Commissioners and Mayors of incorporated jurisdictions have the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.

Municipalities, pursuant to F.S. Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with Federal, State and County plans. The other municipalities' command and control operations will be supported by the Lake County Emergency Operations Center.

2.   The Executive Policy Group (EPG) for Lake County Emergency Operations includes at a minimum the Board of County Commission Chairman, County Manager, County Attorney, Sheriff, and the Public Safety Department Director. The Superintendent of Lake County Schools and Administrator of the Florida Department of Health, Lake County will be included as part of the EPG depending on the situation. Directors from other departments/agencies/organizations may be added to the EPG as required. The EPG will provide overall direction for emergency operations along with resolving operational and resource conflicts. The Director of Public Safety or designee serves as the County Coordinating Officer. The County Coordinating Officer will perform administrative/operational oversight as the intermediary between the EPG and the EOC.

In accordance with Lake County Resolution # 1992-178, the following line of succession of authority has been established:
- Chairman – Lake County Board of County Commissioners;
- Vice-Chairman – In the event of incapacitation or unavailability of the Chairman;
- Commissioner – In the event of incapacitation or unavailability of the Chairman and Vice-Chairman, other County Commissioners in descending numerical order by district in the three (3) remaining districts.
- County Manager.

3.   The remaining governmental authorities – Sheriff, Tax Collector, Property Appraiser, Clerk of Court, Supervisor of Elections and School District – retain the independent authority and legal responsibilities vested in them as Constitutional Officers/government entities of Lake County.

4.   The public officials in incorporated municipalities of Lake County are responsible to provide policy guidance in the administration of

emergency management programs in their respective jurisdictions. In the absence of a municipal plan the Lake County CEMP will be used.

5. The Emergency Management Division Manager or designee will serve as senior liaison officer for Lake County when coordinating with the Florida Division of Emergency Management, Federal Emergency Management Agency, Florida Military forces and Federal Military forces.

6. When the provisions of this are in effect, centralized direction and control of all emergency/disaster operations will be coordinated through the Lake County Emergency Operations Center.

7. The Emergency Management Division Manager or designee, when required, to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this plan.

8. A copy of the State Wide Mutual Aid Agreement is included in the Mutual Aid Appendix. First Response Agreements with the municipalities are in existence. A Memorandum of Understanding is signed with the American Red Cross.

G.   Lake County Response Team Organization

In order to facilitate the use of the ESF Concept, the organizational structure has been designed to match the Incident Management System (IMS). Each section within the IMS contains functional responsibilities that can be matched with corresponding Emergency Support Functions in the State CEMP. In the IMS used by Lake County, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP.

H.   Lake County NIMS Integration

Lake County has incorporated the National Incident Management System (NIMS) structure into all response and incident plans prior to the deadline set by the federal government for compliance.

NIMS compliance is mandated for federal, state and local jurisdictions by the following directives: Homeland Security Act of 2002; HSPD 5, Management of Domestic Incidents; HSPD 8, National Preparedness; and the National Response Framework or NRF.

The NIMS establishes a uniform system for incident management and emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. It also utilizes Multi-agency Coordination Systems (MACS) as a common framework for coordinating and supporting incident management. MACS may be required on large or wide scale emergencies that require higher level resource management or information management. Resources may include facilities, equipment, personnel, procedures and communications. Primary functions are to support incident management policies and priorities, facilitate logistics support and resource tracking, make resource allocation decision based on incident management priorities, coordinate incident-related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

The National Response Framework (NRF) serves as the core operational plan for national incident management, establishing national-level coordi-nating structures, processes, and protocols that must be incorporated into existing Federal interagency incident plans.

The NRF details its reliance on NIMS operating principles and protocols in applying Federal support to incidents of national significance. Together, the NRF and the NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, nongovernmental organizations, and the private sector into a seamless national framework for domestic incident response. NIMS recommends variations in incident management through the use of Unified Command and Area Command.
Unified Command is utilized when more than one responding agency has responsibility for the incident or when the incident crosses political jurisdictions. Unified Command allows agencies to work together to analyze intelligence information and establish a common set of objectives and strategies for a single Incident Action Plan or IAP allowing agencies with responsibility to participate in the decision making process and does not change any of the other features of the ICS.

Area Command oversees the management of multiple incidents each being managed by an ICS organization or oversees the management of large incidents that cross political jurisdictions and are particularly relevant to public health emergencies because these emergencies are usually not site specific, not immediately identifiable and may be geographically dispersed and evolve over time. Area Command is responsible for setting overall strategy and priorities; allocating critical resources; ensuring incidents are properly managed; ensuring that objectives are met; and ensuring that strategies are being followed.

The Public Information Officer or PIO will operate within the parameters for the Joint Information System or JIS which provides an organized, integrated and coordinated mechanism for providing information to the public during an emergency to ensure that decision makers and the public are fully informed throughout a domestic incident response. The Joint Information Center or JIC is the physical location where public information staff involved in incident management activities can locate to perform critical emergency information, crisis communications and public affairs functions.

1.   Incident Management Field Operations

Establishing what agency/discipline is in charge of a field operation in Lake County depends on the type of incident, though management of the incident will remain consistent, regardless of what agency is the lead agency. The following are general examples of how the Lead Agency will be determined by the type of incident. The Lead Agency will assume command in an Incident Command structure and if a Unified Command structure is established, the Lead Agency will become the Spokesperson agency.

INCIDENT	LEAD DISCIPLINE
Terrorism/Civil Disturbance/ Explosives/Mass Fatalities/ Criminal Acts	Law Enforcement
Rescue (non-criminal)/HAZMAT Release/Structural Collapse/Fire	Fire Rescue
Mass Casualties	EMS
Public Health Emergency	Health Department
Utility Outage	Utility Provider

2.   Incident Management Communications

Preparedness organizations must ensure that effective communications processes and systems exist to support a complete spectrum of incident management activities. The following principles apply:

a)   Individual Jurisdictions and Supporting Agencies
These will be required to comply with national interoperable communications standards, once such standards are developed. Standards appropriate for NIMS users will be designated by the NIMS Integration Center in partnership with recognized standards development organizations (SDOs).

b)   Incident Communications
These will follow the standards called for under the ICS. The Incident Commander (IC) manages communications at an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

In compliance with NIMS criteria, preparedness organizations and personnel at all levels of government, and within the private sector and nongovernmental organizations, must be appropriately trained in order to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises – including multi-disciplinary and multi-jurisdictional events, and private sector and nongovernmental organization interaction – in order to improve integration and interoperability.

3.   Incident Management Training

Lake County will comply with all applicable requirements for NIMS training. Incident management organizations and personnel at all levels of government, and within the private sector and

nongovernmental organizations, must be appropriately trained in order to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises – including multi-disciplinary and multi-jurisdictional events, and private sector and nongovernmental organization interaction – in order to improve integration and interoperability. Training involving standard courses on incident command and management, incident management structure, operational coordination processes and systems – together with courses focused on discipline-specific and agency-specific subject matter expertise – helps ensure that personnel at all jurisdictional levels and across disciplines can function effectively together during an incident.

The Secretary of Homeland Security has outlined a series of steps that must be taken to become compliant with the NIMS. Specifically, each state, territorial, tribal and local level jurisdiction should support NIMS implementation by completing the IS-700.a, NIMS, An Introduction. This independent study course explains the purpose, principles, key components and benefits of NIMS. In addition, all emergency personnel with a direct role in emergency preparedness, incident management or response should have taken the NIMS course as well as IS-100.b, An Introduction to ICS. These online courses can be taken on any computer that has an Internet connection. To access all the courses, all of the materials are there along with the online test, simply go to http://training.fema.gov/EMIWeb .

a)   First Level Supervision
      Agency and organization management after the entry level; personnel who fill ICS roles as First Line Supervisors, Single Resource Leaders, Field Supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS training should in addition to the requirements for entry level, take the IS-200.b, ICS for Single Resources and Initial Action Incidents or equivalent.

b)   <u>Managerial Level</u>

Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and others. These personnel should take the IS-800.b, National Response Framework, An Introduction; and ICS-300, Intermediate ICS or equivalent in addition to the requirements of the First Level Supervision Level.

c)   <u>Executive Level</u>

Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff. These personnel should take the ICS-400, Advanced ICS or equivalent in addition to the requirements of the Managerial Level.

Comprehensive Emergency Management Plan

Annex I

Recovery

I.   INTRODUCTION

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

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

II.   GENERAL

In the post impact phase of a disaster the Emergency Operations Centers will be sustained to coordinate and facilitate the response and recovery efforts. The EOC will serve as the coordination point for establishing the Rapid Impact Assessment Teams (RIATs), staging areas and other sites for coordinated assistance. The EOC will be staffed by representatives from each Emergency Support Function or ESF and other agencies involved in the recovery process. The EOC will be organized along the same lines of responsibility as the state and federal response and recovery systems.

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

- Establishment of an inter-county recovery network designed to provide the support for movement of response actions, relief supplies and services into the county.

- Acquisition, allocation and administration of the distribution of emergency supplies including food, water, medications, etc.

- Managing post-event sheltering operations.

- Initiating preliminary damage assessment (airborne and ground), debris removal and the restoration of utilities.

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

A.   The Lake County Emergency Management Division has primary responsibility for coordinating recovery efforts. The Emergency Management Division Manager will appoint a liaison to the Disaster Field Office (DFO) and state recovery staff, upon activation of the DFO.

The Emergency Management Division Manager will request the State to participate in establishing a Disaster Recovery Center (DRC) and will appoint a liaison to the State Recovery Staff. Individual ESFs in the EOC will coordinate with their state counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will coordinate with the Liaison Officer in the EOC.

1.   The Emergency Management Division Manager will appoint the liaison to coordinate recovery activities with the municipalities. Individual ESFs in the EOC will coordinate with their municipal counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities will be encouraged to have liaisons in the County EOC.

2.   All recovery activities are coordinated through the Emergency Management Division Manager and begin during the response phase with an evaluation of:

- Situation reports;
- Mission assignments logged and tracked;
- Municipal status update reports received from local governments;
- EOC briefings;
- Local conference calls;
- Impact assessment data, as well as other impact information received from other sources; and
- Damage reports received from citizens.

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

The short-term recovery phase starts immediately after the disaster impact and includes: restoration of essential services, damage assessment, preliminary impact assessment, identification of immediate and unmet needs, and begins to address these humanitarian and governmental impacts.

The long-term recovery phase will essentially begin at the outset of a disaster and typically accelerates following the short-term recovery phase. Long-term recovery can last for years and will address issues related to economic redevelopment, long-term housing solutions, community values, quality of life issues and the incorporation of mitigation measures into long-term recovery programs.

The Coordinator for ESF 14 (Public Information) is the Public Information Officer (PIO) and is responsible for providing public information and educational programs regarding the recovery effort and available local, state and federal assistance. The PIO will follow procedures established in ESF 14 for the dissemination of information. Should the event escalate and require NIMS and NRF response, the PIO will participate in the Joint Information System (JIS). (See ESF 14)

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

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

The Emergency Management Division Manager is responsible for the overall coordination and establishment of a Disaster Recovery Center for the affected area. The Division Manager or designee will serve as the Special Projects Coordinator/County Recovery Center Coordinator to coordinate with state and federal individual assistance officers in the establishment of a Disaster Field Office.

The Emergency Management Division Manager is responsible for the following items in support of the State of Florida Rapid Impact Assessment Teams (RIATs).

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

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

The county utilizes the established process under the Stafford Act as amended by the Disaster Mitigation Act 2002, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Lake County, the County will receive notice from the State directly as well as through the media coverage. The Emergency Management Division Manager will ensure this information is transmitted to the Executive Policy Group, EOC Command and General Staff, all ESFs, municipal liaisons and supporting agencies for coordination of financial reimbursement with county agencies while maintaining compliance procedures for financial transaction, accurate accounting, grants management, document tracking and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to the Lake County Fiscal and Administrative Services, Budget Division for countywide consolidation and submission to FEMA. It is the responsibility of the Lake County Fiscal and Administrative Services Department to

acquire additional staffing to implement the public assistance program.

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

Each municipal government is responsible for identifying public assistance projects. The recovery staff for the municipal government(s) will coordinate with the State (through the Lake County Emergency Management Division) regarding implementing the appropriate programs authorized by the declaration.

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

The primary departments and agencies that have support roles and will be involved in recovery operations are the following:

a)   American Red Cross
b)   Board of County Commissioners
c)   Growth Management Department, Building Services Division
d)   Economic Development and Tourism Department
e)   Community Services Department
f)   Public Works Department
g)   **Public Safety Department, Emergency Management Division - Primary**

> h)   Public Safety Department, Fire Rescue Division
> i)   Information Technology Department, GIS Division
> j)   Florida Department of Health, Lake County
> k)   Lake County Schools
> l)   Lake And Sumter Emergency Recovery (LASER)
> m)   Municipal Governments
> n)   Property Appraiser
> o)   Sheriff's Office
> p)   The Salvation Army

III.   RECOVERY FUNCTION

Damage Assessment Function

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

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

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

A.   General

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

Recovery response to an emergency will be based upon the assessment of lives impacted, public and private property losses, the reports of actions taken to alleviate the situation and the expenditures committed to that effort. In order to determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the EOC must have information concerning property damage and operational costs as soon as

practicable after the emergency occurrence. Initial assessments may indicate the necessity for outside assistance, including possible requests for Presidential Disaster Declaration.

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

B.   Responsibilities

1.   Emergency Management

a)   Provides damage assessment training as described in the Basic Plan.
b)   Collects and consolidates initial damage assessment reports.
c)   Transmits damage assessment information to the Florida State Division of Emergency Management Bureau of Recovery through one or more of the following methods, EM Constellation, FDEM Regional Coordinator and any other approved method by FDEM.
d)   Requests technical assistance if damage assessment is beyond county capabilities.
e)   Coordinates with state, federal and other damage assessment teams.
f)   Contacts Damage Assessment Coordinator to report to EOC.
g)   Develops public/private damage assessment standard operating guidelines and checklists.

2.   Emergency Support Function19 (Impact Assessment)

Lake County of Growth Management Department, Building Services Division – in conjunction with the Lake County Property Appraiser's office will act as lead in conducting damage assessment of private property and businesses as well as public property and infrastructure.

a)   Ensures damage assessment teams are properly trained and equipped.
b)   Contacts Damage Assessment Team members to report to Staging Area for deployment.
c)   Coordinates damage assessment information received from private property and businesses.
d)   Assigns damage assessment teams to impact areas.

e)   Monitors threshold amounts for minor, major and destroyed properties.

f)   Provides residents with information regarding recovery assistance, informing residents of available services, location of the Disaster Recovery Center.

g)   Obtains property assessment information for team members.

h)   The Property Appraiser's Office determines damage assessment values for private property.

C.   Initial Safety and Damage Assessment

In the immediate aftermath of the disaster, Lake County will conduct a countywide local impact assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

All impact assessment team members must report impact assessment results through their designated chain of command to ESF 19 (Impact Assessment) in the EOC within hours of disaster impact.

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

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

D.   County Damage Assessment and Preliminary Damage Assessment

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

ESF 19 is the county's single point for receiving damage assessment reports and determining the disaster magnitude. The Lake County Property Appraiser's Office provides analysis support for damage assessment.

The information provided by the Lake County Property Appraiser's Office can assist in completing a damage analysis. The Lake County Damage Assessment Coordinator assigns teams, backed-up with out-of-county

mutual aid, to perform a "structure by structure" damage assessment. A knowledgeable member of the local Disaster Assessment Team (DAT) will be deployed with the Joint Preliminary Disaster Assistance Team.

ESF 5 (Information & Planning) produces a preliminary damage assessment for the state EOC Situation Report and other government agencies.

The initial damage assessment begins immediately after the incident occurs and is performed by first responders. This damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. The damage assessment data is reported to the Lake County EOC within twelve hours of the emergency occurrence by all County departments, municipalities and eligible private nonprofit agencies. The Town of Astatula, City of Clermont, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares and City of Umatilla are responsible for the damage assessments within their jurisdiction.

From the damage assessments, a "quick dollar estimate" of the damages will be derived based on certain presumptions and assumptions predetermined by the recovery team in the Lake County EOC. The team will also use damage estimates from an integrated and modular numerical storm hazard modeling platform called The Arbitrator of Storms or TAOS, the Memphis website, property values from the Property Appraiser's files and standard rates for labor and equipment.

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

An important part of the Damage Assessment process is for the municipalities to report damage within their boundaries to the County EOC as soon as possible.

The PDA team, in coordination with the County EOC, will inspect impacted areas in unincorporated County area as well as municipal jurisdictions.

Damage Assessment Information Flow

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

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

ESF 5 (Information and Planning) is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information.

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

Following any major or catastrophic disaster, a rapid assessment of local damage and survivor needs is essential in determining the critical resources needed to support disaster survivors. To accomplish this, the State will deploy a Rapid Impact Assessment Team(s) (RIAT) immediately following a catastrophic emergency or disaster in Lake County which requires immediate damage assessment to provide local officials full understanding as to the extent and impact of the emergency or disaster.

1.   RIAT Composition and Support

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

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

Deployment: Florida Division of Emergency Management will initiate RIAT deployment following procedures specified in FLNG-RIAT. The RIAT team leader will coordinate assessment activity with the Lake County Emergency Management Division Manager or designee. Lake County officials required to assist RIAT operations will immediately report to the EOC when advised of RIAT arrival in Lake County.

2. **Key Assumptions**

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

3. **Logistic Appraisal**

   The RIAT is organized and equipped to be self-sustaining if necessary. Logistical support from Lake County will be situation dependent. RIAT landing/staging zones will be determined through the Lake County Emergency Management Division or the appropriate party at this time.

   Primary Logistical Staging Area:

   Name: Florida Natural Growers
                  Address: 38851 State Road 19
                               Umatilla, FL 32784
                  Lat/Long: 28°57'04.40" N
                               81°39'24.42" W

   Emergency Helicopter Landing Zones for Rapid Impact Assessment Teams include:

   Primary: Lake County Sheriff's Office Helicopter Hanger at the Leesburg International Airport
                  Address: 501 West Meadow Street
                               Leesburg, FL 34749
                  Lat/Long: 28° 49' 23.1" N
                               81° 48' 31.4" W

4. **Lake County Support Agencies**

   a)   Emergency Management
        Coordinate RIAT activity and support requirements with local support agencies and organizations. Serve as Public Assistance Officer (PAO).

   b)   Emergency Support Function 19 (Impact Assessment)
        Coordinate assessment of damage to county buildings, facilities and recreational sites. Coordinate overall damage assessment operations; determine eligibility of public and

private damage. Provide field officers to conduct all (homes, businesses and public buildings) damage assessments.

c)   Lake County Public Works Department, Road Operations Division
Assist in evaluating the damage to utilities and traffic control systems; roads and bridges; and flood control facilities; and transportation resources.

d)   Lake County Public Works Department
Assist in evaluating the damage to water and wastewater systems control facilities.

e)   Property Appraiser's Office
Provide field officers from the Appraiser's Office to assist in facility (homes, businesses and public buildings) damage assessment.

f)   Lake County Public Resources Department, Library Services Division & Parks and Trails Division
Assess damage to libraries, parks and associated property.

g)   Florida Department of Health, Lake County – Environmental Health and Epidemiology Strike Teams
Assess and respond to resulting public health threats to affected populations.

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

i)   Lake County Schools
Assess damage to school buildings and property.

5.   **Municipal Support Organizations**

The Town of Astatula, City of Clermont, City of Eustis, City of Fruitland Park, City of Groveland, Town of Howey-in-the-Hills, Town of Lady Lake, City of Leesburg, City of Mascotte, City of Minneola, Town of Montverde, City of Mount Dora, City of Tavares, City of Umatilla, and Villages Community Development District, are responsible for the preliminary damage assessment within their jurisdiction. If unable to perform the function due to impact of the

disaster, a decision will be made by the Executive Policy Group to conduct the damage assessment within that jurisdiction by other jurisdictional teams. The Lake County Building Services Division will coordinate the appropriate team.

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

b)   Municipal Fire Rescue/Fire Prevention
      Assist in providing windshield/fire response assessment information and assists in conducted damage assessments on non-residential structures.

c)   Municipal Building Departments
      Provide field officers to assist in facility (homes, businesses and public buildings) damage assessment.

d)   Municipal Facilities Maintenance
      Assist in evaluating damage to municipal facilities.

6.   Damage Assessment Operations

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

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

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

b)   Aerial Reconnaissance
Conducted when there may be no other way to enter an area; when the damaged area is so large that this method provides the best opportunity to identify specific areas to be surveyed by DATs; or when the damage is so extensive and catastrophic the need for detailed damage assessment may not be considered. Either the Lake County Sheriff's Office or the Civil Air Patrol will be utilized to complete the aerial reconnaissance.   Aerial photographs are provided to the Property Appraiser's Office.

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

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

F.   Individual and Business Preliminary Damage Assessment

Individual and business preliminary damage assessment is essential to gauge the overall effects of the emergency or disaster and the economic damage. When conducting a preliminary damage assessment of public facilities, information on the extent of damages will be essential in applying for and obtaining federal disaster assistance. Some of the information needed may not be readily available during the actual preliminary assessment, and may need to be collected in follow-up damage assessment and project worksheet processes. Preliminary damage impact assessment teams will assess and record damages to public facilities and services to determine the severity of the disaster and determine immediate public needs.

Disaster Assessment Teams: Teams composed of local, County and/or municipal, officials working individually or with a RIAT member to conduct the assessment of a specified area or location. The Lake Building Services Division Manager is the overall coordinator of the Damage Assessment and all teams will report Damage Assessment to the Damage Assessment Coordinator who will report to the Emergency Operations Center. Teams should make the following determinations.

1.   **Private Residences and Businesses**

   a)   Primary versus Secondary Residences
           Secondary homes are not eligible for disaster assistance.

   b)   Primary Residence or Rental Property
           A primary residence is eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.

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

   d)   Insured versus Uninsured Damage
           Insured damages and losses are not eligible for disaster assistance.

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

   f)   Estimated Days Out of Operation
           This information is needed to estimate the total dollar loss to a business.

   g)   Number of Employees
           Used to estimate the amount of disaster unemployment for a business.

   h)   Replacement Costs
           Replacement costs of structures and content are eligible for disaster assistance.

  i) <u>Number of Uninhabitable Structures</u>
     May indicate the need for temporary housing.

 2. **<u>Assessment Criteria</u>**

  a) <u>Destroyed</u>

    (1) **Definition:** Structure is a total loss. Not economically feasible to rebuild. Permanently uninhabitable.

    (2) **General Description:** Complete failure of major structural components (complete collapse of wall or roof). Structure leveled above the foundation or second floor is gone. Foundation or basement is significantly damaged.

    (3) **Things to Look For:** Structure leveled or has major shifting off its foundation. Only the foundation remains. Roof is gone. Noticeable distortion to walls. For mobile homes, significant damage to the roof covering, sheathing and framing.

    Note: A structure can also be considered destroyed if it is red-tagged or condemned.

  b) <u>Major</u>

    (1) **Definition:** Building has sustained structural or significant damage and is currently uninhabitable. Extensive repairs are necessary therefore the structure cannot be made habitable in a short period of time.

    (2) **General Description:** Substantial failures to structural elements of the residents. Walls partially collapsed. Exterior frame damaged. Roof off or partially collapsed. Major damage to utilities: furnace, water heater, well, septic system. Shifting or settling of the foundation.

    (3) **Things to Look For:** Portions of the roof missing. Roof clearly lifted. Single family— twisted, bowed, cracked or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation. Flooring structurally unsound. Mobile

home displaced from foundation. Mobile home structural components damaged— windows, doors, wall coverings, roof, bottom board insulation, duct work and/or utility hook up. Can rafters be seen? Any shifts or cracks in structural elements?

Note: The difference between major and minor is about the level of uninhabitability. Both major and minor are uninhabitable, but major damage will keep residents out of the structure.

c) <u>Minor</u>

(1) **Definition:** Structure is damaged and uninhabitable. Minor repairs are necessary to make the structure habitable—but they can be completed in a short period of time. The dwelling has some damage, but can be used without significant repair.

(2) **General Description:** Not safe to stay here—Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure without penetrating. Smoke damage. Minor damage to structural elements.

(3) **Things to Look For:** One wall or section of roof with unsafe but minor damage. Many broken windows. Buckled or broken window frames or doors (security issue). Minor damage to the septic system or other utilities. Mobile home structural elements sustained minor damage— windows, doors, wall coverings, roof, bottom board insulation, duct work and/or utility hook up.

Note: Ask yourself, "Is it safe to stay here tonight?" "Is this damage structural?" Are ALL entrances structurally weak or dangerous?

d) <u>Affected</u>

(1) **Definition:** Structure has received minimal damage and is habitable without repairs.

(2) **General Description:** Damage in which the home is safe to live in, but has been affected by the storm.

Damage that is affected may occur to outside but connected structures (garage, porch, carport, etc).

(3) **Things to Look For:** Chimney or porch damaged. Carpet on first floor soaked. A broken window. Damage to cars. Few missing shingles, loose, missing siding. Damage to air conditioning exterior unit. Some minor basement flooding.

Note: Remember, the difference between affected and minor is about **habitability**. Can I stay here safely tonight? If the damage is cosmetic only, the structure is affected.

2.   Public Facilities and Services

a)   Resources needed to accomplish emergency debris removal to clear major roadways.

b)   Damage to roads, streets and bridges.

c)   Damage to water control facilities (i.e. - drainage systems, dikes, levees).

d)   Damage to public buildings and equipment.

e)   Damage to private and public utilities (i.e. - water and wastewater systems, electric and phone services, natural gas delivery systems, etc.).

f)   Damage to parks and recreational sites.

g)   Boundaries of the disaster area(s).

h)   Status of transportation systems.

i)   Access points to the disaster area(s).

j)   Status of communications systems.

k)   Status of medical systems.

l)   Disaster casualty information.

m)   Shelter/mass care information.

n)   Status of critical facilities.

o)   Major resource needs/shortfalls.

3.   Assessing Economic Injury

Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second. Extensive studies have been completed using hypothetical disasters. The Model Community Post-Disaster Economic Redevelopment Plan notes that economic activity virtually ceased in the immediate area of Hurricane Andrew. Businesses destroyed or damaged numbered 82,000. Jobs lost were approximately 85,000. Damage to Lake County could easily top 20 million dollars of structural damage. If damage levels parallel those of the study, accurate economic injury estimates are possible.

4.   Preservation of Historic Properties

In the event of a disaster involving known historic properties in Lake County, the Emergency Management Division will request the assistance of the State Historical Preservation Officer (SHPO) and the local Historic Preservation Organizations or technical experts for post-impact coordination.   The Emergency Management Division will work with historic property owners on preparedness public education year round.

G.   Survivor Services

1.   Disaster Recovery Center (DRC)
Tele-registration is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster. A Disaster Recovery Center may be established in the immediate area to provide "one-stop shopping" for information and tele-registration. The Emergency Management Division Manager will work closely with the ESFs to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods. It is anticipated the Center will be located close to the impacted area. The concept is to have only one center open. The Emergency Management Division has a list of preferred, pre-identified locations that are primarily county property. However, the Emergency Management Division will coordinate with other parties

as necessary for locations that are the most optimal for affected citizens.

The location will be determined depending on the disaster. The DRC Coordinator will provide the state and federal agencies with a list of locations identified in the pre-event planning stage and that have been inspected by officials (including FEMA) and found safe. The DRC Coordinator will ensure Memoranda of Understanding are completed for each facility selected for use as a DRC. Once DRC sites have been confirmed, the locations will be released to the PIO at the JIC, where a coordinated press release will be provided to all available media sources indicating the DRC location(s). FEMA has established the following guidelines for determining if a building is suitable for use as a Recovery Center.

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

Note: All efforts to match the above requirements will be made. However, available locations in the affected area may not meet the above specifications. In those situations, available buildings will need to suffice for a Recovery Center.

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

2.　　**The County Recovery Center Coordinator**
Will work closely with ESF 2 (Communications), ESF 3 (Public Works), ESF 6 (Mass Care), ESF 7 (Resources) and ESF 16 (Law Enforcement) to ensure each DRC has the necessary utilities, supplies and materials to conduct operations. Once DRC sites and locations have been confirmed, county, state and federal PIOs will prepare a coordinated press release to advise persons affected by the disaster of the location of DRCs, assistance available through

the DRCs, and any documentation they may require to support their claims for assistance.

a)   <u>Lake and Sumter Emergency Recovery (LASER)</u>
Provides assistance to individuals who may not be eligible for Federal assistance, or require unique attention to their case/needs.

b)   <u>Lake County Community Services Department</u>
Liaisons with the Department of Elder Affairs and Children and Families and other agencies to provide assistance to county residents.

c)   <u>FEMA/State Recovery Center Manager and Support Staff</u>
Responsible for the overall management of the DRC.

d)   <u>Florida Agency for Workforce Innovation</u>
Provides assistance and information to disaster survivors about unemployment compensation and disaster unemployment assistance.

e)   <u>U.S. Farmers Home Administration and Florida Department Of Agriculture and Consumer Services</u>
Provides assistance and information to disaster survivors about low interest disaster loans that cover agricultural and farm losses.

f)   <u>U.S. Small Business Administration</u>
Provides assistance and information to disaster survivors about low interest disaster loans for homeowners and business owners.

g)   LifeStream Behavioral Center
Provides disaster mental health services.

h)   American Red Cross
Provides assistance and information about resources available through the American Red Cross.

i)   The Salvation Army
Provides assistance and information about assistance available through The Salvation Army.

j)   Crisis Counselors
Provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event.

k)   Florida Department Of Financial Services
Provides assistance and information about resolving insurance claims and banking problems.

l)   Florida Department of Children & Families
Provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.

m)   National Flood Insurance Program
Assists in determining whether damaged properties are located within designated flood plains.

n)   Temporary housing staff (FEMA)
Provides assistance and information about the availability of rental and mortgage assistance, and other housing programs.

o)   Internal Revenue Services
Provides assistance and information about how the disaster will affect their taxes.

p)   All other agencies deemed appropriate.

3. Feeding Distribution Sites and Temporary Living Areas

The Emergency Management Division serves as the primary coordinating agency for ESF 6 (Mass Care). The Lake County Public Resources Department, Parks and Trails Division serves as the lead for ESF 11 (Food and Water). The Public Resources Department, Parks and Trails Division will coordinate with the Emergency Management Division for the placement of feeding, distribution and temporary living sites. ESF 11 will provide ESF 5 (Information and Planning) with copies of any Memoranda of Understanding for any site utilized that does not appear in the county database as a pre-approved location.

In the event the Emergency Management Division cannot open a sufficient number of emergency shelters to house and accommodate the number of persons forced from their residences, ESF 6 (Mass Care) will coordinate the provision of additional emergency shelter for persons affected by the disaster with the aid of state and federal ESFs. ESF 11 will also coordinate provisions for feeding disaster survivors and emergency workers. They will work closely with their state and federal counterpart and other similar response organizations to establish fixed and mobile feeding kitchens and bulk distribution sites.

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

4. Infrastructure

a) Direction and Control of Recovery Operations

The Lake County Emergency Management Division Disaster Assistance Specialist will provide the services of or, recommend appointing a Public Assistance Officer (PAO). The PAO 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 severity and scale of the emergency and/or disaster will determine if the

Disaster Assistance Specialist functions as the PAO or recommends to the Emergency Management Division Manager to appoint the position.

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

b)   Support Agencies

(1)   **Lake County Fiscal and Administrative Services Department, Budget Division –** Responsible for overall coordination of the public assistance process for the affected Lake County Departments. This will be an enhanced role for the Department above what they normally manage on a day to day basis.

(2)   **Lake County Clerk of Courts Finance** – Will handle the financial components of the public assistance process for the affected departments in Lake County. All financial reporting for public assistance will be managed and tracked for subsequent reporting and reimbursement as applicable.

(3)   **Recovery Section Chief –** The representative in the Lake County EOC most familiar with recovery efforts in the county and will serve as an additional liaison for the County PAO in the public assistance process.

(4)   **Coordinator for ESF 14** – The Public Information Officer (PIO) is responsible for providing public information and educational programs regarding the recovery effort and available local, state and federal

assistance.   The PIO will follow procedures established in ESF 14 Public Information for the dissemination of information.

c)   <u>Lake County Departments Affected</u>
Each affected agency will maintain their public assistance worksheet throughout the entire process. Each agency will work with the Lake County Fiscal and Administrative Services Department, Budget Division, and Lake County Clerk of Court Finance throughout the public assistance process.

5.   Debris Disposal Procedures

ESF 20 (has the responsibility for the overall coordination of debris removal efforts to include securing all required state and federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow access to critical public facilities (as identified in the Lake County Critical Facilities List) and the movement of emergency vehicles, supplies, resources, and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks. Depending on the size and or availability of the situation, Lake County will hire/contract a debris removal company to aid in removal, if necessary.

Procedures for handling household hazardous waste, white goods, and other special debris can be located within contracts that have been executed between Lake County and Crowder-Gulf Joint Venture, Inc. and between Lake County and Wood Resource Recovery, L.L.C.

Crowder-Gulf Joint Venture, Inc. and Wood Resource Recovery, L.L.C have been contracted to conduct debris collection, reduction and disposal process while Leidos, Inc. has been contracted to conduct the overall monitoring of debris collection. (Contract #13-0304, #13-0304B, #11-0802B)

The following five sites within Lake County have been pre-identified as Debris Management Sites (DMS) that would be used for collection and monitoring of debris after an event.

Pre-Identified Debris Management Sites (DMS)
1.) Lake County Central Solid Waste Management Facility, 13130 County Landfill Road, Tavares, Florida
2.) Paisley Convenience Center, 25014 Rancho Lane, Paisley, Florida
3.) Rock Springs Run State Preserve, located near Mt. Plymouth, Florida
4.) Log House Convenience Center, 10435 Log House Transfer Station Road, Clermont, Florida
5.) Lady Lake Convenience Center, 1200 Jackson Street, Lady Lake, Florida

In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Any burning would be completed in an air curtain incinerator and would be Florida Department of Environmental Protection (FDEP) approved.

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

The Lake County Emergency Management Division in conjunction with the County Attorney and Executive Policy Group will coordinate/develop entry procedures for debris removal from private property that is in accordance with FEMA requirements.

ESF 7 (Resources) staffed by the Lake County Fiscal and Administrative Services Department, Procurement Services Division is responsible for other emergency period contracts. ESF 20 (Debris Management) is responsible for working with the debris removal contractor.

All municipalities in Lake County are responsible for conducting operations within their jurisdiction to include debris clearance and removal, damage assessment and emergency restoration of critical public facilities. Municipalities unable to complete ESF 3 (Public Works) activities independently, should pre-identify (to the extent possible) areas in which they will need County and / or State assistance. Request for assistance will be relayed to the County

ESF 3 representative through the Municipal Liaison at the Lake County Emergency Operations Center.

All Lake County departments assigned with support responsibilities under the ESF 3 annex will coordinate with Public Works (ESF 3 Primary Agency) in determining priorities and allocating equipment and personnel. The primary and secondary agencies utilizing their normal record keeping procedures will maintain accurate records of all expenditures and obligations for all labor, equipment, materials, fuel and other financial resources used throughout the event.

6. **Insurance Coordination Procedures**

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

7. **Administrative Procedures**

a) Financial Transactions

(1) Applicant Briefing

An applicant briefing will be scheduled by the state to advise potential eligible applicants (county agencies, municipalities, other government and private non-profit entities, Indian tribes) of the availability and requirements of federal assistance. The County Public Assistance Officer (PAO) or designee will be present to will represent Lake County. County agencies, municipalities, other governmental entities and private non-profits that have been impacted within Lake County will be identified after the disaster during damage assessment and the existing list of

contacts maintained by Emergency Management will be utilized to make contacts for PA.

Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. Damages suffered by each potential applicant are reported on the RPA and is used by the Federal Coordinating Officer (FCO) and PAO to determine the number of damage survey and inspection teams.

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

(b)   Kick-off meeting

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

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

(c)   List of Potential Projects and Project Worksheets

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

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

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

The County Public Assistance Officer (PAO) will maintain a list of ongoing projects with their status

and will regularly update this list based on activities within the County. ESF 5 (Information & Planning) will be utilized to assist in maintaining this information. Contact information for key agencies and community partners along with means of contact is maintained in Emergency Management for use in a disaster.

(d)   Appeals

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

(e)   Program Assistance and Management

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

(f)   Final Inspections

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

b) <u>Staff Support</u>

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

(1) <u>Public Assistance Officer</u>
Responsible for the overall management of the Public Assistance Office and coordination of all activities related to federal reimbursement of eligible applicants;

(2) <u>Assistant Public Assistance Officer</u>
Assists the Public Assistance Officer in the management of the office and coordinating reimbursement to eligible applicants;

(3) <u>Public Assistance Coordinator</u>
Coordinates the scheduling of damage survey inspection teams and assists in the review of completed Project Worksheets (PWs);

(4) <u>Public Assistance Inspectors</u>
Review public damage as part of state damage survey inspection teams and provides technical assistance to eligible applicants in the preparation and review of PWs;

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

(6) <u>Administrative Staff</u>
Process payments to eligible applicants, manage sub-grants with eligible applicants and maintain accurate accounting of all financial transactions;

(7) <u>Support Staff</u>
Prepare routine correspondence and applications, maintain files and perform necessary clerical work;

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

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

(a)   Professional engineering associations -- for temporary public assistance inspectors.

(b)   Florida Chapter, American Planning Association – for temporary public assistance inspectors.

(c)   State agencies -- for temporary public assistance inspectors, administrative and other support staff.

c)   Habitability Certification

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

d)   PW Information and Preparation Support

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

8.   **National Flood Insurance Program**

Lake County participates in the National Flood Insurance Program. Lake County participates in the Community Rating System, which allows communities to have an impact on the rates paid by their citizens for flood insurance. Communities are classified as Class 1 (most premium reduction allowed) through Class 10 (no reduction allowed). Communities not participating are classified as Class 10.

Community Name	Number of Policies	Date Joined Regular Program	Date Most Recent Rate Map	Community Rating System Rank
Unincorporated Lake	3,192	10/1/94	12/18/12	8

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

Some communities have developed and submitted statewide mutual aid agreements within the county and state. Additionally, the Lake County Comprehensive Plan is an all-inclusive plan that accepts input from not only citizens but also technical advisory(s).

9.   **Emergency Housing**

The Lake County SHIP Coordinator will serve as the coordinating agency with their State counterpart to provide site(s) (existing homeowners' property if available) for emergency housing. The County will rely heavily on state and federal assistance for temporary or emergency housing. The Emergency Management Division in partnership with local stakeholders is in the process of developing Lake County's Disaster Housing Plan.

10.   **Unmet Needs Coordination**

During a long-term recovery phase all unmet needs will be forwarded to Lake And Sumter Emergency Recovery (LASER). With assistance from the volunteer groups, LASER will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all

requests. LASER will be responsible for assessing unmet needs at the local level and providing resources and volunteers to meet those needs from the available voluntary response.

Unmet needs will be identified by the following:

a)   Initial assessments will be from first responders, such as EMS crews, fire service and law enforcement patrols.

b)   Additional assessment will come from public contact. These include, but are not limited to:

     (1)   Public shelters and feeding sites
     (2)   Florida Department of Health, Lake County
     (3)   Lake County Schools
     (4)   Lake County Agriculture Extension Service
     (5)   LASER
     (6)   Public and/or municipal utilities
     (7)   Ministers and social service groups
     (8)   Chambers of Commerce
     (9)   The Salvation Army

c)   Additional information will come from

     (1)   Rapid Impact Assessment Teams
     (2)   Initial Assessment Teams
     (3)   Damage Assessment Teams
     (4)   Human Needs Assessment Teams
     (5)   Preliminary Assessment Teams

A Community Reception Center (CRC) will be established by the Emergency Management Division with LASER, ESF 15 (Volunteer and Donations) and in coordination with the municipalities within Lake County, and the State Liaison to serve as a location for resources and to properly disburse goods and materials to the affected areas with unmet needs.

The municipalities in Lake County will monitor their communities and continue coordination through their EOC liaison for any unmet needs for their jurisdiction.

ESF 22 (Survivor Services) will coordinate with the DRC. ESF 22 will partner with the different organizations identified to include LASER, American Red Cross, FDEM, FEMA, etc. If necessary, these organizations may establish a committee led by ESF 22 to

facilitate the unmet needs identified in Lake County and its municipalities.

Training for volunteer organizations and local community groups will be scheduled each fiscal year. Training may include emergency home repair, debris removal, donation warehouse management, processing centers, crisis counseling and other needed assistance.

11. Community Relations

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

The County Community Relations Coordinator will be responsible for the following actions:

a) Sole contact/liaison with the State Community Relations Coordinator in Tallahassee or the DFO.

b) Responsible for recruiting local participants in the Lake County area to be part of the FEMA/State/Local Community Relations Teams during a Presidential Declared Disaster in Lake County.

c) Responsible for dissemination and collecting information vital to the disaster survivors in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster survivors for them to teleregister on the 1-800-621-FEMA line for Disaster Assistance.

d)   Responsible to report any disaster survivors unmet needs to the appropriate agency.

e)   Responsible to provide the disaster survivors with an opportunity to tell their story to a responsive Community Relations Team member.

f)   Responsible to maintain a current contact list for the community leaders/organizations and local government officials regarding disaster issues and the disaster application process.

g)   Responsible to maintain on-going communications with community leaders/organizations and local government officials regarding disaster issues and the disaster application process.

h)   Perform other roles and responsibilities, which are outlined in the State's Community Relations SOP and Community Relations Field Guide.

Comprehensive Emergency Management Plan

Annex II

Mitigation

I.   INTRODUCTION

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

II.   GENERAL

Hazards cannot be eliminated, but it is possible to determine what the hazards are, where the hazards are most severe and identify local actions that can be taken to reduce the severity of the hazard.   Furthermore, there are incentives to live in lower risk areas.   Insurance rates and taxes are usually higher in coastal and riverine areas and lower in inland areas.

A.   Costs to Communities

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

B.   Costs to Local Government

Community infrastructure such as roads, drainage structures, sewer lines, electric lines, telephone lines that are built in high hazard areas are subject to frequent damage and extremely costly repair.   Also, if a local government belongs to the National Flood Insurance Program and allows development in the floodplain without proper elevation and construction techniques, the federal government can withdraw the community's access to federal flood insurance for both public and private structures. Furthermore, a local government is responsible for as much as 12.5 percent of their local public cost of a federally declared disaster and 100

percent of any damage from smaller incidents that are not declared disasters. These costs can put a significant strain on the local government budget.

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

The Lake County Emergency Management Division is the lead agency for all mitigation activities in the county. The municipalities within Lake County are responsible for their hazard mitigation. The Emergency Management Division Manager or designee has responsibility for directing all pre- and post-disaster mitigation activities and for coordinating mitigation activities with the Lake County Local Mitigation Strategy Task Force. The Emergency Management Division Manager or designee provides support to LMS Working Group by providing support staff, scheduling meetings, coordinating the activities of the participating organizations, and by maintaining the database used to track the proposed projects and update the plan.

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

The Lake County Emergency Management Division is responsible for coordinating mitigation planning with operational assistance from a number of supporting agencies. The municipalities within Lake County are responsible for their hazard mitigation. Lead and support agencies for mitigation activities are described in Exhibit 1.

Exhibit 1: Agency Responsibilities for Hazard Mitigation		
	Pre-Disaster Mitigation	Post-Disaster Mitigation
Lake County Board of County Commissioners – Chairperson or designee	S	S
Lake County Communications Department – Director or designee	S	S
Lake County Community Services Department – Director or designee	S	S
Lake County Community Safety and Compliance – Director or designee	S	S
Lake County Economic Development and Tourism Department - Director or designee	S	S
Lake County Facilities and Fleet Management Department – Director or designee	S	S
Lake County Fiscal and Administrative Services Department – Director or designee	S	S
Lake County Growth Management Department – Director or designee	S	S
Lake County Public Works Department – Director or designee	S	S
Lake County Emergency Management Division – Manager or designee	P	P
Lake County Fire Rescue Division – Fire Chief or designee	S	S
Lake County Information Technology Department – Director or designee	S	S
Lake County Property Appraiser's Office – Appraiser or designee	S	S
Lake County Schools – Superintendant or designee	S	S
Lake County Sheriff's Office – Sheriff or designee	S	S
P = Primary Agency		
S = Support Agency		

E.   Concept of Operations

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

1.   Notification and Coordination of Agency Participation in Mitigation Operations

a)   Pre-Disaster Operations

Mitigation activities in the pre-disaster environment are the responsibility of the Lake County Emergency Management Division.   Through the Local Mitigation Strategy (LMS) process Emergency Management coordinates pre-disaster mitigation activities.   The Lake County LMS identifies the hazards to which Lake County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.   The responsible county and municipal agencies and points of contacts for each pre-identified mitigation project can be found in the Lake County LMS project list.

The LMS will be reviewed at least annually, after each major disaster, or on an as needed basis. The LMS will be revised and federally re-approved every five years. Our County has a State & FEMA-approved Local Mitigation Strategy, which expires on February 4, 2016.

b)   Post-Disaster Operations

The Division Manager of Lake County Emergency Management or designee will be responsible for coordinating local agency participation in post-disaster mitigation activities.   These agency representative contacts are maintained by the Emergency Management Division. These agency representatives could be contacted via an Emergency Notification System (ENS) through the use of cellular communications, landline phones, or use of any other available communication method.   Local agencies involved in these operations will vary according to the specifics of each incident.   The Emergency Management Division staff will be responsible for completing applications and submission for federal and state post-disaster mitigation funding.

Post-disaster permitting will follow the same policies and procedures as the pre-disaster permitting procedures.

2. **Coordination of Mitigation Activities with Municipalities and the State**

The Lake County Emergency Management Division will be responsible for coordinating mitigation activities with the municipalities. The municipal mayors or their designees will be updated throughout the response, recovery and mitigation phases of the incident. These agency representatives will be contacted via an Emergency Notification System (ENS) through the use of cellular communications, landline phones, or use of any other available communication method. During non-event periods, meetings will be held quarterly or monthly if needed. During incidents, briefing meetings will be held. Typically, coordination with Lake County and the State EOC takes place at the time that the State Division of Emergency Management holds area meetings prior to application submittals. Lake County and each of the municipalities are required to prepare, submit and administer their own applications. The Emergency Management Division Manager or designee will coordinate on an as needed basis with the Bureau of Recovery and Mitigation at the Florida Division of Emergency Management.

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

The Lake County Emergency Management Division does not have any formal agreements with agencies to assist in post-disaster mitigation activities. Local agencies within the county have historically worked together as needed in the aftermath of disasters.

4. **Local Government Status in the National Flood Insurance Program**

Lake County participates in the National Flood Insurance Program (NFIP). The role of these local governments in NFIP is enforcement of standards adopted to manage flood hazards areas. The Lake County Local Mitigation Strategy (LMS) plan goes into great detail as to how Lake County and each community are supporting the federal mitigation efforts that are associated with the NFIP.

Exhibit 2: NFIP Policy Holders			
Community Name	**Policy Holders (as of 8/31/14)**	**Insurance In force**	**Written Premium in force**
Lake County	2,765	$650,888,900	$1,336,040
Astatula, Town of	6	$904,500	$2,818
Clermont, City of	232	$56,719,500	$101,296
Eustis, City of	103	$29,281,400	$48,373
Fruitland Park, City of	25	$5,680,900	$12,592
Groveland, City of	97	$24,911,200	$44,635
Howey in the Hills, Town of	17	$4,020,000	$5,767
Lady Lake, Town of	152	$33,531,200	$72,252
Leesburg, City of	290	$71,397,900	$166,947
Mascotte, City of	17	$3,575,400	$8,591
Minneola, City of	64	$14,490,000	$35,770
Montverde, Town of	24	$7,388,400	$14,134
Mt. Dora, City of	203	$56,517,900	$87,137
Tavares, City of	151	$34,489,000	$74,096
Umatilla, City of	12	$2,499,000	$5,349

Source: http://bsa.nfipstat.fema.gov/reports/1011.htm

5. Process for Identifying Mitigation Opportunities in the Post-Disaster Environment

The Lake County Emergency Management Division is responsible for coordinating all recovery operations in the county. This active role in the recovery process working with the Growth Management Department and Public Works Department, the County is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood prone structures, drainage improvement projects and infrastructure enhancement projects. The Emergency Management Division works closely with the damage assessment teams in the field and the building inspectors for Lake County and the municipalities to identify potential mitigation opportunities. The Lake County Emergency Management Division maintains the Lake County LMS plan that contains a comprehensive list of proposed mitigation projects to be funded within Lake County and its municipalities.

6.   Process to Manage Mitigation Assistance Funds

All mitigation and recovery grants are applied for and administered by the Lake County Emergency Management Division. The Division Manager or designee will inspect, monitor and report progress during the project. The Emergency Management Division has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program funds. Funding sources including technical assistance funding from FEMA and the Flood Mitigation Assistance Programs are available. The method used to manage mitigation assistance funds is the prescribed county grant management policies and procedures. Additional resources are identified in the Lake County LMS which has been updated. For any municipal projects, the municipality will be responsible for identifying and securing funding sources and guarantying any match funds that will need to be provided. Lake County will provide technical assistance to the municipalities to assist them in identifying potential funding sources and any other assistance they may required.

III.   PRE-DISASTER HAZARD MITIGATION ACTIVITIES

Pre-disaster hazard mitigation activities are described in detail in the Lake County Local Mitigation Strategy. Lake County considers the following potential funding sources during prioritization utilizing the STAPLEE model for each initiative identified in the LMS: Hazard Mitigation Grant Program, Community Development Block Grant special disaster allocations, Infrastructure Program, Technical assistance funding from the Federal Emergency Management Agency, Flood Mitigation Assistance Program, Emergency Management and Preparedness Trust Fund, Community Development Block Grant Program, Florida Communities Trust, Florida Coastal Management Program, and any other funding to support mitigation activities. The Local Mitigation Strategy is a community-based plan to make the county and local communities safer and more resistant to natural and technological hazards. The copy of the Lake County LMS is available in Emergency Management's Office.

Note: FEMA recommends utilizing the STAPLEE evaluation process to address all significant factors when performing a cost-benefit analysis of implementing one action over another. STAPLEE stands for: **S** – Social; **T** – Technical; **A** – Administrative; **P** – Political; **L** – Legal; **E** – Economical; **E** – Environmental.

IV. POST-DISASTER MITIGATION FUNCTIONS

A. Planning Assumptions

Personnel resources for daily operations in Lake County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information generated by the local damage assessment process, the prioritized project list from the Lake County LMS, in determining specific mitigation priorities following a disaster.

B. Lead Agency with Responsibility for Providing Mitigation Assessment

The Lake County Emergency Management Division is the primary agency charged with post-disaster mitigation assessment.

C. Local Agencies with Supporting Roles in Mitigation Assessment

The agencies in Exhibit 2 are the supporting agencies that work closest with the Lake County Emergency Management Division in post-disaster mitigation assessment. There are, however, a number of other local agencies that may indirectly support mitigation in Lake County.

D. Roles and Responsibilities of Lead and Support Agencies

1. The Lake County Emergency Management Division

The Lake County Emergency Management Division will coordinate with the support agencies for all post-disaster mitigation activities. The Emergency Management Division will notify all supporting agencies required for mitigation assessment operations; coordinate all activities required to identify potential mitigation projects and initiatives.

The Emergency Management Division also serves as the point of contact for providing information to residents of the county describing how they can minimize damage from future disasters.

The following support agencies work closest with Emergency Management and all other support agencies will function in their normal roles and responsibilities unless specifically tasked by Emergency Management for additional support duties.

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2.   **Lake County Property Appraiser**

The Lake County Property Appraiser will support the Lake County Emergency Management Division by providing technical expertise regarding property values, damages and losses to properties as a result of a disaster.

3.   **Lake County Public Works Department**

The Lake County Public Works Department will assist the Emergency Management Division in identifying potential road, bridge, culvert, water and sewer mitigation projects.

4.   **Lake County Floodplain Administrator**

The Lake County Floodplain Administrator coordinates Substantial Damage / Substantial Improvement (SI/SD) reviews with the Lake County Growth Management Department, Building and Planning and Zoning Divisions as part of the permitting process. This is done in accordance with LDR Chapter IX, Sec 9.07.03 - Duties and Powers of the Floodplain Administrator. The Lake County Emergency Management Division coordinates with the County Floodplain Administrator and other support agencies listed in Exhibit 1 to identify damaged structures in Special Flood Hazard Areas (SFHA) for substantial damage determination.

5.   **Other Support Agencies identified Exhibit 1**

The roles and responsibilities for the remaining agencies identified in Exhibit 1 will be called into action as necessary. These agencies will contribute with their standard responsibilities.

E.   **Coordination Between Lead and Support Agencies**

The Lake County Emergency Management Division will serve as the organization responsible for coordinating mitigation activities for lead and support agencies. The process of coordination is straightforward given the rural nature of the county and the small number of agencies actively involved in post-disaster mitigation activities.

In Lake County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-disaster mitigation phase (e.g. during the mitigation project identification process carried out by the Lake County LMS Task Force). Opportunities for mitigation are also discovered during the initial and preliminary damage

assessments and throughout the public assistance processes. The supporting agencies noted above document damage to public infrastructure, businesses and residences. The Lake County LMS Task Force, along with input from supporting agencies, then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects. All current and proposed projects and initiatives can be found in the Lake County LMS (Appendix I).

F.   Equipment and Resources Necessary for Mitigation Assessment

1.   The Division Manager of Lake County Emergency Management or designee will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed. Information regarding the availability of these resources is updated annually before hurricane season and are maintained by the Emergency Management Division. At the time of this writing, this resource inventory list was last updated in May, 2014. This list can be made available by the Emergency Management Division.

2.   Vehicles used for mitigation assessment include city and county government vehicles, fire department vehicles and personal vehicles.

3.   Equipment, vehicles and supplies necessary for mitigation activity are located throughout the county either in stations, assigned to individual personnel or readily accessible to department personnel.

G.   Training Procedures for Mitigation Personnel

The Division Manager of Lake County Emergency Management or designee will work with all mitigation assessment team members to ensure all training needs are met. The primary source for mitigation training is the Florida Division of Emergency Management. More options for training can also be obtained through from the following:

1.   Florida Division of Emergency Management; some example courses include:
   a)   G293 Mitigation Plan Review Reference Manual
   b)   G318 Mitigation Planning Workshop for Local Governments
   c)   G379 Interagency Hazard Mitigation Team Training
   d)   G393 Mitigation for Emergency Managers
   e)   G398.2 Flood Mitigation and Recovery Exercise

2.   Emergency Management Institute (EMI) in Emmitsburg, Maryland.

3.   Federal Emergency Management Agency (FEMA) Independent Study Courses; some example courses include:

a)   IS-30 Mitigation eGrant System for the Sub grant Applicant

b)   IS-31 Mitigation eGrants for the Grant Applicant

c)   IS-393.a Introduction of Mitigation

4.   Governors Hurricane Conference (conference is held annually www.flghc.org).

5.   Florida Emergency Preparedness Association (FEPA) Annual Meeting (Meeting is held annually www.fepa.org).

H.   Specific Mitigation Pre-Disaster Activities

The Lake County Emergency Management Division participates in providing information to the citizens of Lake County in ongoing public outreach activities. This includes the use of newspaper advertisements, public services announcements, radio spots, flyers, fairs and conferences. Presentations are made at both public and private meetings to inform attendees of mitigation activities available. The county also actively supports public education regarding building policies in flood prone areas, Firewise and other activities as addressed in the Lake County LMS.

The Lake County Local Mitigation Strategy Task Force involves members of the private industry and the community in mitigation activities. This civic involvement provides a meeting ground for resource and information sharing regarding mitigation problems and opportunities in the community.

Lake County currently does not receive financial incentives on ad valorem tax breaks on retrofitting improvements or financing for structural hardening funding.

V.   MITIGATION INVENTORY LIST

The Disaster Assistance Specialist, under the lead of the Emergency Management Division Manager, will be responsible for disaster recovery activities, including mitigation assessments. The Emergency Management Division has three primary vehicles to conduct assessments:

- Chevrolet Trailblazer
- Dodge Dakota
- Jeep Liberty

However, should any of these vehicles not be available, the Emergency Management Division has vehicles available through the Lake County Facilities and Fleet Management Department to survey impacted areas. All other supplies needed to carry out assessment activities (such as cameras, utensils, paper and other supplies) will be provided by the Emergency Management Division's cache of office supplies that is readily available to support staff.

Comprehensive Emergency Management Plan

Emergency Support Functions (ESFs)

TRANSPORTATION
EMERGENCY SUPPORT FUNCTION 1
(ESF 1)

PRIMARY AGENCY: Lake County Community Services Department,
                          Public Transportation Division

SUPPORT AGENCIES: Lake County Schools
                          Lake Emergency Medical Services
                          Lake County Fire Rescue Division
                          Lake County Sheriff's Office
                          Lake County Public Works Department
                          Lake County Fleet Management Division

I.   PURPOSE

The purpose of this function is to provide overall coordination of transportation assistance to municipal/county departments, other governmental and private agencies, and voluntary organizations requiring transportation capacity to perform disaster missions. A primary priority of this ESF will be the coordination of evacuation transportation.

II.   GENERAL INFORMATION

Supplemental transportation resources may be needed following a disaster as a result of both increased transportation needs and disruption of normal transportation systems. Transportation may be required for transporting of emergency equipment and supplies into the disaster area. Further emergency transportation may be required to provide access to assistance centers for disaster victims and access to places essential to the resumption of normal community life: such as stores, schools, government offices, and major employment centers. The provision of emergency transportation may involve establishment of trip priorities, as well as the provision of additional resources while normal systems are being restored.

Each of the providers listed below have agreed, either verbally, by contract, or by law, to provide the services as listed.

III.   TYPES OF TRANSPORTATION AVAILABLE AND PROVIDERS

A.   The following types of transportation area available for:

1.   Emergency Equipment and Supplies

Provider: Lake EMS
             Lake County Fire Rescue Division

2.   Transportation to shelters, disaster assistance centers, food stamp distribution sites, etc.

Provider: Lake County Community Services Department, Public Transportation Division
             Lake County Schools

B.   An impending or actual incident that requires the transportation function be activated will in turn require the activation of the EOC. Evacuation procedures, will be followed where movement of persons from their homes is required.

Requests for transportation will be coordinated through the transportation support agencies and the Logistics Chief in the EOC.

Special needs persons are usually the first to be evacuated, due to the nature of their need and the time involved in relocating them to special needs facilities. Pre-determined routes have been designated based on the geographic area of persons that need to be moved to special needs facilities. Lake County Connection and Lake EMS are the primary providers of special needs transportation and transportation of the disabled and elderly. They provide the following:

Persons with Special Needs/Handicapped Persons/Elderly

Provider: Lake County Connection
             Lake County Special Transport (This is part of Waterman's service and normally are focused on the hospital's needs.

             60 Wheelchair Lift equipped buses
             9 Wheelchair Lift vans
             9 Sedans

Provider: Lake EMS

IV.   CONCEPT OF OPERATIONS

A.   Alerting of all drivers is the responsibility of the respective agencies and is in the form of a pyramid call-out system.

B.   Over 50 % of all school buses, which include all with lifts, plus all ambulances and Lake County vehicles, are equipped with radios.

C.   Special needs routes are pre-determined by geographic area (see Appendix 1).

D.   Assignment of routes needing other types of transportation will be coordinated by agencies involved and the Logistics Chief based on information relayed via telephone in the EOC. Drivers will be instructed to pick up only at designated areas. Any deviations will need to be cleared by the specified method of communication.

E.   In discussion with the School Board representative, it was agreed that already established school bus stops would be used as designated pickup points for transportation to public shelters and routes taken would be those used on a day-to-day basis for school pickups.

F.   Respective agencies are responsible for placing signs on vehicles designating them as Disaster Transportation Vehicles.

G.   All emergency transportation will be fueled prior to the onset of the emergency, if practical. If a power outage during an emergency prevents the pumping of fuel into emergency transportation vehicles, the Executive Policy Group can approve the use of the Lake County gas pumps at the Astatula landfill for non-county owned vehicles. The Lake County Fleet Management Division will be responsible for ensuring proper tracking of fuel dispensing to non-county owned vehicles for reimbursement.

H.   Public fuel suppliers as listed in the ESF 12, Fuel Annex, have agreed to provide emergency vehicle fuel, as necessary and until supplies become limited. At the time that local supplies are expended, contact will be made with the State EOC to request assistance.

V.   STAGING OF TRANSPORTATION UNITS

All providers will coordinate transportation activities with ESF 1. All units that will be used in the emergency response and recovery effort are located in the following areas when Lake County is threatened or has experienced a disaster event.

A.   Lake EMS units are located in geographically strategic areas. Those units that are housed at mobile homes relocate to the nearest fire station for safety purposes.

B.   The School Board has buses located at lots located throughout the County.

       Due to the locations of these units on a day-to-day basis, they are already strategically staged. There are no plans to establish a staging area other than their normal operating areas.

VI.   STAFFING

Each transportation support agency is responsible for staffing of their units. The logistics involved in a 24-hour transportation operation would be coordinated through the Logistics Section of the EOC.

VII.   TRAFFIC PATTERNS

The Lake County Traffic Control Plan outlines emergency traffic regulations.

VIII. ACTIONS

A.   Response Initial Actions

1.   Staff ESF 1 as needed in EOC. Inventories of available vehicular resources will be verified and provided to ESF 5.

2.   Each ESF 1 agency will establish communications with appropriate field personnel and ensure that they are ready to respond.

3.   Coordinate with support agencies to prioritize and develop strategies for the initial response. Resources will be repositioned when it becomes apparent that county transportation resources will be required.

4.   Any transportation resources that may be needed in recovery should be removed from the potential disaster area to the nearest staging area. Equipment accessible to ESF 1 agencies will be committed when evacuation or re-entry of a designated area is authorized.

5.   Coordinate with ESF 6 and ESF 8 for ground transportation of citizens to evacuation shelters and return home after the event. Coordinate with ESF 16 for all road closures or traffic problems with all ESFs.

6.   Coordinate with ESF 10 for identification of any hazardous materials transports that could be affected by the disaster.

B.   Response Continuing Actions

1.   ESF 1 will coordinate transportation resources with requests for transport of personnel, goods and services.

2.   Priorities will continually be reassessed to address the most critical transportation needs and develop strategies.

3.   Resources that are committed to specific missions will be tracked for redeployment if necessary.   Updated information will be provided to ESF 5.

C.   Recovery Initial Actions

1.   When requested, transportation resources will be provided to assist recovery activities for personnel and equipment.

2.   Develop recovery actions and strategies.

D.   Recovery Continuing Actions

1.   Transportation will continue to be provided for related activities.

COMMUNICATIONS
EMERGENCY SUPPORT FUNCTION 2
(ESF 2)

RIMARY AGENCY: Lake County Public Safety Department,
Communication Technologies Division

SUPPORT AGENCIES: Lake County Information Technology Department
Lake County Sheriff's Office
Lake Emergency Medical Services

I.   INTRODUCTION

A.   Purpose

The purpose of ESF 2 is to assure the provision of required communications support to state, county and municipal response efforts before, during and immediately following an emergency declaration. ESF 2 plans, coordinates and assists in all actions taken to provide communications support to state, county and municipal response elements and at a minimum:

1.   Identify communications facilities available for use within the affected area(s).

2.   Identify actual and planned actions of commercial telecommunications companies to restore services.

3.   Identify communications facilities, equipment and personnel located locally that could be used to support recovery efforts.

4.   Coordinate the acquisition and deployment of additional communications equipment, personnel and resources necessary to establish temporary communications capabilities within the stricken area.

5.   Identify actual and planned actions of commercial cable television companies to restore services.

B.   Scope

The Lake County Communications Technologies Division will serve as the Primary Agency for ESF 2 and will integrate and coordinate the communications assets available from all state agencies, county agencies, volunteer groups, local industry, federal government agencies and the

U.S. Military. ESF 2 will prepare recommendations for the local EOC during an emergency, and other agencies as required. Additionally, ESF 2 will be the focal point of all response communications activity at the local level prior to, during and immediately after an emergency has been declared at the local level. This includes performing necessary actions to assist with recovery operations.

C.   Planning Assumptions

1.   Normal day-to-day communications may be interrupted as a result of a natural or man-made emergency.

2.   These emergencies would overload surviving communications channels.

3.   Trained communication personnel shortages will occur; however, a sufficient number to handle emergency traffic will be available. Emergency radio nets will be utilized to back up and augment common carrier facilities to give all systems some redundancy.

4.   ESF 2 will prepare and submit a Communications Plan for the operational period Incident Action Plan (IAP).

II.   SYSTEM SUMMARY:

Lake County has a type 4 E911 system consisting of five (5) primary and one (1) secondary Public Safety Answering Point (PSAP) as follows.

A.   Lake County Sheriff's Office Primary PSAP

The sheriff's office primary PSAP is located at the newly constructed Emergency Communications and Operations Center (ECOC). This PSAP direct dispatches all law enforcement calls for the unincorporated areas and the municipal law enforcement agencies in Astatula, Clermont, Fruitland Park, Howey-in-the-Hills, Lady Lake, Mascotte, Minneola, Montverde, Tavares and Umatilla. Fire and medical calls are transferred to the secondary PSAP, Lake EMS. Lake EMS is housed with the sheriff's office primary PSAP at the ECOC.

B.   Eustis Police Department Primary PSAP

The Eustis Police Department primary PSAP direct dispatches calls for law enforcement in the city of Eustis. Fire and medical calls are transferred to Lake EMS at the ECOC.

C.   Groveland Police Department Primary PSAP

The Groveland Police Department Primary PSAP direct dispatches calls for law enforcement in Groveland and Mascotte. Fire and medical calls are transferred to Lake EMS at the ECOC.

D.   Leesburg Police Department Primary PSAP

The Leesburg Police Department primary PSAP direct dispatches calls for law enforcement. Fire and medical calls are transferred to Lake EMS at the ECOC.

E.   Mount Dora Police Department Primary PSAP

The Mount Dora Police Department Primary PSAP direct dispatches law enforcement calls. Fire and medical calls are transferred to Lake EMS at the ECOC.

F.   Lake EMS Secondary PSAP

The Lake EMS secondary PSAP direct dispatches Emergency Medical calls for all primary PSAPs in the County. It also direct dispatches Fire calls for the unincorporated areas plus all municipalities in Lake County.

III.   SYSTEM MANAGEMENT

The Lake County E911 system is managed by a 911 Coordinator. The responsible fiscal agent is the Board of County Commissioners.

IV.   ACTIONS

A.   Response Initial Actions

1.   Staff ESF 2 as needed in the EOC. Communications will alert/contact all ESF 2 support agencies and direct them to activate their staff and assume their particular assignments. A roll call check of all potential responders should be conducted.

2.   As soon as conditions allow following the disaster, ESF 2 will secure transportation to deploy local Impact Assessment Teams to

evaluate damage to critical communications facilities. Survey teams should be organized with expertise capable of assessing both the private and public communications infrastructure. Survey teams should ensure that they have communications back to the ESF 2 staff at all times.

The initial focus of these teams will be to identify:

a.   Operational radio communications facilities available for use within the affected area.

b.   Operational telephone facilities available for use within the affected area.

c.   Damage to emergency communications facilities. (Primary and secondary PSAPS, tower sites, etc.)

d.   Operational cable television service available for use within the affected area.

3.   Coordinate with support agencies to prioritize and develop a Communications Plan for the initial response.

B.   Response Continuing Actions

1.   ESF 2 will provide operational support as well as planning for and coordination of communications resources, including submission of a Communications Plan for each operational period.

2.   Priorities will continually be reassessed to address the most critical communications needs and develop strategies.

C.   Recovery Initial Actions

ESF 2 Coordinator shall begin planning the recovery process according to the following:

1.   Accumulate damage information obtained from all the assessment teams. Additionally, these teams may make initial estimates of the amount of communications support required. This information should be provided to the ESF 2 staff as soon as possible.

2.   Review, categorize and compare damage information to ensure that specific problems are clearly understood and agreed upon.

3.   Assemble a listing of all communications assets available to

support recovery mission(s). Other volunteer and local agencies with communications assets may also be asked to contribute these assets to the response effort. Industry resources must also be considered for availability and effectiveness. Furthermore, availability, operational condition and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

4. Select the resource alternative most applicable and coordinate its deployment.

D. Recovery Continuing Actions

1. The ESF 2 staff should maintain coordination of all EOC communications as long as the EOC is activated.

2. Monitor the National Weather Service for the latest weather report for the county, including present conditions, the 24-hour forecast and the long-range forecast.

3. Obtain information from ESF 1 (Transportation) regarding road, rail and air transportation conditions, and whether ESF 1 can move mobile communications systems into the area.

4. Determine from the local county/municipal authorities the location of possible secondary response locations in the disaster area, e.g. staging areas, food sites, tent cities, medical stations, satellite DFOs, etc.

5. Assess the need to request assistance (mobile or transportable equipment) from SEOC.

6. Assess the need for and obtain other support as needed/required from local industry.

7. Deploy mobile communications vehicles to coordinate response agencies in the stricken areas. County departments, sheriff's office, Fire, EMS and other key agencies utilize the countywide 800 MHz public safety radio system.

8. Maintain an activity log and prepare reports using established procedures. Focus specific attention to the production of "After-Action Reports." These will be critical for future review of ESF activities and procedures.

9.   Coordinate communications support to all responders and volunteer agencies as required and prioritize the deployment of services, based upon available resources and critical needs.

10. Coordinate ESF 2's needs and time frames with SEOC and all others as required. Work to resolve all conflicts regarding communications resource allocation requests.

11. Develop and disseminate information collection guidelines and procedures to enhance assessment, allocation, and/or re-allocation of telecommunications industry assets.

V.   INTERLOCAL AGREEMENTS

First Party	Second Party	Subject
Lake County	Marion County	An interlocal agreement is required to define the call handling method and routing of each type of call received from Lake County citizens at the Marion County Primary PSAP located at the Sheriff's Department in Ocala.
Lake County	Orange County	An interlocal agreement is required to define the call handling method and routing of each default call received by the Orange and Lake County E911 systems originating outside each County respectively.
Lake County	Sumter County	An interlocal agreement is required to define the call handling method and routing of each default call received by the Orange and Sumter County E911 systems originating outside each County respectively.
Lake County	Lake County Municipal Jurisdictions	An interlocal agreement is required to define the call handling method and subsequent transfer/relay means of the Lake County E911 system. It is also required to meet standards of system operation.

VI.   LAKE COUNTY CALL HANDLING AT 9-1-1 CENTERS

Agency	**Method**	**Device**

A. Lake County Sheriff's Office Primary PSAP

Lake County Sheriff's Office	Direct Dispatch	Radio

Provides Dispatching Services For:

Astatula Police Dept.	Howey-in-the-Hills Police Dept.	Tavares Police Dept.
Mascotte Police Dept.	Umatilla Police Dept.	Clermont Police Dept.
Fruitland Park Police Dept.		
Fire/EMS Secondary PSAP	Transfer to EMS	Telephone

B. Eustis Police Department Primary PSAP

Eustis Police Dept.	Direct Dispatch	Radio

Provides Dispatching Services For:

Eustis Police Department		
Fire/EMS Secondary PSAP	Transfer to EMS	Telephone

C. Groveland Police Department Primary PSAP

Groveland Police Department	Direct Dispatch	Radio

Provides Dispatching Services For:

Groveland Police Department		
Fire/EMS Secondary PSAP	Transfer to EMS	Telephone

D. Leesburg Police Department Primary PSAP

Leesburg Police Department	Direct Dispatch	Radio

Provides Dispatching Services For:

Leesburg Police Department		
Fire/EMS Secondary PSAP	Transfer to EMS	Telephone

E. Mount Dora Police Department Primary PSAP

Mount Dora Police Department	Direct Dispatch	Radio

Provides Dispatching Services For:

Mount Dora Police Department		
Fire/EMS Secondary PSAP	Transfer to EMS	Telephone

F. Lake EMS Secondary PSAP

Lake EMS Secondary PSAP	Direct Dispatch	Radio

Provides Dispatching Services For:

All County/Municipal Fire Services	Direct Dispatch	Radio

VII.   PUBLIC SAFETY ANSWERING POINT (PSAP) CAPABILITIES

A. Lake County Sheriff's Office Primary PSAP

Location	ECOC, Tavares
Number of Answering Positions	10
Type of Answering Position	Call Taker
Total Staff	56
Number of Logging Recorders	(2) Nice 120ch and Stancil 80ch
Number of Instant Playback Recorders	10
Call Answering Equipment	Intrado Positron Viper
911 Trunks	11
Transfer Lines	16
TDD	10

B. Eustis Police Department Primary PSAP

Location	Eustis Police Dept., Eustis
Number of Answering Positions	2
Type of Answering Position	Call Taker/Dispatcher
Total Staff	8
Number of Logging Recorders	(1) 1 – 16 Channel Stancil
Number of Instant Playback Recorders	2
Call Answering Equipment	Intrado Positron Viper
911 Trunks	2
Transfer Lines	2
TDD	2

C. Groveland Police Department Primary PSAP

Location	Groveland Police Dept., Groveland
Number of Answering Positions	2
Type of Answering Position	Call Taker/1 Dispatcher
Total Staff	4
Number of Logging Recorders	(1) 1 – 16 Channel Stancil
Number of Instant Playback Recorders	2
Call Answering Equipment	Intrado Positron Viper
911 Trunks	2
Transfer Lines	2
TDD	2

D. Leesburg Police Department Primary PSAP

Location	Leesburg Police Dept., Leesburg
Number of Answering Positions	4
Type of Answering Position	Call Taker/Dispatcher
Total Staff	16
Number of Logging Recorders	(1) 1 – 16 Channel Stancil
Number of Instant Playback Recorders	4
Call Answering Equipment	Intrado Positron Viper
911 Trunks	4
Transfer Lines	4
TDD	4

E. Mount Dora Police Department Primary PSAP

Location	Mount Dora Police Dept., Mount Dora
Number of Answering Positions	2
Type of Answering Position	Call Taker/Dispatcher
Total Staff	10
Number of Logging Recorders	(1) 1 – 16 Channel Stancil
Number of Instant Playback Recorders	2
Call Answering Equipment	Intrado Positron Viper
911 Trunks	2
Transfer Lines	2
TDD	2

F. Lake EMS Secondary PSAP

Location	ECOC
Number of Answering Positions	8
Type of Answering Position	(8) Call Takers / (4) Dispatchers
Total Staff	30
Number of Logging Recorders	(2) Nice 120ch and Stancil 80ch
Number of Instant Playback Recorders	8
Call Answering Equipment	Intrado Positron Viper
911 Trunks	6
Transfer Lines	6
TDD	8

PUBLIC WORKS AND ENGINEERING
EMERGENCY SUPPORT FUNCTION 3
(ESF 3)

PRIMARY AGENCY: Lake County Public Works Department

SUPPORT AGENCIES: Lake County Engineering Division
Lake County Road Operations Division
Florida Department of Transportation
Lake-Sumter Metropolitan Planning Organization
Lake County Sheriff's Office
Lake County Public Safety Department
Florida Highway Patrol
Town of Lady Lake Department of Public Works
City of Fruitland Park Department of Public Works
City of Leesburg Department of Public Works
City of Tavares Department of Public Works
City of Mt. Dora Department of Public Works
City of Eustis Department of Public Works
City of Umatilla Department of Public Works
Town of Howey-In-The-Hills Department of Public Works
Town of Montverde Department of Public Works
Town of Astatula Department of Public Works
City of Minneola Department of Public Works
City of Clermont Department of Public Works
City of Groveland Department of Public Works
City of Mascotte Department of Public Works
St. Johns River Water Management
Lake County Water Authority

I.   INTRODUCTION

A.   Purpose

The purpose of this ESF (Emergency Support Function) is to provide Public Works and Engineering (ESF 3) support. To assist all other ESF agencies in needs related to protection of life and property prior to, during and immediately following an emergency and a non-emergency operation. The support provided will be engineering services, technical evaluation, inspection, damage assessment evaluation, debris removal and disposal, restoration of transportation facilities and flood control.

B.   Scope

1.   ESF 3, Public Works and Engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, resolution of stormwater and flooding issues.

2.   ESF 3 support activities include:

   a)   Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel, supplies and equipment for lifesaving, life protecting, and health and safety purposes during the immediate response phase.

   b)   Temporary clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies. These routes include roads, traffic signals, bridges and any other vital transportation facilities.

   c)   Emergency demolition of damaged structures and facilities designated by the state or local government as immediate hazard to public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.

   d)   Technical assistance and damage assessment.

II.   CONCEPT OF OPERATIONS

A.   General

ESF 3 is under the leadership of the Lake County Public Works Department. The Director of the Public Works Department will coordinate with the Executive Policy Group in the determination and declaration of a state of emergency. Following such a declaration, the Director will initially serve as the Public Works Department Operation Center (DOC) contact, identify which support agencies for ESF 3 are needed, and take the necessary steps to assure that the needed agencies are notified, or placed on alert. ESF 3 will respond to request for Public Works and Engineering assistance. These requests will concern emergency access routes, reinforcement or demolishing destroyed or damaged structures and flooding concerns to ensure safety.

When Lake County Public Works and local government resources and personnel are inadequate to handle an emergency, ESF 3 will notify the Lake County EOC Manager and advise him/her of the situation. The EOC will then request assistance from the State through the State Emergency Operation Center (SEOC) or other ESF support agencies.

B.   Organization

1.   **Non-Emergency**

The Board of County Commissioners (LCBCC) governs Lake County. The County Manager reports directly to the County Commissioners. The Director of the Public Works Department reports directly to the County Manager. The Division Managers of Engineering, and Road Operations, report to the Public Works Director.

2.   **Emergency Operations**

The Lake County Board of County Commissioners is ultimately responsible for the safety of residents and property during emergency and non-emergency operations. Pursuant to Lake County Ordinance 1992-178, in the event of an emergency, the following line of succession of authority is established:

a)   Chairman of the Board of County Commissioners

b)   Vice-Chairman of the Board of County Commissioners

c)   The other County Commissioners in descending numerical order by the (3) remaining districts

d)   County Manager

Using the above line of authority, a declaration of emergency may be made. The Director of the Public Works Department (the Emergency Support Function for Public Works) will coordinate with the Executive Policy Group in the determination and declaration of a state of emergency. Following such declaration, the Director of the Public Works Department, through ESF 3, will serve as the Public Works Emergency Operations Center contact.

C.   Direction and Control: Agency Coordination

At some point following declaration of the State of Emergency, the Manager of the Engineering Division may represent the Director (and ESF 3) in the EOC. This person will relay information to, and take direction from, the Director. The Division Manager will also relay to the ESF 3 County-Wide Coordinator (the Division Director of Road Operations).

1.   **Public Works Director**

Following a declaration of the Local State of Emergency, the Director or designee will continue to provide final EOC decisions to the Executive Policy Group. Circumstances and the necessity for damage assessment and/or communication will determine his location, following the initial EOC opening. The Director will coordinate with the EOC and the County Manager's office, the Board office and the other Department Directors.

2.   **County-Wide Director**

The Road Operations Division Manager will serve in this capacity, assisted by the Roads Superintendent, who will coordinate with field contractors in the event it becomes necessary. This base of operation will be at the Public Works Department, Road Operations Division main office, located at 12901 County Landfill Rd., Tavares, Florida 32778. The Roads Superintendent may also be called upon to act as an area coordinator in the field, if it becomes necessary.

3.   **Area Coordinators**

The Construction Inspection Section will assist as Area Coordinators. The Construction Inspectors will coordinate with their respective contractors and with the Road Superintendent in matters pertaining to equipment placement, etc. Each Area Coordinator will be assigned as needed in the event that disaster results become more focused in a particular area of the County.

4.   **Governmental Coordinator**

The Administrative Assistant will serve as the governmental coordinator, acting as the Public Works interface with The Lake County Sheriff's Office, Lake County Fire Rescue Division, Lake EMS, Florida Department of Transportation (FDOT) and counterparts in adjacent counties. The Administrative Assistant will coordinate the activities of volunteer forces that are requested for service.

5.   **Maintenance Area Supervisors**

Each Maintenance Area Supervisor will maintain an office watch at his/her respective maintenance barn (Leesburg, Umatilla and Minneola). Personnel in each maintenance area will assemble at their respective barns begin their "first push" routes as directed by the emergency. The Sign, Signals, & Striping Supervisor will maintain an office watch at the Traffic Operations facility located in Astatula and will begin "first push" routes.

6.   **Stormwater Management Section**

The Stormwater Project Manager and Stormwater Inspectors as well as the GIS Analyst and the Stormwater Technician may be called on to assist the County-Wide Coordinator, with stormwater and flooding issues. The Stormwater Project Manager may be required to coordinate activities requiring interaction with the Federal Emergency Management Agency (FEMA) in the event that FEMA emergency relief is required.

7.   **Survey Crews**

The survey crew will report to the Surveying Manager at the Public Works Building until given further notice by the Field Coordinator. Contingent duties may include working with the Stormwater Section in flooding areas by installing hubs at edges of standing water to enable visual monitoring of receding water levels of assisting with staffing for other functional areas. The Survey Crew may be required to provide maps of Lake County to assist Public Works and their support agencies personnel.

8.   **Office Assistance**

The Public Works Command Center schedule will be followed. Phones will be monitored to assist the Field Coordinator. They will relay messages from the Emergency Operations Coordinator. The main office number, 483-9000 can be used for all incoming calls since it will roll over to other phone lines if it is busy.

D.   **Notification and Warning**

1.   **Primary Agency and Employees**

In the event of a potential threat, Lake County's Public Safety Department, Emergency Management Division is designated as the official warning point for Lake County. The Manager of Emergency Management is designated as the warning officer for Lake County. The 24-hour warning point will be the Emergency Communications and Operations Center and managed by Lake EMS. The primary and support agencies will be notified through their staff by the Emergency Management Division.

2.   **Support Agencies**

The Director of ESF 3 (Public Works Department) will notify ESF 3 support agencies on an as needed basis. All departments will alert their personnel to ensure equipment and materials are available, secured and on standby. Support agencies and other contractors will be contacted to confirm available resources for possible use and activation, as necessary.

3.   **General Preparation**

Mobilization preparation will be made to ensure rapid deployment of resources. A full and comprehensive briefing of all personnel in each of the areas of responsibility will be conducted as to individual tasks to be performed by assigned personnel. This briefing is to take place at the earliest possible opportunity after the emergency has been declared and response is directed by the Director of the Public Works Department through ESF 3. It is the ESF 3 responsibility to ensure that the emergency and associated response plan details are clearly communicated to all employees within their area of supervision. Equipment and materials inventories will be secured.

a)   All vehicles will be fueled to full capacity. Under direct orders of the Director of ESF 3, vehicles may be taken home by designated personnel. Fueling facilities should be "topped off."

b)   All water coolers will be filled with fresh water.

c)   First aid kits will be checked for availability, content and condition.

d)   All chain saws will be fueled and made ready. In the event of a category 3 or worse storm event, these chain saws will be distributed to specific individuals and stored in vehicles taken home of designated personnel.

e)   All personnel working in the field have been issued hard hats and safety vests to wear. Define length of work shifts and provide for relief, meals, etc., for work crews.

f)   Construction inspectors will determine what equipment is readily available from private contractors that would be useful in the tasks at hand. Plot where this equipment is located throughout the County and itemize and prioritize work task for field crews.

g)   Debris will be pushed to the side of roadways to open the roads to traffic. In the event of an event of longer duration, we will employee the services of a debris removal contactor (see ESF 20 for more details).

h)   All radio traffic will be strictly limited to disaster related issues.

i)   Prepare an emergency personnel roster with assignments, and provide training.

j)   Ensure resource inventories are current and confirm agreements with support agencies and contractors.

III.   EMERGENCY SUPPORT FUNCTIONS

A.   Response Action

1.   Levels of Preparedness

a)   Preparatory - Year Round Elements

(1)   Public information ("When an emergency comes…")

(2)   Detailed planning

(3)   Emergency personnel rosters and assignments

(4)   Training of emergency personnel

(5)   Ensure resource inventories are current

(6)   Confirm agreements with agencies, contractors, etc.

(7)   Prepare to escalate to next stage of alert

b)   Phase I - Watch Phase Elements

(1)   Fueling facilities should be "topped off"

(2)   Notify personnel to assigned duties and locations

(3)   Prepare to activate Emergency Operation Center

(4)   Test communications

(5)   Set up public information

(6)   Fuel vehicles

(7)   Review plans

(8)   Prepare to escalate to next stage of alert

c)   <u>Phase II - Warning Phase Elements</u>

(1)   Mobilize personnel

(2)   Activate Emergency Operation Center

(3)   Establish emergency communications

(4)   Secure facilities and equipment

(5)   Pre-position equipment for emergency operations and rescue

(6)   Conduct only necessary emergency operations

(7)   Provide public instructions

(8)   If needed, activate evacuation plans

(9)   Notify the Facilities Management Division if assistance is needed to secure Public Works building or other equipment

(10)   Prepare to escalate to next stage of alert

d)   <u>Phase III - Impact Phase Element</u>

1)   Conduct emergency operations with due regard for safety of personnel

2)   Begin situational and damage assessments

3)   Determine need for additional resources

4)   Alert support agencies for possible stage departure

5)   Prepare to lower activity to recovery phase

e)   <u>Phase IV - Recovery Phase Element</u>

(1)   Focus emergency operations on rescue

(2)   Repair vital facilities

(3)   Emphasize public's safety

(4)   Provide assistance to disaster victims

(5)   Begin clearing debris

(6)   Open or repair major roadways or any other vital transportation structures for emergency operations

(7)   Address stormwater and flooding issues

2.   Initial Actions

a)   Commit identified and available resources to pre-planned, established priorities related to the responsibilities of ESF 3.

b)   Commit necessary resources to specific, identified emergency of life-threatening areas coordinated through the EOC and other support agencies. Road Operation Crews begin clearing roadways of debris to allow for the passage of equipment, personnel and supplies into affected areas.

c)   Damage assessment will be conducted.

d)   ESF 3 agencies will establish communications with their field personnel and ensure that they are ready for a timely response.

e)   ESF 3 will coordinate with their support agencies to establish priorities and develop strategies for initial response.

f)   Pre-positioning of resources will be established when it becomes apparent what materials, equipment and personnel will be needed.

g)   Priorities will be established for roadway and other vital transportation facilities regard to debris removal and repair to allow access to damage areas, allow for emergency life-saving operations and access to vital facilities.

3.   Continuing Actions

a)   ESF 3 will provide personnel for damage assessment.

b)   Coordinate available personnel, equipment, construction materials and resources with request from the EOC.

c)   Debris removal and repairs will begin to allow access into the disaster areas. ESF 3 will coordinate the cooperative efforts of the ESF 3, support agencies, local governments and public utility companies.

d)   Reassess priorities to address the most critical infrastructure needs and develop strategies.

e)   Track resources that are committed to specific missions, for re-deployment if necessary.

f)   Restage resources as appropriate.

g)   Continue to monitor flood and stormwater drainage damage, and reassess priorities to address the most critical needs and develop new strategies if needed.

h)   Stockpiles of debris will be temporarily located in designated locations throughout the County.

B.   Recovery Actions

1.   Initial Actions

a)   Upon request from the EOC, ESF 3 will provide personnel, equipment and materials to assist in recovery.

b)   ESF 3 will reassess damaged areas and develop strategies to restore transportation needs, life-saving emergency situations, damage to infrastructures, and stormwater issues.

c)   Hauling of debris to the landfill will resume when possible.

2.   Continuing Actions

a.   Support services will continue for personnel and equipment in disaster areas.

b.   Damage assessments will continue with priorities shifting accordingly.

c.   The ESF 3 will continue to coordinate with ESF 3 support agencies and the EOC in establishing priorities and support and support the missions with personnel and equipment.

d.   Coordinate with local governments in the accomplishments of off system work and damage assessments.

IV.   RESPONSIBILITIES

A.   Primary Agency

1.   As the primary agency for ESF 3, the Lake County Public Works Department will coordinate the ESF 3 support agencies in directing resources and prioritizing needs in the areas of debris removal, restoring access, damage assessment and other areas related to Public Works.

2.   The resources of the department will be deployed and utilized in coordination with ESF 3 support agencies and local governments.

3.   The resources of the department will support the other ESF tasks as needed, in accordance with established priorities.

4.   The resources of the department will be responsive to, and support directions from the Emergency Operation Center (EOC).

5.   The resources of the department will maintain accurate records of all expenditures and obligations for all labor, equipment, materials, fuel and other financial resources used throughout the event.

B.   Support Agencies

1.   Lake County

All Lake County Departments assigned with support responsibilities under this annex will coordinate with Public Works (ESF 3 Primary Agency) in determining priorities and allocating equipment and personnel.

2.   **Municipalities**

All municipalities in Lake County are responsible for conducting operations within their jurisdiction to include debris clearance and removal, damage assessment and emergency restoration of critical public facilities. Municipalities unable to complete ESF 3 activities independently, should pre-identify (to the extent possible) areas in which they will need county and / or state assistance. Request for assistance will be directed to ESF 3 through the municipal liaison at the Lake County EOC during a disaster.

3.   **State**

The Florida Department of Transportation (FDOT) is the primary agency for ESF 3 at the State level. FDOT will be responsible for debris clearance and removal, damage assessment and emergency restoration of State owned and operated facilities in Lake County. FDOT will coordinate priorities and areas of overlapping authority with ESF 3 (Public Works), in the EOC.

4.   **Additional Support Agencies**

Additional support from agencies in the private sector may be called upon by ESF 3 to assist in stabilizing an area such as repairing power lines, removal of debris from railroad tracks, or restoring communications.

FIREFIGHTING
EMERGENCY SUPPORT FUNCTION 4
(ESF 4)

PRIMARY AGENCY: Lake County Public Safety Department,
                         Fire Rescue Division

SUPPORT AGENCIES: Municipal Fire Departments
                         Florida Forest Service

I.   INTRODUCTION

A.   Purpose

The purpose of this document is to establish uniform procedures for the effective coordination of emergency response and personnel assignments upon implementation of the Emergency Operations Plan (EOP) during a disaster or other catastrophic event that may drastically impact available units and personnel.

B.   Responsibility

It is the responsibility of all personnel to be familiar with this plan and to adhere to the parameters contained herein. It is the responsibility of Chief Officers to provide for the safety and accountability of all personnel.

Provided in the body of the EOP is:

1.	**Staff Assignments:**	Chief Officers
		Field Personnel
		Administrative Personnel
2.	**Station Activation:**	High Wind Emergencies
		All Other Emergencies
3.	**Station Staffing Assignments:**	High Wind Emergencies
		All Other Emergencies
4.	**Station Coverage Areas:**	High Wind Emergencies
		All Other Emergencies

Under the best of circumstances the management and coordination of a large response operation is complex and may involve multiple agencies. Emergency or hazardous conditions will place excessive requirements

upon local fire service agencies. A catastrophic event or disaster may severely damage the fire service infrastructure causing response activities to be hampered by insufficient resources, damaged equipment, and disrupted communications. This may require that a significant amount of resources be provided from remote areas.

II. TERMS

A. Disaster

Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in declaration of a state of emergency by local government, the Governor, or the President of the United States. Disasters shall be identified by the severity of the resulting damage as follows:

1. Catastrophic disaster – disaster that will require massive state and federal assistance, including immediate military involvement.

2. Major disaster – disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.

3. Minor disaster – disaster that is likely to be within the response capabilities of local government and to result in only minimal need for state or federal assistance.

B. Emergency

Any occurrence or threat, whether accidental, natural, technological, or man-made, in war or in peace, that results or may result in substantial injury or harm to the population, or substantial damage to, or loss of, property.

III. PLANNING ASSUMPTIONS

A. In disaster conditions, the Director of Public Safety, in cooperation with the Emergency Management Division Manager and Staff Officers will make the decision to activate the EOP and notify personnel.

B. Upon Level I activation of the EOP, the department will go to an Alpha/Bravo method of operating (12 hours on/12 hours off). All previously approved leave (i.e. annual, school, etc) is immediately cancelled and all personnel on leave will be recalled.

C. Personnel will report to their assigned station as they are notified. Personnel will not trade stations or shifts. Personnel will be assigned at

their stations to Alpha or Brave shift. They will be on call for 12 hours and rest in place for 12 hours alternately. All personnel will remain at their assigned station until released by a Battalion Chief or other Staff Officer. This is for the protection and accountability of all personnel.

D.   Station officers will be responsible for assigning personnel to units and continual accountability of those personnel. The station officer shall report directly to their Battalion Chief.

E.   All personnel will be self-sustaining for the period they are on duty. Personnel must bring enough food and water for a period of 48-72 hours, a sleeping bag, change of clothes, and additional "comfort" items that may be needed. Stores may not be open for business, depending on the event.

F.   All personnel need to understand that they may or may not have water, working bathrooms, showers, etc. provisions shall be made for these items as soon as possible.

G.   Most personnel will be assigned to stations closest to their homes wherever possible. All personnel shall follow the procedures listed in this plan. No personnel are exempt from working during emergency conditions.

H.   Apparatus may be relocated based on the emergency. Some stations may be evacuated and apparatus will be relocated to surrounding stations when ordered by the Director of Public Safety/Fire Chief. Not all apparatus will fit in the stations and may need to be stored in the yards.

I.   In the event of a hurricane or high wind activation, personnel being called back for duty should report to their assigned station to confirm the activation. Prior to reporting for duty, they should take a minimal amount of time to secure their families and homes. Personnel who are on duty at the time of activation will be given the opportunity to secure their homes and families, time permitting.

IV.   ACTIVATION LEVELS

Level III: Preparation and Monitoring

Level II: Notification of EOC Staff Only and Selected Activation

Level I: Full Activation of EOC and Field Personnel

A.   Level III Functions

1.   Preparation and Monitoring of the situation.

2.   Some preparations should be performed throughout the year.

3.   Vulnerability analysis to determine threat and risk potential.

4.   Contact staff, briefings and notify personnel of emergency conditions.

5.   Maintain adequate staffing levels.

6.   Maintain adequate operating vehicle levels.

7.   Maintain adequate stock levels.

8.   Check fuel tank levels.

9.   Secure loose items on station grounds.

10.   Report any discrepancies or repairs that need immediate attention.

B.   Level II Functions

1.   Assure essential supplies are at appropriate levels.

2.   Inspect back-up power for readiness.

3.   Inspect and prepare "reserve" vehicles.

4.   Secure fuel sources and supplies.

5.   Secure personnel families and homes.

6.   Notify personnel for standby of pending activation.

7.   Minimal staffing of EOC.

8.   Establish citizen phone lines.

C.   Level I Functions

1.   Full activation of EOC and field personnel.

2.   Coordinate with other county departments and municipal services.

3. All personnel called in and switched to 12/12 shifts.

4. Response to calls (shelter in station with sustained winds > 45 mph).

5. Coordination of evacuation routes and alternate travel ways.

6. Maintain equipment readiness.

7. Restock equipment and supplies.

8. Debris removal.

9. Intra-agency coordination.

10. Damage assessment.

11. County declarations as necessary.

V. STORM WIND CATEGORIES

Tropical Storm   39 – 73 mph

A.   **Category 1**   74 – 95 mph

B.   **Category 2**   96 – 110 mph

C.   **Category 3**   111 – 129 mph

D.   **Category 4**   130 – 156 mph

E.   **Category 5**   157 + mph

VI.   STAFF ASSIGNMENTS

A.   Chief Staff

1.   Countywide Incident Commander (EOC)
     County Manager

     Countywide EOC Manager   Fire Chief
                                    Emergency Manager

2.   Countywide Operations   Assistant Chief of Operations

3.   Department Operations   Assistant Chief of Administration

4.   Planning   Fire Captain

5.   Public Information   Assigned by IC

6.   Dispatch Liaison   Assigned by Operations

B.   Field Commanders

1.   North end   Battalion Chiefs

2.   South end   Battalion Chiefs

C.   Support Staff

1.   Maintenance   EOC Logistics

2.   Radio Maintenance

3.   EOC Support

D.   Stations to be Staffed

1.   Station 10   Astor

2.   Station 11   Shockley Heights

3.   Station 13   Paisley

4.   Station 14   Altoona

5.   Station 15   Pine Lakes

6.	Station 20	Dona Vista
7.	Station 21	Lake Norris/Black Bear, Eustis
8.	Station 27	Eustis Airport
9.	Station 39	Sorrento
10.	Station 52	Lady Lake
11.	Station 53	Fruitland Park
12.	Station 54	Harbor Hills, Lady Lake
13.	Station 59	Pennbrooke, Leesburg
14.	Station 71	Bassville Park
15.	Station 72	Grand Island
16.	Station 76	Yalaha
17.	Station 77	Astatula
18.	Station 78	Lake Jem
19.	Station 82	Plantation, Leesburg
20.	Station 83	Ferndale
21.	Station 90	East Clermont
22.	Station 109	South Clermont
23.	Station 110	South Clermont
24.	Station 111	South Groveland
25.	Station 112	Four Corners

VI.   FIRE STATION STAFFING ASSIGNMENTS

<u>**Alpha Shift**</u>   <u>**Bravo Shift**</u>

VII.   ACTIONS

A.   Response Initial Actions

1.   The primary and supporting agencies will be committed to reducing the possible threat to life or property in Lake County.

2.   All departments will be committed to coordinating the response in the affected disaster area by of the Florida Field Operations Guide (FOG) and NIMS. All responding municipal fire departments shall work under the FOG and/or NIMS while at any disaster or emergency.

3.   The Public Safety Director/Fire Chief or designee shall designate a Safety Officer to account for all personnel on the initial response, the times of response, the time spent on tactical objectives, the locations of emergency responders and any other information to ensure accountability and a safe operation while working at the scene.

4.   Through the Operations Section, ESF4 will participate in preparing Incident Action Plans for each operational period.

B.   Response Continuing Actions

1.   The Fire Chief shall keep a record of any maintenance required on any of their vehicles or equipment or damage because of the disaster.

2.   All municipal fire departments that will respond to assist in the emergency or disaster shall maintain control of their own personnel by having communication and coordination with the appropriate chain of command - through the Incident Commander in the field and ESF 4 or the Operations Section Chief in the EOC.

3.   Once a field unit has completed an assignment, including all necessary paperwork, the unit leader shall notify the EOC, through proper chain of command, that they are available for their next assignment.

4.   When units are no longer needed, they will report to the Staging Area. All units released from the Staging Area when all paperwork, etc., has been completed and they are released in coordination with the ESF 4 liaison at the EOC.

5.   All field units will be processed through rehab at recommended intervals to see to their personal needs and safety.

6.   Upon a request from another ESF through the EOC, Lake County Fire Rescue may assist other ESFs in the disaster.

C.   Recovery Initial and Continuing Actions

1.   The Incident Commander or Safety Officer will turn the accountability information over to the ESF 4 liaison at the EOC once the disaster or situation has been stabilized. This information will be used for FEMA reimbursement in a declared disaster.

2.   A department Chaplain or Critical Incident Stress Management Team member may be called to debrief personnel as needed.

3.   All applicable initial and continuing response actions will continue as needed.

INFORMATION AND PLANNING
EMERGENCY SUPPORT FUNCTION 5
(ESF 5)

Primary Agency: Lake County Growth Management Department

Support Agencies: All Lake County Departments
                                   Lake County Health Department
                                   Lake EMS
                                   American Red Cross
                                   United Way
                                   The Salvation Army
                                   County and Municipal Law Enforcement Agencies
                                   County and Municipal Fire Department Agencies
                                   Florida National Guard

I.   Introduction

Responsible for collecting, processing, and disseminating information to facilitate emergency response efforts and the preparation of action plans to communicate strategic objectives for each operational period.

A.   Purpose

To identify procedures and functions required of the Information and Planning Section by the Lake County Emergency Operations Center (EOC) and the designated agencies responsible to accomplish those requirements of preparation, operation and mitigation as required by a major event.

ESF 5 mission is to function as a collector, organizer, facilitator and communicator of information between the incident functions and incident directors.

B.   Scope

The scope of the Information and Planning Section is the coordination, evaluation and dissemination of information that influences the decision process for strategic and tactical action.

1.   Receives current information from available resources and processes it into reports, briefs, displays and plan outlines for the EOC and responding agencies.

2.   Establishes the time schedule for the creation of the Incident Action Plan (IAP) by collecting goals and directives established by the Executive Policy Group in concert with EOC Staff and ESFs.

3.   Electronically distributes Incident Action Plan to participating agencies.

4.   Establishes EOC Security and Identification of participants.

5.   Message center call operators receive calls.

C.   **Policies**

1.   Planning and Information Section will activate during "out of ordinary" events that require a central point of communication and interaction of multiple agencies or as assigned by the Manager of the Emergency Management Division.

2.   ESF 5 EOC representative will be the primary intersection for receiving information from the State EOC and will maintain real time status of activities, conditions and progress as reported to by the ESFs.

3.   ESF 5 will process information that is common to more than one agency and contributes to the overall perspective of the incident.

4.   ESF 5 will maintain check-in, passes and security for the EOC.

5.   Each ESF will be responsible to:

a)   Communicate current response actions, status and changes to the ESF 5 Situation Unit.

b)   Receive, track and maintain information that is particular to their ESF.

c)   Forward information received to the appropriate ESF for tracking and action.

d)   Maintain a master list on status, resources, activities, locations and personnel for their ESF.

  e) Maintain a record of activities for each operational period of:

    (1) Assignments / Accomplishments

    (2) Staff Hours

    (3) Name, Position, Assignment

    (4) Equipment (NIMS Resource Typing):

      (a) Type

      (b) Repair / Service Expenditures

      (c) Mileage / Hours

6. ESF 5 Information and Planning, Documentation Specialist will make continuous activity updates to the Public Information Officer for release to the public sector.

7. Outside resources and assistance:

  a) Each ESF may communicate with their State counterparts for sharing of information and status.

  b) Requests for assistance will be initiated by ESF in written format in the following order:

    Written request generated by the ESF

    (1) Request given to the Planning Section Chief

    (2) Approval by the EOC Manager

    (3) Request given back to the Planning Section Chief

    (4) Order accomplished through ESF 7, Resources

D. Planning Assumptions

1. ESFs will be the best available source of current information as to damage, conditions and initial unmet need assessments.

2.   There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery actions.

3.   There will be delays in establishing full information processing capabilities.

II.   Concept of Operations

A.   General

1.   In response to an incident, emergency responders at all levels of government will initially assess the situation to identify the need for response operations. A situation assessment will be undertaken in order to:

   a)   Provide an initial assessment of disaster impacts including the identification of boundaries of the damaged areas and distribution, type and severity of damages, including the status of critical facilities.

   b)   Provide a general assessment of the status of local government operations.

   c)   Select or validate the status of operating facilities, e.g. Airfields, Disaster Recovery Centers, Critical Facilities, Recovery and Volunteer Centers, Staging Areas, etc.

2.   In the initial period of an incident, the main source for the collection of disaster information will be local, primarily first responder and other government elements, who will report information by radio, telephone, or other means to the EOC. At the EOC, information will be directed from local sources to the appropriate agency needing information.

3.   Agencies will provide validated information to ESF 5 for processing and for use in the overall operational and planning activities. Information released by ESF 5 for public use will be forwarded to the Public Information Officer who will receive approval from the EOC Manager to release the information.

4.   ESF 5 will gather and display certain critical information that may be needed to facilitate response activities. As response operations get under way, most of the information will be provided by local sources reporting to ESFs/agencies within the EOC. Not all of the information needs to be reported, however, critical information will

be reported as it develops, and information for situation reports will be provided as required. Critical information includes, but may not be limited to:

   a)   Severity and Boundaries of the Disaster Area.

   b)   Status of EOC activation.

   c)   Key Personnel Directory.

   d)   Status of Critical Facilities.

   e)   Weather Data Affecting Disaster Operations.

   f)   Security Information.

   g)   Resource Shortfalls.

   h)   Status and Damage to Transportation Systems.

   i)   Reported Access Point to Disaster Areas.

   j)   Status and Damage to Communications Systems.

   k)   Status of Shelters and Mass Care Provisions.

   l)   Disaster Casualty Information.

   m)   Status and Damage to Utility Systems.

   n)   Disaster Declaration Information.

5.   Information of common interest and use to the overall emergency, and which provides the most complete picture of the situation will be disseminated or displayed.

6.   ESF 5 will develop Situation Reports (SITREPs) using statistical, narrative and graphical information from response operations that describes the situation and response activities undertaken to assist the affected area. SITREPs shall be forwarded to the State EOC to provide for the establishment of joint information processing capabilities. SITREP's will include at least the following information:

   a)   Statistical, narrative and graphical data.

   b)   Major response actions taken.

       c)   Unmet needs and recommended actions.

       d)   Priority issues and requirements.

B.   **Organization (inclusive of charts, diagrams, matrixes, etc.)**

      1.   Lake County EOC, Information and Planning will operate under the Plans Section.

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                          ┌─────────────────┐
                          │   EOC Manager   │
                          └────────┬────────┘
                                   │
                          ┌────────┴────────┐
                          │ Planning Section│
                          │      Chief      │
                          └────────┬────────┘
        ┌──────────────┬──────────┼──────────────┬──────────────┐
  ┌───────────┐  ┌───────────┐         ┌───────────┐      ┌───────────┐
  │   ESF 5   │  │ Check-In  │         │  Message  │      │  ESF 14   │
  │Planning & │  │           │         │  Center   │      │  Public   │
  │Information│  │           │         │           │      │Information │
  └─────┬─────┘  └───────────┘         └─────┬─────┘      └─────┬─────┘
        │                                    │                  │
  ┌───────────┐                        ┌───────────┐      ┌───────────┐
  │Documentation│                      │  Message  │      │ Citizens  │
  │   Unit    │                        │  Center   │      │Information │
  │           │                        │ Operators │      │   Line    │
  └───────────┘                        └───────────┘      │   (CIL)   │
        │                                                 └───────────┘
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  │ Resources │                                           │Documentation│
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        │                                                 ┌───────────┐
  ┌───────────┐                                           │ Whiteboard │
  │ Situation │                                           │(Status Board)│
  │   Unit    │                                           └───────────┘
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  ┌───────────┐
  │ Geographic│
  │Information │
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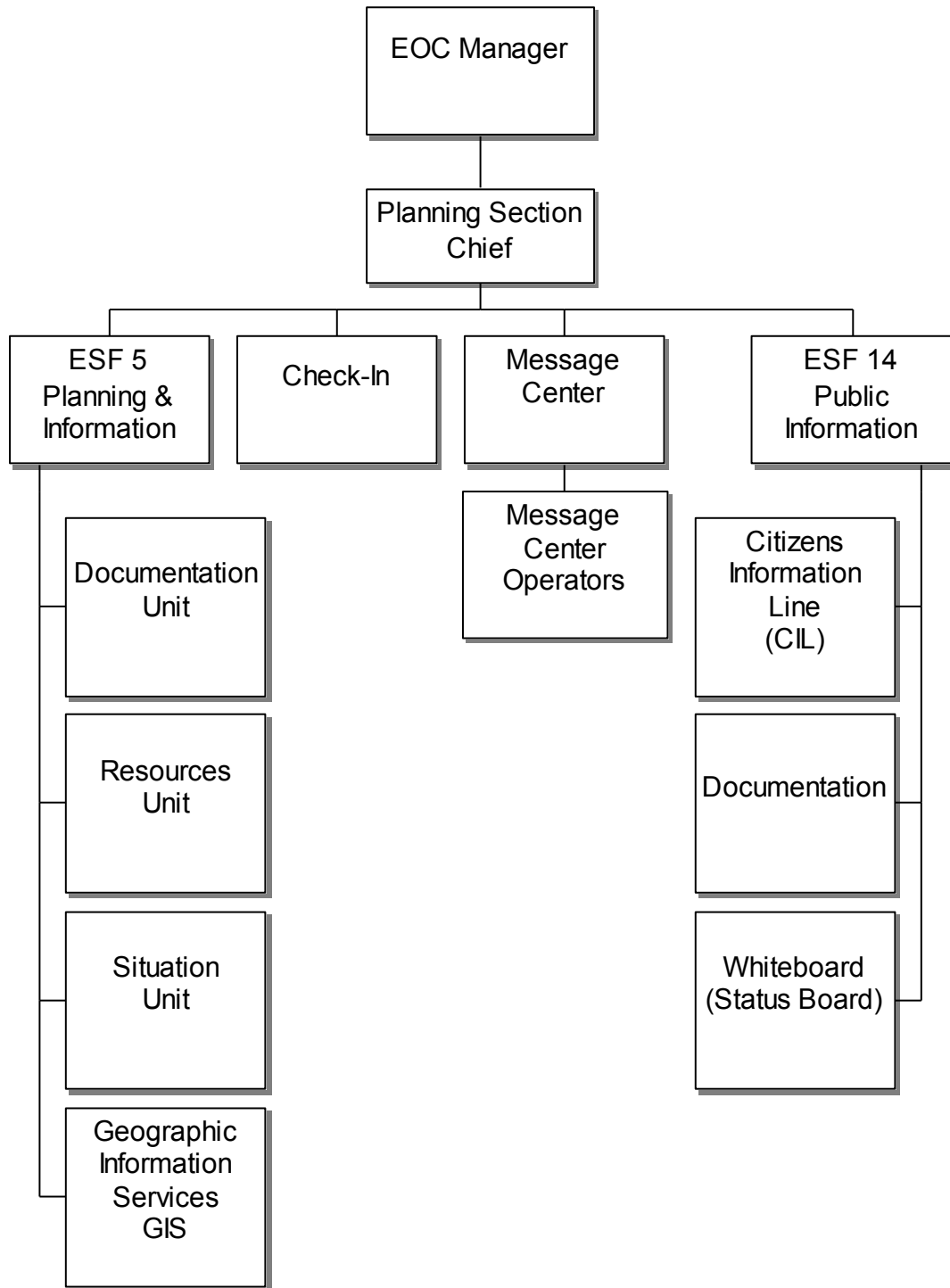
2.   **Planning Section Chief**

    a)   Obtain briefing from EOC Manager.

    b)   Establish information requirements and reporting schedules for all Incident Command System (ICS) organizational elements for use in preparing the IAP.

    c)   Conduct planning meetings.

    d)   Supervise preparation of the IAP and ensure sufficient copies are available for distribution.

    e)   Assemble information on alternative strategies.

    f)   Perform operational planning for Planning Section.

    g)   Advise General Staff of any significant changes in incident status.

    h)   Prepare and distribute EOC Manager's objectives.

    i)   Ensure that normal agency information collection and reporting requirements are met.

    j)   Ensures operation of all Planning Section functions at the EOC.

3.   **Planning Section Chief**

    a)   Ensure the flow of Planning Section duties.

    b)   Coordinates information and actions for IAP.

    c)   Works on priority projects as identified.

    d)   Attends meetings and investigates areas to ensure accuracy of communicated needs to the EOC.

    e)   Establishes security for the EOC as needed in consultation with ESF 16.

    f)   Ensures scheduling of security slots(s).

4.   Plans Branch

   a)   Obtain briefing from Planning Section Chief.

   b)   Collects and creates IAP for the next Operations period.

   c)   Gathers information for Briefs.

   d)   Maintains resource status information.

   e)   Obtains available pre-plans, mobilization plans, maps and photographs.

   f)   Prepare estimates at periodic intervals or upon request of the Planning Section Chief.

5.   Security

   a)   Normally will be an ESF 16 – Law Enforcement task.

   b)   Responsible for security and safety of the EOC and personnel.

   c)   Establishes a control perimeter as needed.

   d)   Restricts entry to authorized personnel only.

   e)   Assists Check-In for control on entry.

6.   Situation Unit Leader

   a)   Obtain briefing from Planning Section Chief.

   b)   Collects original copy of Action Requests for compilation for status reports.

   c)   Assigns Action Request Priority and Routing.

   d)   Monitors "EM Constellation" or state information system.

   e)   Sends requests and information messages to the state.

   f)   Obtain and analyze data as applicable.

   g)   Prepare the Incident Status Summary.

h) Provide situation status information on request.

i) Receives closed Action Requests and forward to Documentation

(1) Scheduling of coverage for Documentation and Status Board slots.

7.   Documentation – EOC Status Board/Slides

a) Works with the Situation Unit to provide current information

to EOC.

b) Gather, post, and maintain current incident status on display board.

c) Creates and posts EOC display maps as needed.

d) Projects current Action Request on display boards.

e) Works in preparation of maps and displays for IAP.

f) Point of contact for Reprographics.

8.   Documentation – Data Entry

a) Assists the Situation Unit in maintaining order of Action Requests.

b) Assists in collection of information for Shift briefings.

c) Prepare incident documentation when requested.

d) Checks accuracy and completeness or records.

e) Maintain, retain, and stores incident files.

9.   Message Center Lead

a) Lead/Supervisor of Message Center and Check-In functions.

b) Schedules shift coverage of slots for Center and Check-In.

c) Ensures operation of sequentially numbered log system.

d)   Point of contact for incoming Action Requests.

e)   Ensures Life related requests are first priority and channeled to Sections for immediate action.

f)   Generates copies and delivers to appropriate sections.

10.   **Message Center Call Taker**

a)   Receives calls and initiates Action Requests.

b)   Transfers calls to proper ESF.

c)   Delivers Action Request to Message Center Supervisor.

d)   Ensures Supervisor is notified of Life related requests.

11.   **Check-In**

a)   Stationed at entrance to the EOC.

b)   Sign In and Out of all EOC participants.

c)   Issues and Collects EOC passes.

d)   Limits entrance to authorized personnel only.

12.   **GIS Information**

a)   Works in conjunction with EOC Manager for EOC displays and GIS data research.

b)   Creates and data displays.

c)   Provides data for IAP.

d)   Assists RESTAT in formulation of next shift IAP.

e)   Assists the Situation Unit as needed.

13.   **Runner**

a)   Takes specific directions for tasks as assigned.

b)   Responsible to the position assigned.

C.   **Staffing Requirements**

Staffing requirements are for full EOC activation in a worst case scenario. Operational requirements will dictate the actual number of staff needed for this section.

1.   Plans Section Chief   2

2.   ESF-5   2

3.   ESF-14 (PIO)   2

4.   GIS   2

5.   Situation Unit   2

6.   Security   2

7.   Info Doc Entry   2

8.   Message Center   6

9.   Citizen Information Line 24

(Needed to sustain a 24 operation with 12-hour work shifts.)

D.   **Notification**

1.   In the event of an emergency or disaster, the Lake County Emergency Management Division will notify EOC staff of the pending activation, time frame for response and estimated length of activation.

2.   It will be the responsibility of each section, as emergency escalates, to contact additional unit leaders to respond to the EOC.

E.   **Response Actions**

ESF 5 will:

1.   **Initial Actions**

a)   Anticipate types of response information.

b)   Establish EOC roster and phone lists; set up status boards, establish message flow and tracking.

      c)   Begin preparation for initial briefing with Incident Commander, Command Staff and Section Chiefs.

2.   **Continuing Actions**

      a)   Coordinate with key personnel at the EOC for information.

      b)   Manage message flow in the EOC, including logging all actions taken.

      c)   Provide information in support of EOC operations.

      d)   Coordinate development and ongoing provision of actions plans as required.

F.   **Recovery Actions**

1.   **Initial Actions**

      a)   Collect and process information concerning recovery activities while the response phase of the disaster is still on going.

      b)   Identify resource requirements.

      c)   Establish contact with State Coordinating Officer and Federal Coordinating Officer.

      d)   Anticipate types of recovery information EOC sections will require.

2.   **Continuing Actions**

      a)   Manage message flow in the EOC by logging all actions taken.

      b)   Provide information support of recovery activities.

      c)   Coordinate the development of action plans as required.

G.   **Mitigation, if applicable – Collect information from staff on mitigation**.

III.   Responsibilities

A.   Primary Agency

Lake County Growth Management Department will assist the Emergency Management Division in selecting personnel to fill the position of Planning Section Chief.   This section is responsible for:

1.   Coordinating the message flow within the EOC.

2.   Coordinating the overall efforts to collect, process, report and display essential elements of information and to facilitate support for planning efforts in response operations.

3.   Integrate findings into action plans (IAP) for consideration by the Incident Commander and Staff.

4.   Distributes IAP and reports to Sections.

B.   Support Agencies

All agencies within the EOC and agencies responding to the emergency act as support by providing disaster damage and agency operations information that relates to the incident.

1.   **GIS**

a)   Maintains and posts maps for the EOC.

b)   Topography, flood maps, roadways, photo intelligence.

c)   Maintains and updates status board on related conditions.

d)   Map designs as required.

2.   **Reprographics**

a)   Works with GIS as needed.

b)   Copies as needed for distribution.

3.   **Lake County Growth Management Department, Building Services Division** - Residential Damage Assessment.

4.   **Lake County Public Works Department** - Road Right of Ways Status.

5.   **Call Taker**

    a)   What do they take?

    b)   Who decides where the call goes?

    c)   Priority?

6.   **Sheriff's Office – Fire Rescue – EMS**

    a)   Take calls normal to their respective jobs

    b)   Report activities

    c)   Forward calls that affect another ESF

    d)   Dispatch to dispatch

7.   **Shelter Info**

    a)   Status

    b)   Available – how many, who, where?

    c)   When which one opens?

    d)   Is this part of planning or separate?

    e)   Status Board

MASS CARE
EMERGENCY SUPPORT FUNCTION 6
(ESF 6)

PRIMARY AGENCY: Lake County Public Safety Department, Emergency
                          Management Division

SUPPORT AGENCIES: The American Red Cross
                          Lake County Sheriff's Office, Animal Services
                          Lake County ARES
                          Florida Department of Health, Lake County
                          Lake County Schools
                          Lake County Sheriff
                          Lake EMS
                          The Salvation Army

I.   INTRODUCTION

A.   Purpose

The purpose of ESF 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass care feeding, bulk distribution of coordinated relief supplies for survivors of disaster, and disaster welfare information. In some instances, services may be provided to disaster workers as described below.

B.   Scope

ESF 6 has a broad scope of critical responsibilities that encompass the following:

1.   Coordinate the tasking of all shelter activities during a disaster.

2.   Coordinate the establishment and operation of mass feeding facilities in the areas affected by disasters in coordination with ESF 11.

3.   Coordinate with the relief efforts provided by volunteer organization performing mass care functions. Coordinate with ESF 15 for support of mass care operations.

4.   Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.

5. Coordinate the provision of emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.

6. Coordinate with ESF 8 for the provision of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster survivors.

7. Provide quantitative mass care services data to ESF 5, ESF 11, and others who require accurate data for response planning.

8. Coordinate with ESF 16 for additional ESF 6 facility security resources.

9. Coordinate with ESF 2 to ensure each shelter has a working system of communication.

10. Coordinate with ESF 12 to ensure each active shelter location has priority for restoration of power and other utility service.

11. Coordinate with ESF 7 for additional resources to support the mass care and feeding operation.

II.   POLICIES

A.   Authorities

1. American Red Cross Legal Authorities Title 36, Section 2 of the United States Code, January 5, 1905.

2. Title 26, Section 1 of the United States Code Annotated; May 8, 1947.

3. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act.

4. Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended.

5. Chapter 252, Florida Statues; Emergency Management.

6. Lake County Comprehensive Emergency Management Plan.

B.   Priorities

The operations of ESF 6 will be directed toward the performance of sheltering functions in conjunction with the conduct of county emergency operations and protective actions. The primary focus of this effort will be to provide refuge for evacuees displaced from their residences because of the threat or occurrence of an emergency.

C.   Assignment of Responsibilities

1.   Lead Agency

The Lake County Emergency Management Division is designated as the Lead Agency for this Emergency Support Function and will coordinate all activities of ESF 6. As the Lead Agency they are responsible for the following:

a)   Notification, activation, and mobilization of all agencies assigned to the ESF.

b)   Organization, assignment and staffing of all facilities at which this ESF will be located.

c)   Coordination of all support agency actions in performance of missions assigned to this ESF.

d)   Coordinating requests for assistance and additional resources in performance of the missions of this ESF from all assigned agencies and forwarding them to the appropriate ESF or agency.

e)   The Lake County Emergency Management Division is the primary agency for ESF 6. For sheltering guidance, the American Red Cross Sheltering Handbook will be used. The sheltering handbook includes provisions for emergency mass care and assistance to individuals with urgent and verified disaster caused needs.

f)   ESF 6 activities will be coordinated through the county EOC. The primary agency and support agencies as required will provide staff at the EOC on a 24-hour basis, for the duration of ESF 6 activation.

g.   ESF 6 activities will support local governments. Additional mass cares resources required, which are beyond local

capability, will be coordinated through this ESF. All state and federal mass care responses to an event must be requested by, and are subordinate to, the county ESF 6 operations.

2.   Support Agencies

All support agencies of this Emergency Support Function are responsible for the following:

a)   Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.

b)   The designation and assignment of personnel for staffing of all facilities at which this ESF is required. The primary agency shall be responsible for making the determination that such representation is necessary.

c)   Coordination of all actions of the support agency with the primary agency in performing assigned missions of the ESF.

d)   Identifying all personnel and resource requirements to perform assigned missions that are in excess of the support agencies capabilities.

e)   Authorities and responsibilities will remain within each support agency for their own direction and control under the mission or tasks assigned by the lead agency.

D.   Response Requirements

Federal and State assistance to this Emergency Support Function will be provided under Public Law 93-288, Florida State Statute Chapter 252, and the Florida Comprehensive Emergency Management Plan. However, during the emergency response and for the first hours after the occurrence of a catastrophic emergency there may be little, if any, assistance available. The primary and support agencies of this Emergency Support Function must plan to be as self-sufficient as feasibly possible during this period.

E.   Resource Coordination

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs to support its

missions. This ESF will allocate available resources based upon priorities identified by the EOC.

All municipalities and all other ESFs will coordinate with this ESF's representative at the EOC when requesting emergency support or disaster relief from this ESF. In the case of conflict of priorities develops, this ESF will work directly with the EOC management team to resolve the situation.

F.   Response and Recovery Coordination

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities. Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the Lake County Comprehensive Emergency Management Plan.

G.   Operating Facilities

In addition to the operating facilities identified in the Basic Plan of this document, the following are locations and descriptions of mass care facilities programmed to be utilized by this ESF:

1.   During Evacuation - For hurricanes, facilities are listed and annually updated. For smaller shelter needs, (i.e., tornadoes or floods), American Red Cross has agreements with municipalities, churches and community buildings for use of these facilities as a shelter/feeding/relief center.

2.   During Recovery – Current shelters will be evaluated and, if possible, combined in larger facilities.

H.   Coordination of Actions

All agencies assigned with this ESF shall coordinate all actions in performance of emergency response and assistance missions with the Lead Agency for this ESF in the EOC.

III.   SITUATION

A.   Disaster Conditions

1.   Sudden Catastrophes: Transportation accidents, airplane crashes, flash floods, tornadoes, fires, or technological events may necessitate immediate identifiable mass care to evacuees, survivors and emergency workers involved in the disaster and its

aftermath. Shelters and feeding sites may need to be set up quickly, with no advance notice.

2. Slowly Developing Disasters: Catastrophic disasters such as hurricanes and slowly rising floods provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees, and in some cases may be set up in neighboring states. Damage from catastrophic disasters may cause extended displacement, the needs of which may extend into the Recovery Phase.

3. In the wake of the disaster, many of the local resources will be unavailable due to the damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

B. Planning Assumptions

1. The most destructive natural hazard to which Florida is vulnerable is a hurricane. Consequently, advance warning is likely, with an opportunity to order evacuation in vulnerable areas.

2. Hurricane evacuations studies predict that people outside the surge-prone areas will self-evacuate.

3. In a catastrophic disaster, it is likely that long-term mass care will be required until rental assistance and temporary housing resources become available.

4. A significant influx of disaster workers will strain the resources of the impacted area(s).

5. Mobile feeding operations may not be possible in major operations.

6. Smooth transitions from ESF 6 response to Individual Assistance Recovery Operations will help ensure survivor's needs are met.

7. All available local resources may be committed and additional help may be needed from the state, federal government, or mutual aid agreements.

8. Coordination with municipalities, critical facilities, and other ESF's efforts, and other government agencies will be required.

9.   Damaged areas will be restricted and not readily accessible, except in some cases by air or water.

IV.   CONCEPT OF OPERATIONS

A.   General

1.   At EOC Activation, Level II, the Lead Agency of this ESF is responsible for implementing its functions. A representative of the Lead Agency will be available in the EOC activation to respond to requests for support submitted to this ESF.

2.   ESF 6 will coordinate and monitor all mass care activities. It is anticipated that immediately after a major or catastrophic emergency has occurred, an assessment of priority resources will be conducted by this ESF to assist in the relief operations and provide aid to those in need.

3.   ESF 6 will focus primarily on sheltering activities, mass feeding, and the coordination activities involved in mass care. Support agencies will provide support services in times of disaster through a coordinated ESF response.

B.   Emergency Support Function Organization

1.   Federal Level

At this level, this ESF will be headed by the American Red Cross and organized in accordance with the National Response Framework (NRF) fka National Response Plan. This ESF will be directly represented at the Federal Joint Field Office (JFO) in or within proximity to the county.

2.   State/Regional Level

At this level, this ESF will be organized in accordance with the State Comprehensive Emergency Management Plan. This ESF will be present in the State EOC. In addition, when a Regional reception and staging area has been established, representation of this ESF at that location will be identified.

3.   County Level

a)   ESF 6 will establish liaison with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.

b)   Support agencies will be coordinated by the Primary Agency. However, each agency represented will be expected to maintain its operational capability and direct its response resources in accordance with its agency's operating procedures.

c)   ESF 6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by an emergency. Emphasis will be on each agency assigned to the ESF having through and up-to-date plans.   When activated, agencies in ESF 6 will operate under these plans and their support documents.

d)   The designated team leader for this ESF at the EOC is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Management team and the policies of this plan.

C.   Notification

1.   Initial

Initial notification will be sent by the Emergency Management to the Lead Agency of this ESF advising that a threat situation or an emergency has occurred that warrants, or may warrant, the implementation of this plan.

2.   Lead Agency

The Lead Agency will notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

3.   Support Agencies

The notification process will be completed by the support agencies according to their Emergency Operating Guide (EOG) or disaster plan.

D.   Mobilization

1.   Lead Agency

Immediately following notification to activate this ESF, the Lead Agency will complete the following:

a) Assure necessary emergency operating facilities and reporting systems are established.

b) Establish communications with the EOC and obtain status reports.

c) Notify the EOC when the ESF is prepared to staff the designated shelters.

d) Provide appropriate representation to the EOC.

2. Support Agencies

Immediately following notification by the Lead Agency to commence response actions of the ESF, each support agency will complete the following:

a) Initiate operations in accordance with established SOPs and responsibilities as outlined in their plan.

E. Response Actions

1. Public Sheltering

a) ESF 6 will coordinate the activities of all public shelters. This includes shelters formed before, during, and after the event. ESF 6 will monitor evacuation activities to ensure shelters are opened as needed.

b) Shelters will be opened and closed in accordance with public need as assessed, in coordination with Lake County Schools.

c) ESF 6 will continuously monitor occupancy levels and ongoing survivors' needs and will provide ESF 5 with a daily listing of "open" and "closed" shelters.

d) All shelters should be managed in accordance with applicable American Red Cross regulations and procedures.

e) ESF 6 will have, procure, and regularly update lists of available shelters.

f) Shelter listing will include staffing and resource information.

g)   ESF 6 will coordinate the provision of added and relief staff, and the replenishment of shelter supplies.

h)   ESF 6 will coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish.

2.   Continuing Actions

a)   Lead and support agencies will have and maintain appropriate listings of agency staff to call for performing response activities.

b)   Lead and support agencies will have and maintain listings of all resource providers used by the agency in emergencies.

c)   All agencies will ensure that all actions taken are recorded and communicated to the ESF representatives in the EOC.

d)   At all times, support agencies should be able to make brief and accurate status reports in the EOC.

e)   Priorities will continually be reassessed to address the most critical needs and develop strategies.

f)   Resources, which are committed to specific missions, will be tracked for redeployment if necessary. Updated information will be provided to the EOC.

g)   Resources will be re-staged as appropriate.

V.   Recovery Actions

A.   Initial Actions

1.   ESF 6 will assess and determine extended sheltering needs.

2.   ESF 6 will work with both ESF 6 and other appropriate agencies at the State and Federal level for the long-term placement of disaster survivors who cannot move back to their normal living arrangements due to the disaster.

B.   Mass Feeding

1.   ESF 6 will be liaison with ESFs 5, and 11 to coordinate the mass feeding sites established by the American Red Cross and other

volunteer agencies.   Mass feeding activities will include feeding of disaster survivors and then workers when possible.

2.   ESF 6 will regularly update a list of all agencies who have a mission to provide mass feeding in times of disaster.   The list will provide specific information to include:

a)   Number of persons each agency can feed two meals a day, and how long this level of feeding can be sustained.

b)   Number of staff or volunteers available for cooking and or serving.

c)   Major equipment lists, e.g., mobile feeding units, refrigeration, vehicles, etc.

3.   ESF 6 will coordinate mass feeding locations to ensure optimal logistics for public service. A liaison will be established with ESF 15 to ensure continued coordination during an event.

4.   ESF 6 will coordinate sanitation provisions and inspection and garbage removal from mass care feeding sites in coordination with ESF 8 and ESF 20.

5.   ESF 6 will coordinate the provision and delivery of food and water to mass feeding sites by ESF 11. This will include procuring food from the USDA, donations, and private vendors. Liaisons will be established with ESF 15 and will be ongoing with ESF 11 to ensure continued coordination of mass feeding.

6.   ESF 6 will also coordinate mobile feeding units to the affected area(s) under the direction of the primary agency with assistance from the support agencies.

C.   Individual Feeding

ESF 6 will assist local agencies in providing food for individuals not in shelters and unable to attend mass feeding sites.

D.   Food and Storage

1.   ESF 6 will coordinate with ESFs 11 and 15 regarding the storage of food in warehouse sites.

2. ESF 11 will coordinate the distribution of food stored in identified warehouses to mass feeding sites identified and coordinated by ESF 6.

3. ESF 6 will coordinate the transportation of food by ESF 11 from identified warehouses to mass care feeding sites in liaison with ESF 1.

E. Bulk Distribution of Relief Supplies

1. In coordination with ESFs 7, 11, and 15, ESF 6 will assist in the identification of bulk supply staging areas and distribution sites in the affected area.

2. ESF 6 will coordinate with ESFs 5, and 14 to publish information as to where and when bulk human relief supplies will be issued and information as to how these supplies can be accessed.

3. ESF 6 will receive ongoing information from ESF 5 as to what and how much is available for distribution.

F. Ongoing Actions

1. Upon request, mass care resources will be provided to assist recovery activities.

2. Coordination with ESF 5 for the development of mass care related courses of actions and strategies.

3. ESF 6 will provide support agencies, and ESFs 5 and 24 with regular updates on which shelters are opened or closed, and census data for open shelters.

4. ESF 6 will coordinate with ESF 14 to provide information to shelter residents about how to access disaster assistance program information.

VI. RESPONSIBILITIES

A. <u>Lead Agency</u>

1. Coordination with the support agencies in directing mass care and prioritizing the needs for relief services.

2. Coordination with ESF 8 for the provision of medical services up to advanced first aid and mental health services in shelters; and will

ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people needing assistance.

3. Coordination to ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.

4. Coordination with ESF 2 to ensure that each shelter has a working system of communication with the County EOC. This may include radio, telephone, or cellular telephone communications devices.

5. Coordination with ESF 7 for generators and fuel.

6. Coordination with ESF 7 and ESF 15 for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resource needs.

7. Support to ESF 8 to meet the sheltering, staffing, feeding, and other resources needs.

8. In addition to those activities previously stated ESF 6 will coordinate with ESF 15 regarding the activities of volunteers actively engaged in providing mass care assistance.

9. Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24 hours per day.

10. Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include the Lead and Support Agencies Disaster Plan. Plan to include a listing of telephone numbers for support agencies and service providers.

11. Maintenance of the shelter listing with names and numbers of each shelter manager, as available.

12. Locations of all mass feeding sites and names of site managers.

13. Recording of incoming requests for assistance, who is assigned to respond and the action taken.

14. Establishing a protocol for prioritizing response activities.

15. Coordination of activities with other ESFs.

16. Providing assistance to other ESFs and support agencies for the long-term placement of disaster survivors who are unable to return to their normal living arrangements as a result of disaster damage.

VII.   ADDITIONAL RESOURCES

ESF 6 will utilize personnel and resources from its lead and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 6 missions. When requests begin to exceed the ESF's capability to respond, requests will be forwarded to ESF 6 at the State EOC through ESF 5 to mobilize additional resources. All personnel and resources mobilized by ESF 6 will remain under the control and direction of the ESF, unless otherwise noted.

RESOURCES
EMERGENCY SUPPORT FUNCTION 7
(ESF 7)

PRIMARY AGENCY: Lake County Fiscal and Administrative Services
                          Department, Procurement Services Section

SUPPORT AGENCIES: All Lake County Departments
                          Lake County Attorney's Office
                          Lake County Clerk of the Courts, Finance

I.   INTRODUCTION

A.   Purpose

1.   A disaster can occur at any time and will require resources – material, human and fiscal - for response and recovery. While this plan is written primarily for catastrophic emergencies such as hurricanes, tornadoes and other natural disasters, it will also apply to all other disasters such as chemical spills, fires, and man-made disasters, etc.

2.   An emergency could be of such severity and magnitude as to be beyond the capability of the County and local municipalities and may require the response and recovery assistance of State and Federal agencies to supplement local efforts to save lives and property. A major disaster will have an immediate impact on local and state resources and the shortages of vitally needed supplies must be procured and provided to the affected areas.

B.   Planning Assumptions

1.   Sustained logistics operations will be required to support emergency response and recovery efforts in any major disaster or emergency.

2.   In a major or catastrophic emergency, all pertinent local resources will be committed to emergency operations.

3.   Many of the resources needed by response and recovery operations will need to be acquired from sources other than County and local agencies.

4.   Reception of resources will require strategic in-County reception and staging areas.

5.   Joint coordination of resources with municipalities, critical facilities, County ESF's and other government agencies will be required.

6.   Resources outside the affected area will be directed to fulfill the needs of the County and local governments.

7.   Some resources of the state and local governments may not be available in the impacted area due to the damage caused by the disaster.

8.   Resource support required to save lives will receive a first priority.

9.   The massive demand for resources during a declared state of local emergency in connection with a major or catastrophic emergency will cause the suspension of normal purchasing procedures, and the implementation of emergency procurement actions in accordance with this plan.

II.   MISSION

Emergency Support Function 7, Resource Support is responsible for providing direct and active logistical management and resource support to all emergency support functions in response and recovery operations to include emergency relief supplies, facilities, equipment, office supplies, contracting services, and all other resources that may be required beyond normal department assets. Support includes, but is not limited to:

A.   Maintaining inventories of critical resources available locally.

B.   Locating and identifying necessary logistical support and resources.

C.   Locating and leasing, when necessary, required depot and distribution facilities.

D.   Coordinating State and Federal resource procurement.

E.   Negotiating contracts for support of emergency actions.

F.   Providing requested resources to all other emergency support functions and other agencies active in emergency response.

III. RESPONSIBILITIES

A. Lead Agency – Procurement Services Section

1. Coordinate the overall ESF 7 Resource Support mission to locate and purchase equipment, supplies, and services for disaster response and recovery operations, when these resources are not available from local, county, state, or federal sources in the time necessary to save lives or ease human suffering.

2. Provide the staff to work the ESF 7 Primary and Secondary positions in the County EOC 24 hours a day during activation.

3. Provide backup staff from Procurement Services to assist the County EOC ESF 7 staff in their mission.

4. Coordinate with other County Agencies to maintain "current resource listings" of County equipment and supplies available in their agency.

B. Support Agencies

1. County Finance

a) Establish a cash reserve to pay employees and vendors when warning is received of an imminent disaster impact upon the County, and the action is requested by the ESF 7 Coordinator.

b) Develop procedures for paying vendors who require cash for their product or services during the disaster recovery phase until such time that normal purchase order and payment activities can be resumed.

2. County Departments

a) Provide necessary technical specifications for contracts during the disaster recovery phase.

b) Provide Inspectors to monitor recovery contracts during the disaster recovery phase.

3. County Attorney's Office

a) Prepare contracts for immediate activation during the response phase of a major emergency or disaster.

       b)   Monitor contracts and contractor performance by performing unannounced site inspections during the disaster recovery period.

IV.   CONCEPT OF OPERATIONS

A.   General

1.   The Lead Agency will staff the ESF 7 Resource Support position during any activation as required or directed by the Lake County Emergency Management Division Manager. During a County EOC activation, the primary purpose of ESF 7 is to locate and obtain resources that are needed in an emergency event over and above current county and municipal assets.

2.   The location and obtaining of needed emergency resources will be accomplished by the Lead Agency through the use of all resources necessary.

3.   The primary source of equipment, supplies, and personnel (beyond current county and local assets) shall be from other counties (outside the impacted area), state and federal resources when possible. Resources that cannot be obtained from these sources will be procured through commercial sources.

B.   Organization

1.   Lead Agency

a)   Lake County Procurement Services is designated as the Lead Agency for this Emergency Support Function and will coordinate all the activities of this ESF. Procurement Services will provide the personnel to staff ESF 7 positions in the County EOC (24 hours a day if necessary).

b)   The ESF 7 Coordinator will also serve as the liaison with the State and FEMA ESF 7 Coordinators, with other agencies, and with other EOC ESF Coordinators regarding procurement of emergency resource needs.

2.   Support Agencies

Support Agencies (see page 1) will fulfill their responsibilities as identified in Section III. Internal organization of individual Support

Agencies or changes necessary to meet their accepted responsibilities are their determination.

3. Integration with State Agencies

Lake County's ESF 7 Resource Support activities are integrated with State Agencies through the County ESF 7 Coordinator's liaison with the State ESF 7 Coordinator.

C. Response Actions

1. Initial Actions

a) Lead Agency

(1) Review and conduct refresher training on the ESF 7, emergency purchasing procedures, and County EOC Standard Operating Procedures.

(2) Update the Support Agencies on the emergency and check on their readiness to support ESF 7 operations.

(3) Obtain and verify inventories of critical equipment, personnel, and material resources needed for emergency operations.

(4) Coordinate with other ESFs to identify immediate or anticipated resource needs.

(5) Advise the Lake County Emergency Management Division Manager and County EOC staff when the requested ESF 7 functions are operational.

(6) Contact the State ESF 7 Coordinator and provide information on any current or anticipated resource problems.

b) Support Agencies

(1) County Finance

(a) If requested, obtain the necessary funds for the "Cash Reserve" needed to pay employees and vendors in the immediate aftermath of major emergency or disaster.

(b)   Review procedures for cash payments to employees and vendors with staff personnel and prepare to implement the procedures if required by the emergency or disaster impact.

(2)   County Departments

(a)   Activate established or new contracts to help open County transportation routes for emergency crews.

2.   Continuing Actions

a)   Lead Agency

(1)   Staff the ESF 7 positions in the County EOC 24 hours a day or as requested by the Emergency Management Division Manager.

(2)   Insure that the Support Agencies are staffed as required to support ESF 7 operations.

(3)   Assess priorities as needed to address the most critical resource needs and develop strategies to meet them.

(4)   Track resources and costs for resources obtained by ESF 7 and committed to specific emergency/disaster operations for reimbursement purpose.

b)   Support Agencies

(1)   County Finance

(a)   Maintain security and adequacy of cash reserves.

(b)   Make employee payroll and vendor payments in cash if the emergency event has disrupted normal operations.

(2)   County Departments

(a)   Provide Inspectors to help monitor contracts.

(3) Contracts Administration

(a) Coordinate with ESF 7 staff in procuring additional contractors and contracts.

D. Recovery Actions

1. Initial Actions

a) Lead Agency

1) Staff the ESF 7 positions in the County EOC 24 hours a day or as requested by the Emergency Management Division Manager.

2) Coordinate resolution of all emergency resource requests from other County ESFs through mutual aid from other Counties, through the State EOC for State and Federal resources, and through commercial procurement (when other sources are not timely or sufficient for the emergency need).

3) Insure that all ESF 7 personnel are provided with time off to see to personal or family needs generated by the disaster event, and that adequate staff rotation schedules are established to avoid "individual burn out."

4) Advise ESF 14 and 15 of County resource needs so that the information can be made public for possible receipt through volunteers and/or donations.

b) Support Agencies

(1) County Finance

(a) Continue to maintain security and adequacy of cash reserves to meet the County's emergency needs.

(b) Continue to make employee payroll and vendor payments in cash until normal payroll and vendor payment procedures can be re-established.

(2)   Construction Engineering Services

(a)   Insure that the office facility and staff are prepared to provide technical specifications for repair contracts.

(b)   Provide Inspectors to help monitor contracts.

(3)   Contracts Administration

(a)   Help monitor contract performance implemented in the early recovery phase.

2.   **Continuing Actions**

a)   Lead Agency

(1)   Continue to staff the ESF 7 positions in the County EOC (or other designated location) 24 hours a day or as requested by the Emergency Management Division Manager.

(2)   Coordinate procurement of the resources needed to assist in recovery activities.

(3)   Insure adequate staff rotation to avoid "individual burn out" and provide time to meet essential personal needs.

(4)   The ESF 7 Coordinator will continue work with the "Recovery Group" and other ESF Leads to evaluate and determine the County's long-term resource needs during the "recovery" period.

(5)   Ascertain when the County EOC operations will be phased out and what location and hours of operation will be needed to continue the ESF 7 functions.

b)   Support Agencies

(1)   County Finance

(a)   Coordinate with County Banks to re-establish electronic deposit of County employee earnings as soon as possible.

(b)   Re-establish normal purchase and payment procedures for vendors as soon as banking and other disaster related problems permit.

(c)   Continue cash payments for the employee payroll and vendor purchases until normal operations for those areas can be achieved

(2)   Contracts Administration

(a)   Assist in the monitoring of contractor performance on disaster related contracts.

E.   Coordination

1.   EOC

a)   All Support Agencies will coordinate any operational activities relating to their accepted emergency responsibilities with the ESF 7 Coordinator at the EOC.

b)   Other County Emergency Support Functions will coordinate their emergency/disaster resource requirements with the ESF 7 Coordinator when their current operational assets cannot meet mission demands.

2.   Municipalities

Municipal resource support will be coordinated through their County EOC Liaison directly with the responsible County ESF.   The responsible County ESF will coordinate with the ESF 7 Coordinator for procurement of resource needs beyond their current assets.

3.   Others

Other Agencies requiring disaster related resource support will coordinate their needs directly with the County ESF responsible for that resource support. The primary ESF will then coordinate with ESF 7 for procurement of resources beyond their assets.

V.   ADMINISTRATION AND LOGISTICS

A.   Staffing Requirements and Responsibilities

1.   Staffing requirements will vary for ESF 7 and Support Agencies, depending on the scope and severity of the disaster event. Staff needs beyond each agency's available personnel will be resolved through hiring temporary emergency personnel, mutual aid personnel assistance from non-affected counties, or referral to the State EOC for resolution.

2.   Each agency providing staff to assigned ESF 7 functions will be responsible for:

   a)   Maintaining current roster with telephone numbers and addresses of all personnel assigned to ESF 7 functions for notification/recall for disaster duty.

   b)   Providing administrative support for the function their staff is operating.

   c)   Insuring that work hours (regular and overtime) and other administrative reports are coordinated and submitted for their personnel who are in field assignments supporting ESF 7 activities.

   d)   Coordinating with the Lead Agency to accomplish required staff training for disaster duties and assisting with the pre-packaging of disaster forms, equipment, and supplies needed to perform their functions.

B.   **Resource Requirements and Responsibilities**

1.   Each agency supporting an ESF 7 function is responsible for providing resource support (supplies and equipment) needed by their personnel to operate that function.

2.   Resource support that an agency is not able to provide for the function they are supporting will be requested from the County EOC through the ESF 7 Coordinator.

C.   **Operational Reports**

1.   Situation Reports (SITREPS) will be submitted daily or as needed and directed by the Lake County Emergency Management Division Manager. All SITREPS will be submitted by the ESF 7 Coordinator to the ESF 5 Coordinator for consolidation and inclusion in the County SITREP to the State EOC.

2.   Support Agencies will provide daily "status reports" on their support of their assigned ESF 7 functions to include any anticipated problems or deficiencies in supporting the mission.

D.   **Financial Management**

1.   Each Support Agency involved with ESF 7 support will draw upon their own financial resources as needed to support their responsibilities in the disaster operation.

2.   Financial deficiencies (like all others) will be reported to the County EOC through the ESF 7 Coordinator.

3.   Each agency will keep an exact accounting of all expenditures to include funds and materials consumed as well as personnel, equipment, and facility costs. These disaster expenditures will be reported to the County EOC through the ESF 7 Coordinator. Depending on the expenditure and the phase of disaster operations involved, many of the costs will be reimbursable from federal disaster funds if there is a Presidential Disaster Declaration.

VI.   COMMUNICATIONS

A.   **EOC Staffing**

Procurement Services as the lead agency for the ESF 7 Resource Support Annex, will staff the ESF 7 Coordinators position in the County EOC whenever notified/requested by the Lake County Emergency Management Division Manager (or designated staff). The ESF 7 County EOC position will be staffed with a minimum of one (1) person – maximum of two (2), depending on the workload – 24 hours a day or as needed.

B.   **Primary Communication System**

Commercial telephone lines will be the primary communication method between the ESF 7 Coordinator at the County EOC, the ESF 7 Support Agencies activated, and commercial sources for the disaster resources needed.

C.   **Secondary Communication System**

Cellular telephones (if the systems are operational) will be used as the secondary means of communication between the ESF 7 Coordinator, ESF 7 Support Agencies, and commercial sources of disaster resources. The Emergency Satellite Communications System (EMNET), the County's Public Safety radios system will be used to communicate with other

counties and the State EOC when the commercial and cellular telephones are not functional.

D.   Contingency Communications

Couriers will be used to carry "hard copy" communications between the ESF 7 Coordinator at the County EOC and the ESF 7 Support Agencies if all other means of communication have failed. The ESF 7 function may be forced to relocate to another site where commercial or cellular telephone communications are available to commercial sources, and communicate with the County EOC by County radio or by courier "hard copy" documentation.

HEALTH AND MEDICAL
EMERGENCY SUPPORT FUNCTION 8
(ESF 8)

PRIMARY AGENCY: Florida Department of Health, Lake County (LCHD)
                        Lake Emergency Medical Services (EMS)
                        Central Florida Health Alliance – Leesburg Regional
                        Medical Center
                        Florida Hospital Waterman
                        LifeStream Behavioral Center
                        South Lake Hospital

SUPPORT AGENCIES: Amateur Radio Emergency Services (ARES)
                        American Red Cross
                        Central Florida Health Alliance – The Villages
                        Regional Medical Center
                        District 5 Medical Examiner's Office
                        Florida Department of Health
                        Lake County Emergency Management Division
                        Lake County Fire Rescue Division
                        Lake County Sheriff's Office
                        Metropolitan Medical Response System
                        Municipal Fire Departments
                        Municipal Police Departments

I.   INTRODUCTION

A.   Purpose

1.   To provide for the organization, mobilization, coordination and direction of emergency medical, emergency health, and emergency medical examiner services and resources in a disaster.

2.   To provide for the coordination of emergency hospital services.

3.   To provide for the care of the sick, injured and dead resulting from a disaster.

4.   To facilitate the coordinated use of medical personnel and communications.

5.   To provide for the coordination of crisis response and mental health services for persons who suffer from reactions to the disaster and stress management services for emergency service workers.

6.   To provide for the systems and methods required to prevent or control disease.

7.   To provide support to hospitals, nursing homes and assisted living facilities

8.   To provide special needs sheltering and care

9.   To provide patient transportation between facilities for a higher level of care.

B.   Scope

1.   ESF 8 functions under the Operations Section of the Lake County Comprehensive Emergency Management Plan (CEMP).

2.   The Florida Department of Health, Lake County or LCHD is the lead agency for ESF 8. In the event of a mass casualty incident or MCI, Lake Emergency Medical Services would become lead agency and the Health Department would coordinate support roles.

3.   Emergency medical, health, and hospital services are provided to residents of Lake County primarily by the LCHD, one (1) medical examiner, thirteen (13) county/municipal fire departments; one (1) emergency medical services provider, three (3) public hospitals and one (1) mental health facility.

4.   The LCHD provides environmental health and public health services which emphasize prevention in order to attain a high quality of life for the population of Lake County. The Administrator for the LCHD, as Health Officer for Lake County, is responsible for organization, supervision and coordination of emergency health and medical service in Lake County and for providing assistance in the coordination of emergency mental health services.

5.   Mobile emergency medical aid is provided by Lake Emergency Medical Services, Lake County Fire Rescue, and municipal fire departments. This system calls for an immediate response level that consists of paramedics who provide Advanced Life Support

where acute illness or severe injury requires medical stabilization at the scene prior to and during transport of the patient to the hospital.

6.   Hospitals in Lake County provide 24-hour emergency outpatient services, acute care and some specialized treatment.

7.   Lake County ESF 8 will coordinate with State of Florida ESF 8.

8.   ESF 8 will operate under the Incident Management System (IMS) consistent with the National Incident Management System.

C.   Policies

1.   Internal policies for the LCHD are maintained in the Basic Plan of the LCHD Emergency Operations Plan. These include policies for reporting for work, public information, updating plan requirements, supply requirements and participation of employees in disaster drills.

2.   Lake EMS, the Lake County Fire Rescue Division, municipal fire departments will respond as first response agencies for pre-hospital medical care.

3.   Lake County hospitals will forward requests for assistance directly to ESF 8 at the Lake County Emergency Operations Center (EOC).

4.   The Lake County CEMP outlines ESF 8 emergency health and medical roles and responsibilities.

II.   SITUATION

A.   Emergency Disaster Conditions and Hazards

1.   The Lake County Hazard Identification and Vulnerability Analysis, lists the following natural hazards as potential threats to Lake County: drought, fire, flood, severe local storm, hurricanes, and tornadoes. In addition, technological or other hazards may occur such as civil disorders, energy shortages/utility outages, food/water supply contamination, hazardous materials release, and acts of terrorism.

2.   Hurricanes and tornadoes pose the most serious threat to the health and safety of the population, than any other natural cause.

3.   A pandemic event or other public health threat will have a significant impact on the Lake County population and economy.

4.   The most serious threat for technological hazards would be from an intentional or unintentional hazardous materials or biological agent release.

B.   Coordination of Health and Medical Services

1.   Immediately after emergency conditions subside, impact assessment teams will be deployed in the disaster area including environmental, epidemiology and/or nurse/medical staff. Medical facilities will report assessments directly to ESF 8. Based on the results of these reports ESF 8 will determine specific health and medical needs and priorities.

2.   ESF 8 will coordinate the deployment of clinical health and medical personnel including volunteers to assist in providing care of disaster survivors. ESF 8 will establish alternate treatment sites as needed, and will coordinate with its regional, state and federal counterparts to locate and secure disaster assets and /or State Medical Response Teams (SMRT) if required.

3.   In the event that it becomes necessary to evacuate seriously injured or ill patients out of the affected area(s), ESF 8 will coordinate with ESF 13 to locate and secure medical evacuation aircraft. ESF 8 will work closely with its regional, state or federal counterparts to locate sufficient bed space for evacuated patients.

4.   ESF 8 will be responsible for locating and securing medical equipment and supplies (i.e. pharmaceuticals, biologic products, etc) to support and restock health and medical care facilities within the disaster area(s).

5.   ESF 8 will coordinate the dispatch of environmental health and/or epidemiological strike teams as needed to monitor the general population and special high-risk groups, and carry out field studies to assess health and medical needs; potable water, wastewater and solid waste disposal issues; and the threat of vector-borne diseases. ESF 8 will coordinate the issuing and lifting of "boil water" notices.

6.   ESF 8 will also coordinate the assessments of mental health needs and the provision of mental health services to disaster survivors

and emergency workers. ESF 8 will work with regional, state and federal counterparts to provide mental health counseling for disaster worker stress.

7. ESF 8 will work with local and regional officials to establish temporary victim identification and mortuary services.

8. Request for and management of the Strategic National Stockpile materials and equipment will be coordinated through ESF 8 and Emergency Management.

C. Planning Assumptions

1. In a large scale disaster or any situation where needs exceed ability to cope, any of the following may occur:

    a) Multiple physical casualties with a variety and range of urgency and disability;

    b) Facilities will be over taxed, over utilized, damaged or inaccessible;

    c) Health related supplies may be over utilized or unavailable;

    d) Communications via cellular communications, fax, electronic mail, and standard radio may be interrupted;

    e) Infrastructure support for health facilities may be interrupted so that water, power, gas, food supplies, etc. may be impaired;

    f) Personnel to provide medical care may be limited due to injury, personal concerns/needs or limited access to facilities where they work;

    g) Access of casualties to assessment, transport and treatment facilities may be limited.

2. Planning is directed toward all hazards, naturally occurring or man made including, but not limited to, high wind, flood, aircraft crash, train derailment, terrorist attack, hazardous chemical incidents and other public health threats.

3. Hospitals and other medical facilities will be taxed to their maximum capacity and ability to receive patients. ESF 8 may need to

coordinate the use of other facilities such as shelters, college's etc., as temporary treatment centers. The LCHD does not maintain sufficient medical supplies, pharmaceuticals, or emergency medical staff to supply a temporary treatment center. Staffing and supply of temporary treatment facilities will be consistent with the ability to mobilize and transport staff, volunteers and supplies and may take up to 24 hours. Lake County Medical Reserve Corps available volunteers will supplement staffing of facilities. Regional and State support will be requested through mutual aid and when resources are exhausted ESF 8 will request State support.

4.　　Hospitals, nursing homes and other critical care in-patient facilities will maintain back up supplies stored on site, (including food, water and basic medical supplies) to maintain operations for a minimum of three (3) to five (5) days.

5.　　The LCHD operates five (5) health sites. Under normal conditions some of these centers are staffed with physicians and nurses, however, LCHD staff are not trained in triage of patients with serious injuries in a disaster setting. In a disaster these staff may be deployed to shelters or alternate locations to support emergency services. Provision of standard public health will be dependent on available medical and support staff. A stepped-down LCHD essential services plan will be activated as defined in the LCHD Continuity of Operations Plan, Emergency Human Resource Plan.

6.　　The LCHD sites maintain a 48 hour supply of food, water and medical supplies for staff and clients who may be in the building at the time of an emergency. Some, but not all, clinics maintain medical supplies for the treatment of minor injuries for citizens who may seek medical aid at these sites. The LCHD sites do not maintain food or water supplies to meet basic shelter needs of the public after the emergency. Citizens who may report to the LCHD sites for shelter will be referred to designated shelter locations as defined by the Lake County Emergency Management Division.

7.　　During the first 72 hours after the disaster, the public should not anticipate routine emergency medical services from pre-hospital providers by calling 911.

8.　　The public should not anticipate routine LCHD services, such as immunizations, special nutritional programs for children, LCHD nursing services, or routine dental care for at least the first 72 hours after the disaster.

9.   Publicly supported emergency medical, health and medical examiner services will be restored to normal during the recovery period as soon as practical and within the limitations and capabilities allowed by Lake County government following the emergency.

III.   CONCEPT OF OPERATIONS

A.   General

1.   Emergency medical, health, mortuary and hospital services are provided to residents of Lake County primarily by the LCHD, Lake EMS, the Lake County Fire Rescue Division, and municipal fire departments and three (3) public hospitals and the District 5 Medical Examiner. Additional medical and mortuary services are provided by some private medical service providers as outlined in this document.

2.   Non-municipal or county government, private or non-profit organizations will be requested to support the regional medical, health and mortuary services, and hospitals by providing emergency services consistent with their capabilities.

B.   Organization and Assignment of Responsibilities

The relationship between the primary and support functions are identified in the Attachment 1, Responsibility Matrix for Public Health, Public Safety and Other.

C.   Procedures

1.   The LCHD is lead agency for ESF 8. Emergency operating procedures for LCHD are maintained in the LCHD Emergency Operations Plan. These procedures include:

a) Base Plan, describing Department and Division responsibilities;

b) LCHD EOC representative mobilization procedures;

c) LCHD chain of command lists;

d) LCHD emergency task checklists;

e) LCHD resource inventories;

f) LCHD public Information and risk communications;

g) LCHD tactical communications.

2. Procedures for other organizations are outlined in their individual agency or organization disaster plans.

3. County emergency operating procedures are outlined in the Lake County CEMP.

D. Alert and Notification

When conditions warrant, either through county, state or federal disaster declaration, or at the discretion of the Lake County Emergency Management Division Manager, the Lake County ESF 8 Annex may be activated. Emergency Management will contact the LCHD Administrator who will initiate a call-down to:

1. Lake County EOC ESF 8 staff;

2. ESF 8 primary and support agencies;

3. State ESF 8 and/or State Watch Office;

4. Regional Emergency Response Advisor RDSTF 5;

5. RDSTF Health and Medical Co-chairs.

E.   Mitigation

Lake County ESF 8 primary and secondary health and medical organizations ensure the safety and health of Lake County residents through collaborative emergency response planning and implementation through their:

- Functional emergency operations plans;
- Continuity of operations plans;
- Participation in ESF 8 planning meetings;
- Participation in Domestic Security Task Force, Region 5 planning, funding and resource sharing;
- Participating in agency specific, county, and regional disaster training.

1.   Florida Department of Health, Lake County (ESF 8 Lead Agency) Activities

a)   Directs emergency planning and preparedness activities for ESF 8;

b)   Conducts ESF 8 health and medical partner meetings;

c)   Assures that the Lake County ESF 8 plan is revised according to the requirements of the Lake County Emergency Management Division;

d)   Maintains emergency resource inventories;

e)   Staff the ESF 8 desk at the County EOC;

f)   Coordinates primary and support agencies participation in county drills and exercises.

2. **Florida Department of Health, Lake County mitigation activities include:**

   a) Assessing and identifying trends of disease and injury.

   b) Working with community partners to assure that effective services are provided to meet community needs.

   c) Develops policies to address public health concerns in the community.

   d) Provides services to prevent or reduce the impact of potential hazards including communicable disease control programs and environmental health programs to prevent unwanted effects of our environment on public health.

   e) Participates in drills and exercises to improve plan efficiencies.

3. **Lake County Hospitals' mitigation activities include:**

   a) Conducting drills at least two times per year.

   b) Participation in emergency preparedness activities, including regional Florida Hospital Association Emergency Preparedness Committee meetings.

   c) Ongoing structural/nonstructural assessment and training.

   d) Regular internal review of hospital disaster plans.

   e) Implementation of the Hospital Incident Command System in coordination of activities throughout the community.

   f) Collaboration, planning and resource sharing with hospital systems in Domestic Security Task Force, Region 5.

g)   Participation in annual county/agency exercises and drills.

h)   Provides adequate planning for obtaining emergency medical supplies, pharmaceuticals and linens under disaster conditions, including:

    (1)   In-house capability of supplies stored on site; and

    (2)   Emergency service contracts with medical supply and pharmaceutical vendors.

i)   Maintaining emergency capabilities under disaster conditions or other episodes of utility service interruption, including:

    (1)   Back-up power, sanitation and potable water provisions

    (2)   In-house capability or emergency service contracts for utility systems repair, damage stabilization and water/debris removal.

4.   Lake Emergency Medical Services mitigation activities include:

a)   Coordination and maintenance of ESF 8 interoperable communications system.

b)   Participation in ESF 8 and county emergency preparedness activities, including regional health and medical planning and coordination.

c)   Maintain regional emergency medical stockpiles.

d)   Mass Casualty/Alternate Medical Treatment Site planning and training.

e)   Coordination with the county in conducting incident command and emergency response preparedness training.

f)   Participation in county and hospital drills and exercises.

> **5.   District 5 Medical Examiner mitigation activities include:**
>
> > a)   Mass Fatality planning and coordination.
> >
> > b)   Participation in ESF 8 and county emergency preparedness activities.
> >
> > c)   Establishment and maintenance of mutual aid and vendor contracts for disaster support equipment, supplies and staffing.

F.   Preparedness Activities

1.   During the preparedness phase the Administrator for the LCHD, or designee, coordinates the activities of ESF 8 planning. Membership of ESF 8 for planning and preparedness purposes consist of the Medical Executive Director, LCHD; Executive Director, Lake EMS or their designee; and a representative from the following organizations:

> a)   Lake County Emergency Management Division
>
> b)   LifeStream Behavioral Center
>
> c)   Amateur Radio Emergency Services or ARES
>
> d)   American Red Cross
>
> e)   Florida Hospital Waterman
>
> f)   Central Florida Health Alliance – Leesburg Regional Medical Center
>
> g)   South Lake Hospital
>
> h)   Home Health, Assisted Living and Medical Equipment Suppliers

2.   During the preparedness phase, ESF 8 meetings are conducted monthly. Additional task work groups are appointed as needed.

3. Primary and support organizations regularly collaborate and participate in tabletops, drills and exercises to test and improve plans efficiencies.

G.   Response Activities

1.   Florida Department of Health, Lake County (Lead Agency)

a)   The procedures in this plan may be activated by the lowest, local unit which experiences any or all of the conditions in II C, Assumptions. Depending on the event, continuity of operations plans may be activated by one or more ESF 8 organization.

b)   LCHD representatives will respond, as directed, to the Lake County EOC, or secondary locations, as directed in the LCHD Emergency Operations Plan. Specific mobilization procedures and Chain of Command lists (three deep for each position) are updated annually. Lake County EOC operations are managed in accordance with procedures identified by the county emergency operations plan.

c)   The LCHD Department Operations Center (DOC) is located at The Florida Department of Health, Lake County, 16140 US Hwy 441, Eustis, Florida.   Detailed information on alternate locations, building access, communications and staffing information is contained in the Base Plan of the LCHD Emergency Operations Plan. LCHD emergency operations will be managed from the LCHD DOC under the direction of the LCHD Incident Commander. When the Lake County EOC activates, the LCHD incident commander and designated ESF 8 staff will assume their positions at the Lake County EOC. The LCHD Operations and Logistics sections will coordinate operations from the LCHD DOC.

d)   Emergency medical, environmental health, epidemiology investigations, mental health services will be coordinated by ESF 8 from the Lake County EOC.   Regional and state health and medical resources will be requested through the ESF 8 desk at the County EOC.

e)   Quarantine may be imposed by the Florida Department of Health, Lake County Health Officer in conjunction with Lake

County Government and Florida Department of Health consultation.

f) Provide for the monitoring and evaluation of environmental hazards, as necessary.

g) Coordinate with regional public utilities and water utilities to assess damage to the water source, supply, water treatment and water distribution systems. Inform the public utilities of locations needing priority water service restoration.

h) Coordinate with the American Red Cross representatives in the Lake County EOC to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.

i) Identify:

    (1) Hospitals and temporary treatment centers in need of containerized potable water, sanitation facilities and power generation.

    (2) Hospitals in need of temporary water treatment equipment.

    (3) Other sites such as temporary shelters and disaster assistance distribution centers in need of containerized potable water, sanitation facilities and power generation.

    (4) Dialysis clinics.

j) Coordinate countywide surveillance to determine:

Sewage disposal system failures:

    (1) Health risks due to environmental factors;

    (2) Extent of food contamination and spoilage;

    (3) Inspection of food service establishments and provision of public information on food safety.

k)   Coordinate the inspection of schools and temporary emergency shelters.

l)   Assist in notification of appropriate agencies regarding potential areas of toxic chemical contamination and assist in providing public notification and evaluation of clean up and disposal services.

m)   Coordinate staffing of special needs shelters and mass prophylaxis operations.

n)   Coordinate with ESF 19 the deployment of environmental or epidemiology strike teams.

o)   Maintain vital statistics including birth and death certificates.

2.   Emergency Medical Services

a)   Emergency medical services will be provided and coordinated by Lake EMS, the Lake County Fire Rescue Division, and municipal fire departments.

b)   EMS and fire department units will respond and establish field command posts (CP) as necessary.

c)   EMS and fire department units will establish field triage areas, direct triage and treatment operations and initiate communications with Lake County Hospitals.

d)   Triage will be provided at each multiple casualty site in accordance with the Lake EMS Mass Casualty Plan.

e)   Lake EMS will coordinate the distribution of patients to hospitals or temporary treatment and medical facilities upon request from the field Incident Commander and in consultation with ESF 8. Transportation and patient tracking will be coordinated by Lake Sumter EMS.

f)   Regional mutual aid agreements may be activated to support or augment transportation requirements.

3.   Emergency Hospital Services

a)   Medical care for the injured will be provided at local hospitals or temporary treatment facilities. Direction and control of emergency operations at hospital facilities will be the responsibility of the facility managers and staff.

b)   Hospital administrators have developed policy and procedures for activation of hospital internal disaster plans to ensure adequate staffing and bed capacity to maintain hospital operations at the maximum levels possible.

c)   Mass Casualty Incident bed census will drive decisions for patient distribution.

d)   Alternate facilities will be established as required for temporary treatment centers for minor ambulatory injuries and as directed by the Lake County Emergency Management Division.

e)   The Lake County Emergency Management Division will provide direct assistance to hospitals during an emergency with personnel, transportation, supplies, equipment and emergency maintenance of the hospital physical plant when meeting these needs is beyond the capability of the hospital and within the capabilities of Lake County government.

f)   Hospitals will maintain 24-hour communication capability with emergency medical services and ESF 8 through established and redundant communication systems.

g)   Hospitals will provide ESF 8 with census and facility status daily with regular updates every 4 hours during an event or more frequently as required.

h)   When in-house sources and private vendor sources of supplies are exhausted, hospitals will forward resource requests to the ESF 8 desk at the County EOC for:

(1)   Emergency supplies and equipment;

(2)   Support personnel;

(3)   Blood products/supplies;

(4)   Vehicles to transport patients to other hospitals or medical facilities;

(5)   Emergency repairs to physical plant that cannot be accomplished in-house or with accustomed service.

4.   Emergency Mental Health Services

a)   ESF 8 will coordinate with Lake County Community Services Department, LifeStream Behavioral Center, American Red Cross, and participating faith-based organizations to provide crisis response and mental health services for persons who suffer from reactions to the disaster.

b)   LifeStream Behavioral Center will coordinate mental health crisis response, involuntary detention services and outpatient mental health services for persons who suffer from reactions to the disaster as defined in the Lake County Disaster Behavioral Health Response Plan. LifeStream will coordinate with contracting mental health provider agencies to provide support delivery of mental health services during a disaster as required.

c)   The American Red Cross (ARC) will provide Disaster Mental Health Services to citizens as outlined in ARC Disaster Services Regulations and Procedures, as volunteer staffing allows and in coordination with the Lake County Disaster Behavioral Health Plan.

d)   ESF 8 will coordinate with Lake County Law Enforcement agencies, the Lake County Fire Rescue Division, Lake EMS, and hospitals to provide critical incident stress management services for emergency service workers.

e)   Florida Crisis Consortium (FCC) response teams may be requested for response and recovery phases of a disaster to supplement local resources. FCC requests will be coordinated through the ESF 8 desk at the EOC.

5.   Medical Examiner Services

a)   Coordinate with the Lake County Sheriff's Office and LCHD response to an incident of Bio-terrorism.

b) Coordinate and provide laboratory services for identification required to support emergency health and emergency medical services.

c) Investigate and determine the cause of sudden, unexpected, violent, and non-natural deaths.

d) Provide emergency information to the EOC for the news media, via the Joint Information Center, on mass deaths, body identification, and morgue operations.

e) Coordinate morgue services including body identification and disposition of unclaimed bodies. Maintain a record of information on all unexpected and violent deaths resulting from the disaster.

H. Recovery Activities

ESF 8 will conduct recovery activities from the Lake County EOC, the LCHD Department Operations Center (DOC) and from departmental offices, as required. Recovery activities will include, but not be limited to the following:

1. Maintain information on status of disaster and its impact on the LCHD, hospitals, Lake EMS, and other medical care facilities.

2. Provide epidemiological surveillance, case investigation and follow up to control infectious disease, including acts of bio-terrorism and food borne illness outbreaks.

3. Assist affected populations in clean up or follow up activities with technical advice or field service on health and safety issues related to returning to impacted areas.

4. Coordinate discharge planning and closure of shelters and alternative treatment facilities.

5. Coordinate with the Lake County Community Services Department to provide mental health information and referral for counseling of survivors, community residents.

6. Coordinate post event Critical Incident Stress Management for emergency services workers, in cooperation with Lake County public safety agencies and the state of Florida.

7.   Critical Incident Stress Management network.

8.   Maintain reports on hazard, injury, loss of life and condition of health personnel in the impacted area.

9.   Primary and support agencies will resume normal operations as soon as possible.

10.   Document and report activities undertaken during the emergency, including time, supplies, and any other pertinent information.

11.   Participate in post event critiques of response activities and adjust plans and protocols as necessary.

12.   All ESF 8 primary and support agencies will maintain cost records, and submit claims for reimbursement for any cost qualified expenses resulting from a presidential declared disaster or where disaster grant-specific equipment or materials have been expended.

I.   ESF 8 Emergency Communications

1.   Lake County has adopted an EMS Pre-Hospital and Hospital Disaster Common Communications Plan.

2.   Lake EMS units communicate with the county hospitals and regional hospitals, pre-transport.

3.   Hospitals communicate with each other and the Lake County EOC during major emergencies and disaster situations using a web-based disaster management system.

4.   EMSystem, Med8 and Med8-2 radios provide communications for Leesburg Regional Hospital and South Lake Hospital. Florida Hospital Waterman and the Florida Department of Health, Lake County utilize the EMSystem and are on the Lake County Public Safety 800 MHz public safety radio system. Each participating hospital has a talk group, which allows them to monitor incoming transmissions to their facility from Lake EMS units. Hospital radios have access to hospital talk groups.

5.   Amateur Radio Emergency Services (A.R.E.S.) operators are located at all hospitals to supply redundant and/or supplementary communication channels to agencies in Lake County. The following agencies are equipped with Amateur Radio capability:

   a)   Lake County Emergency Operations Center;

   b)   Florida Department of Health, Lake County;

   c)   Florida Hospital Waterman;

   d)   Central Florida Health Alliance – Leesburg;

   e)   South Lake Hospital;

   f)   An additional seven LCHD mobile base units are available for set up at shelters or remote sites.

6.   Amateur radio operators connect the hospitals with the Emergency Operating Centers, using a pre-established dedicated radio network, for the purpose of supplying back-up medically-related communications by voice or text.

7.   The LCHD has an Amateur Radio Team. These team members have mobile radios and base units to support the LCHD DOC or they may be dispatched to other medical operations/locations within Lake County, as needed.

8.   An inventory of handheld talk-abouts with a 5-mile line of sight range provides a separate capability for communication among on-site staff.

IV.   SUPPORT AGENCIES

A.   Amateur Radio Emergency Services (ARES)

1.   Participate in ESF 8 planning and preparedness activities, as needed.

   a)   Provide vital back up communications between medical facilities in the community, local government and other emergency management agencies during disaster situations, when normal communications are inoperable or disrupted.

b)   Participate in agency and county drills and exercises.

B.   The Lake County Chapter, American Red Cross (ARC)

1.   (ARC) will provide assistance as provided by Federal Statute (authority provided by Public Law) including:

a)   Participate in ESF 8 planning and preparedness activities, as needed.

b)   Assist ESF 8 in disseminating official warnings, when feasible.

c)   Assist in coordination of volunteer agencies relief efforts.

d)   Provide emergency first aid and Disaster Nursing Services, as their training and skills allow.

e)   Assist with emergency medical needs at temporary treatment centers, as requested.

f)   Provide incident stress management services to citizens impacted by the disaster, as volunteer staffing allows.

g)   Participate in agency and county drills and exercises.

C.   Metropolitan Medical Response System (Central Florida Health Alliance – Leesburg Regional Medical Center)

1.   Participate in Emergency Support Function (ESF) 8 planning and preparedness activities.

2.   Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility service interruption, to include:

a)   Back-up power, sanitation and potable water provisions.

b)   In-house capability or emergency service contracts for utility systems repair, damage stabilization, and water/debris removal.

c)   Participate in agency and county drills and exercises.

D.   Lake County Public Transportation Division

1.   Provide supplemental transportation for minor ambulatory injured and patients being transferred between hospitals.

2.   Provide transportation for medical personnel, supplies and equipment to locations as needed.

3.   Provide radio equipped transit for emergency communication capability to these facilities, as directed.

4.   Coordinate and provide transportation of county residents to mass prophylaxis locations as directed.

5.   Provide transportation for special needs clients to and from designated shelters.

6.   Participate in agency and county drills and exercises.

E.   Lake County Fire Services

1.   Provide emergency rescue and medical units. Provide personnel to administer rescue procedures and medical aid at the disaster scene.

2.   Establish a field command post and provide an Incident Commander.

3.   Participate in agency and county drills and exercises.

F.   Lake County Emergency Management Division

1.   At the direction of the Executive Policy Group, coordinates regional, state and federal disaster assistance, to meet medical needs in Lake County. Assistance may be provided by regional, state or federal agencies.

2.   Participate in agency and county drills and exercises.

G.   Lake County Sheriff's Office

1.   Provide field commander at the scene of a civil disturbance, if required by existing conditions. Field command may restrict

medical personnel from entering the area of involvement, whereupon casualties will be brought to peripheral triage areas for medical aid.

2.   Provide crowd control and law enforcement in the area.

3.   Provide emergency traffic routing information and establish a traffic control plan at the disaster scene.

4.   Provide security to mass prophylaxis operations, staff, and medical supplies.

5.   Protect health and medical staff located at shelters, emergency operations locations, medication dispensing sites and alternate treatment sites.

6.   Coordinate evidence chain of custody if health event is intentional act of terrorism.

7.   Participate in agency and county drills and exercises.

H.   Correctional Health and Rehabilitative Services

1.   Provide adequate staffing and facilities to support emergency programs and in-patient populations on site.

2.   Provide counseling staff, as available, to assist with the mental health services.

3.   Maintain emergency health services at the Lake County jail and the Lake Correctional Institution.

4.   Conduct regular drills and exercises.

V.   EXERCISE, TRAINING AND EVALUATION

A.   Development

The LCHD, as ESF 8 lead agency, is responsible for the coordination and development of this annex. Exercise and evaluation of the Lake County CEMP, ESF 8 Annex is developed in accordance with the Department of Homeland Security Exercise and Evaluation (HSEEP) guidance.

B.   Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Lake County Comprehensive Emergency Management Plan.

C.   Exercise, Training and Evaluation

Exercises will be recorded in HSEEP National Exercise Schedule System and the Corrective Action Program System. Lessons learned and best practices will be submitted to the national Lessons Learned Information System. This annex will be tested annually by tabletop, functional, or field exercises with after action reports using the Homeland Security Exercise Evaluation Plan. Real events and exercises are investigated to identify lessons learned and plan enhancements to prevent repeating problems encountered.

VI.   REFERENCES AND AUTHORITIES

Federal
FEMA Chapter 68, Title 42
HSPD-21 (November 2007)
Centers for Disease Control (CDC)
Homeland Security Advisory System

State
Chapter 401, Florida Statutes; Medical Telecommunications and Transportation
Chapter 403, Part 1 Florida Statutes; Environmental Control
Chapter 404, Part 1, Florida Statutes; Radiation
Florida Statutes, Emergency Management, Title XVII §252 (252.31-52.61)
Florida Field Operations Guide (FFOG) 2006
Florida State HB 7121
Florida Statutes DOH Chapter 381
- Communicable Disease & Quarantine –Section 381.0011
- Public Health Emergencies & Advisories – Section 381.00315
Florida Statutes – Sovereign Immunity – Section 768.28
Florida Statutes – Adopt Temporary Emergency Rules – Section 120.54
Florida Statutes – DOH Enforcement Authority – Section 381.0012
Florida Department of Health Emergency Operations Plan, (2003)
National Response Plan ESF8 (2008)

VII.   TERMS AND DEFINITIONS

Emergency health services - Services required to prevent and treat the damaging health effects of an emergency including communicable disease control, immunization, laboratory services, dental and nutrition services; providing first aid for treatment of ambulatory an minor injured at temporary treatment facilities and special care facilities; providing LCHD information on emergency treatment prevention and control; and providing administrative support including maintenance of vital records.

Emergency environmental health services - services required to correct or improve damaging environmental health effects on humans including inspection for food contamination, inspection for water contamination, vector control; providing for sewage an solid waste inspection and disposal; clean up and disposal of hazardous materials and provide sanitation inspection for emergency shelter facilities.

Emergency medical services - services required to assure proper medical care for the sick and injured from the time of injury to the patient's arrival at a hospital, temporary medical facility or special care facility.

Medical examiner services - services required to assure adequate death investigation, identification and disposition of bodies; removal, temporary storage and transportation of bodies to temporary morgue facilities; notification of next of kin, and coordination of medical examiner services and unclaimed bodies disposition.

Emergency hospital services - services required to assure proper medical care and specialized treatment for patients in a hospital and the coordination of related hospital services.

Emergency mental health services - mental health crisis response and involuntary detention services and outpatient mental health services.

Incident stress management services - a group intervention and educational session for emergency service workers to alleviate stress related symptoms and minimize the harmful effects of responding to the disaster.

Hospital - a critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.

Special care facility - an intermediate care facility providing limited treatment to individuals. Special care facilities shall include private immediate care clinics, physician's offices, psychiatric care facilities, alcohol and drug treatment centers, nursing homes, hospice facilities, elderly day care homes and half way houses.

Alternate treatment facility - a sheltered *non-medical* facility temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.

Strategic National Stockpile – Federal asset composed of a number of ready-to-deploy "Push Packs" containing pharmaceuticals and equipment to treat thousands of patients affected by the highest priority disease causing agents.

VIII.   ACRONYMS

ARC	American Red Cross
ARES	Amateur Radio Emergency System
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DOC	Department Operations Center
DOH	Department of Health
DSNS	Division of Strategic National Stockpile
EOC	Emergency operations center
ESF	Emergency support function
FCC	Florida Crisis Consortium
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IMS	Incident Management System
JIC	Joint Information Center
LCHD	Florida Department of Health, Lake County
LEMS	Lake Emergency Medical Service
MCI	Mass Casualty Incident
Med 8	UHF radio frequency for hospital/EMS
Med 8/2	UHF radio frequency for public health
MMRS	Metropolitan Medical Response System
MOA	Memorandum of agreement
MRC	Medical Reserve Corps
POD	Point of dispensing
RDSTF	Regional Domestic Security Task Force
SMRT	State Medical Response Team
SNS	Strategic National Stockpile

IV.   ATTACHMENTS

Attachment 1   Responsibility Matrix

Attachment 2   ESF 8/EOC Resource Information

V.   ESF 8 ANNEX APPENDICES

Appendix 1   Special Needs Shelter Response
Appendix 2   Mass Prophylaxis/SNS Response
Appendix 3   Pandemic Influenza Response
Appendix 4   Mass Casualty Response
Appendix 5   Medical Surge Response
Appendix 6   Alternate Medical Treatment Site Response
Appendix 7   Mass Fatality Response

ATTACHMENT 1 - Responsibility Matrix for Public Health, Public Safety and Other

Key:
P = Primary Role
S = Support Role
X = No role

Role / Responsibility ➔

Agency	Activate Plan	Activate EOC	Activate JIC	Alerts & Advisories	Media Relations	Infrastructure	Medical Care	Mental Health	Surge Personnel	Facility Restrictions	Fatality Management	Animal Control	Environmental	Therapeutic Agents	Vaccine & Prophylaxis	Crowd / Traffic	Security	Tracking / Monitoring	Ad-hoc Training	Decontamination	Disposal	Rehabilitation
Public Health																						
Local CHD & CMS	S	S	S	P	S	S	S	S	S	S	S	S	S	P	P	S	S	P	P	S	S	S
State Public Health	P	S	S	P	S	S	S	S	S	S	S	S	S	P	S	S	S	P	P	S	S	S
Public Health Labs	S	X	X	S	S	S	S	X	S	S	S	S	S	X	S	X	S	S	S	S	S	S
Federal Public Health	S	X	X	S	S	S	S	X	S	X	X	X	S	S	S	X	X	S	S	S	X	X
Public Safety																						
Local Emergency Management Agency	P	P	P	S	S	P	S	S	S	P	P	S	S	S	S	P	S	S	S	S	S	P
State Emergency Management Agency	P	P	P	S	S	P	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	P
Fire Department	X	S	X	X	S	S	S	X	S	S	S	X	S	S	S	S	S	S	S	P	P	S
Emergency Medical Services	X	S	X	S	S	S	P	S	S	S	S	S	X	S	S	S	S	S	S	S	S	S
Local Police / Law enforce	S	S	S	S	S	S	X	X	S	S	S	S	S	S	S	P	P	S	S	S	S	S
State Police / Law Enforce	S	S	S	S	S	S	X	X	S	S	S	S	S	S	S	P	P	S	S	S	S	S
Local FBI Office	S	X	X	S	S	S	X	X	S	S	S	S	X	S	S	S	S	P	S	S	S	S
Local 911 / Emergency Communications	X	X	X	S	S	S	S	X	S	S	S	X	S	S	S	S	S	S	S	S	S	S
Regional Domestic Security	S	X	S	S	S	S	X	X	S	S	S	X	X	S	S	S	S	P	X	X	S	X
Other Agencies																						
Hospitals	S	S	X	S	S	S	P	S	S	S	S	S	X	S	S	S	S	S	S	S	S	S
Poison Control	S	X	X	S	S	S	S	X	S	S	X	X	X	S	S	S	S	S	S	X	X	X
Local Mental Health Services	X	X	X	X	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Veterinary and Animal Control	S	S	X	X	S	S	S	X	S	S	S	P	S	S	S	S	S	S	S	S	S	X
Red Cross / Volunteer services	S	S	S	S	S	P	S	S	P	S	S	S	S	P	S	S	S	S	S	S	S	S
Medical Examiner	X	X	X	X	S	S	S	S	S	S	P	X	S	S	S	S	S	S	S	S	S	X
Elected Officials	X	X	X	S	S	S	X	S	S	S	X	X	S	S	S	S	S	X	S	X	S	S
Public Affairs / Information Office	X	X	P	P	P	S	X	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Environmental Agencies	S	X	X	S	S	S	X	X	S	S	S	S	P	X	S	S	S	X	S	P	S	S
Public Works	X	S	X	S	S	S	X	X	S	S	S	S	S	X	S	S	S	X	S	S	P	S

ATTACHMENT 2- ESF-8 EOC RESOURCE LISTINGS

The following resource information is maintained at the Lake County Emergency Management Division office and the Florida Department of Health, Lake County.

EMERGENCY CONTACT INFORMATION

1. Florida Department of Health, Lake County Employee Mobilization Roster
2. Florida Department of Health, Lake County Mutual Aid/Agreement Letters
3. Hospital Facilities Emergency Contact Lists
4. Nursing Home Facilities Contact Lists
5. Veterinary Clinics List
6. Medical Examiner Contact List
7. Mental Health Resources Contact Lists
8. Medical Reserve Corps Volunteer Database
9. Assisted Living Facilities List
10. RDSTF 5 Health and Medical Contact List
11. Mutual Aid and Memorandum of Agreements List
12. Region and State Health and Medical Contact list

EMERGENCY ASSETS

1. Lake County Health Department Disaster Equipment Inventory
2. Special Needs Shelter Strike Team
3. Environmental Health Strike Team
4. Epidemiology Strike Team
5. Amateur Radio Operator Team

SEARCH AND RESCUE
EMERGENCY SUPPORT FUNCTION 9
(ESF 9)

PRIMARY AGENCY: Lake County Public Safety Department, Fire Rescue
                          Division

SUPPORT AGENCIES: Florida Fire Service
                          Florida Fish and Wildlife Conservation Commission
                          Lake County Sheriff's Office
                          Lake EMS
                          Municipal Fire Departments
                          Municipal Police Departments

I.   PURPOSE

The purpose of this function is to address the procedures for conducting and coordinating search and rescue actions following disasters.

II.   CONCEPT OF OPERATIONS

The Lake County Fire Rescue Division is the overall coordinator for search and rescue operations in the County. Assistance is provided by Federal, State, and/or volunteer organizations, depending on the requirements of the situation.

Conceptually, the Fire Rescue Division acts as the monitoring and coordinating agency for all search and rescue operations in the County. In the event that, (1) local government requests State coordination of search and rescue operations; (2) search and rescue requirements are multi-county in nature; (3) search and rescue operations are in conjunction with other State emergency efforts, or (4) the Governor so directs, the Division of Emergency Management may assume the responsibility for coordination.

A.   The Lake County Fire Rescue Division may meet the majority of County search and rescue requirements with some assistance from regional mutual aid partners.

B.   When it appears that their resources are inadequate, or likely to become inadequate, the Lake County Fire Rescue Division should request aid from support agencies.

C.   When it becomes apparent that a search and rescue operation is beyond the combined capabilities of local and State resources, or that specific

requirements so warrant, Federal agencies with search and rescue capabilities may be requested to provide supplementary assistance in close coordination with the Florida Division of Emergency Management.

III.   **RESPONSIBILITIES**

    A.   Search and Rescue Operations shall be directed as follows:

        1.   Air Operations Commander by: Civil Air Patrol.

        2.   Land and Water Operations by: Lake County Fire Rescue Division.

    B.   Primary and alternate operations centers from which search and rescue activities will be conducted are: the Lake County Fire Rescue Division, and the Emergency Operations Center (EOC). Maintenance and communications will be from these operations centers.

    C.   The Lake County Emergency Management Division will maintain files of, and develop agreements with, volunteer and other agencies with search and rescue capabilities. These include the Civil Air Patrol and the Florida National Guard.

    D.   Lake County Public Safety Department, Fire Rescue Division administration will be responsible for developing and maintaining mutual aid agreements with adjacent jurisdictions.

    E.   Lake County Public Safety Department, Fire Rescue Division administration will be responsible for recruiting and training search and rescue volunteers as needed.

    F.   The Emergency Management Division Manager will notify the State Watch Office of search and rescue operations and request assistance as necessary when the resources available are expended.

    G.   Search and Rescue operations shall be conducted in accordance with the established procedures of the responding agency.

    H.   Lake EMS will be responsible for the identification of suitable medical facilities for injured survivors as the situation dictates.

    I.   Placement of personnel and equipment for conducting emergency operations is the responsibility of the designated operations chief of the particular search and rescue operation.

    J.   Equipment lists are maintained by each responding agency. The Fire Rescue Division equipment available for disaster operations should be

requested through the Florida Fire Chiefs' State Emergency Response Plan (SERP).

K.   The lead agency for the search and rescue operation is responsible for maintaining the personnel accountability system for the tracking of all personnel involved in the search effort. Accountability should include initial check-in procedures, periodic checks of rescue personnel, and check-out procedures. All accountability actions should be documented on forms approved by the lead agency for this purpose.

IV.   LISTING OF AGENCIES AND VOLUNTEERS WITH SEARCH AND RESCUE CAPABILITIES

Agency/Group	Capabilities
Fire Rescue	Air
	Land
	Water
	Underwater
Civil Air Patrol	Air
	Land
Army National Guard	Land
U.S. Forest Service	Air
	Land
U.S. Park Service	Land
Florida Division of Forestry	Land
Florida Fish and Wildlife Conservation Commission	Land
	Water
Municipal Police Departments	Land
	Water
Lake County Sheriff's Office	Land
	Water
	Underwater
Municipal Fire Departments	Land
	Water
Special Skills Volunteers	

V.   PROCEDURES

A.   Identify the local lead agency for conducting search and rescue operations.

B.   Provide a listing of support agencies and volunteers with search and rescue capabilities.

C.   Describe the various operational roles for the most likely types of search and rescue operations.

D.   Identify and make provision for:

      1.   Organization of rescue squads;

      2.   Placement of personnel and equipment for conducting emergency activities;

      3.   Communications;

      4.   Identification of medical facilities for the injured and ailing survivors; and

      5.   Accountability of search and rescue personnel.

Provide the reference location of an inventory of personnel, vehicles, and equipment, other than law enforcement resources, that will be available for search and rescue operations, including the date of last revision.

HAZARDOUS MATERIALS
EMERGENCY SUPPORT FUNCTION 10
(ESF 10)

PRIMARY AGENCY: Lake County Public Safety Department, Fire Rescue
                          Division

SUPPORT AGENCIES: Florida Department of Environmental Protection
                          Lake County Public Works Department
                          Lake County Sheriff's Office
                          Municipal Fire Departments

I.   PURPOSE

A natural or other catastrophic disaster could result in a situation where hazardous materials are released into the environment. The purpose of this function is to outline procedures for responding to a hazardous materials event.

II.   COORDINATION ROLES

Lake County Public Safety Department, Fire Rescue Division – Special Operations Response Team is the response team for Lake County. The Assistant Chief of Operations is responsible for coordinating Special Operations Response Team when requested to respond.

Events that occur within city limits of municipalities will be initially responded to by those municipalities' first response units. If Lake County Fire Rescue – Special Operations Response Team assistance is needed, request is made through Lake EMS Dispatch, or the Emergency Operations Center (EOC).

III.   HAZARDOUS MATERIALS TEAMS

Local Team: Lake County Fire Rescue – Special Operations Response Team

Regional Teams: Orange County   Seminole County
                   Marion County   Brevard County

IV.   ACTIONS

A.   Preparedness

The Lake County Fire Rescue Division regularly participates in training exercises for hazardous material incidents with the Lake County Sheriff's Office, Lake EMS, state agencies, local governments, and industry.

B.   Response

Local resources are committed through coordination of ESF 10 contingent upon the magnitude of the incident. The Lake County Fire Rescue Special Operations Response Team manual identifies procedures and resources for handling hazardous substances incidents.

C.   Recovery

1.   The initial responsibility for assessing the impacts or the potential impacts of a release rest with the owner/operator of the facility.

2.   Upon arrival of response personnel, the responsibility for assessing the impacts or the potential impacts of a release will be assumed by the lead agency.

3.   If it is determined by the lead agency that the incident is beyond their capabilities, the Emergency Management Division Manager or designee will be contacted and the EOC activated as appropriate.

4.   Assessment capabilities may be provided by the following support agencies: the Lake County Fire Rescue Special Operations-Hazardous Materials Team, Lake County Sheriff's Office and Lake EMS. They may be assisted by the Lake County Departments of Community Safety and Compliance, Public Works, and/or the Florida Department of Health, Lake County.

5.   Additional assistance and support in assessing the environmental and public health consequences can be obtained from the State of Florida Departments of Environmental Regulation and Health and Rehabilitative Services.

6.   If necessary, the U.S. Environmental Protection Agency may be called upon.

D.   Mitigation

The Lake County Fire Rescue Division will provide persons with appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters. Typical areas of expertise would be hazardous materials and hazardous waste.

V.   PROCEDURES

See Lake County Fire Rescue Special Operations Response Team (SORT) Manual.

FOOD AND WATER
EMERGENCY SUPPORT FUNCTION 11
(ESF 11)

PRIMARY AGENCY: Lake County Public Resources Department, Parks
                          and Trails Division

SUPPORT AGENCIES: Lake County Fiscal and Administrative Services
                          Department
                          Lake County Growth Management Department
                          Lake County Fire Rescue Division
                          Emergency Operations Center ESFs:
                          ESF 1; ESF 5; ESF 6; ESF 7; ESF 8; ESF 9; and ESF
                          15

I.   INTRODUCTION

A.   Purpose

The purpose of this ESF is identifying the need for food and water prior to
and in the aftermath of a disaster or emergency and coordinating the
transportation and distribution of such supplies to the disaster area. Food
supplies obtained and distributed by ESF 11 will be dispensed to the
disaster victims through coordination with ESF 1, ESF 4, ESF 5, ESF 6,
ESF 7, ESF 8, ESF 9, and ESF 15.

B.   Scope

The scope of this ESF is to be responsible for the distribution of needed
food supplies (i.e. food, water, etc.) for feeding disaster victims. To
accomplish this function, activities will be undertaken to:

1.   Coordinate with ESF 4, ESF 5, ESF 6, ESF 7, ESF 8, ESF 9, and
      ESF 15, to identify the number of people without food and safe
      drinking water.

2.   Inventory food products/quantities and identify sources to obtain
      additional needed supplies.

3.   Ensure sufficient storage space to store food supplies.

4.   Coordinate with ESF 1 the transportation of food shipments to warehouses, distribution sites, feeding sites, and pantry locations.

C.   Planning Assumptions

1.   Following a major or catastrophic disaster, there may be widespread damage and destruction to the infrastructure and homes/buildings resulting in transportation routes being impassable; widespread and prolonged power outages; and contaminated drinking water.

2.   Thousands of evacuees may be lodged in shelters within the disaster area.

3.   Normal food processing and distribution capabilities will be disrupted.

4.   As a result of power outages, many commercial cold storage and freezer facilities within the impacted area will be inoperable.

5.   Shelters should have food and water supplies to manage for 72 hours after the disaster.

6.   Damage projection models will be used to forecast damage and disaster consequences. Included in this information will be calculations to identify the number of people to be impacted. This ESF will use these calculations and projections to estimate food needs, quantities and to project the duration of mass feeding activities.

7.   The County Human Needs and Damage Assessment Teams will report on immediate human needs assessment (food, water, health/medical and housing) and the condition of the infrastructure (transportation, communications and utility systems).

8.   Large bulk quantities of food supplies purchased, solicited, or donated will be coordinated by this ESF. Donations of non-perishable food items will be sorted and palletized for coordination and distribution by this ESF.

9.   Assistance from the State EOC will be requested after all other resources have been used to assist with the distribution of food supplies and/or warehouse operations.

II.   CONCEPT OF OPERATIONS

A.   General

ESF 11 will operate under existing Emergency Management authorities and regulations and the Lake County Comprehensive Emergency Management Plan as amended, to provide disaster food supplies to designated disaster staging areas and distribution sites.

Following a notification of a major disaster or emergency, ESF 11 will be staffed at the local EOC 24 hours daily. At this time, requests for food and water, including types, amounts and destinations, will be processed through this ESF. Food and water assistance requests will be forwarded to the State EOC to coordinate efforts to obtain and transport food via ESF 7.

Whenever possible, this ESF will use damage projection models to calculate the number of people that may be impacted to assess the amount of food and water needed to meet the anticipated demand. If additional food supplies are needed, this ESF will obtain and arrange with ESF 1 transport of such supplies to the disaster or staging areas. Additional information on the number of people in need of food and water will be obtained from the Damage Assessment Teams, county officials and ESFs 5 and 6.

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

ESF 11 will coordinate with ESF 3, which is responsible for potable water. If needed, a State Representative from ESF 3 responsible for potable water will be requested to join the local ESF 11 to help expedite and coordinate retrieving ample water.

B.   Organization

Upon activation of this ESF, the Food Distribution Officer or their designee will be responsible for ensuring all food and water concerns are addressed. Additional support agencies and organizations may be utilized and will be tasked either to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications means (telephone, FAX, Conference, etc.).

C.   Notification

1.   Upon the occurrence of a potential major natural disaster or man-made event, Lake County Emergency Management will notify the primary contact person for this ESF.

2.   This notification will probably be made via telephone or pager. Such notification could be to: advise of the potential for a disaster; report to the local EOC or to update information. The Operations Officer for the ESF will notify all support agencies and may request they report to the EOC.

III.   RESPONSIBILITIES

A.   Primary Agency: Lake County Public Resources Department, Parks and Trails Division

Responsibilities:

1.   Coordinate with Emergency Management, local officials, and ESF 5 and 6 to determine food and water needs for the population in the affected area.

2.   Provide updated information to ESF 5 on a regular basis.

3.   Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.

4.   Provide daily information to ESF 5 on the amount of food and water distributed.

5.   Maintain records of the cost of supplies, resources and man-hours needed to respond to the disaster. Monitor the number of distribution sites providing food and water to disaster victims.

B.   **Support agencies**: Lake   County   Fiscal   and   Administrative Services Department
Lake County Growth Management Department
Emergency Operations Center ESFs:
ESF 1; ESF 4; ESF 5; ESF 6; ESF 7; ESF 8;
ESF 9; and ESF 15

Responsibilities:

1.   Coordinate with ESF 5 to identify and assess the requirements of food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.

2.   Coordinate with ESF 7 to assist with food solicitation and purchasing of food supplies. Provide couriers to pick up order

forms, menus, meal counts and other support activities.

3.   Coordinate with ESF 4, ESF 6, ESF 8, and ESF 15 to assist with distribution of bulk and household food supplies.

4.   Provide inventories of available food supplies.

IV.   ACTIONS

A.   Response Initial Actions

1.   Inventory food and water supplies and coordinate with ESF 6 to identify the number of people in shelters and others in need of food and water.

2.   Monitor water contamination in the disaster area and estimated water needs and quantities.

3.   Identify the locations of all mass feeding and food distribution sites.

4.   Assess storage space and needs for staging areas.

5.   Coordinate with ESF 15 identifying food donations and incorporate the food donations into the food supply.

6.   Monitor and coordinate the flow of the food supply into the disaster area.

B.   Recovery Initial and Continuing Actions

Initial and continuing response actions will flow into the recovery phase of operations and will be assessed and updated as needed based on new information as it becomes available.

ENERGY – "Electricity"
Emergency Support Function 12
(ESF 12)

PRIMARY AGENCY: Lake County Facilities & Fleet Management Department

SUPPORT AGENCIES: City of Leesburg
City of Mt. Dora
Clay Electric Services
Lake County Community Services Department
Lake County Fiscal & Administrative Services Department
Duke Energy
Public Service Commission
Sumter Electric Cooperative

I.   INTRODUCTION

A.   Purpose

Liaison for coordinating the restoration of electric energy systems.

B.   Scope

1.   Ensure that the appropriate agencies are assessing damage to energy   systems, supply, demand, and requirements to restore such systems.

2.   Assisting local governments in determining priority of utility system restoration.

3.   Recommend local actions to conserve electricity.

4.   Coordinate with Local, State, and Federal Agencies providing facts and information concerning energy resources.

5.   Relay technical service information concerning energy systems.

6.   Relay all energy assistance requests from the Lake County Emergency Operations Center (EOC) to the appropriate support agency.

C.   **Organization**

1.   All utilities coordinate with the ESF 12 representative in the EOC. The ESF 12 position falls within the Logistics Section in the Incident Command System.

2.   The ESF 12 representative is responsible for maintaining 24-hour operations in the EOC, and maintains documentation as to the status of damages and progress being made towards restoration.

II.   **RESTORATION PRIORITIES**

A.   **Critical Customers**

1.   Utilities maintain a classification system for all utility customers, arranged and categorized according to emergency response priority. In all planning, critical facilities, as listed with the Lake County Emergency Management Division, should be included as top priorities for restoration, especially those that involve the lives and safety of the citizens of Lake County.

2.   The following is a general listing of priorities:

   a.   Hospitals and medical facilities.

   b.   Water and wastewater facilities.

   c.   Central food, cold storage and distribution centers.

   d.   Police, fire and other essential public services.

   e.   Emergency Broadcast Systems and centralized communications systems (primarily telephone).

   f.   Public buildings used as public shelters.

   g.   Schools, colleges and industrial and commercial customers.

   h.   Customers depending on life support systems.

B.   **Major Electric Utility System Facilities**

Major facilities of the electric utility system must be protected from the effects of an emergency or disaster situation. The following is a list of major facilities in priority order within most utilities:

1.   Transmission & Associated Substations.

2.   Sub-transmission & Associated Substations.

3.   Distribution Feeders.

4.   Distribution Laterals.

C.   Assignment of Responsibilities

1.   System Control System

Each utility may designate a system control area as the primary location for their company to coordinate emergency restoration activities. Should this facility be unavailable for use, it is the responsibility of the company to designate an alternate site and notify the EOC of the location and methods of communication.

2.   System Control Functions

These sites will be used for management of all emergency operations for that utility company with the following functions:

a.   Dispatching and radio communications.

b.   Telephone Information.

c.   Trouble Analysis.

d.   Minor Repair.

e.   Support Services.

f.   Personnel and resource management, including scheduling of personnel and timekeeping.

g.   Scheduling of line crews and tree crews, including mutual aid personnel.

III.   SITUATION

A.   Disaster Condition

Energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation capacity shortage, and/or transmission limitation.

B.   Planning Assumptions

1.   During periods of abnormal weather, or in the event of multiple unanticipated generating unit outages, there may be occasional times when generating capacity is limited, or falls below customer demand.

2.   There may be widespread and prolonged electrical power failure. With no electric power, communications will be affected; traffic signals will not operate, causing surface movement gridlock. Such outages will impact on other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.

3.   The lead agency of this ESF, upon notification of a potential or actual electrical generating capacity shortage, or actual or potential fuel shortages, shall communicate and coordinate with State and Local support agencies when prioritizing emergency support and energy restoration.

C.   Goals

1.   To provide a plan for the quickest possible means of restoring the electric utility system, and in a manner that is consistent with public safety and good industry practice.

2.   To clearly define restoration priorities and detail a system-wide power restoration strategy.

3.   To provide a plan which can be adjusted to the severity of the emergency.

4.   To provide a detailed resource management program, including the management of personnel, materials, and equipment under emergency conditions.

5.   To define an organizational structure and functional responsibilities that must be met for effective restoration of electric service.

6.   To provide for appropriate public relations through news release to media, telephone contact, and personal encounter.

D.   Statewide

In Lake County, the ESF 12 is served by Duke Energy, Sumter Electric Cooperative (SECO), Clay Cooperative, City of Leesburg and City of Mt. Dora. Each agency has a predetermined emergency plan to follow, depending on the type of storm/disaster, and the amount of damage done to their respective facilities.

E.   Notification

1.   Upon activation of the EOC, the EOC Manager or Logistics Section Chief will notify the Representative for ESF 12, who will respond to the EOC.

2.   The ESF 12 representative will make notification to their respective agencies, and other ESFs for coordination for operations as necessary.

F.   Response Actions

1.   Conduct initial assessment of system and generation capabilities.

2.   Coordinate with ESF 12 Support Agencies to establish priorities and develop strategies for the initial response.

3.   Maintain communications to update the EOC and the public on restoration efforts as well as safety messages regarding downed lines and use of portable generators.

IV.   RESOURCES

A.   Lake County Coordination with the Utility Companies

1.   The utility companies maintain a listing of their available resources and mutual aid resources through other utilities. At the time their resources are expended, they should contact the ESF 12 representative to coordinate the requesting of additional resources through ESF 7 – Resources.

2.   If additional resources cannot be obtained locally, a request will be made to the ESF 7 representative or Logistics Section Chief (who will work through the State Liaison, if one is assigned, to the State EOC).

3.   Coordination through the Logistics Section if the EOC allows the tracking of requests and receipt of resources. Large resources will be staged at a location to be determined at the time of the incident/event and will receive their assignments from there.

B.   Utility Company Representatives

It is recommended that at the time resources are requested from the State, that the utility companies provide a representative at the staged location (to be determined at the time of the incident/event) for coordination and allocation of units.

V.   REFERENCES

A.   Emergency Plans

1.   A copy of the City of Leesburg's Plan has been requested.

2.   A copy of the City of Mt. Dora's Plan has been requested.

3.   A copy of Sumter Electric's Emergency Plan is provided in the EOC with Agency Procedures.

4.   A copy of Progress Energy's Emergency Plan has been requested.

5.   A copy of Clay Electric's Emergency Plan has been requested.

B.   Florida Statutes

1.   Chapter 377

2.   Chapter 366

ENERGY – "Fuel"
Emergency Support Function 12
(ESF 12)

PRIMARY AGENCY: Lake County Facilities & Fleet Management Department, Fleet Management Division

SUPPORT AGENCIES: RC Dunn Oil Company
TransMontaigne (ComData)

Astatula (Town of)	Clermont (City of)
Eustis (City of)	Fruitland Park (City of)
Howey-in-the-Hills (Town of)	Groveland (City of)
Lady Lake (Town of)	Leesburg (City of)
Mascotte (City of)	Minneola (City of)
Montverde (Town of)	Mount Dora (City of)
Tavares (City of)	Umatilla (City of)

Lake County Fiscal & Administrative Services Department
Lake County Public Safety Department
Lake County Public Works Department
Lake County Sheriff's Office
Lake County Schools

I.   INTRODUCTION

A.   Purpose

Coordinate the storage / availability of fuel.

B.   Scope

1.   Ensure that the appropriate agencies are assessing damage to fuel systems, fuel supply, fuel demand, and requirements to restore fuel availability.

2.   Assisting local government agencies in determining priority of fuel needs.

3.   Recommend local actions to conserve fuel.

4.   Coordinate with Local, State, and Federal Agencies providing facts and information concerning fuel resources and availability.

5.   Relay all fuel information to the Lake County Emergency Operations Center (EOC).

D.   Organization

1. All municipalities coordinate with the ESF 12 representative in the EOC. The ESF 12 representative falls under the Logistics Section in the Incident Command System.

2. The ESF 12 representative is responsible for maintaining 24-hour operations in the EOC, and maintains documentation as to the status of damages and progress being made towards fuel availability, usage, and storage.

II. RESTORATION PRIORITIES

A. Critical Customers

1. Maintain a classification system for all fuel customers, arranged and categorized according to emergency response priority. In all planning, critical facilities, as listed with the Lake County Emergency Management Division, should be included as top priorities for restoration, especially those that involve the lives and safety of the citizens of Lake County.

2. The following is a general listing of priorities:

a) Law Enforcement
(1) Lake County Sheriff's Office

(2) Municipal Police Departments

b) Emergency Medical Services
(1) Lake EMS

c) Public Safety
(1) Lake County Public Safety Department

(2) Municipal Fire Departments

d) Public Works
(1) Lake County Public Works Department

(2) Municipal Public Works Departments

e) Environmental Services

(1) Municipal Environmental Services

B. Major Fuel System Facilities

Major fuel systems must be protected from the effects of an emergency or disaster situation. The following is a list of major facilities in priority order:

1.   Lake County BCC – Astatula Fuel Site

2.   Lake County BCC – Minneola Fuel Site

3.   Lake County BCC – Umatilla Fuel Site

4.   Lake County BCC – Leesburg Fuel Site

5.   Lake County BCC – Public Safety Fuel Sites

6.   Lake County BCC – Public Works Fuel Sites

7.   Lake County BCC – Facilities Fuel Sites

8.   Lake County Sheriff's Office – Fuel Sites

9.   Lake County School Board – Fuel Sites

10.   Municipality – Fuel Sites

11.   RC Dunn Oil Company (Groveland)

12.   Local Fuel Stations (accepting MasterCard)

13.   All Vehicles Able to Transport Fuel

C.   Assignment of Responsibilities

1.   System Control Systems

a)   Each agency is responsible for its own fuel. It is the responsibility of each agency to notify the EOC it they have an excess or shortage of fuel.

b)   The ESF 12 Representative is responsible for tracking the availability of fuel from the various support agencies.

III.   SITUATION

A.   Disaster Condition

Fuel shortage conditions are those in which the supply of fuel to customers could be in jeopardy due to either capacity shortage, and/or transportation limitation.

B.   Planning Assumptions

1.   During periods of abnormal weather, or in the event of multiple unanticipated generating fuel shortages, there may be occasional times when capacity is limited, or falls below customer demand.

2.   There may be widespread and prolonged fuel shortages. Such shortages will have an impact on other public health and safety services, including transportation.

3.   The primary agency of this ESF, upon notification of a potential or actual fuel shortage, shall communicate and coordinate with appropriate support agencies including State and Local agencies when prioritizing fuel availability.

C.   Goals

1.   To provide a plan for the quickest possible means of restoring the availability of fuel in a manner that is consistent with public safety and good industry practice.

2.   To clearly define restoration priorities and detail a system-wide strategy.

3.   To provide a plan which can be adjusted to the severity of the incident/event.

4.   To provide a detailed resource management program, including the management of personnel, materials, and equipment under emergency conditions.

5.   To define an organizational structure and functional responsibilities that must be met for effective restoration of fuel.

6.   To provide for appropriate public relations through news release to media, telephone contact, and personal encounter.

D.   Statewide

In Lake County, the ESF 12 (Fuel) is served by RC Dunn, TransMontaigne (ComData), Lake County Board of County Commissioners, Procurement Services Section – Fleet Management Division, municipalities of Lake

County with fuel sites and local gas stations. Each agency has a predetermined emergency plan to follow, depending on the type of storm/disaster, and the amount of damage done to their respective facilities and supplies.

E.   Notification

1.   Upon activation of the EOC, the Emergency Management Division Manager or Logistics Section Chief will notify the Representative for ESF 12, who will respond to the EOC.

2.   The ESF 12 representative will make notification to their respective agencies, and other ESFs for coordination for operations as necessary.

F.   Response Actions

1.   Conduct initial assessment of fuel systems.

2.   Coordinate with ESF 12 Support Agencies to establish priorities and develop strategies for the initial response.

3.   Maintain communications to update the EOC on restoration efforts as well as safety messages regarding fuel availability.

IV.   RESOURCES

A.   Lake County Coordination with the Fuel Companies

1.   At the time County resources are expended, requesting of additional resources will be coordinated through the Resource Unit (Logistics Section), using ESF 7 - Resource Support as the guideline.

2.   If additional resources cannot be obtained locally, a request will be made to the ESF 7 Representative or Logistics Section Chief (who will work through the State Liaison, if one is assigned, to the State EOC).

3.   Coordination through the Logistics Section if the EOC allows the tracking of requests and receipt of resources. Large resources will be staged at a location to be determined at the time of the incident/event and will receive their assignments from there.

V.   REFERENCES

A.   Emergency Plans

1.   Fleet Management Plan for Fuel.

2.   List of Municipality Fuel Sites – Tank Information.

3.   List of vehicles able to transport fuel.

MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION 13
(ESF 13)

PRIMARY AGENCY: Lake County Sheriff's Office
                            Florida National Guard (FLNG)

SUPPORT AGENCIES: Civil Air Patrol

I.   PURPOSE

The purpose of this function is to describe the procedures that need to be taken to request military support through the State Emergency Operations Center (SEOC).

II.   REQUEST FOR MILITARY SUPPORT

A major or catastrophic disaster may necessitate the use of the military resources of the Florida National Guard (FLNG). Once the decision is made that military support is needed, a request will be made to the SEOC through Resources (ESF 7).

III.   LOCAL INTERFACE

Local interface with FLNG for impact and damage assessment will be in accordance with the Rapid Impact Assessment Team (RIAT) and Damage Assessment Procedures.

IV.   FLNG LIAISON

The county liaison from the FLNG will be responsible for coordinating resource needs for the FLNG and advising the Logistics Section in the EOC of those needs. Needs may include transportation, guides, food, water, ice, and shelter.

PUBLIC INFORMATION
EMERGENCY SUPPORT FUNCTION 14
(ESF 14)

PRIMARY AGENCIES: Lake County Communications Department

SUPPORT AGENCIES: Lake County Sheriff's Office
                           Florida Department of Health, Lake County
                           Lake County Emergency Management Division
                           Lake County Municipalities
                           Lake EMS
                           American Red Cross
                           Other County Departments/Agencies
                           Lake County Hospitals
                           Lake County Schools

I.   INTRODUCTION

Lake County is subject to various natural, technological, and human-caused disasters. At times of disaster, residents need immediate and accurate information regarding the emergency. Timely information enables residents to protect themselves and their property, as best they can, from the disaster.

A.   Purpose

This annex provides guidelines for disseminating information to the public regarding emergencies and for providing information management during an emergency.

Public information is the use of all available means to provide residents with a description of the actions to be taken should a disaster threaten. Information includes data on the background and type of disaster, combined with the what, who, when, and why, if disaster is imminent.

In time of emergency, the public will be informed of the measures being taken to deal with the emergency, including all governmental decisions, recommendations, and instructions. Accurate information becomes vital when the public may otherwise accept rumors, hearsay, and half-truths that could cause panic, fear, and confusion. A flow of clear, concise, statements is imperative regarding disaster conditions and relief services available.

B.   **Scope**

Emergency public information and related functions will be accomplished in three phases:

1.   **Non-Emergency**

Information disseminated during non-emergency operations includes written disaster preparedness materials, public speaking engagements, news releases, news features, and radio and television public service announcements. This information is designed to instruct residents of potential hazards, and individual responsibilities and actions which can be taken to minimize loss of life and property during a disaster.

Ongoing activities also include the development of working relationships with media personnel and organizations to facilitate prompt accurate news coverage of disaster operations.

2.   **Emergency Information**

Emergency information begins with a determination by appropriate authorities that conditions, which could result in an emergency situation, are present or probable impact on the threatened area will occur. Emergency public information and instructions will become specific, and accurate accounts of the existing situation will be primarily directed toward the survival, health and safety of the population within the disaster area.

3.   **Post Emergency**

This phase begins after the disaster impact and continues until the needs for recovery and rehabilitation are satisfied. Releases will give estimates of conditions, what is being done to alleviate the problems, and descriptions of emergency assistance available, including where and how disaster survivors may apply for such assistance.

II.   CONCEPT OF OPERATIONS

A.   General

1.   Policy

A Joint Information System (JIS) / Joint Information Center (JIC) will be activated under the National Incident Management System (NIMS).

2.   Functions

Lake County is dependent upon the media for getting disaster warnings and information to the public. When a warning needs to be issued to residents and visitors, without prior information advising residents to monitor the media, the Emergency Alert System (EAS), cable override, and the National Oceanic and Atmospheric Administration (NOAA) Weather Wire System will be activated. Additional information dissemination systems include Lake County Emergency Management's Citizens Information Line, the TDD Hearing Impaired Line at 911 Dispatch, the County's Emergency Notification System, the Sheriff's Senior Watch program and the Multilingual Committee.

All initial warnings will advise residents and visitors to continually monitor the media for further updates and information. Thereafter, information will be released through the Joint Information Center (JIC) as described further in this annex.

3.   Non-Emergency

The Lake County Emergency Management Division is responsible to coordinate, develop, and provide preparedness programs. These programs address the risks/hazards affecting the Lake County area (i.e. tropical weather, severe weather, hazardous materials, flooding, forest/wildland fire, major structural fire, sinkholes, and severe temperature hazards).

Lake County is in EAS Operational Area 7, which includes eight (8) counties.

Programs targeting the at-risk public will include live presentations, dissemination of written materials (brochures, newsletters, posters, etc.), public service announcements and proactive media relations.

The Lake County Communications Department will be responsible to develop a good working relationship with the local media through routine contacts. A media list updated no less than every six months will be maintained in a daily media notebook and the Emergency Information Guide.

The Lake County Communications Department is responsible to develop and maintain the public information plans and procedures for times of emergencies/disasters, this is to include updating media list, contact lists, training, public information materials, and methods of dissemination.

The Lake County Emergency Management Division will develop community relationships with groups and agencies that will promote public awareness to preparedness issues as well as develop policies and procedures for emergency activation.

4.   **Emergency**

The Lake County Communications Department, Public Information Officer takes on the role as Public Information Officer (PIO) during times of emergencies/disasters. The PIO will be directly involved in warning the public. During major emergencies, the PIO will fully mobilize and disseminate emergency instructions and information to the public in the following order of priority:

a)   Lifesaving/health preservation instructions.

b)   Emergency status information.

c)   Other useful information, originated by the government or in response to media inquiries.

When an incident occurs that prompts activation of Incident Command, the JIS will be activated. The decision by the PIO supporting Incident Command to activate the JIS is based on the complexity of the situation and the need to ensure coordination and integration of messages.

In both the response and recovery phases, the Lead PIO will establish a Joint Information Center (JIC) and will designate the Lake County Board of County Commission Chambers or the Emergency Communications and Operations Center as sites for the media.

The Lead Public Information Officer, with assistance from the Emergency Management Division, will set up the Citizens Information Line (CIL) with available staff. It is the responsibility of the PIO to assure the accuracy and timely update of information disseminated by the CIL staff. The Lake County Emergency Management Division's published phone number acts as the Citizens Information Line during times of emergencies or disasters and will be staffed 24-hours a day until EOC operations have deactivated. The availability of this number and staffing will be publicized through the media during the activation. In addition to the CIL, the Lake County Sheriff's Office Communications Center will also receive the same information to accurately disseminate information through the County's TDD Hearing Impaired line and through the Sheriff's Senior Watch Program.

B.   Direction and Control

1.   <u>Coordination Between Agencies</u>

It is essential that the Emergency Public Information activity be recognized as a coherent system. A current contact list of area public information officers (designees) for local agencies and organizations will be maintained throughout the year (see Resource-Appendix 1). The Public Information Officer will assess the need for additional PIOs for emergency/disaster incidents. Contact will be made to affected areas to assess needs and offer assistance. The State Emergency Operations Center – ESF 14 will be contacted if further assistance is needed. A Joint Information Center (JIC) can be opened should the need arise. Space for a JIC can be opened in the County Administration Building in conjunction with the Emergency Communications and Operations Center. Other locations may be necessary depending on the location of the specific incidents.

Training for local PIOs will be made available through the Lake County Emergency Management Division or the Lake County Communications Department as needed or requested during the year.

C.   Notification and Warning

1.   **Primary Agency and Staff**

The Emergency Management Division will notify EOC staff of activation. Notification means will depend on time of day. Primary means of notification of senior staff is the email contact group, then

call down of additional personnel. The Lake County Emergency Management Division personnel, and volunteers will be immediately notified of activation, in order to staff the Citizens Information Line when necessary. Once the PIO has established the need, the back-up PIO will be notified as to when and where to report to duty. All EOC PIOs will adhere to a twelve-hour shift schedule. An area will be designated for off-duty rest and nourishment.

2. Notification and Warning of Support Agencies

In the event of a full-scale emergency, PIOs from the sheriff's office, Lake EMS, local hospitals, and ancillary agencies will be contacted to coordinate information pertinent to their agencies. In some cases, PIOs from affected agencies would activate together in the most appropriate location, on-scene, or in an area adjacent to the most appropriate EOC. Notification will be made through phone, fax, dispatch communications, and/or individual pagers.

The news media would be notified of the location and contact numbers of the PIO(s) involved. A media center would be established for the convenience of the PIO(s) and the media.

D. Response Actions

1. Information Dissemination

a) During smaller scale operations when the Emergency Operations Center (EOC) is not activated, information will be disseminated using the following methods:

(1) On-Scene Public Information

When an incident has occurred and response is limited to the scene, the Public Information Officer will respond to media inquiries regarding operations. If public action is required through the media, the coordinator, with the guidance of the division or the Incident Commander will coordinate the release of information.

(2) Telephone Inquiries

When an incident occurs, media inquiries may be handled over the telephone by the responsible

department or the Lake County Communications Department.

(3)   Facsimile (FAX) Notification

The Lake County Communications Department has programmed the FAX numbers of all media outlets, as well as surrounding County Public Information Officers and dispatch communications fax numbers. Written public information materials may be disseminated to all outlets.

(4)   NOAA Weather Wire

Information can be disseminated directly to the public through the NOAA Weather Wire Service. Emergency Management may provide the National Weather Service in Melbourne, FL with a written bulletin. The Weather Service will then retransmit that information verbally over their frequencies. Residents with a weather alert radio will receive a tone activating their radio and then the message.

b)   Large Scale Emergencies

In the event of a large-scale emergency prompting public notification, activation of the Emergency Alert System (EAS), and when necessary, the issuance of evacuation orders, a Joint Information Center (JIC) will be activated. The Lake County Communications Department and the Lake County Emergency Management Division will activate ESF 14 Public Information in the EOC or appropriate location. All affected local PIOs will be notified as to the operations location. The media will be notified as to the activation and location of EOC or JIC.

c.   Citizens' Information Line

The Citizens' Information Line (CIL) will be activated as soon as the Incident Commander or the Lake County Emergency Management Division determines the need. Once a need has been established, the normal Emergency Management operating line, will be staffed by designated employees and/or volunteers to answer calls from the public. The CIL will be activated with staff 24-hours a day until it is

determined that the immediate danger is over and/or operations have ceased.

2.   Media Facilities

a.   The Joint Information Center will be set up at an appropriate location determined by the Lead PIO.

b.   All media personnel will log in at the BCC Chambers on the second floor of the County Administration Building, Emergency Communications and Operations Center or other designated area, and be escorted upon arrival. Media representatives will wear their press pass badge at all times.

c.   Photographic or camera crews will be allowed reasonable access to EOC operations when deemed appropriate by the Emergency Management Division Manager or designee and the PIO. At times, only a pool camera/video may be allowed.

d.   Interviews will be conducted away from the EOC room and other main working areas, preferably in the BCC Chambers, a location determined appropriate at the Emergency Communications and Operations Center or other office space, to eliminate interruptions of work in progress.

3.   Scheduled Media Briefings

The Lead PIO, in conjunction with the Incident Commander, will schedule a minimum of one media briefing per day to be held at a time when the pertinent information can have the best possible media/public exposure (3 p.m.). The next scheduled briefing will be posted in the media area.

a.   The Lead PIO and/or ESFs will conduct any additional media briefings as often and in whatever form necessary.

b.   The Lead PIO can arrange additional briefings at the request of the Incident Commander.

4.   Media Activity with Departments

ESF members will not speak to members of the media.   Individual departmental/agency interaction with the media will be governed by the by the media policies established within this plan or by specific

orders from the County Manager, Incident Commander, or Emergency Management Division Manager.

5. Media Access to Elected Officials

Should it become necessary for the Governor, State Legislators, or County or municipal commissioners to enter the EOC, the media will be allowed access to them through the Lead PIO.

If, in the opinion of the Lead PIO and the Incident Commander, the presence of these individuals and the media begin to compromise the work in progress at the EOC, the County Manager, Incident Commander, or Emergency Management Division Manager may request that these activities be moved to another location in the Emergency Communications and Operations Center or to the Commission Chambers or other appropriate location.

6. Citizens' Information Line Operations

The Citizens' Information Line (CIL) may be staffed with up to 12 operators per shift. Citizens' Information Line staff consists of personnel from the Lake County Community Services Department.

All phone stations will be equipped with a laptop and access to white board CIL Information Book. The CIL will receive all media releases and pertinent EOC updates by the PIO for dissemination to the calling public. The CIL operators will provide information based on the information officially provided by the Lead PIO or designee. The CIL operators will not speculate or play "what if" with this information.

The CIL Supervisor or designee will attend all situation briefings and disseminate information acquired (verbally and through the situation report) to the operators.

Once an operator has detects a pattern concerning the same issue, he/she will advise the CIL Supervisor. The CIL Supervisor will coordinate with the PIO on duty to prepare a news release to address the issue.

If a caller asks a question which cannot be answered by the CIL staff based on the official information, the operator will complete an EOC message form and give it to the supervisor. The supervisor will ensure the message is delivered to the message center.

a) Health and Welfare Inquiries

In a mass casualty disaster, the CIL may receive calls from friends and family members concerned about the welfare of their loved ones. CIL operators should not respond directly to these inquiries. Health and Welfare inquiries will be noted on the EOC message form and provided to the appropriate agency as noted below.

(1) Locate and Notify

Inquiries into the whereabouts of a person(s) requiring a search to locate the person(s) or match name to known casualties should be provided to ESF 16, Law Enforcement. Notification to family regarding death or injury would only be handled by the agency assigned by ESF 16 or in conjunction with ESF 14.

(2) Messages

Messages for residents whose whereabouts are known should be passed to the RACES team for amateur radio or American Red Cross follow-up.

b) Offers/Requests for Assistance

Callers offering supplies, equipment or volunteer labor should be referred to ESF 15, Volunteers and Donations. If ESF 15 telephone lines are busy, the caller's name and call back telephone number and brief description of their donation should be noted on an EOC Message Form and given to the supervisor for dissemination.

Callers requesting assistance who are unable to access established programs, should also be referred to ESF 15, Volunteers and Donations, following the procedures covered above.

1. Joint Information Center (JIC)

In the event of a catastrophic event, public information teams from the State of Florida and the Federal Emergency Management Agency (FEMA) may respond to the disaster area. If Lake County is the only county impacted, a Joint Information Center (JIC) will be established.

If the event impacts more than one county, the JIC may be set up at the Joint Field Office (JFO) or other centralized location. The Lead PIO will report to the JIC leaving an Operations PIO to de-escalate activities in the JIC.

III. RESPONSIBILITIES

A. Lake County Information Outreach Division

Lake County Information Outreach has the ultimate responsibility for the release of emergency public information for a disaster which threatens the public safety. Lake County Emergency Management coordinates the dissemination of emergency education information during non-emergency operations. Lake County Information Outreach maintains or arranges for:

1. The Joint Information Center (JIC);

2. Contact with media representatives;

3. ESF 14 Annex to the CEMP.

Lake County Information Outreach may act as the Lead PIO for smaller scale incidents at the request of the County Administrator, Incident Commander, or Emergency Management Director.

B. Director of Emergency Management

The Director of Emergency Management will notify the Lake County Information Outreach of the emergency and give instructions. The primary team consists of the Lead PIO and the designated support PIOs. During a full-scale emergency, other support personnel including PIOs from other departments and the staff of the Citizens Information Line (CIL) will be notified.

C. Lead PIO

The Lead PIO is the "official" spokesperson for the release of public information. All information will be coordinated and approved by concerned agencies and departments and released by the Lead PIO.

The designated "back-up" Lead PIO will be contacted and, if necessary, act as Lead PIO for the second twelve-hour shift. This schedule will continue throughout the duration of the emergency response and recovery phases. The Lead PIO will:

1. Ensure that the Joint Information Center (JIC) is fully set up and staffed with necessary PIOs for 24-hour coverage;

2. Notify PIOs from other departments of the EOC's activation and ensure that these PIOs are present at the EOC when appropriate;

3. Ensure that the Joint Information Center is fully equipped;

4. In consultation with the Incident Commander and/or Emergency Management Director, establish media policy and review all news releases;

5. Ensure that other PIOs on duty and the news media are briefed on a regular basis;

6. Be the official spokesperson for Lake County;

7. Keep the Incident Commander informed of developments during the emergency;

8. Establish policies on the use of the Emergency Alert System (EAS);

9. Ensure that arrangements have been made to accommodate the media;

10. Attend operational briefings; prepare news releases/situation reports for dissemination based on those meetings;

11. Brief the CIL staff in writing and meet with staff as needed;

12. Send out all news releases to media outlets, municipalities, agency PIOs, EOC Section Leaders, dispatch communications centers;

13. Monitor and file all incoming messages, weather bulletins, briefing papers, and other incoming paperwork;

14. Schedule media briefings in the JIC and phone interviews with broadcasting stations;

15. Maintain information board in JIC or designated area;

16. Prepare list of persistent rumors/questions needing to be addressed through news release or public statement, notify Incident Commander, address accordingly;

17.   Ensure through Facilities Management equipment in JIC is in working order;

18.   Coordinate information with outside agency PIOs.

D.   Other Agency PIOs

1.   Draft news releases concerning respective areas, give copy to Lead PIO;

2.   Assist Lead PIO as assigned.

E.   Citizens Information Line (CIL) Supervisor

The appointed CIL Supervisor for each shift will coordinate with ESF 5, Information and Planning, and ESF 14, Public Information, to ensure that the most current information is always available to citizens.

1.   Ensure that the CIL is equipped and supplied.

2.   Ensure adequate staffing of the CIL to respond to questions from the public via telephone.

3.   Ensure that all calls and questions are logged.

4.   Inform PIO of any rumors or misinformation detected or trends in calls.

5.   Ensure that CIL staff is briefed with the latest situation reports and news releases.

IV. ONGOING PUBLIC INFORMATION PROGRAMS

A. Media packages are distributed on an annual basis with hazard specific information.

B. Handouts relative to specific hazards are prepared on an annual basis and distributed to the general public. Brochures include preparedness tips on what to bring to a shelter, i.e., medications, clothing, etc., and preparedness tips on measures which will minimize disaster-caused losses.

C. Lake County Emergency Management staff conducts public speaking engagements to disseminate personal preparedness information to the general public, including the identification of vulnerable areas within the county.

D. Pre-scripted news releases are developed with specific information on evacuation and survival needs, to be released before and after the disaster.

E. Brochures and other written materials are distributed which include materials for registering Persons with Special Needs (PSNS). Presentations are conducted at civic groups, homeowners' associations, schools, nursing facilities, and other agencies or groups as requested.

V. RECOVERY

A. Recovery Phase

During the recovery phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions, disaster recovery centers, and assistance programs available. When time allows, action taken during the emergency/disaster will be addressed; and plans and procedures will be revised as necessary.

A.   Procedures

1.   ESF 14, Public Information, would continue to follow the operations of the response phase. Once operations of the EOC scaled down, ESF 14 would begin its scale down of CIL operators and ancillary staff. The Lead PIO would continue to release information, and schedule briefings until the EOC had been deactivated.

2.   In the event of a large-scale disaster, the Lead PIO would coordinate and offer assistance to the State Emergency Management ESF 14, and/or FEMA ESF 14.

VOLUNTEERS AND DONATIONS
EMERGENCY SUPPORT FUNCTION 15
(ESF 15)

Primary Agency: Lake County Human Resources Department

Support Agencies: Lake and Sumter Emergency Recovery (LASER)
                                   The Salvation Army
                                   American Red Cross
                                   United Way of Lake County

I.   INTRODUCTION

A.   Purpose

Volunteers and Donations function will expedite the delivery of donated goods and voluntary services to support relief efforts and coordinate bulk distribution of emergency relief supplies.

B.   Scope

The scope of this function is to provide a coordinated approach as it relates to volunteer agencies and volunteers in a disaster situation and to coordinate the receipt and delivery of donated goods to the affected area. This effort includes an assessment and prioritization of available resources, identifying needs, and securing additional resources, in cooperation with local, state, and federal agencies.

C.   Situations

This function will be activated in the case of a significant natural or man-made disaster that is beyond the response capability of local resources. Impact on local staffing and resources, as well as overwhelming public response, would necessitate the organized use of volunteers, along with the collection and distribution of donations.

Two situations would call for the activation of this function:

1.   If Lake County is about to be the target of a disaster.

2.   Lake County is selected to operate a regional relief center in support of another area affected by a disaster.

II.   AUTHORITY

A.   Chapter 252, Florida Statutes

B.   Florida Comprehensive Emergency Management Plan

C.   Lake County Comprehensive Emergency Management Plan

III.   PLANNING

A.   When notified of an EOC activation, the ESF 15 coordinator will report to the Emergency Operations Center when requested by the Planning Section Chief or the Resource Unit Leader.

B.   Volunteer coordinators will set up centers to receive all volunteers and donations. ALL VOLUNTEERS AND DONATIONS FROM OUTSIDE THE COUNTY SHOULD CALL AND RECEIVE INSTRUCTIONS FROM THIS CENTER BEFORE ENTERING LAKE COUNTY.

C.   Communication lines will be established between the EOC, all reception areas, staging areas, and support agencies.

IV.   ORGANIZATION

A.   County

Lake County's Volunteer and Donation Coordinator will be located at the Community Reception Center (CRC). It is through this center that requests for staffing, materials, and supplies will be coordinated.   All official requests will be submitted to the ESF 15 liaison inside the EOC.

B.   State

The State Volunteer Coordinator will work with the County's local coordinators and the Federal Volunteers Coordinator. This function, through the Planning Section, will coordinate with other functions and serve as an informational group on the availability and coordination of resources.

V.   NOTIFICATION

A.   The Lake County Emergency Management Division will notify agencies on an as needed basis.

B.   When this function is activated, the primary agency (the Lake County Human Resources Department in conjunction with the Emergency Management Division) will contact the support agencies using the lines of communications available.

VI.   RESPONSE ACTIONS

A.   Primary coordinator will coordinate with the Resource Unit Leader in the EOC, and respond to the EOC if requested.

B.   Volunteer coordinator(s) will set up operations at a designated site, with database of volunteers. Additional telephone lines will be activated to handle incoming calls.

C.   Volunteers will be screened and provided information on the requirements necessary to participate in the volunteer effort. They will each be given I.D. credentials to enable them to enter affected areas.

D.   Coordinators will be in the field and at the staging areas as needed. They will be receiving volunteers and instructing them as to what steps need to be followed.

I.   RESPONSIBILITIES

The resources coordinated and obtained by the Planning Section for relief efforts (i.e. support from volunteer agencies, volunteers and donated goods) will be used to support humanitarian relief and county emergency operations. The ultimate priority for allocation of these resources will be in delivery of relief to disaster survivors in need of immediate assistance for health and safety.

A.   Primary Agency

1.   Notification, activation, and mobilization of all support agencies.

2.   Organization, assignment, and staffing of all facilities at which this function is required to be located.

3.   Coordination with other functions to determine available resources and needs.

4.   Assist agencies in receiving needed services and goods.

B.   Support Agencies

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

2.   Coordination of all actions of the support agency with the primary agency in performing assigned missions of this function.

LAW ENFORCEMENT AND SECURITY
EMERGENCY SUPPORT FUNCTION 16
(ESF 16)

PRIMARY AGENCY: Lake County Sheriff's Office (LCSO)

Lake County Sheriff's Office, under the direction of the Lake County Sheriff, is the lead law enforcement agency during disasters in which the EOC is activated, and for those events that occur within the unincorporated areas of Lake County.

SUPPORT AGENCIES: Florida Highway Patrol   City of Clermont
                      Town of Astatula   City of Eustis
                      City of Fruitland Park   City of Leesburg
                      City of Groveland   City of Mount Dora
                      Town of Lady Lake   City of Umatilla
                      City of Mascotte   Town of Howey-in-the-Hills
                      City of Tavares
                      Florida National Guard
                      Florida Dept. of Law Enforcement

I.   LOCAL AGENCY IDENTIFICATION

Protection of the public requires the timely and coordinated efforts of law enforcement personnel. In events in which the Emergency Operations Center (EOC) has been activated, law enforcement will fall under the Operations Section of the Incident Command System utilized by the Lake County EOC.

II.   ENFORCEMENT SERVICES

When and where necessary, law enforcement agencies will provide traffic control and direction, security for shelters, crowd control, and will assist in evacuations. Traffic direction will be coordinated with the Lake County Public Works Department and the Florida Department of Transportation.

A.   Emergency Events

In situations where the severity of the event requires activation of the EOC, all requests for service or mutual aid will be requested through law enforcement and Security (ESF 16).

B.   Isolated Incidents

In isolated incidents requiring service or assistance, requests will be made through the sheriff's office communications center, or in cases of immediate emergency, by dialing 911.

III.   SECURITY FOR SHELTERS

Security for shelters will be requested by the Lake County Emergency Management Division, will be coordinated through the Law Enforcement support function in the EOC, and will be contingent on the availability of law enforcement personnel.

IV.   SECURITY FOR EMERGENCY MASS PROPHYLAXIS DISPENSING

For emergency dispensing of medications to the residents of Lake County, security requirements for the Points of Dispensing will be coordinated through ESF 16. Security plans will encompass all physical security measures required to preclude interruption of mass dispensing of medication, ensure protection and safety of patients, staff, and Strategic National Stockpile materials.

V.   PREPARATION AND RESPONSE PROCEDURES

The Lake County Sheriff's Office maintains procedures for the preparation and response to hurricanes or severe storms. These procedures are included as part of the Lake County Comprehensive Emergency Management Plan.

VI.   ATTACHMENTS

A.   Lake County Sheriff's Office Hurricane or Severe Storm Preparation and Response Plan

ANIMAL SERVICES
EMERGENCY SUPPORT FUNCTION 17
(ESF 17)

PRIMARY AGENCY: Lake County Sheriff's Office, Animal Services

SUPPORT AGENCIES: Leesburg Humane Society
                             Lake County Humane Society
                             South Lake Animal League
                             Cat Protection Society
                             All Breed Rescue
                             Central Florida Veterinary Medical Association
                             Lake County Sheriff's Ag Unit
                             Uncle Donald's Farm

I.   INTRODUCTION

A.   Purpose

The purpose of this Emergency Support Function (ESF 17) is to provide for the coordination of local resources to small pet, livestock, and exotic animal care needs before, during and following a significant natural or technological disaster.

B.   Scope

ESF 17 will provide overall management, coordination, and prioritization of countywide Animal Control Services and assets to support pet, livestock, and exotic animal needs in the event of a major emergency or disaster. Animal related services under this ESF are categorized in the following functional areas:

1.   Investigate animal bites and provide rabies control.

2.   Assist in the capture of animals that have escaped confinement, or have been displaced from their natural habitat.

3.   Assist emergency response teams with animal related problems.

4.   Provide humane care and handling of animals before, during and after disaster by providing emergency animal shelters as well as treatment/euthanasia assistance stations.

5. Procure appropriate equipment and resources for pre and post disaster sheltering and rescue of horses and farm animals.

6. Provide for emergency care to all injured animals.

7. Release information to the general public, through the Lead Public Information Officer, regarding such issues as quarantine areas, rabies alert, public service information, etc.

II. RESPONSIBILITIES

Lake County Sheriff's Office, Animal Services is designated as the lead agency for this ESF and is responsible for the following: Functioning as the County's representative/liaison to the Emergency Operations Center (EOC) for activities and responsibilities carried out by the primary and support agencies of this ESF.

A. Investigation of all animal bites.

B. Facilitating the transportation of injured, stray or nuisance animal care/control facilities.

C. Assist emergency response teams with animal related problems.

D. Coordinating with the Florida Department of Health, Lake County (LCHD) for the release of public information regarding animals and health related issues.

E. Enforcing the Lake County Animal Control Ordinance.

F. Quarantining bite animals for observation.

G. Impounding animals at large.

H. Euthanizing sick and/or injured animals by authorized personnel.

I. Housing and care of rescue animals.

J. As a last resort, may assist homeowners/property owners with modifications to their home/property to allow animals to have relative safety and remain on property.

K. Manage animals at pet friendly shelters.

III.   CONCEPT OF OPERATIONS

A.   General

All requests for Animal Services assistance will be made through the Emergency Operations Center (EOC). At the time of activation of the EOC, this ESF will be staffed on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests.

B.   Organization

The Assistant Animal Control Director for Lake County, or designee, at the EOC is responsible for all activity of the ESF, subject only to the guidance and direction of the Incident Commander and the guidance of this plan. All volunteer animal issues agencies will coordinate directly with this ESF at the Emergency Operations Center.

C.   Direction and Control

The Incident Commander in the EOC in accordance with the Incident Command System will establish direction and control. An animal rescue coordination team, made up of Animal Services employees and volunteers, will be established at Lake County Animal Services, Astatula, Florida and will coordinate all actions with the ESF 17 representative.

D.   Notification and Warning

1.   Primary Agency and Employees

Initial notification will be sent by the Lake County Emergency Management Division to Lake County Sheriff's Office, Animal Services as the primary agency of this ESF.

Immediately following notification to activate the EOC, Lake County Animal Control will complete the following:

a.   Assure necessary emergency operating facilities and reporting systems are established.

b.   Establish communications with the EOC, obtain status report, and notify the Emergency Management Division Manager when the animal rescue coordination team is activated.

    c.   Provide appropriate representation to the EOC when requested to respond.

    d.   Notify employees and put on alert.

E.   Support Agencies

Immediately following notification by Lake County Animal Services to commence response actions for this ESF, each support agency will complete the following, in accordance with their individual disaster/recovery plans:

1.   Staff facilities.

2.   Provide for a call down of each agency's staff.

3.   Provide for on-going needs relative to each agency's designated area of responsibility.

4.   Provide personnel and resources for assessment and field teams as required.

F.   Pre-Impact Actions

1.   **48 Hours Prior**

    a.   Persons that have indicated on any animal ID card that they would like to adopt the animal will be notified and asked to come to the shelter and adopt the animal(s). This may involve the release of animals prior to the established five (5) day holding period.

    b.   Owners that have animals at the shelter (quarantines, etc) will be told to pick up their animals and shelter at home.

2.   **24 Hours Prior**

    a.   The Lake County Animal Services Shelter will close for regular business.

G.   **Response Actions**

1.   ESF 17 will immediately identify, mobilize and deploy assessment team(s) to the disaster area(s) to determine the specific health and safety needs of the animals and establish priorities.

2.   ESF 17 will coordinate with the other ESFs 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.

H.   **Recovery Actions**

1.   ESF 17 will continue to provide assistance in the following areas:

a.   Capture of injured and displaced animals.

b.   Sheltering.

c.   Feeding.

d.   Relocation and reunification with owners.

e.   Acquisition of additional food and supplies from vendors to support relief effort.

f.   Continued cooperation with other ESFs for timely and proper carcass disposal.

2.   ESF 17 will be responsible for continued care of sheltered animals, providing an extended network for the adoption of unclaimed animals, relocating sick and injured animals to permanent facilities, and returning to normal operations.

IV.   **RESOURCES**

Resources are as listed on the enclosed (Appendix 1). Included are the following:

A.   Local Shelters

B.   Wildlife Facilities or Agencies

C.   Exotic Animal Handlers

D.   Veterinary Clinics/Hospitals

E.　　　　Mobile Veterinary Clinics

F.　　　　City Animal Control Officers

G.　　　　Supplies/Feed Stores/Pet Shops, etc.

H.　　　　Kennels and Cattery's

I.　　　　Exotic Animal Owners and Breeders

J.　　　　Listing of Livestock Owners

K.　　　　Livestock Impoundment Officers

APPENDIX I

LOCAL SHELTERS

1. Leesburg Humane Society
   Emeralda Island Rd
   Leesburg, FL 32788
   669-3312

2. Lake County Humane Society
   16435 McKinley Rd
   Umatilla, FL 32784
   589-7400

3. Cat Protection Society
   31218 Margie Owens Rd
   Sorrento, FL 32776
   735-2287

WILDLIFE

1. Uncle Donald's Farm
   Griffin Ave
   Lady Lake, FL 32159
   753-2882

2. Florida Fish and Wildlife Conservation Commission
   Northeast Region
   1239 S.W. 10th St
   Ocala, FL 34474-2797
   352-732-1225

LIVESTOCK

Lake County Sheriff's Ag and Marine Unit
352-343-2101

EXOTICS

Finser Exotics
17951 S.E. CR 452
Umatilla, FL 32784
352-821-4224

VETERINARIANS

1. All Care Animal Hospital
   504 S US 27
   Minneola, FL 34755
   394-7444

2. Animal Clinic of Lady Lake
   414 Teague Trail
   Lady Lake, FL 32159
   352-753-3333

3. Animal Clinic of Leesburg
   1231 West Dixie Ave
   Leesburg, FL 34748
   352-326-8940

4. Backwoods Trail Vet. Clinic
   43150 SR 19
   Altoona, FL 32702
   669-5998

5. Blue Cross Animal Clinic
   1603 East Main Street
   Leesburg, FL 34748
   787-3904

6. Clermont Animal Hospital
   211 N. US Hwy 27
   Clermont, FL 34711
   352-394-5444

7. County Oaks Vet. Clinic
   13938 S. E. Hwy 441
   Summerfield, FL 32691
   352-821-2912

8. Eastside Veterinary Hospital
   731 East Hwy 50, Ste. A
   Clermont, FL 34711
   352-394-4624

9. East Lake Animal Clinic
   31415 St. Andrews Drive
   Sorrento, FL 32776
   735-2882

10. Eustis Veterinary Hospital
    2710 Kurt Street
    Eustis, FL 32726
    357-6688

11. Florida Equine Veterinary Service
    19801 County Road 561
    Eustis, FL 32726
    352-241-0383

12. Four Corners Animal Hospital
    1520 Sunrise Plaza Drive
    Clermont, FL 34714
    352-242-1950

13. Huff, Amy R, DVM
    1231 West Dixie Avenue
    Leesburg, FL 34748
    352-326-8940

14. Lake Square Animal Hospital
    32628 Vista Avenue
    Leesburg, FL 34788
    352-323-0001

15. Lake Veterinary Clinic
    3300 N Hwy 19A
    Mount Dora, FL 32756
    735-6044

16. Leesburg 441 Pet Hospital
    1603 US Highway 441
    Leesburg, FL 34748
    352-319-8100

17. Leesburg Veterinary Hospital
    3600 West Main Street
    Leesburg, FL 34748
    787-1115

18. Merritt Animal Clinic
    16100 Dora Avenue
    Eustis, FL 3272
    589-1589

19. Mount Dora Vet. Hospital
    6877 Old Hwy 441 South
    Mount Dora, FL 32757
    383-6700

20. Northgate Animal Clinic
    2473 North Citrus Blvd
    Leesburg, FL 34748
    352-787-8533

21. Park Heights Animal Care Center
    3350 US Hwy 441-27
    Fruitland Park, FL 34731
    326-9116

22. Royal Oaks Veterinary Hospital
    2105 Hartwood Marsh Road
    Clermont, FL 34711
    352-227-1225

23. South Lake Animal Hospital
    1067 West Highway 50
    Clermont, FL 34711
    352-227-1812

24. Veterinary Emergency Clinic of Central Florida
    33040 Professional Drive
    Leesburg, FL 34788
    352-728-4440

25. Shamrock Veterinary Hospital
    4585 North Hwy 19-A
    Mount Dora, FL 32757
    483-2999

26. South Lake Animal Clinic
    1067 West Hwy 50
    Clermont, FL 34711
    394-2202

27. Tavares Animal Hospital
    418 East Alfred Street
    Tavares, FL 32778
    343-7793

28. Umatilla Animal Hospital
    16916 Willie V. McCall Rd
    Umatilla, FL 32784
    669-3225

29. Veterinary Emergency Clinic
    11645 N. Hwy 441
    Tavares, FL 32778
    343-2636

30. The Village Vet
    102 LaGrande Blvd
    Lady Lake, FL 32159
    750-3000

MOBILE CLINICS

1. Equine Mobile Practice
   469-4834

2. Hilltop Mobile Vet Service
   589-6369

3. Florida Equine
   241-0383

MUNICIPAL ANIMAL CONTROL SERVICES

1.	Lady Lake	751-1565
2.	Mount Dora	735-7130

SUPPLIERS / FEED STORES, etc.

1. Lee's Feed & Farm Supply
   Eustis - 483-2634

2. Lake Feed & Farm
   Umatilla - 669-2013

3. South Lake Feed & Supply
   Clermont - 394-4477

4. Cattle's Feed North
   Polk City - 813-984-2560

5. Hendrix Feed and Fence
   Eustis - 589-6393

6. Farley's Junkshun
   Astatula - 742-0911

7. General Feed Minneola
   Minneola - 242-0040

8. Lasher Feeds
   Okahumpka - 787-4821

9. Ruff's Saddles
   Umatilla - 669-6440

DEAD ANIMALS/CARCASS REMOVAL

1.	County roadways	253-4900 ext. 4980
2.	State roadways	315-3100

Economic Sustainability
Emergency Support Function 18
(ESF18)

PRIMARY AGENCY: Lake County Economic Development and Tourism
                          Department
                          All Lake County Chambers of Commerce

SUPPORT AGENCIES: Lake County Chamber Alliance
                          Lake County Office of the County Manager

I.   INTRODUCTION

A.   Purpose

The purpose of Lake County Emergency Support Function 18, "Economic Sustainability" (ESF 18) is to define the process that will be used to coordinate the involvement of local businesses and industries (private) with the emergency response and disaster recovery efforts of the county and its municipalities (public). These policies and procedures will guide the efforts to provide support to local businesses and industries impacted by a disaster event, to obtain and utilize donated goods and services provided by businesses and industries unaffected by the event, and to provide support to the economic recovery of the impacted communities.

While the focus of ESF 18 is on the recovery of those businesses and industries operating within the boundaries of Lake County, it is important to recognize that disasters do not recognize political boundaries. With this implied economic interdependence it is imperative therefore, that this ESF recognizes the importance of developing and maintaining working relationships within the region both in the public and private sense. Further, we must recognize also recognize that many of the resources necessary for both full recovery and mitigation against further risk may come from organizations and agencies outside of the region. To be of full service to those we are endeavoring to serve, this ESF must develop a clear understanding and document the sources of "critical resources" such as the grants and loans that may become available.

B.   Scope

The ability of the local community to fully recover from a major disaster requires cooperation and coordination between citizens, members of business and industry, and local, regional and state government and private agencies. ESF 18 provides for an organized approach to ensure that the needs and interests of impacted businesses and industries are

adequately considered in local government emergency response and disaster recovery operations, and that disaster assistance and services available to impacted businesses can be effectively accessed. ESF 18 also addresses procedures to solicit, utilize and distribute donated goods and services available from businesses and industries.

ESF 18 does not address private sector disaster recovery procedures that are likely to be implemented by individual businesses and industries, such as filing insurance claims and contracting with private disaster recovery services.

C. Policies

Implementation of this ESF will be guided by the following policies:

1. Lake County government recognizes the integral role of businesses and industries in the welfare of the community and the necessity of their involvement in emergency response and disaster recovery operations at the time of a disaster. Therefore, the needs of impacted or potentially impacted businesses and industries will be considered in the planning and implementation of relevant county and municipal emergency operations through participation in the County Emergency Operations Center (EOC).

2. Within the limits of available resources and legal requirements, assistance and support will be provided to businesses and industries impacted by disaster events in order to minimize the adverse economic and employment effects on the community as a whole.

3. Through this ESF, assistance will be provided to, and suitable donations accepted from, any business and industry regardless of the status of their affiliation with any one of the designated lead or support agencies.

4. To facilitate the full recovery of impacted communities to normalcy after a disaster, Lake County will endeavor to ensure that applicable state and federal disaster assistance programs are made available for impacted local businesses, and will strive to facilitate access to and delivery of those programs.

D. Planning Assumptions

This ESF has been prepared for implementation based on the following assumptions:

1.   A major disaster event can have substantial physical and operational impact on businesses and industries that are located within the area at risk or derive income from the population within the area at risk.

2.   The services, products, employment and revenue provided by businesses and industries to the surrounding community are of vital importance to the community's welfare. Disaster related impacts to businesses and industries can further exacerbate the impact of the event on the community as a whole, and full recovery of impacted businesses and industry is necessary for the full recovery of the impacted community.

3.   Small businesses and not for profit organizations without regional or national affiliations or support mechanisms, as well as those without adequate insurance, are typically more vulnerable to the impacts of disasters. Such small businesses and organizations are likely to need additional assistance, guidance and support during emergency response and disaster recovery time periods to minimize the potential for their failure as a result of the disaster event.

4.   In the aftermath of a disaster, damage to the community's infrastructure and communications networks can have harmful economic effects to businesses both within and outside of the impacted areas, and are not within the capability of an individual business owner to repair or replace. Temporary actions to prevent business failures while such facilities are restored to normal are likely to be necessary.

5.   Local, regional and national businesses can and will provide donated goods and services that will be valuable to the emergency response and disaster recovery efforts of Lake County and its municipalities. To effectively utilize such donations, procedures to do so must be incorporated into the other response and recovery operations conducted by the County.

6. Upon a disaster declaration at the state and national level, financial support in the form of loans and grants will become available.

II. CONCEPT OF OPERATIONS

A. General

1. One of the designated lead agencies for ESF 18 is the Lake County Chamber Alliance and its member chambers, which are supported by the local businesses and industries of Lake County. In this capacity, information and expertise available to the lead and support agencies will be incorporated into the operations conducted by other county ESFs to improve and facilitate the services and support available to the affected businesses and industries.

2. ESF 18 will staff a workstation at the EOC and implement defined procedures and actions to initiate and/or coordinate operations by state, county and municipal agencies to address the needs and requests of involved businesses. ESF 18 will also solicit the donation of goods and services from businesses and industries needed to support response and recovery operations.

3. As and when indicated, ESF 18 may activate and staff facilities and locations outside of the County EOC that are needed to provide services and support to the involved businesses and industries.

4. Goods and services donated by businesses and industries will be solicited and obtained by ESF 18, while their receipt, warehousing and distribution to impacted individuals and organizations will be managed through ESF 15, "Volunteers and Donations."

B.   Organization

1.   The President of the Lake County Chamber Alliance, or a designated representative, will serve as the ESF 18 leader. Each of the supporting Chambers of Commerce will designate one or more individuals to serve as staff to ESF 18 and to support its operations when needed.

2.   The lead agency will staff the ESF 18 workstation at the County EOC as necessary for the duration of the activation of this ESF. When needed, additional personnel from the lead and/or support agencies will be mobilized by the County EOC to support operations.

3.   Field locations and facilities established by ESF 18 will be staffed by designated members of the lead or support agencies, or when indicated, by personnel mobilized through other County ESFs. The lead and support agencies may also conduct operations from their normal business locations, when this is feasible to do so. In all cases, ESF 18 operations outside of the County EOC will maintain continuing communication and coordination with the lead agency staff at the ESF 18 workstation.

C.   Notification

1.   The lead agency representative or other contact person will be notified of the need to activate ESF 18 by the Lake County Emergency Management Division. Upon notification, the lead agency representative will report to the County EOC and establish the ESF 18 workstation.

2.   The lead agency representative will notify appropriate support agencies of the activation of ESF 18. If indicated by the type, magnitude or predicted duration of the event, the support agencies will be requested to mobilize personnel to the County EOC or to remain on standby to provide support.

3. The lead agency staff will notify the Lake County Emergency Management Division and other activated Lake County ESFs when ESF 18 is ready for operations.

4. ESF 18 will notify the Florida State Chamber of Commerce of the activation of Lake County ESF 18 and determine the support and assistance that may be available from this organization. If indicated by the likely magnitude of the event, ESF 18 will also notify chambers of commerce and other business interest associations in adjacent counties of the activation and to determine the support and assistance that may be available through these organizations.

III. EMERGENCY SUPPORT FUNCTIONS

A. Response

1. Initial Actions

a) The lead agency(s) will staff the ESF 18 workstation at the County EOC and receive a briefing regarding the emergency event and the likely roles and responsibilities of ESF 18.

b) Ensure that a dedicated telephone (the "EOC Business Hotline") for responding to inquires for advice and assistance from businesses and industries impacted by the event is available. If the line has not been installed and activated, request assistance from ESF 2.

c) Work with ESF 14 to prepare a media release providing the telephone number of the Business Hotline and request distribution. (The media release should specify that the number be for business owners and operators only. Inquiries from the general public should be directed to the ESF 14 Citizen's Information Line (CIL) public telephone number).

d) In the event an evacuation or shelter-in-place protective action for the public will occur, ESF 18 will immediately take the following initial actions:

(1) Advise the Emergency Management Division Manager or designee on the number and types of

businesses in the area to be evacuated, the timing of the evacuation, and any problems with compliance or implementation likely to arise.

(2)   Respond to inquiries made to the business hotline for assistance in implementing protective action. As the situation requires, initiate request(s) for assistance from other County ESFs to resolve critical problems in protective action implementation.

(a)   Identify the general number and types of business and industrial facilities located in the area of impact; anticipate the needs for assistance for businesses and industries, and their employees.

(b)   Advise the Emergency Management Division Manager or designee regarding any initial critical issues of concern regarding the event's impact on business and industries.

(c)   Review and update lists of businesses and industries outside of the area of impact that could donate needed services or goods. Establish coordination with ESF 15 to plan subsequent contacts.

2.   Continuing Actions

a)   Participate in County EOC briefings and provide input regarding issues and problems affecting business and industry

b)   Continue to respond to inquiries made to the business hotline and when needed, request the assistance of other County ESFs to provide support services for protection of life and property.

c)   Through ESF 5, monitor progress in the implementation of the evacuation or shelter-in-place actions. Advise the Emergency Management Division Manager or designee

regarding business and industry issues involved in termination of the protective action. With the cooperation of other County ESFs, consider taking actions including but not limited to the following:

(1)   For sheltering-in-place protective actions: Contact larger employers to advise of the termination of the sheltering-in place action and the steps to be taken; obtain information on any problems or resource issues.

(2)   For evacuation protective actions:

    (a)   Advise the Emergency Management Division Manager or designee the need for early reentry of selected categories of business owners, operators and critical employees.

    (b)   Work with ESF 16 to implement a process to allow early reentry for critical businesses, industries and groups, including:

        i.   Insurance adjusters and inspectors.

        ii.   Owners, operators and key employees of essential businesses, e.g., medical facilities, food and drug stores, etc.

        iii.   Disaster recovery contractors for temporary repairs or to prevent further damage.

a)   Advise ESF 19 regarding critical businesses and industries that should be considered during inspections by the State of Florida Rapid Impact Assessment Team(s) if deployed to Lake County.

b) Coordinate with ESF 19 regarding inspections of damaged businesses and industries; request and obtain information regarding the type and extent of damages to businesses and to the roadway network.

c) Coordinate with ESF 12 regarding the extent and duration of loss of power, water, sewage service and other utilities needed for businesses to reopen.

d) Consult with and advise the Emergency Management Division Manager regarding the need for business closures, curfews, priority utility restoration, etc. for the area impacted.

e) Work with ESF 15 to identify needs for donated goods and services and determine their likely availability from businesses and industries; accept referred calls to ESF 15 from businesses regarding donations.

f) Initiate contacts to solicit the necessary donations of services and materials from businesses. When indicated, request the cooperation of the State Chamber of Commerce in soliciting donations from businesses nationally, if needed.

g) Develop an inventory of offered donations available from businesses and industry; review inventory to identify specific services or goods of value to impacted businesses. Provide the inventory to ESF 15 and update the inventory as new offers of donations are received.

h) When requested by ESF 15, contact identified donors and request specific donations of goods and services from businesses; coordinate with ESF 15 to arrange delivery of donations using the transportation, warehousing, and distribution operations established by ESF 15.

i) Maintain an inventory of donated services and materials that are specific to businesses impacted by the event, e.g., data recovery, environmental cleanup, etc. Utilize this list to respond to requests for assistance received over the business hotline.

B. Recovery

During recovery operations, the organizational structure of the lead and support agencies will remain the same as that utilized for response operations, unless unexpected conditions require modifications. Actions by the recovery organization for this ESF will be as follows:

1. Initial Actions

a) As the situation dictates, provide input to ESF 16 regarding recommended actions in the impacted neighborhoods necessary to protect damaged businesses and industries, e.g., curfews, security, etc.

b) Continue to respond to requests received through the business hotline for assistance and advice.

c) Work with County ESFs to facilitate actions by business owners and operators to begin the recovery process and reopen businesses, including but not limited to the following:

  (1) ESF 16 - access for insurance adjusters, business recovery contractors and critical employees, as well as security concerns

  (2) ESF 10 - assistance with hazardous materials accidents caused by the disaster event

  (3) ESF 3 - assistance with debris clearance of public rights of way when interfering with access to business establishments

  (4) ESF 12 - to obtain information and coordination regarding the timing and priority for utility and power restoration and business re-openings

  (5) ESF 5 and ESF 14 - distribution of public information regarding disaster related-damages, the schedule for reopening of roadways, restoration of power, etc.

d) Consult with the Emergency Management Division Manager or designee, as well as state and federal agencies regarding disaster assistance programs. Obtain information regarding specific programs available to impacted businesses for the event, e.g., Small Business Administration loans, state grants, etc. and how to access them. Prepare informational advisories on available assistance and distribute through ESF 14 and to business hotline callers.

e) Support county efforts to estimate the economic losses that will result from the event through the following operations:

   (1) Work with ESF 19 to identify business and industrial facilities or systems that experienced physical damage;

   (2) Contact impacted businesses to obtain information regarding estimated structure and contents losses due to physical impacts

   (3) Work with ESFs 3 and 12 to estimate the extent and duration of utility and infrastructure outage and predict the operational economic and employment losses to businesses required to remain closed.

   (4) Compile information on the costs of physical damage and forced closures by impacted businesses and industries

   (5) Provide compiled information to ESFs 5 and 19 and the Emergency Management Division Manager or designee, update as needed.

f) Based on the number and types of businesses impacted and the expected duration of local recovery operations, and as needed to prevent otherwise avoidable business failures, ESF 18 in conjunction with the Lake-Sumter State College Business Resources Center and SCORE, establish one or more "Small Business Support Center(s)." Such centers would enable small business owners to undertake short-term actions necessary to address immediate business continuity

concerns, e.g., invoicing and banking, customer and supplier contacts, etc., until normal places of business become serviceable. To do so, ESF 18 will request the assistance of other County ESFs to complete the following actions:

(1)   Obtain authorization through the Emergency Management Division Manager or designee, to establish one or more Small Business Support Centers in or near damaged business district(s).

(2)   Request ESF 7 and ESF 15 to assist with securing undamaged facilities for use as the center(s). ESFs 7 and 15 would also assist by leasing or borrowing basic office equipment to assist small business owners, e.g., office furniture, personal computers, photocopiers, etc. as well as to provide basic sanitary services, e.g., bottled water, portable toilets, etc.

(3)   Request ESF 7 and ESF 12 to provide a portable generator to ensure electrical power for the center.

(4)   Request ESF 2 to equip the facility with telephone and internet capabilities.

(5)   ESF 18, with the assistance of the Lake County Emergency Management Division, the Florida Division of Emergency Management, and donated services from businesses, would provide technical experts at the center to advise small business owners on actions to minimize business failures as a result of the event.

g)   Develop a list of qualified contractors, vendors, suppliers, etc., for distribution to impacted business owners to expedite repairs and business resumption, while minimizing fraud and price gouging involved in repairs.

2.　　Continuing Actions

a)　　Assist the Emergency Management Division Manager or designee, and County ESFs 5 and 19 in compiling information on the cost of the physical and operational damages to impacted businesses and industries in the county.

b)　　Support county efforts through a state and/or federal Joint Field Office (JFO) established for Lake County to facilitate delivery of disaster assistance to impacted businesses. Provide information to impacted businesses regarding loans from the Small Business Administration and USDA - Farmer's Home Administration, as well as Disaster Unemployment Insurance available for displaced workers of impacted businesses.

3.　　Emergency Management Division Manager

a)　　If indicated by the characteristics of the event and the pace of economic recovery in its aftermath, with the support of the Lake County Economic Development and Tourism Department and ESF 14, develop and implement a public information program to stimulate tourism and other business activities in the county.

b)　　As long as warranted by conditions during the recovery period, continue to staff and operate any of the following activated business support services:

(1)　　The ESF 18 workstation at the County EOC

(2)　　The business hotline to respond to disaster-related recovery questions and problems of the impacted businesses

(3)　　Continue to work with ESF 15 to coordinate the donation of goods and services by business and industry and their subsequent distribution.

(4)　　The "County Small Business Support Center(s)"

C. Coordination

1. The lead agency will coordinate operations for ESF 18 from a workstation established in the County EOC. From this location, the lead agency will maintain coordination and communication with support agencies, other County ESFs, and the Emergency Management Division.

2. Close coordination between ESF 18 and ESF 15 will be necessary to ensure the effective solicitation and management of donated goods and services from the business community. In this coordination, ESF 15 will take the lead to define the donations needed and to manage them upon their receipt.

3. If needed, the lead agency will coordinate with the State Chamber of Commerce to obtain donations, assistance and support from businesses and industries outside of Lake County.

IV. RESPONSIBILITIES

A. Staffing

1. **General Staffing Responsibilities**

   a. Lead and support agencies will have and maintain appropriate listings of agency staff to call for performing response activities.

   b. Response personnel will be available 24 hours a day, seven days a week; 12-hour shifts will be established for the duration of ESF activation if necessary to maintain an adequate level of operations.

2. Staffing requirements within the County EOC will vary but will require a minimum of one individual representing the lead agency to be on duty throughout the activation of the ESF. Additional personnel from the lead or support agencies will be assigned to staff ESF 18 at the County EOC as required to ensure 24-hour per day operations when necessary.

3.   Other locations established by ESF 18, e.g., a "County Small Business Support Center(s)," will be staffed as directed by the lead agency. Staffing could include personnel from the lead or support agency and/or volunteers.

4.   The lead and support agencies will serve as a "Business Alliance" to provide coordinated input to County and municipal emergency response and disaster recovery operations. In doing so, each of the lead and support agencies is expected to coordinate information flow to and from their constituency, and to represent their interests to the lead agency for input to the policy and operational decision-making by the Emergency Management Division Manager or designee.

B.   Lead Agency

The lead agency will have the following responsibilities:

1.   Development and maintenance of the necessary operational procedures, databases, inventories, etc. needed for effective implementation of ESF 18. The lead agency will, as indicated, ensure that inventories and databases are available within the EOC to support response operations.

2.   Guiding and assisting support agencies to develop the necessary operational procedures, databases, inventories, etc. to ensure their ability to implement their responsibilities under this ESF.

3.   Notification, activation and mobilization of the personnel from the lead and support agencies that are assigned to this ESF.

4.   Coordination of all support agency actions in performance of operations conducted by this ESF, as well as coordination with other County ESFs providing support to ESF 18 operations.

5.   With the assistance of the Lake County Emergency Management Division, provide training and exercise opportunities for lead and support agency staff to become familiar with the implementation of this ESF.

6.   Implementation of ESF 18 operations during emergency response and disaster recovery periods, through coordination of personnel,

services and resources provided by support agencies and through other county ESFs, to include the following:

a)   Activation of the ESF and notification and mobilization of support agencies. Maintain private sector nighttime contact list of major businesses.

b)   Activation and staffing needed for ESF 18 operations, including the business hotline and the County Small Business Support Center(s).

c)   Establishment of an inventory of available private sector resources.

d)   Facilitating business and industry involvement with protective actions.

e)   Responding to requests for assistance and advice from impacted businesses.

f)   Obtaining and utilizing input from the support agencies regarding ESF 18 operations.

g)   Advising the Emergency Management Division and other Lake County ESFs on the disaster-related needs and issues for involved businesses and industry.

h)   Soliciting donated goods and services from business and industry and integrating the donations with those managed by ESF 15.

i)   Deactivating ESF 18 operations and demobilizing personnel.

C.   Support Agencies

Support agencies will have the following responsibilities:

1.   Participate in training and exercise opportunities to ensure agency personnel are familiar with their responsibilities under this ESF.

2.   Maintain current inventories, databases, personnel rosters needed to mobilize staff and equipment for support of the operations required by this ESF.

3.   Support operations of ESF 18 during its activation through such actions as:

a)   Deploying agency representatives to the County EOC or other locations as requested by the lead agency

b)   Responding to requests from the lead agency for assistance and support of ESF 18 operations

c)   Coordinating with their own and related constituency groups to obtain information and input to county operations, to solicit donations, to identify problems and issues related to the disaster, and to gain support and cooperation with other ESF 18 operations

d)   Assisting the lead agency by providing information and data for the preparation of reports, summaries, briefings and critiques.

D.   Resource Requirement/Limitations

The lead agency, in cooperation with support agencies, will maintain the capability to implement ESF 18. Resource requirements provided by the lead and support agencies are expected to be for staffing the ESFs positions and functions, as well as lists and information regarding Lake County's business community that may be necessary to support emergency response and disaster recovery information.

The County will provide the necessary space and communications equipment in the EOC to support operations of the ESF 18 workstation. Other resource requirements for ESF 18 operations will either be donated, or will be procured through ESF 7.

E.   Operational Reports

1.   ESF 18 situation reports (SITREPs) will be prepared and distributed by the lead agency as requested by the Emergency Management Division Manager or designee, and/or County ESF 5. Support agencies actively engaged in ESF 18 operations will receive a copy of the ESF 18 SITREPs.

2.   When required, support agencies will provide daily "status reports" on their support of their assigned ESF 18 functions. These reports will include any anticipated problems or deficiencies in supporting the mission.

3.   The lead agency will maintain a list or inventory of goods and services offered for donation by the business community, and, through ESF 15, will periodically report on the types and quantities of donated materials and services available.

4.   Other status reports and operational briefings will be presented during County EOC coordination meetings.

F.   Financial Management

1.   Each agency or organization involved with operations under this emergency support function will draw upon their own financial resources as needed to support their responsibilities in disaster operations. Personnel from the lead and support agencies for ESF 18 will serve as agency/organizations, and the county will not incur a responsibility to pay for the time and services of the staff members of ESF 18.

2.   The County will provide reimbursement for eligible out-of-pocket expenses for operations of ESF 18 during major disasters. Generally, however, the purchase or rental of facilities, services, equipment or materials for ESF 18 operations will be done by County ESF 7. The County will then be responsible for obtaining reimbursement for these expenses from state or federal disaster relief programs, as applicable.

3.   Each location established by this ESF, such as the EOC workstation or other operational centers, will track personnel time, costs and expenditures as directed by the lead agency.

FIVE THINGS A BUSINESS CAN DO FOLLOWING A DISASTER

1. **Contact their insurance carrier to file their claim. If they are leasing business space, they should ensure that their lease owner has contacted their insurance carrier. Take pictures of damage.**

2. **Contact the Lake County Business Opportunity Center for assistance:**

   a. **Florida Small Business Emergency Bridge Loan Program package (emergency short-term loans up to $25,000).**

   b. **SBA disaster loan applications.**

   c. **Business recovery plans.**

3. **Contact the local One-Stop Career Center for assistance with**

   a. **Unemployment compensation (1.866.724.5470).**

   b. **Replacement workforce (Workforce Central Florida 1.800.757.4598).**

4. **Contact the Federal Emergency Agency (FEMA) online at www.FEMA.gov or by calling 1.800.621.3362 (for persons with speech or hearing disabilities call 1.800.462.7585 to report any loss). FEMA will take their information, provide a registration number and mail applicable loan applications to them. For business loss, FEMA will refer applicants to the Small Business Administration.**

5. **Contact the U.S. Small Business Administration (SBA) for disaster loan assistance. Information about the SBA disaster loans can be found online at www.SBA.gov/disaster_recov or by calling 1.800.659.2955.**

6. **Steps 4 and 5 may also be accomplished by visiting a Disaster Recovery Center following a federal Disaster Declaration.**

IMPACT ASSESSMENT

EMERGENCY SUPPORT FUNCTION 19

(ESF 19)

PRIMARY AGENCY: Lake County Growth Management Department

SUPPORT AGENCIES: Lake County Fire Rescue Division
                             Lake County Sheriff's Office
                             Lake Emergency Medical Services
                             Lake County Public Works Department
                             Lake County Property Appraiser
                             Florida Department of Health, Lake County
                             Lake County GIS Division
                             Lake County Building Services Division
                             Lake County Community Services Department
                             Lake County Public Works Department
                             ESF 5
                             Municipalities
                             American Red Cross
                             Lake and Sumter Emergency Recovery (LASER)

I.   INTRODUCTION

The purpose of ESF 19 is to coordinate the receipt and processing of damage information and to provide data that will allow for an effective and rapid Damage Assessment of Lake County following an emergency. Damage Assessment will be conducted in two (2) distinct phases when recovery operations commence.

II.   CONCEPT OF OPERATIONS

A.   General: Staff assigned to the field portion of this ESF assemble when notified by the Lake County EOC. They will gather prior to the anticipated impact of a forecast event at a location designated by ESF 19. If there is no prior incident warning, personnel will assemble at a location designated by the EOC. ESF 19 and ESF 5 staff in the EOC will be the focal point for all damage information received, regardless of the source. These sources may be from the Citizen Information Line, First In Teams or Follow Up teams in the field, news reports, public safety personnel, or other county agency. All county staff report damage information as they observe it while performing their assigned duties.

B.   Phase One: Initial Operations will be conducted by the **First In Team (FIT)**. These teams will deploy as soon as possible when the EOC directs using a sector approach. These task forces will be comprised of staff from different disciplines/departments. Their focus will be to obtain an initial, very rough estimate of physical and infrastructure damage and cost estimates incurred and will focus on:

1.   Aerial Assessment

2.   Road status

3.   Casualties

4.   Hospital Damage

5.   Residential Damage

6.   Utility Outages

7.   Commercial Facility Damage

8.   Schools

9.   Safe and Unsafe Structures

10.   Debris Collection and Disposal Calculation

ESF 5 will enter reports of damage into the ESF 19 database. ESF 19 and ESF 5 will coordinate with GIS to plot reported damage and obtain a graphic display of damage and affected areas.

C.   During Phase One operation: Property appraiser and ESF 19 will tour the affected are to determine the boundaries of the affected area. This data will be used to provide the geographical data necessary for the Follow-up Teams as needed.

D.   Follow-up Teams: These teams, including FEMA and SERT, will deploy to areas of the county based on information provided by the grid map generated by GIS. Their focus will be on more detailed assessment and financial damage estimates and human needs in the affected area(s). Efforts will be made to identify any future mitigation opportunities to be considered post-disaster. These teams will concentrate on:

1.   Residential Damage

2.   Commercial Structure damage

3.   Schools

4.   Human Needs requirements

ESF 5 will enter reports of damage into the ESF 19 database. ESF 19 will coordinate with GIS to plot reported damage and obtain a graphic display of damage and affected areas. Maps will be generated by GIS to identify areas by the grid map using the section-township and ranges as well as the tax roll to identify each parcel within each one square mile box.

Data collected will be reviewed post-disaster and incorporated into future hazard and vulnerability analysis.

III.   ORGANIZATION:

A.   Lake County Growth Management will provide staff for this ESF.

B.   First In Team (FIT) Staffing: Staffing for these Task Forces will be provided as follows:

1.   Public Works – Task Force Chief for each team

2.   Fire Rescue

3.   Hazmat

4.   Lake County Sheriff's Office

1.   Lake EMS

C.   Follow-up Team Staffing: Staffing for these task forces will be provided as follows:

1.   Lake County Property Appraiser – Task Force Chief for each team

2.   Florida Department of Health, Lake County

3.   Lake County Community Services Department

4.   American Red Cross

5.   Lake County Building Services Division

IV.   RESPONSIBILITIES

A.   Lake County Growth Management

1.   Maintain Annex 19.

2.   Conduct necessary training for First-In-Teams and Follow-Up Teams as needed.

3.   Coordinate with Planning Chief on assembly, sheltering and deployment of First-In-Teams and Follow-Up Teams.

4.   Coordinate graphics requirements with GIS staff.

5.   Maintain current rosters of all team members.

6.   Coordinate logistics needs with Logistics Section.

7.   Determine deployment sectors and routes of travel for teams based on damage reports.

B.   Fire Rescue/Hazmat

1.   Provide Fire Rescue vehicles/crews for FIT teams.

2.   Assist in communications support.

3.   Assist immediate life saving actions as needed.

4.   Assess any HAZMAT danger.

5.   Assist in collection and recording of damage assessment Information.

6.   Provide staff for training when scheduled.

C.   Lake County Sheriff's Office

1. Assess Law enforcement needs in affected area(s).

2. Assist in communications to EOC.

3. Assist in collection and recording of damage via aerial support.

4. Provide staff for training when scheduled.

D.   Lake EMS

1.   Provide immediate life saving services as needed.

2.   Determine initial medical needs in affected areas.

3.   Assist in collection and recording of damage assessment information.

4.   Provide staff for training when scheduled.

E.   Public Works

1.   Assist in vehicle support.

2.   Determine initial financial estimate of damage on roads.

3.   Provide expertise on level of structural damage.

4.   Assist in collection and recording of damage assessment information.

5.   Provide staff for training when scheduled.

F.   Facilities

1.   Conduct initial assessment of infrastructure damage.

2.   Provide expertise on level of structural damage.

3.   Assist in collection and recording of damage assessment information.

4.   Provide staff for training when scheduled.

B.   Property Appraiser/Building Services Division

1.   Provide and update the ESF 19 database with detailed financial estimate of facility damage.

2.   Identify facilities that may require more in depth assessment information.

3.   Provide staff for training as scheduled.

4.   Use aerial assessment as necessary.

C.   Health Department

1.   Assess health and medical needs in affected areas.

2.   Assist in collection and recording of damage assessment information.

3.   Provide staff for training when scheduled.

D.   Community Services/Red Cross/The Salvation Army

1.   Assess human needs in affected areas.

2.   Advise EOC on initial estimates of food/water requirements.

3.   Verify location and condition of designated PODs in the affected area(s).

4.   Assist in collection and recording of damage assessment information.

5.   Provide staff for training when scheduled.

E.   Building Services

1.   Provide habitability assessments for damaged residences.

2.   Provide structural damage assessment.

3.   Assist in the collection and recording of damage assessment Information.

4.   Provide staff for training when scheduled.

5.   Coordinate data with Property Appraiser.

F.   Municipalities will establish internal damage assessment procedures and forward damage reports to ESF 19 through their appropriate liaison representative in the EOC. This representative will then ensure that damage reports are recorded and provided to ESF 5 staff and Lake County GIS.

V.   FINANCIAL MANAGEMENT

All costs will be tracked and recorded by a system prescribed by the Lake County Fiscal and Administrative Services Department. Costs to be recorded and tracked include overtime labor, equipment, supplies, etc

VI.   REFERENCES AND AUTHORITIES

1.   Basic Plan

VII.   DAMAGE CRITERIA

Destroyed Structure Description

Definition: Structure is a total loss.   Not economically feasible to rebuild. Permanently uninhabitable.

General Description: Complete failure of major structural components (complete collapse of wall or roof). Structure leveled above the foundation or second floor is gone. Foundation or basement is significantly damaged.

Things to Look For: Structure leveled or has major shifting off its foundation. Only the foundation remains. Roof is gone. Noticeable distortion to walls. For mobile homes, significant damage to the roof covering, sheathing and framing.

Note: A structure can also be considered destroyed if it is red-tagged or condemned.

Major Structure Description

Definition: Building has sustained structural or significant damage and is currently uninhabitable. Extensive repairs are necessary; the structure cannot be made habitable in a short period of time.

General Description: Substantial failures to structural elements of the residents. Walls partially collapsed. Exterior frame damaged. Roof off or partially collapsed. Major damage to utilities: furnace, water heater, well, septic system. Shifting or settling of the foundation.

Things to Look For: Portions of the roof missing. Roof clearly lifted. Single family – twisted, bowed cracked or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation. Flooring structurally unsound. Mobile home displaced from foundation. Mobile home structural components damaged – windows, doors, wall coverings, roof, bottom board insulation,

ductwork and/or utility hook up. Can rafters be seen? Any shifts or cracks in structural elements?

Note: The difference between major and minor is about the level of un-inhabitability. Both major and minor are uninhabitable, but major damage will typically keep residents out of their home for a month or more.

Minor Structure Description

Definition: Structure is damaged and uninhabitable. Minor repairs are necessary to make the structure habitable – but they can be completed in a short period of time. The dwelling has some damage, but can be used without significant repair.

General Description: Not safe to stay here – interior flooring/exterior walls with minor damage. Tree(s) fallen on structure without penetrating. Smoke damage. Minor damage to structural elements.

Things to Look For: One wall or section of roof with unsafe but minor damage. Many broken windows. Buckled or broken window frames or doors (security issue). Minor damage to the septic system or other utilities. Mobile home structural elements sustained minor damage – windows, doors, wall coverings, roof, bottom board insulation, ductwork and/or utility hook up.

Note: Ask yourself, "Is it safe to stay here tonight?" "Is this damage structural?" Are ALL entrances structurally weak or dangerous?

Affected Structure Description

Definition: Structure has received minimal damage and is habitable without repairs.

General Description: Damage in which the home is safe to live in, but has been affected by the storm. Damage that is affected may occur to outside but connected structures (garage, porch, carport, etc).

Things to Look For: Chimney or porch damaged. Carpet on first floor soaked. A broken window. Damage to cars. Few missing shingles, loose, missing siding. Damage to air conditioning exterior unit. Some minor basement flooding.

Note: Remember, the difference between affected and minor is about **habitability**. Can I stay here safely tonight? If the damage is cosmetic only, the structure is affected.

Inaccessible Structure Description

Definition: Known structures exist in an area that the team or resident cannot safely enter in order to verify damage.

General Description*:* Blocked access due to flooding, downed trees, unhealthy conditions. Resident may have no damage but cannot reside in the home (ex. Apartment complex where only the first floor is flooded but all levels are inaccessible).

Things to Look For*:* No feasible way to gain access to verify damage. Appears that the resident has only been affected but cannot gain access.

Note*:* Inaccessibility is relevant to team or resident. If team cannot enter – find out from locals how many homes are in the inaccessible area. Do everything you can to see damage. If team can enter to see damage but residents reasonably cannot, then mark the actual damage level (destroyed, major, minor). DO NOT MARK IT INACCESSIBLE. The exceptions are affected homes that are also inaccessible—mark them inaccessible.

EQUIPMENT AND SUPPLIES NEEDED BY IMPACT/DAMAGE ASSESSMENT TEAMS

Personal Equipment

- ❑   Appropriate personal clothing *(for prevailing weather conditions)*
- ❑   Boots *(steel-toed, safety boots preferred)*
- ❑   Gloves, coveralls, rubber boots
- ❑   Hard hat
- ❑   Safety vest
- ❑   Raincoat or poncho
- ❑   Flashlight, with extra batteries
- ❑   Extra pair of eyeglasses, as needed
- ❑   Personal medications, as needed
- ❑   Insect repellant
- ❑   Official identification and authorization documents or cards

Impact Assessment Issued Equipment

- ❑   Copy of this procedure
- ❑   Paper, pencils, clipboard, etc.
- ❑   Multiple copies of Impact Report Forms
- ❑   Written instructions, maps, etc., pertinent to the survey area(s)
- ❑   Communication equipment *(cellular telephone, radio, other)*
- ❑   Spray paint (multiple colors)
- ❑   Gas can and fuel supply
- ❑   Danger tape
- ❑   Blankets
- ❑   Binoculars
- ❑   Global Positioning System (GPS) unit or compass
- ❑   Tire patch kit (if available)
- ❑   Heavy ropes
- ❑   Water
- ❑   Portable lights

DEBRIS MANAGEMENT
EMERGENCY SUPPORT FUNCTION 20
(ESF 20)

Primary Agency: Lake County Public Works Department, Solid Waste Division

Support Agency: Municipalities
                    Debris Contractors

I.   INTRODUCTION

The purpose of this ESF is to assign responsibility for the management of debris removal and disposal necessary during disaster situations.

The Public Works Department operates a Class I Landfill (specifically the Phase II Landfill) at its facility.

Landfill operation requirements (62-701.500(1), FAC).

II.   CONTINGENCY OPERATIONS FOR EMERGENCIES

The Lake County Solid Waste Management Facility is the only Class I disposal facility within Lake County. Contingency operations in case of fire, etc. would continue onsite.

Lake County has a contract with a disaster recovery consultant who is called immediately once it is deemed that their services are needed. They are required to provide a collection and debris site monitoring service as well as coordinate and manage all storm debris management activities in Lake County in accordance with the Federal Emergency Management Agency (FEMA). Consultant shall manage/monitor disaster debris recovery to include project management/process oversight, collection monitoring, load ticket management/development, disposal site monitoring, payment monitoring, public information assistance, data reporting, and other related services.

A.   Pre-Event Start-up Procedures

After a disaster occurs, the consultant will report to the Emergency Operations Center, or other place as designated by the County's Notice to Proceed. Once the consultant arrives, they will perform the following tasks:

1.   Meet with County staff to establish immediate priorities.

2.   Activate pre-positioned contacts for debris removal and disposal

3.   Notify all key personnel, i.e. debris contractors, consultant, staff, etc., of meeting times and locations to begin response operations.

4.   Distribute letters/passes to key staff that need to report immediately following the disaster event, allowing them to commute to designated meeting points.

5.   Discuss and evaluate potential debris staging and recovery sites (TDSR).

6.   Commence contacting consultant's trained monitors who have previously worked with Florida disaster recovery projects, to determine eligibility.

7.   Obtain a copy of the County's current debris contractor/hauling contract to fully understand the terms and conditions.

B.   Post-Event Start-up Procedures

1.   The consultant shall begin the following tasks immediately after it is safe to commence response and recovery operations:

   a.   Implement the County's Debris Management Plan

   b.   Implement the County's Public Information Plan

   c.   Implement the cost tracking system

   d.   Meeting with the County's debris contractor(s) to establish a time and place for daily meetings, number and type of resources (trucks, loaders, etc.) available, zones, daily operation start and completion times, a process for truck certifications, process for assigning monitors to crews and review and discuss critical terms and conditions of the debris hauling contractors prior to beginning field operations.

   e.   Print and distribute copies of zone maps for use in tracking the roads completed each day.

f.   Develop and distribute contact lists to the County, consultant, debris contractor, FEMA representative, and other staff critical to the response recovery effort.

g.   Schedule and train Collection and Site Monitors on relevant policies and procedures.

h.   Prepare the consultant load ticket database by uploading road database (identifying county roads, FHWA On-System, and FHWA Off-System roads.

III.   Consultant's Daily Operations

The consultant shall certify all debris contactor trucks prior to allowing trucks to collect debris. All trucks will be inspected by staff experienced in truck certification for cubic yardage capacity in accordance with FEMA guidelines. All truck certifications will take place at the staging location.

Consultant's collection monitors arrive at the staging location approximately 45 minutes prior to the start of field operations at which time collection monitors will be (a) debriefed by the Collection Manager or field supervisors on relevant issues, (b) receive safety gear, (c) receive debris tickets and map books.

At the close of operations each day, all collection and disposal monitors will report back to the staging area to (a) turn in all completed tickets, (b) update the master map book showing street areas cleared of debris on that particular day, and (c) report any inconsistencies or problems that occurred that day.

(Specifics on the Debris Contracts are available in Lake County's Procurement Office)

A.   Debris Contractor

The contractor shall be capable of assembling, directing, and managing a workforce that can be fully operational in a maximum of seventy-two (72) hours, or sooner dependent upon the extent of the disaster. Operations must begin within 24 hours of notification by the County.

Their services shall include multiple, scheduled passes of each site, location or right of way. The County shall prescribe the specific procedures in accordance with the FEMA guidelines to be used after ascertaining the scope and nature of the disaster's impacts.

The contractor shall be responsible for the proper, lawful disposal of all debris and debris reduction by-products handled or transported. He shall provide the name and address of each disposal facility to be used to the County along with the name and telephone number of a responsible party

for each facility, prior to commencing the work. The Contractor shall not use any disposal facility without consent in writing of the Manager of Solid Waste Division, Lake County Public Works Department.

The contractor shall be responsible for removal of debris up to the point where debris can only be described as light litter and additional collection can only be accomplished through sweeping and raking. In addition to the debris stored on the right of way as a result of road clearing, the County will direct residents to place debris in segregated piles along the right of way. The contractor may be required to segregate the debris, collect the different waste materials in separate vehicles and dispose of the different wastes at separate facilities as directed by the County.

B.   Start-up Procedures

Contractor will send a management team to the EOC or other place designated in the County's notice to proceed, within 8 hours of receiving the Notice to Proceed, to begin planning for the operations and mobilization of the personnel and equipment necessary to perform the work.   The Notice to Proceed shall be issued by the Chairman of the Board of County Commissioners.   The contactor will then perform the following tasks:

1.   Meet with County staff to establish immediate priorities.

2.   Activate pre-positioned sub-contracts for debris removal and disposal.

3.   Notify all key personnel, i.e., debris sub-contractors, contractor staff, etc., of meeting times and location to begin response operations.

4.   Distribute letters/passes to key staff that need to report immediately following the disaster even, allowing them to commute to designated meeting points.

5.   Assist in the evaluation and selection of the Temporary Debris Staging and Recovery (TDSR) sites which shall be utilized solely for the temporary storage of clean woody debris and construction and demolition materials.

6.   Assist in the evaluation and selection of homeowner drop-off sites for debris.

7.   Assist the County in damage assessment.

C.   Commencement of Response and Recovery Operations

1.   Implement the County Debris Management Plan as directed.

2.   Meet with the County's Debris Monitor to establish a time and place for daily meetings, number and type of resources, (trucks, loaders, etc) available, zones, daily operation start and completion times, a process for truck certifications, process for assigning monitors to crews, and review and discuss critical terms and conditions of the debris hauling contracts prior to beginning field operations.

3.   Print and distribute copies of zone maps for use in tracking the roads completed each day.

4.   Develop and distribute contact lists to the County, contractor, Debris Monitor, FEMA representative, and other staff critical to the response and recovery effort.

5.   Operate the TDSR sites and only permit contractor vehicles and others specifically authorized by the County on site, and operate homeowner drop-off sites and remove the debris from those sites in a timely manner to facilitate access by homeowners.

(Specifics on the Debris Contracts are available in Lake County's Procurement Office).

BUDGET / FINANCE
EMERGENCY SUPPORT FUNCTION 21
(ESF 21)

PRIMARY AGENCY: Lake County Fiscal and Administrative
                         Services Department, Budget Section

SUPPORT AGENCIES: Lake County Fiscal and Administrative
                         Services Department, Procurement Services Section
                         Clerk of Courts – Finance and Accounting
                         Human Resources Department
                         ESF 5 Information and Planning
                         ESF 7 Resource Support
                         ESF 15 Volunteers and Donations

I.   INTRODUCTION

A.   Purpose

The purpose of Emergency Support Function (ESF) 21 – Finance is to provide financial support and coordination for any emergency situation (incident) and to coordinate the documentation and reporting of all allocable and allowable expenditures for labor, materials, and services for possible reimbursement by State and/or Federal sources.

B.   Scope

These standing operating procedures (SOPs) shall be implemented and apply each time the Emergency Operations Center (EOC) is activated, or, upon the direction of the Emergency Management Division Manager or County Manager.

C.   Policies

The implementation of these SOPs shall be guided by (a) existing Lake County Board of County Commissioners (BCC) financial, procurement, and human resources policies and procedures, as amended; (b) existing State of Florida policies and procedures, as amended, and (c) Federal Emergency Management Agency (FEMA) policies and procedures, as amended.

1.   Reference: BCC Policies: LCC-3, LCC-18, LCC-36

2.   Reference: BCC Policies

D. Planning Assumptions

Most emergency situations, incidents and events have a financial consequence to the County which must be documented and properly reported.

Personnel involved with the emergency situation will require a portion of their salaries to be paid in a timely manner. Other BCC employees may also be required to be paid a portion of their wages in a timely manner.

Contractors providing commodities and services shall be paid in a timely manner.

Complete documentation of all labor-hours worked, hours of equipment usage, consumable supplies used, and commodities and services procured shall be maintained since all or most of the funds are taxpayer deprived funds, and, to ensure the highest levels of reimbursement by the State of Florida and or FEMA when available.

Complete documentation shall also be completed and maintained for any equipment or supplies that are damaged or destroyed during the emergency situation.

ESF 21 staff will be located within the EOC or at the Joint Field Office (JFO) or at a location specified by the Emergency Management Director.

II. CONCEPT OF OPERATIONS

A. General

Financial coordination, including documentation and reporting, for emergency situations or incidents shall be managed under the Finance Section concept under the Incident Command System (ICS) and the National Incident Management System (NIMS).

The coordination of ESF 21 functions shall occur through the leadership of the Budget Section.

B. Organization

ESF 21 task functions are generally completed by two sub-units: Time / Personnel Unit and Procurement / Cost Unit. Depending upon the incident and available resources, the two sub-units may be co-located with and/or co-staffed by members of other Sections or ESFs.

1.   **Time / Personnel Unit**

   a.   The Time / Personnel Unit is responsible for coordinating and compiling data and information concerning human labor expenditures during the emergency situation by BCC employees and any other employee working under the mutual aide agreement. This Unit may also be required to coordinate and compile data and information concerning volunteers used during the emergency situation.

   b.   The Time / Personnel Unit shall be comprised of individuals with knowledge and experience in time keeping, payroll and personnel. The individuals will initially be assigned from the Human Resources Department – Risk Management, and may be augmented by personnel from the Clerk of Court's offices and other departments and divisions as required.

2.   **Procurement / Cost Unit**

   a.   The Procurement / Cost Unit is responsible for coordinating and compiling data and information concerning procured commodities and services used during the emergency situation. This unit may also be required to coordinate and compile data and information concerning donated commodities and services used during the emergency situation. This unit is also required to document the actual cost or estimate repair/replacement costs of any damaged or destroyed supplies or equipment that was used in the incident.

   b.   The Procurement / Cost Unit shall be compromised of individual with knowledge and experience in procurement and contract management. The individuals will initially be assigned from the Procurement Services Section, Budget Section and may be augmented by personnel from the Clerk of Court's offices and other departments and divisions as required.

III.   EMERGENCY SUPPORT FUNCTION

A.   Pre-Incident Phase

1.   General

    a)   Develop financial plans to support emergency situations, incidents and events;

    b)   Coordinate with Clerk of Court Finance & Accounting Divisions on cost accounting and reporting procedures to be used during an emergency situation;

    c)   Establish appropriate forms to record and report time and cost information;

    d)   Develop and conduct training on data and information collection and reporting using the forms for all required personnel.

2.   Time / Personnel Unit

Prepare and disseminate standardized time reporting forms and instructions.

3.   Procurement / Cost Unit

    a)   Coordinate contract rates and fees for emergency related commodities and services with ESF 7 Resource Support.

B.   Response Phase

1.   General

    a)   Provide financial support to execute the incident plan;

    b)   Develop financial plan to support incident;

    c)   Provide cost analysis in support of the incident;

    d)   Coordinate and manage time records;

    e)   Coordinate with Clerk of Court Finance & Accounting Division on payroll allocations;

    f)   Document cost data;

    g)   Coordinate with all sections for anticipated operations cost requirements.

2.   Time / Personnel Unit

Coordinate, assemble, and compile time reports from units assigned to incident.

3.   Procurement / Cost Unit

    a)   Coordinate, assemble, and compile contracted commodity and service costs from units assigned to incident;

C.   Recovery Phase

1.   General

    a)   Coordinate, assemble, and compile reports for labor, supplies, and contracted commodities and services used in the incident.

    b)   Provide support to other ESFs and ICS/NIMS sections in completing necessary reports and forms for State and / or Federal reimbursement.

    c)   Provide financial support to all units involved in recovery phase in accordance with approved policies and procedures.

    d)   Provide financial status reports to the BCC and County Management as required.

    e)   Prepare long-term financial estimates including potential funding sources to complete recovery efforts.

D.   Mitigation Phase

1.   <u>General</u>

a)   Coordinate cost data and estimates as required to apply for grants;

b)   Prepare business cases using cost / benefit analysis for competing grant applications;

c)   Document actual cost data and prepare required reports for approved grants.

IV.   RESPONSIBILITIES

A.   Primary Agency – Budget Section

1.   Provide leadership, management, and support to accomplish the mission of the ESF.

2.   Provide human and fiscal resources to accomplish mission of the ESF.

3.   Complete the mission of the ESF as required for the emergency situation.

B.   Support Agencies

1.   Procurement Services Section

a)   Provide leadership and resources to accomplish tasks of Procurement / Cost Unit.

2.   Clerk of Court – Finance and Accounting

a)   Provide resources and coordination to ensure compliance with all applicable policies and procedures;

b)   Provide payroll and accounts payable functions.

3.   ESF 5 – Information and Planning

a)   Coordinate and / or provide timely, adequate information on requirements and actions of units assigned to the incident.

4.   ESF 7 – Resources

a)   Provide costs and price information on contracted commodities and services;

b)   Provide cost estimates and replenish consumed supplies;

c)   Provide cost estimates to repair or replace damaged or destroyed equipment used in the incident.

5.   ESF 15 – Volunteers and Donations

a)   Provide coordination or request for volunteers to augment County resources and/or donations for commodities and supplies;

b)   Coordinate with the other ESFs on actual resources available to fulfill requests;

c)   Coordinate with ESF-18 staff to account for all labor and donations used during an incident.

SURVIVOR SERVICES
EMERGENCY SUPPORT FUNCTION 22
(ESF 22)

PRIMARY AGENCY: Lake County Community Services Department

SUPPORT AGENCIES: Lake And Sumter Emergency Recovery (LASER)
                            LifeStream Behavioral Center
                            United Way of Lake and Sumter Counties
                            The American Red Cross
                            The Salvation Army

I.   INTRODUCTION

A.   Purpose

The purpose of ESF 22 is to coordinate activities involved with providing services to disaster survivors through established organization in Lake County and the region.

B.   Scope

ESF 22 has a broad scope of critical responsibilities that encompasses matching survivors unmet needs with organizations which may provide assistance.

II.   POLICIES

A.   Priorities

The operations of ESF 22 will be directed toward matching available community resources to help rapidly resolve survivor's issues and unmet needs. The primary focus of this effort will be survivor issues such as temporary housing, the need for services from local organizations, food stamps, unemployment benefits and various other unmet needs from a disaster or large-scale emergency.

B.   Assignment of Responsibilities

1.   Lead Agency

The Community Services department is designated as the Lead Agency for this Emergency Support Function and will coordinate all

activities of ESF 22. As the Lead Agency they are responsible for the following:

a)   Notification, activation, and mobilization of all agencies assigned to the ESF.

b)   Coordination of all support agency actions in performance of missions assigned to this ESF.

c)   Coordinating requests for assistance and additional resources in performance of the missions of this ESF from all assigned agencies and forwarding them to the appropriate ESF or agency.

d)   ESF 22 activities will be coordinated through the county EOC. The primary agency and support agencies as required will provide staff at the EOC on a 24-hour basis, for the duration of ESF 6 activation.

2.   **Support Agencies**

All support agencies of this Emergency Support Function are responsible for the following:

a)   Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.

b)   The designation and assignment of personnel for staffing of all facilities at which this ESF is required. The primary agency shall be responsible for making the determination that such representation is necessary.

c)   Coordination of all actions of the support agency with the primary agency in performing assigned missions of the ESF.

d)   Identifying all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies capabilities.

e)   Authorities and responsibilities will remain within each support agency for their own direction and control under the mission or tasks assigned by the lead agency.

C.   Response Requirements

Federal and State assistance to this Emergency Support Function will be provided under Public Law 93-288, Florida State Statute Chapter 252, and the Florida Comprehensive Emergency Management Plan.   However, during the emergency response and for the first hours after the occurrence of a catastrophic emergency there may be little, if any, assistance available.   The primary and support agencies of this Emergency Support Function must plan to be as self-sufficient as feasibly possible during this period.

D.   Resource Coordination

This ESF will provide resources using its Primary and Support agency authorities and capabilities, in coordination with other ESFs to support its missions.   This ESF will allocate available resources based upon priorities identified by the EOC.

All Municipalities and all other ESFs will coordinate with this ESF's representative at the EOC when requesting emergency support or disaster relief from this ESF.   In the case of conflict of priorities develops, this ESF will work directly with the EOC management team to resolve the situation.

E.   Response and Recovery Coordination

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities.   Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the Lake County Comprehensive Emergency Management Plan.

F.   Coordination of Actions

All agencies assigned with this ESF shall coordinate all actions in performance of emergency response and assistance missions with the Lead Agency for this ESF in the EOC.

III.   SITUATION

A.   Disaster Conditions

1.   Sudden Catastrophes

Transportation accidents, airplane crashes, flash floods, tornadoes, fires, or technological events may necessitate immediate

identifiable mass care to evacuees, survivors and emergency workers involved in the disaster and its aftermath.

2. Slowly Developing Disasters

Catastrophic disasters such as hurricanes and slowly rising floods provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees, and in some cases may be set up in neighboring states. Damage from catastrophic disasters may cause extended displacement, the needs of which may extend into the recovery phase.

In the wake of the disaster, many of the local resources will be unavailable due to the damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

B. Planning Assumptions

1. The most destructive natural hazard to which Florida is vulnerable is a hurricane. Consequently, advance warning is likely, with an opportunity to order evacuation in vulnerable areas.

2. Hurricane evacuations studies predict that people outside the surge-prone areas will self-evacuate.

3. In a catastrophic disaster, it is likely that long-term mass care will be required until rental assistance and temporary housing resources become available.

4. Smooth transitions from ESF 22 response to Individual Assistance Recovery Operations will help ensure survivor's needs are met.

5. All available local resources may be committed and additional help may be needed from the state, federal government, or mutual aid agreements.

6. Coordination with municipalities, critical facilities, and other ESF's efforts, and other government agencies will be required.

7. Damaged areas will be restricted and not readily accessible, except in some cases by air or water.

IV.   CONCEPT OF OPERATIONS

A.   General

1.   At EOC Activation, Level II, the Lead Agency of this ESF is responsible for implementing its functions. A representative of the Lead Agency will be available in the EOC activation to respond to requests for support submitted to this ESF.

2.   ESF 22 will coordinate, monitor and assess the priority of resources conducted by this ESF to assist in the relief operations and provide aid to those in need.

3.   ESF 22 will focus primarily to resolve short term unmet needs of survivors. Support agencies will provide support services in times of disaster through a coordinated ESF response.

B.   Emergency Support Function Organization

1.   ESF 22 will establish liaison with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.

2.   Support agencies will be coordinated by the Primary Agency. However, each agency represented will be expected to maintain its operational capability and direct its response resources in accordance with its agency's operating procedures.

3.   The designated team leader for this ESF at the EOC is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Management team and the policies of this plan.

C.   Notification

1.   Initial

Initial notification will be sent by Emergency Management to the Lead Agency of this ESF advising that a threat situation or an emergency has occurred which warrants, or may warrant, the implementation of this plan.

2.   Lead Agency

The Lead Agency will notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

3.   Support Agencies

The notification process will be completed by the support agencies according to their Emergency Operating Guide (EOG) or disaster plan.

D.   Mobilization

1.   Lead Agency

Immediately following notification to activate this ESF, the Lead Agency will complete the following:

a)   Establish communications with the EOC and obtain status reports.

b)   Provide appropriate representation to the EOC.

2.   Support Agencies

Immediately following notification by the Lead Agency to commence response actions of the ESF, each support agency will complete the following:

Initiate operations in accordance with established SOPs and responsibilities as outlined in their plan.

E.   Response Actions

Monitor the disaster situation to anticipate potential survivor needs and contact local relief agencies to review available assistance.

1.   Continuing Actions

a)   Lead and support agencies will have and maintain appropriate listings of agency staff to call for performing response activities.

b) Lead and support agencies will have and maintain listings of all resource providers used by the agency in emergency situations.

c) All agencies will ensure that all actions taken are recorded and communicated to the ESF representatives in the EOC.

d) At all times, support agencies should be able to make brief and accurate status reports in the EOC.

e) Priorities will continually be reassessed to address the most critical needs and develop strategies.

f) Resources, which are committed to specific missions, will be tracked for redeployment if necessary. Updated information will be provided to the EOC.

g) Resources will be re-staged as appropriate.

V. Recovery Actions

A. Initial Actions

1. ESF 22 will assess and determine extend of survivor needs.

2. ESF 22 will work with both ESF 6 and other appropriate agencies at the State and Federal level for the long-term placement of disaster survivors who cannot move back to their normal living arrangements due to the disaster.

B. Individual Assistance

ESF 22 will assist with providing survivor unmet needs assistance by coordinating staffing of Disaster Recovery Centers by local agencies.
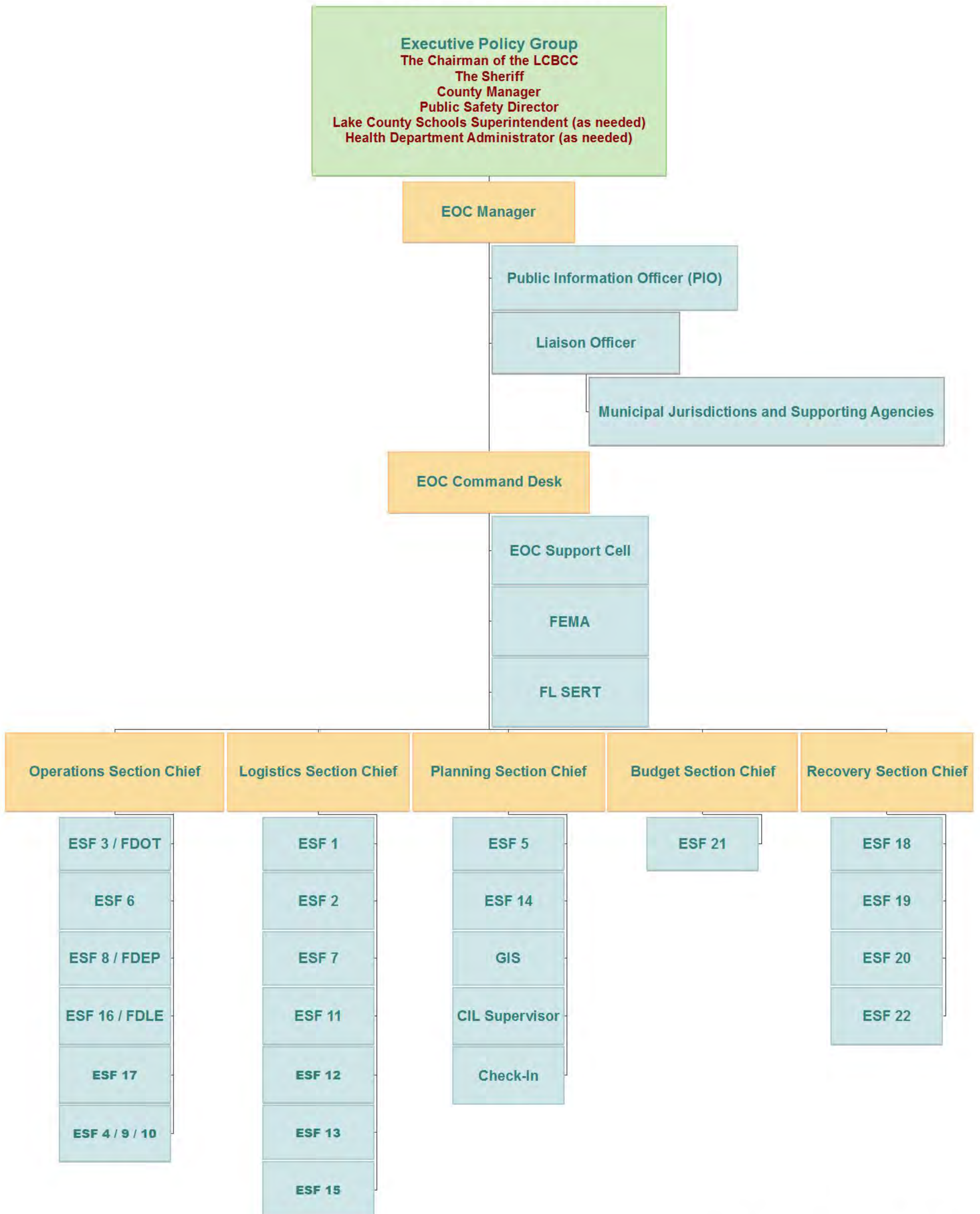
C. Ongoing Actions

1. Upon request, ESF 22 resources will be provided to assist recovery activities.

2. ESF 22 will provide support agencies and ESF 5 with regular updates on assistance availability.

3. ESF 22 will coordinate with ESF 14 to provide information to county residents about how to access disaster assistance program information.
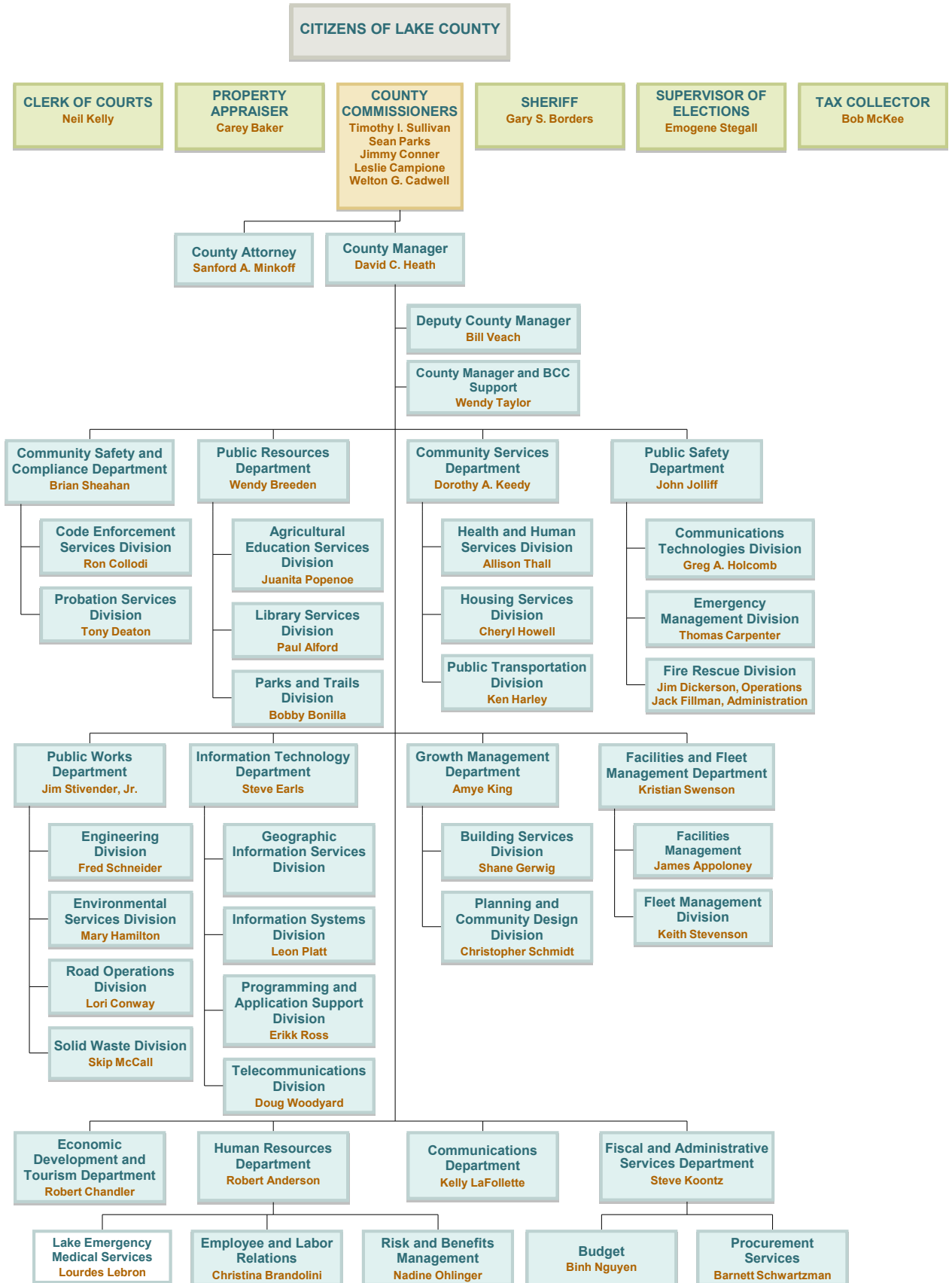
VI.   RESPONSIBILITIES

A.   Lead Agency

1.   In addition to those activities previously stated ESF 22 will coordinate with ESF 15 regarding the activities of volunteers actively engaged in providing survivor assistance.

2.   Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24 hours per day.

3.   Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include the Lead and Support Agencies Disaster Plan. Plan to include a listing of telephone numbers for support agencies and service providers.

4.   Recording of incoming requests for assistance, who is assigned to respond and the action taken.

5.   Establishing a protocol for prioritizing response activities.

6.   Coordination of activities with other ESFs.

7.   Providing assistance to other ESFs and support agencies for the long-term placement of disaster survivors who are unable to return to their normal living arrangements as a result of disaster damage.

Lake County Emergency Operations Center
Organization Chart

Executive Policy Group
The Chairman of the LCBCC
The Sheriff
County Manager
Public Safety Director
Lake County Schools Superintendent (as needed)
Health Department Administrator (as needed)

EOC Manager

Public Information Officer (PIO)

Liaison Officer

Municipal Jurisdictions and Supporting Agencies

EOC Command Desk

EOC Support Cell

FEMA

FL SERT

Operations Section Chief	Logistics Section Chief	Planning Section Chief	Budget Section Chief	Recovery Section Chief
ESF 3 / FDOT	ESF 1	ESF 5	ESF 21	ESF 18
ESF 6	ESF 2	ESF 14		ESF 19
ESF 8 / FDEP	ESF 7	GIS		ESF 20
ESF 16 / FDLE	ESF 11	CIL Supervisor		ESF 22
ESF 17	ESF 12	Check-In		
ESF 4 / 9 / 10	ESF 13			
	ESF 15			

State Approved November 2014

Lake County Government
Organization Chart
Fiscal Year 2015

CITIZENS OF LAKE COUNTY

CLERK OF COURTS
Neil Kelly

PROPERTY APPRAISER
Carey Baker

COUNTY COMMISSIONERS
Timothy I. Sullivan
Sean Parks
Jimmy Conner
Leslie Campione
Welton G. Cadwell

SHERIFF
Gary S. Borders

SUPERVISOR OF ELECTIONS
Emogene Stegall

TAX COLLECTOR
Bob McKee

County Attorney
Sanford A. Minkoff

County Manager
David C. Heath

Deputy County Manager
Bill Veach

County Manager and BCC Support
Wendy Taylor

Community Safety and Compliance Department
Brian Sheahan

- **Code Enforcement Services Division**
  Ron Collodi
- **Probation Services Division**
  Tony Deaton

Public Resources Department
Wendy Breeden

- **Agricultural Education Services Division**
  Juanita Popenoe
- **Library Services Division**
  Paul Alford
- **Parks and Trails Division**
  Bobby Bonilla

Community Services Department
Dorothy A. Keedy

- **Health and Human Services Division**
  Allison Thall
- **Housing Services Division**
  Cheryl Howell
- **Public Transportation Division**
  Ken Harley

Public Safety Department
John Jolliff

- **Communications Technologies Division**
  Greg A. Holcomb
- **Emergency Management Division**
  Thomas Carpenter
- **Fire Rescue Division**
  Jim Dickerson, Operations
  Jack Fillman, Administration

Public Works Department
Jim Stivender, Jr.

- **Engineering Division**
  Fred Schneider
- **Environmental Services Division**
  Mary Hamilton
- **Road Operations Division**
  Lori Conway
- **Solid Waste Division**
  Skip McCall

Information Technology Department
Steve Earls

- **Geographic Information Services Division**
- **Information Systems Division**
  Leon Platt
- **Programming and Application Support Division**
  Erikk Ross
- **Telecommunications Division**
  Doug Woodyard

Growth Management Department
Amye King

- **Building Services Division**
  Shane Gerwig
- **Planning and Community Design Division**
  Christopher Schmidt

Facilities and Fleet Management Department
Kristian Swenson

- **Facilities Management**
  James Appoloney
- **Fleet Management Division**
  Keith Stevenson

Economic Development and Tourism Department
Robert Chandler

Human Resources Department
Robert Anderson

Communications Department
Kelly LaFollette

Fiscal and Administrative Services Department
Steve Koontz

- **Lake Emergency Medical Services**
  Lourdes Lebron
- **Employee and Labor Relations**
  Christina Brandolini
- **Risk and Benefits Management**
  Nadine Ohlinger
- **Budget**
  Binh Nguyen
- **Procurement Services**
  Barnett Schwartzman

Fiscal Year 2015 - October 1, 2014

LAKE COUNTY PUBLIC SAFETY DEPARTMENT
Emergency Management Division
PRIMARY RISK SHELTERS

2014

ASTATULA ELEMENTARY SCHOOL
13925 Florida Avenue, Astatula

LEESBURG ELEMENTARY SCHOOL*+
2229 South St., Leesburg

LOST LAKE ELEMENTARY SCHOOL*+
1901 Johns Lake Road, Clermont

MASCOTTE CHARTER ELEMENTARY SCHOOL
460 Midway Ave, Mascotte

ROUND LAKE ELEMENTARY SCHOOL
31333 Round Lake Rd., Mount Dora

SPRING CREEK CHARTER ELEMENTARY SCHOOL
44440 Spring Creek Rd., Paisley

TREADWAY ELEMENTARY SCHOOL
10619 Treadway School Rd., Leesburg

UMATILLA ELEMENTARY SCHOOL*+
401 Lake Street, Umatilla

VILLAGES ELEMENTARY SCHOOL*+(Backup Only)
695 Rolling Acres Road, Lady Lake

*Pet Friendly Shelter   **+Special Needs Shelter**

Emergency Management Office/Special Needs Registration
(352) 343-9420
Citizens Information Hotline
(352) 253-9999
(Activated During Emergencies Only)

Shelter openings may vary with each emergency. Please stay tuned to the media for a listing of shelters that will be opened in an emergency. Do not go to a shelter until it is announced through the media that the shelter is open.

6/2/2013

Comprehensive Emergency Management Plan

**Appendix III
Sample Public Service Announcements**

Lake County Emergency Management Division
Public Service Announcements

1.   Disaster Supplies Kit

It's hurricane season. Time to pull together your emergency supplies including non-perishable food, bottled water, batteries, flashlights and a battery-operated radio. If you evacuate you also need a pillow and blanket and don't forget your important papers.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings. Call Lake County Emergency Management, for the location nearest you.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

2.   Prescription Medication & Special Needs

If you require special medication, remember, during hurricane season, maintain a two-week supply of your prescription and bring it with you if you must evacuate. If you need assistance during the hurricane because of special needs, call the Lake County Emergency Management Division to register before the storm.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

3.   Securing Your Home

Before a hurricane threatens, make sure your home is hurricane resistant with adequate bracing of roof; gable ends and reinforced garage doors. Plan now how you will cover your windows and glass sliding doors to protect your family from the devastating winds, blowing debris and flying glass.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

4.   Pets Hurricane Survival Kit

After every disaster, thousands of pets are left homeless, confused and sometimes, hurt. The time to prepare for the next hurricane strike is now for <u>every member</u> of your family, including your pet! Have a carrier, and ID collar, rabies tag and leash. Have enough food and water for at least a two-week period.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

5.   Know Your Hurricane Evacuation Level

If a hurricane threatens Lake County, do you know if and when you would have to evacuate? This is the first step in making your Family Disaster Plan. Evacuation Zones and shelters have been revised for the 201X Hurricane Season. Check it out today!

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

6.   Safe Room

If a major hurricane strikes Lake County, you will need to find your safe room – an interior room in your home with no windows – like a closet or bathroom. Riding out the storm in your safe room may be cramped, but it can protect you from high winds, flying debris and glass.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

7.   NOAA Weather Radio

Preparedness for severe weather often means early warning. Get your NOAA weather radio today. It's your link to the weather service and severe weather warnings for tornadoes and hurricanes.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

8.   Host Shelter

Public Shelters and trained shelter volunteers are in seriously short supply in Lake County. If your business, church or civic room wants to help, contact the American Red Cross or the Lake County Emergency Management Division for information on becoming part of the Disaster Team or the Host Home Program.

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

9.   Business Preparedness Plan

After Hurricane Andrew, more than 100,000 jobs were lost and 8,000 businesses never reopened. Is your business ready for the hurricane season? Are you located in an evacuation zone?   Can you manage for at least two weeks with no power or other services? Is your insurance sufficient?

For more information, pick up your official Hurricane Survival Guide at _____ or other public buildings or other public buildings.

The Hurricane Survival Guide – Read it. Use it. It may save your life.

DECLARATION OF LOCAL STATE OF EMERGENCY
LAKE COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, a potential, serious threat to the public health, safety and welfare will be created by _____, _____, and _____ predicted to begin on _____, 201X

WHEREAS, Florida State Statute, Chapter 252, Ordinance 96-11 authorizes the Chairman of the Board of County Commissioners to declare that a local state of emergency exists.

IT IS THEREFORE ORDERED,

That the Comprehensive Emergency Management Plan is hereby activated and Lake County Emergency Management, in conjunction with the Lake County Board of Commissioners, shall have the power, authority and preservation of health, safety and welfare of the citizens and property of Lake County.

All Lake County assets are hereby ordered to be placed at the disposal of Lake County Emergency Management.

Any County regulation(s) prescribing procedures for the conduct of County business, if strict compliance would hinder necessary action in coping with the emergency, are hereby suspended. Suspension of such procedures shall be at the direction of the Chairperson of the Board of County Commissioners, and the Public Safety Director.

The Public Safety Director shall function as the County Coordinating Officer and in consultation with the Chairperson of the Board of County Commissioners, shall provide overall coordination of County response. County agencies shall coordinate with the County Coordinating Officer all requests for assistance through the appropriate Emergency Support Function.

In accordance with F.S.S., Chapter 252, this Declaration shall remain in effect for a period of seven (7) days unless extended or dissolved.

_____   _____
    Chairperson _____   Date
  Board of County Commissioners
     Lake County, Florida

_____   _____
        Attest   Date
     Clerk of Court
       (SEAL)

Comprehensive Emergency Management Plan

Appendix V

Statewide Mutual Aid Agreement

July 31, 2000

STATEWIDE MUTUAL AID AGREEMENT

This Agreement between the DEPARTMENT OF COMMUNITY AFFAIRS, State of Florida (the "Department"), and all the local governments signing this Agreement (the "Participating Parties") is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the disaster with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, as amended, gives the local governments of the State the authority to make agreements for mutual assistance in emergencies, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Under the Act the Department, through its Division of Emergency Management (the "Division"), has authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.
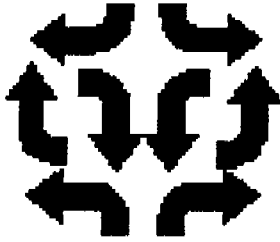
July 31, 2000

F. The existence in the State of Florida of special districts, educational districts, and other regional and local governmental entities with special functions may make additional resources available for use in emergencies.

Based on the existence of the foregoing conditions, the parties agree to the following:

ARTICLE I. <u>Definitions</u>. As used in this Agreement, the following expressions shall have the following meanings:

A. The "Agreement" is this Agreement, which also may be called the Statewide Mutual Aid Agreement.

B. The "Participating Parties" to this Agreement are the Department and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

C. The "Department" is the Department of Community Affairs, State of Florida.

D. The "Division" is the Division of Emergency Management of the Department.

E. The "Requesting Parties" to this Agreement are Participating Parties who request assistance in a disaster.

F. The "Assisting Parties" to this Agreement are Participating Parties who render assistance in a disaster to a Requesting Party.
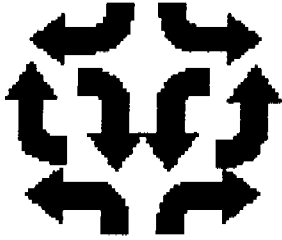
G. The "State Emergency Operations Center" is the facility designated by the State Coordinating Officer for use as his or her headquarters during a disaster.

H. The "Comprehensive Emergency Management Plan" is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Fla. Stat. (1999).

I. The "State Coordinating Officer" is the official whom the Governor designates by Executive Order to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order and the Comprehensive Emergency Management Plan.

J. The "Period of Assistance" is the time during which any Assisting Party renders assistance to any Requesting Party in a disaster, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

K. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of § 189.403(1), Fla. Stat. (1999), regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

L. An "educational district" is any School District within the meaning of § 230.01,

Fla. Stat. (1999), or any Community College District within the meaning of § 240.313(1), Fla. Stat. (1999).

M.. An "interlocal agreement" is any agreement between local governments within the meaning of § 163.01(3)(a), Fla. Stat. (1999).

N. A "local government" is any educational district and any entity that is a "local governmental entity" within the meaning of § 11.45(1)(d), Fla. Stat. (1999).

O. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, as amended.

ARTICLE II. Applicability of the Agreement. A Participating Party may request assistance under this Agreement only for a major or catastrophic disaster. If the Participating Party has no other mutual aid agreement that covers a minor disaster, it may also invoke assistance under this Agreement for a minor disaster.

ARTICLE III. Invocation of the Agreement. In the event of a disaster or threatened disaster, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party or from the Department if, in the judgment of the Requesting Party, its own resources are inadequate to meet the disaster.

A. Any request for assistance under this Agreement may be oral, but within five (5) days must be confirmed in writing by the Director of Emergency Management for the County

of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the disaster for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by the Director of Emergency Management for the County of the Requesting Party to either the Division or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Department, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. If any requests for assistance under this Agreement are submitted to the Division, the Division shall relay the request to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the Comprehensive Emergency Management Plan.

D. Notwithstanding anything to the contrary elsewhere in this Agreement, nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Department or by other agencies of the State of Florida for use in responding to a disaster pending the assignment of such personnel, equipment, supplies, services and other resources to a mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in
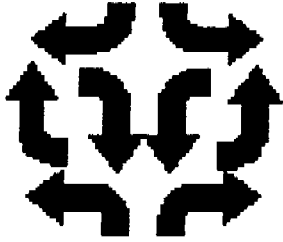
July 31, 2000

accordance with the Comprehensive Emergency Management Plan.

ARTICLE IV. <u>Responsibilities of Requesting Parties</u>. To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the damage sustained or threatened;

B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;

C. A description of the specific type of assistance needed within each Emergency Support Function;

D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;

E. A description of any public infrastructure for which assistance will be needed;

F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;
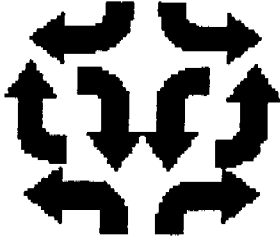
G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and

H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

ARTICLE V. Responsibilities of Assisting Parties. Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable given its personnel, equipment, resources and capabilities. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form C attached to this Agreement, and the completion of Form C by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;

B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;

C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

ARTICLE VI. Rendition of Assistance. After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisors of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) days notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of catastrophic and major disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For minor disasters, the Requesting Party shall

8

be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, the Requesting Party shall to the fullest extent practicable coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment.

ARTICLE VII. Procedures for Reimbursement. Unless the Department or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. The Department shall pay the costs incurred by an Assisting Party in responding to a request that the Department initiates on its own, and not for another Requesting Party, upon being billed by that Assisting Party in accordance with this Agreement.
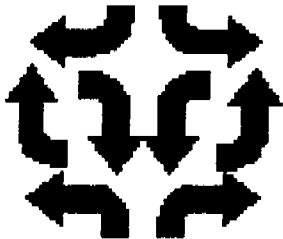
B. An Assisting Party shall bill the Department or other Requesting Party as soon as practicable, but not later than thirty (30) days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Department or the Requesting Party, as the case may be, protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) days shall constitute agreement to the bill and the items on the bill.

D. If the Department protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) days from the date of protest to present the bill or item to the original Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot agree with the Department or the Requesting Party, as the case may be, to the settlement of any protested bill or billed item, the Department, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Department or a Participating Party elects binding arbitration, it may select as an arbitrator any elected official of another Participating Party or any other official of an-

other Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.
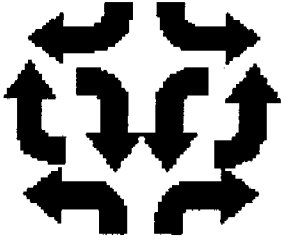
G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Department, or if an Assisting Party has rendered assistance without being requested to do so by the Department, the Department shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency for the reimbursement of costs incurred by any Participating Party shall be made by and through the Department.

I. If the Federal Emergency Management Agency denies any request for reimbursement of costs which the Department has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Department, but the Department may waive such repayment for cause.
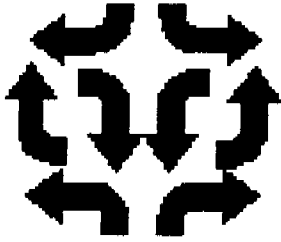
ARTICLE VIII. <u>Costs Eligible for Reimbursement</u>. The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting

Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.
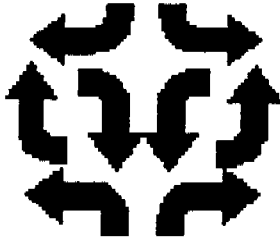
D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of the Federal Emergency Management Agency and applicable circulars issued by the Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Department and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays other than official holidays.

ARTICLE IX. Insurance. Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.
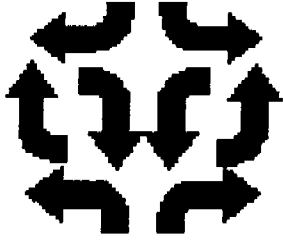
C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

ARTICLE X. General Requirements. Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting

July 31, 2000

Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for a proper preaudit and post audit thereof. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with applicable requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Department or the Division under this Agreement shall be sent to the Director, Division of Emergency Management, Department of Community Affairs, Sadowski Building, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on Form A attached to this Agreement. For the
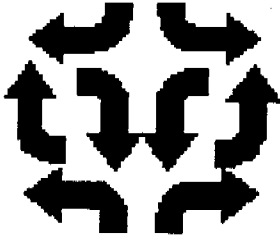
purpose of this Section, any such communication may be sent by the U.S. Mail, may be sent by the InterNet, or may be faxed.

ARTICLE XI. <u>Effect of Agreement</u>. Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
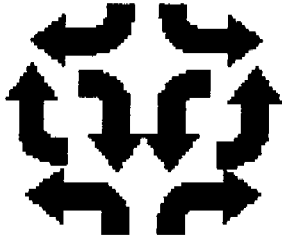
D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall be automatically renewed one (1) year after its execution unless within sixty (60) days before that date the Participating Party notifies the Department in writing of its intent to withdraw from the Agreement.

F. The Department shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) days after its execution by the Department. Such amendment shall take effect not later than sixty (60) days after the date of its execution by the Department, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Department in writing of its intent to do so within that time in accordance with Section E of this Article.

ARTICLE XII. Interpretation and Application of Agreement. The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this
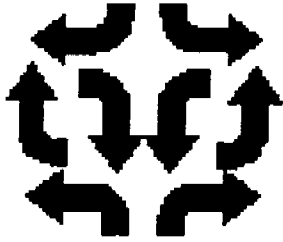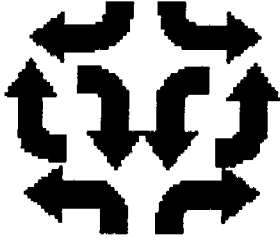
July 31, 2000

Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled un-enforceable or invalid, every other sentence, clause, phrase or other portion of the Agreement shall remain in full force and effect, it being the intent of the Department and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable.

E. The waiver of any obligation or condition in this Agreement in any instance by a Participating Party shall not be construed as a waiver of that obligation or condition in the same instance, or of any other obligation or condition in that or any other instance.

July 31, 2000

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on

the date specified below:

DIVISION OF EMERGENCY MANAGEMENT
DEPARTMENT OF COMMUNITY AFFAIRS
STATE OF FLORIDA

By: _____   Date: _____
Director

ATTEST: BOARD OF COUNTY COMMISSIONERS
CLERK OF THE CIRCUIT COURT   OF _____ COUNTY
                                            STATE OF FLORIDA

By: _____   By: _____
Deputy Clerk   Chairman

                                            Date: _____

                                            Approved as to Form:

                                            By: _____
                                            County Attorney