



MEMORANDUM

Date: October 1, 2013

To: Elaine Jones, Public Information Coordinator

From: Gerard Mallet, Emergency Coordinator

Subject: **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

The attached document is the 2010 Charlotte County Emergency Management Plan (CEMP). The CEMP defines the responsibilities of the government, private, volunteer, and non-governmental organizations that are tasked with responding to emergencies in the County that require the activation of the Emergency Operations Center. The CEMP describes the process for preparedness, response, recovery, and mitigation activities so that all levels of government are able to mobilize as a unified emergency organization to safeguard the well-being of the County's residents and visitors.

The CEMP is structured to parallel planning activities set forth in the Federal and State Emergency Plans and describes how outside resources will be coordinated to supplement local resources and response. The plan incorporates the guidelines established by the U.S. Department of Homeland Security in March 2004 as part of the National Incident Management System and adopted by the Charlotte County Board of County Commissioners on August 23, 2005.

The CEMP is reviewed by the Florida Division of Emergency Management every four years to insure that the local plan conforms to a statewide standard. The Charlotte County CEMP was last reviewed and approved in 2010 and is currently being updated and revised for the 2014 review.

EMERGENCY MANAGEMENT

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CHARLOTTE COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



CEMP 2011-2015

Prepared By: Charlotte County
Office of Emergency Management

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ACRONYMS

This listing is a general reference and is not designed to be an authoritative or all-inclusive information source. Certain listed organizations are obsolete, but are included for the use of persons who may be referring to this page for definitions from older plans and documents.

AHCA	Agency for Health Care Administration
ALF	Assisted Living Facility
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARL	Advanced Recovery Liaison
BCC	Board of County Commissioners
CAP	Civil Air Patrol
CCAC	Charlotte County Animal Control
CCCO	Charlotte County Community Outreach
CCEH	Charlotte County Environmental Health
CCEOC	Charlotte County Emergency Operations Center
CCFM	Charlotte County Facilities Construction / Maintenance
CCHP	Charlotte County Housing Plan
CCMIS	Charlotte County Management Information Services
CCOEM	Charlotte County Office of Emergency Management
CCPA	Charlotte County Property Appraiser
CCPH	Charlotte County Public Health
CCPW	Charlotte County Public Works
CCSB	Charlotte County School Board
CCSO	Charlotte County Sheriff's Office
CCSS	Charlotte County Social Services
CCTP	Charlotte County Terrorism Plan
CCU	Charlotte County Utilities
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
DACS	Department of Agriculture and Consumer Services (Florida)
DBPR	Department of Business and Professional Regulations
DCA	Department of Community Affairs (Florida)
DCF	Department of Children and Families (Florida)

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DEM	Division of Emergency Management (Florida)
DEP	Department of Environmental Protection (Florida)
DFO	Disaster Field Office
DMA	Department of Military Affairs (Florida)
DMAT	Disaster Medical Assistance Team
DOEA	Department of Elder Affairs (Florida)
DOH	Department of Health (Florida)
DOI	Department of Insurance (Florida)
DOT	Department of Transportation (Florida)
DRC	Disaster Recovery Center
DSR	Disaster Survey Report
EAS	Emergency Alert System
EMPA	Emergency Management Preparedness and Assistance Fund
EMS	Charlotte County Fire/Emergency Medical Services
ESATCOM	Emergency Satellite Communications System
ESF	Emergency Support Function
FAC	Florida Administrative Code
FBI	Federal Bureau of Investigation
FDLE	Florida Department of Law Enforcement
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FFCA	Florida Fire Chiefs Association
FF&WCC	Florida Fish and Wildlife Conservation Commission
FHP	Florida Highway Patrol
FLNG	Florida National Guard
FMAP	Flood Mitigation Assistance Program
FP&L	Florida Power and Light
GIS	Geographic Information Systems
HMGP	Hazard and Mitigation Grants Program
ICS	Incident Command System
IFG	Individual and Family Grant Program
JIC	Joint Information Center
LSA	Logistical Staging Area
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework

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OEM	Office of Emergency Management
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PGFD	Punta Gorda Fire Department
PGPD	Punta Gorda Police Department
PGPW	Punta Gorda Public Works
RACES	Radio Amateurs in Civil Emergency Services
RDSTF	Regional Domestic Security Task Force
RIAT	Rapid Impact Assessment Team
RRT	Rapid Response Team
SAR	Search and Rescue
SBA	Small Business Administration
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SNP	Special Needs Program
SWP	State Warning Point
USAR	Urban Search and Rescue
USCG	United States Coast Guard
VOAD	Voluntary Organizations Active in Disasters

EXECUTIVE SUMMARY

Charlotte County is vulnerable to a variety of natural, man-made and technological hazards that can potentially threaten the citizens, businesses, and environment. The *Charlotte County Comprehensive Emergency Management Plan* (CEMP) establishes the framework to ensure that Charlotte County and the City of Punta Gorda will be adequately prepared to deal with these hazards.

The CEMP outlines the general roles and responsibilities of County agencies when preparing for, responding to, or recovering from a large-scale emergency or disaster. The CEMP also coordinates emergency and disaster activities with volunteer organizations and businesses that serve Charlotte County.

The CEMP addresses all four phases of emergency management - mitigation, preparedness, response, and recovery. These phases' parallel activities set forth in two key documents: the State CEMP and the National Response Framework (NRF). The CEMP also describes how resources from national, state, and other sources will be coordinated to supplement County resources for disaster response.

The CEMP is divided into three (3) sections: The Basic Plan, Emergency Support Function (ESF) appendices, and Hazard Specific annexes. The following is a brief description of the CEMP.

1. The Basic Plan - The Basic Plan describes, in general terms, how Charlotte County will mitigate, prepare for, respond to, and recover from the impacts of a large-scale emergency or disaster. The Basic Plan contains sections that address specific operations and planning areas such as: the responsibilities of the county and city government, method of operations, financial policies that will be adhered to during times of emergency or disaster, and continuity of government.

The Basic Plan also contains a section that addresses recovery issues in order to ensure a rapid and orderly implementation of rehabilitation and restoration programs for persons and property affected by an emergency or disaster.

The Basic Plan also contains a section addressing mitigation issues which provides the County with a framework to be used for reducing the potential effects of emergencies or disasters before they occur.

2. The ESF Appendices - The Basic Plan Appendices section organizes the County emergency management activities into ESFs.

In conjunction with the "State of Florida CEMP" and the "National Response Framework (NRF)," an initial 17 separate ESFs have been identified and each one provides specific information for that respective function.

3. The Hazard Specific Annexes - The CEMP contains annexes that are specific to particular hazards that require special action.
 - a. Annex A - Charlotte County Terrorism Incident Response Plan: This Annex covers the general actions that the County will undertake in response to the consequences of terrorist incidents. Roles and responsibilities are defined in this Annex.
 - b. Annex B - Charlotte County Wildfire Incident Response Plan: This Annex covers the general actions that the County will undertake in response to wildfires, or a complex of wildfires in Charlotte County that pose a major threat to populated areas of the County. Roles and responsibilities are defined in this Annex.

I. INTRODUCTION

Chapter 252, Florida Statutes, mandates the development of the Charlotte County CEMP. The CEMP establishes a framework with uniform policy and procedures through which Charlotte County may prepare for, respond to, recover from, and mitigate large scale emergencies and disasters, either natural, manmade, or technological, which can adversely affect the health, safety, and general well-being of the citizens of Charlotte County and its municipality of Punta Gorda.

The CEMP describes the strategies that Charlotte County will use to mobilize its resources and conduct activities to mitigate, prepare for, respond to, and recover from large scale emergency and disaster situations. The CEMP provides flexibility of direction and guidance to Charlotte County, City of Punta Gorda, and volunteer personnel on procedures, organization, and responsibilities which will help prevent, minimize, and/or relieve personal hardship and property damage associated with large scale emergencies, disasters, or the eminent threat associated with these events, including warning and notification. The plan also provides for an integrated response from all levels of government, the private sector, and volunteer agencies.

The CEMP is operations and planning oriented. The CEMP addresses many issues including mitigation, preparedness, response, and recovery. The CEMP clearly defines the roles of County, City, and volunteer agencies, including elected officials, through the use of 17 ESFs. This is done in concert with the State of Florida and the Federal government in order to establish a level of operational continuity.

The CEMP strategies will be achieved using a functional approach by activating specific ESFs. Each ESF will be headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the specific functional area. These lead agencies will be supported by a number of supporting agencies who, can aid in supplementing resources (personnel, equipment, and supplies). Each ESF will use the Incident Command System (ICS) within each of their groups. However, Incident Command will be used in overall emergency operations.

The CEMP is constantly operational; before, during, and after an emergency, disaster, or catastrophe.

A. Purpose

The concepts and procedures specified by this CEMP are adaptable to all hazards that might impact the County and the City of Punta Gorda and are directed at attaining the following goals:

1. Reduce the vulnerability of people and communities of Charlotte County and the City of Punta Gorda to loss of life, injury, or damage and loss of property resulting from natural, man-made and technological emergencies, disasters, catastrophes, or hostile military or paramilitary action;
2. Prepare for prompt, effective and efficient response and recovery activities to protect affected lives and property;
3. Respond to emergencies, disasters, and catastrophes using all available management systems and resources, including: the National Incident Management System (NIMS); the ICS; local emergency plans; and local, state, and federal resources, as necessary, to preserve and protect the health, safety, and well-being of persons affected by the event;

I. Introduction

4. Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies;
 - a. Outlines recovery assistance available to individuals, businesses and governments, and the local government actions involved in obtaining such assistance.
5. Provide a comprehensive emergency management system, consistent with NIMS and the NRF. This includes all aspects of pre-emergency preparedness, such as training and exercises, and post-emergency response, recovery, and mitigation.
6. Minimize damage to property, material shortages and service system disruptions that would have an adverse impact on the residents, businesses and economy, and the overall well being of the County.
7. Manage emergency operations within the County by coordinating and managing the use of resources available from municipal governments, private industry, civic and volunteer organizations, and state and federal agencies.
8. Assist in the anticipation, recognition, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and inadequate regulation of, public and private facilities and land use.

B. Scope

1. The CEMP establishes fundamental policies, program strategies, and assumptions.
2. The CEMP provides procedures for disseminating warnings and coordinating response actions, including; ordering evacuations, opening shelters, and for determining, assessing and reporting the severity and magnitude of such emergencies.
3. The CEMP establishes the concept under which the county and municipal government(s) will operate in response to natural, technological, and/or man-made disasters. These include tropical storms, hurricanes, tornadoes, floods, wildfires, hazardous material incidents, terrorism, freezes, droughts, civil disturbances, sinkholes, and mass immigration.
4. The CEMP establishes the ICS concept of operations. The direction and control of an emergency or disaster spans from initial situation monitoring through post-disaster response, recovery, and mitigation.
5. The CEMP defines the responsibilities of elected and appointed local officials and provisions for sharing information.
6. The CEMP defines the emergency roles and functions of County and municipal departments and agencies, private industries and civic and volunteer organizations.
7. The CEMP creates a framework through the ESF concept, and resource management plan, for the effective and coordinated use of County and municipal government resources.

I. Introduction

8. The CEMP defines intra- and inter-governmental coordination mechanisms to help facilitate delivery of immediate assistance including the direction and control of intra-county, inter-county, state, and federal response and recovery assistance.
9. The CEMP identifies actions that county and city response and recovery organizations will take, in coordination with private, volunteer, state, and federal counterparts, regardless of the magnitude of the disaster.
10. The CEMP identifies emergency support facilities, including critical facilities, staging areas, Disaster Recovery Centers (DRCs), and Helispots.
11. The CEMP establishes a consolidated series of Standard Operating Procedures (SOPs). In most cases the SOPs are situation based, although some are specific emergency management functions.

C. Assumptions

1. Charlotte County, as a community, has developed the capability to execute this Plan to save lives, mitigate suffering, minimize the loss of property and recover from the effects of an emergency or disaster.
2. The necessary Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU) have been negotiated with other political jurisdictions and private organizations by the County and by organizations that have functional responsibilities in this CEMP (See Section V References and Authorities to locate a listing of operative MAA/MOU).
3. Elements of State government have certain expertise and resources available that may be utilized in relieving emergency or disaster-related problems that are beyond the capability of Charlotte County. State support capabilities and access arrangements for both State and State-coordinated Federal assistance are described in the current State CEMP.
4. When an emergency threatens Charlotte County, applicable provisions of this Plan will be applied, the Charlotte County Emergency Operations Center (CCEOC) will be activated and a State of Local Emergency (SLE) declared as appropriate to the severity of the situation.
5. When County resources are inadequate to cope with a disaster, State and Federal assistance will be coordinated and made available through the Florida Division of Emergency Management (Florida DEM) in Tallahassee in accordance with the State-Wide MAA.
6. When the Special Needs Population (SNP) cannot be safely sheltered in facilities within the County or arranged by the County elsewhere, the State will be asked to arrange the requisite shelter and SNP support service elsewhere through the State-Wide MAA.
7. This Plan will be used as the basis for specific implementing procedures and complementing plans developed by functional entities.

*I. Introduction***D. CEMP Development Methodology**

1. Plan development and maintenance is a primary functional responsibility of the OEM Director. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan execution. This process involves a team of participants from all sectors of the community, and at all levels of authority in those sectors, and includes a set of interrelated and reiterative, activities as described in the following:
 - a. The OEM Director maintains an emergency management team consisting of designated and empowered representatives of government agencies having operations in the County, critical businesses and industries, and volunteer and other concerned private groups. The organizations providing key members of this long-standing, broadly-based multi-purpose team are more formally identified in the Charlotte County ESF matrix in the Organizational section of this plan. Those identified with ESF primary and support responsibilities comprise the core emergency management planning team. Those on the core team also have key roles in CEMP training and evaluation activities. In consultation with the core team, the Emergency Manager drafts the Basic Plan and revisions. This planning activity includes defining the Plan Purpose and Scope, outlining the Concept of Operations, Assignment of Responsibilities associated with the execution of the Concept, providing analysis of potential hazards, and financial and resource management issues, among other elements.
 - b. Based upon contents of the Draft Basic Plan, each ESF Lead Agency drafts an Annex outlining more specific information in coordination with the agencies that have support roles in that ESF. Each Draft ESF Annex is reviewed by all affected ESFs to advance overall coordination and understanding. During the ESF drafting and review process, the Basic Plan, too, undergoes scrutiny for adequacy of policy, content, coverage and concepts. The result of this iterative draft-and-review activity is the production of a final Draft Basic Plan with Annexes.
 - c. The final Draft Basic Plan with Annexes is then reviewed by the County Attorney, the County Administrator, elected officials, and department and agency principals. Official written concurrence is obtained prior to presentation to the Board of County Commissioners (BCC) for adoption by Ordinance. Recognizing that the planning process is unending, Plan adoption may be undertaken even though some elements may be incomplete. Letters of acceptance to planning principles, and plan responsibilities can be found in the Charlotte County OEM Library. Attendance rosters for training and orientation seminars covering ESF and Plan operations are located in the Charlotte County OEM library.
 - d. SOPs will be developed by participants, as necessary, to support the Plan. Some SOPs will be developed concurrently with development of the Basic Plan and the Annexes. Additional SOPs will follow the formal adoption of the Basic Plan. SOPs that pertain solely to internal department or agency operations in executing the ESF responsibilities are not included in distributed copies of the Basic Plan.

I. Introduction

- e. Appendices/Tabs and other Plan Addenda are developed to support elements of the Basic Plan an Annex or SOP, generally concurrent with development of each element. Since the data in Appendices/Tabs may be short-lived, identification of the Effective Date/Expiration Date must be stated clearly. Procedures must be set to ensure that a formal review and required updating is done at the appropriate time.
- f. The final Draft Plan is submitted into the County by resolution adoption process after all issues raised in the final review step have been addressed by the Emergency Manager.

Upon adoption, the Chairman of the BCC promulgates the CEMP by signature, and copies are distributed for the record, for users, and for public access. Obsolete Plans and Plan elements are recovered in exchange for new editions. Receipt of replacement Plan elements is indicated by signature of the Department or Organization head. All changes will be sent to all persons on the distribution list as named in TAB Z at the end of this Plan.

- g. Complete rewriting and reprinting of the Plan and submission to the BCC for formal adoption is done by exception, usually every 4 years. Interim adjustments to the Plan are accomplished by the OEM Director as necessary to keep the Plan current following draft, coordination, and review processes outlined in the preceding.
 - h. The signature list reflecting distribution of Plan copies is in TAB Z, at the end of this Plan. The matrix used indicates which elements of the Plan were distributed to each distribution point. Copies of the Plan or Plan elements are available for public viewing on the county website (www.charlottecountyfl.com) or available upon written request to the Charlotte County OEM office, in accordance with FS 119.07 (for a reasonable cost of reproduction). Copies may also be requested from the Clerk of the Courts for the cost of reproduction set by the Clerk in accordance with FS 119.07.
 - i. Charlotte County has adopted the NIMS methodology of developing “preparedness organizations” within the local jurisdictions as well as across jurisdictions and with private organizations. These are ongoing forums for coordinating preparedness activities in advance of an incident. These “preparedness organizations” will represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with each other to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within and across jurisdictions.
4. It is important that each agency understand their own duties and responsibilities and be familiar with each ESFs duties and responsibilities. After reviews are made, each agency will be requested to write a letter in support of their assignments, roles, and responsibilities included in this plan.

Changes and updates will be made annually by February 1st each year and distributed to each agency in receipt of the CEMP.

I. Introduction

Promulgation of this document will be completed upon a satisfactory review by the Florida DEM. This will follow approval by all named ESF primary and secondary agencies. An SOP will be used to ensure an inventory of the document among all appropriate parties and that updates are received and placed in the Plan.

The following is a listing of those departments and agencies that participated in the overall development and approval of the CEMP:

Charlotte County

- Administration
- Attorney's Office
- Board of County Commissioners
- Emergency Management
- Fire/EMS
- Human Resources
- Libraries
- Public Works
- Social/Senior Services
- Utilities
- Fiscal Services Division
- Charlotte County School Board
- Clerk of Courts
- Animal Control
- Building Construction Services
- Budget & Administrative Services
- Environmental Services
- Public Health
- Growth Management
- Metropolitan
- Purchasing
- Transit
- Sheriff's Office
- Property Appraiser
- Charlotte County Development Authority
- Geographic Information System (GIS)
- Parks, Recreation, and Cultural Resources

Punta Gorda

- Planning and Zoning
- Police Dept
- Public Works
- Fire Dept
- Utilities
- City Manager's Office

I. Introduction

Private Industry

- Banking
- Insurance
- Nursing Homes
- Hospitals
- Charlotte County Building and Contractors Association
- Assisted Living Facilities
- Punta Gorda Business Alliance
- Charlotte County Chamber of Commerce
- Englewood Chamber of Commerce

Volunteer Agencies

- Salvation Army
- American Red Cross (ARC)
- Charlotte County Radio Amateurs in Civil Emergency Services (RACES)
- Charlotte County Voluntary Organizations Active in Disasters (VOAD)

State Agencies

- Department of Health (DOH)
- DEM

Other

- Southwest Florida Regional Planning Council
- South Florida Water Management District

II. SITUATION

This section provides a summary of Charlotte County's potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile, and demographics of Charlotte County and the City of Punta Gorda. Storm surge and flood zone information can be found for specific addresses in Charlotte County at www.ccgis.com.

A. Vulnerability Analysis

According to the US Census Bureau, Charlotte County's estimated population is approximately 150,060 as of June 2008. By the year 2015, Charlotte County's population is projected to rise above 183,300. As one of the most vulnerable counties in the United States to hurricanes, having one of the oldest average populations in Florida, and construction in vulnerable areas, Charlotte County can expect to experience a loss of life and/or property of catastrophic proportions to an array of hazards. The following statistics illustrate the Charlotte County population's vulnerability:

1. 98% of Charlotte County's population lives in coastal areas;
2. There are approximately 43 mobile home parks with nearly 9,300 mobile homes;
3. The median age of Charlotte County residents is over 54.4 years old. More than 30% are over the age of 65;
4. Charlotte County currently has 600 people registered on its Special Needs Registry and this is expected to increase;
5. Charlotte County has no shelter space in Category III storms or higher;
6. ARC has disqualified the use of any Charlotte County shelters before a storm;
7. There are three hospitals with a total of 665 beds, nine nursing homes with a total of 1,228 beds, and 17 assisted living facilities with a total of 920 beds. This capacity is expected to increase with the added construction of medical facilities in the area.

B. Hazards Analysis Methodology

1. Identification of the hazards; natural, man-made (including criminal, attack and terrorist) and technological, expected to impact Charlotte County, directly or indirectly, is the first step in the emergency planning process. The second major step is analysis of the social and economic effects that such impact would have on the County. This analysis of effects leads to identification of resources needed to deal with each hazard and the cascade effect of hazard combinations.
2. Potential hazards are identified by study of Federal and State sources, and by review of local history and personalities, as well as projections available from the same sources. Political, social, and economic circumstances at local, State, Federal and international levels as well as weather and other physical conditions all combine to create specific hazards and hazard combinations. Personnel from the several disciplines and specialties, public, private and volunteer, represented on the County Emergency Management Team, apply their specialized expertise to hazard identification and analysis. ESF leaders are primary Team members.

II. Situation

Others with more minor roles are still important contributors to the County emergency management program.

3. Hazards seldom occur in isolation from one other. A focus of the hazard analysis is to identify the hazards and hazard combinations that are most likely to occur and may cause serious harm when they do occur. Severe weather, for example, can potentially produce flooding, hazardous materials releases, and disruptions to the provision of utility services.
4. Hazards analysis is an ongoing activity and requires continual updating. The hazard analysis leads to development of resource requirements which include; availability of personnel with specific skills, facilities and equipment, time (labor), funding and public relations. Certain resources are critical to emergency management operations. A listing and map of critical facilities, including staging areas and helispots (landing zones), is maintained by the Charlotte County OEM and is produced by the Charlotte County GIS Unit. Copies of the critical facilities maps and listings can be produced to meet operators' needs in specific circumstances. A listing of maps routinely maintained in the Charlotte County EOC is available in the Charlotte County OEM library.

C. Hazard Analysis

The primary goal of emergency management in Charlotte County is to ensure that the County and the City are prepared for responding to and recovering from the many consequences that are generated by the hazards that could potentially impact the county.

This section of the CEMP presents listings of the hazards which could impact Charlotte County and some of the consequences associated with each hazard. These consequences can potentially have an adverse affect on Charlotte County's citizens, infrastructure, and environment.

1. Hurricanes and Tropical Storms

a. Hazard

Hurricanes and tropical storms are the biggest threat to Charlotte County's population. Charlotte County is one of the most vulnerable counties in the State of Florida to the impacts of these storms. Charlotte County has a coastline that fronts the Gulf of Mexico, along with two large saline rivers that run through Charlotte County and into the Gulf of Mexico. Charlotte County is also embedded with many canals and waterways. The large number of waterways and the general low elevation of Charlotte County exacerbates the vulnerability of Charlotte County's 150,060 residents to the dangers of tropical storms and hurricanes.

Construction in coastal areas and a growing population moving to these coastal areas has increased Charlotte County's vulnerability. The insurable and uninsurable losses to Charlotte County from a Category V hurricane would be catastrophic.

The Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized flood/wind model for Charlotte Harbor indicates that up to 28 feet of storm surge could occur at Peace River Shores in a worst case scenario.

II. Situation

Many older model houses in Charlotte County, which were built in the 1950-1970 time frame, can also expect immense wind damage from hurricanes and tropical storms. These houses were built during a time when building codes were lax and builders did not know the vulnerabilities of their houses to tropical storms and hurricanes. Mobile homes can be expected to suffer immense damage in tropical storm and hurricane conditions as well, due to the fact that they are not anchored, nor designed for such wind events.

Hurricanes and tropical activity could affect the entire westerly 1/3 of Charlotte County where approximately 98% of Charlotte County residents live. Other elements of hurricanes, including torrential rainfalls and high winds, could also devastate the other 2/3 of the County, and could severely damage or destroy the agricultural interests in Charlotte County.

b. Consequences

- Large scale evacuations
- Road congestion
- Sheltering (pre and post-event)
- Animal issues associated with evacuation, sheltering, and disposal of deceased
- Infrastructure damage/loss (sewer, water, electric, roads, bridges, debris, communications, etc.)
- Damage/loss of financial institutions
- Damage/loss to service industry
- Crop loss
- Property loss
- Long-term economic impacts
- Overwhelmed public services (fire, EMS, law enforcement)
- Economic and social disruption
- Widespread psychological impacts (counseling needs)

2. Flooding

a. Hazard

Charlotte County is highly vulnerable to flooding.

Currently, under a worst-case scenario, about 98% of the county's population (approximately the westerly 1/3 of the county), is vulnerable to flooding from a hurricane.

II. Situation

The County's overall general low elevation invites both localized flooding and general flooding. Surface elevation averages anywhere from 0 ft above mean sea level to 74 feet above mean sea level in NE Charlotte County. The average elevation in Charlotte County is 10 feet above mean sea level.

The primary sources of flooding for Charlotte County are hurricanes, tropical storms, or thunderstorms that generally occur from June to October, which is the rainy season for Florida. Charlotte County has a network of different types of waterways, including canals, rivers, creeks, and streams, which run throughout the county.

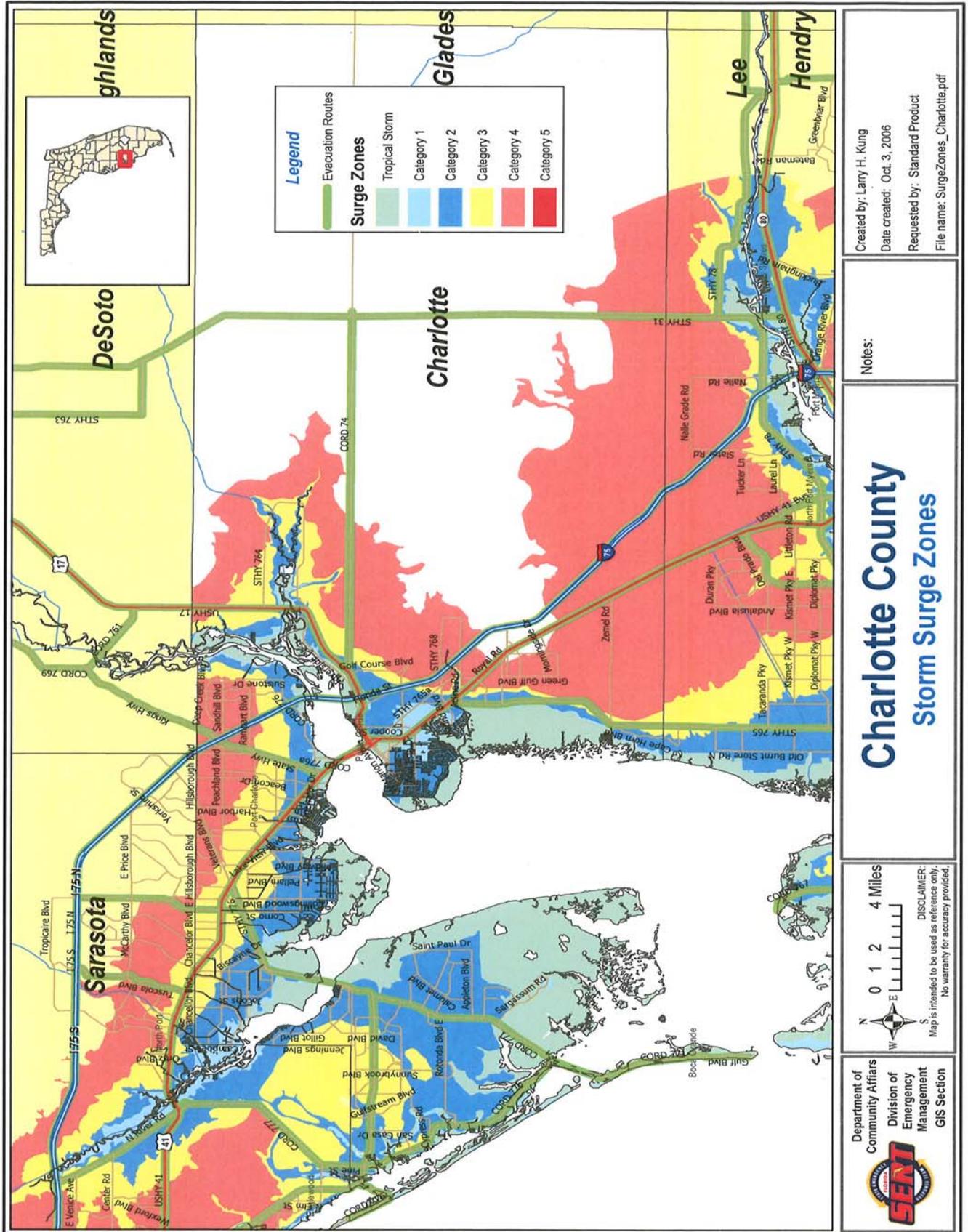
Flooding can cause injuries and fatalities and produce widespread property damage. With the increase in population and the increased development in Charlotte County, we can only expect flood vulnerability and risks to increase. This is especially so since the Peace and Myakka River run through Charlotte County into the Gulf of Mexico.

Please refer to page 13 for the Charlotte County storm surge map. Please refer to page 14 for the Charlotte County 100- year floodplain map.

b. Consequences

- Power outages
- Infrastructure damage (road/culvert washout, sewer infiltration, etc.)
- Erosion
- Residential fires
- Animal evacuation, sheltering, disposal of deceased
- Evacuation of residents and businesses
- Crop Damage
- Contamination of water supply
- Property Damage
- Economic Loss
- Debris
- Road congestion (sightseers, evacuees)

II. Situation



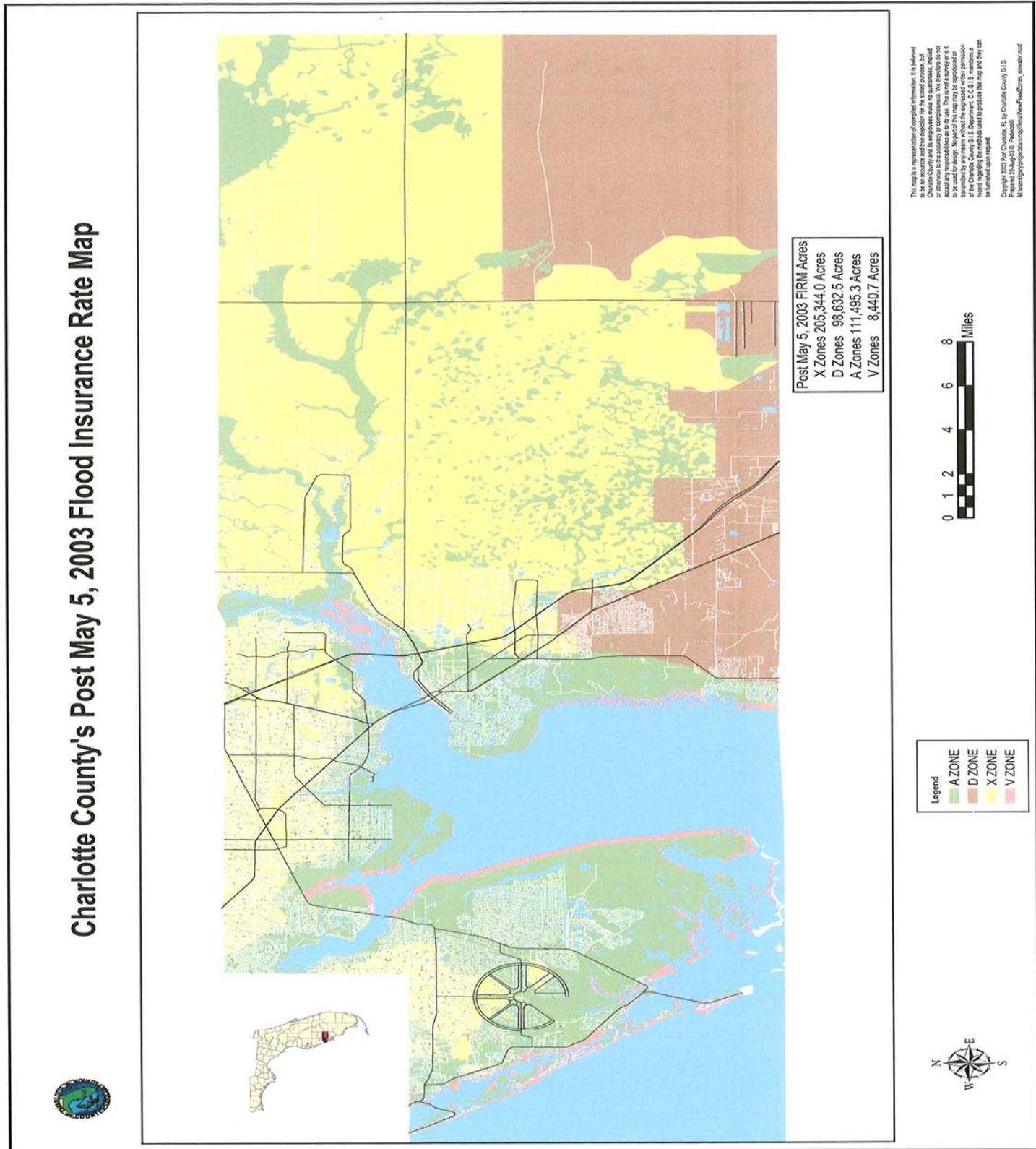
II. Situation

Pink = VZone (velocity zone)

Yellow = X Zone (500 year floodplain)

Green = A Zone (100 year floodplain)

Brown = D Zone (undetermined flood zone)



II. Situation

3. Hazardous Materials Spills

a. Hazard

The threat of hazardous materials spills in Charlotte County is considered to be moderate.

Charlotte County is vulnerable to both transportation accidents involving hazardous materials and hazardous material spills from fixed facilities. Major transportation routes include I-75, US 41, S.R. 776, C.R. 74, Kings Highway, and Veterans Blvd. Hazardous materials carriers are not prohibited from traveling on these roads, so the threat of accidents involving hazardous materials is always present. Charlotte County also has the Seminole Gulf Railroad which runs through many residential areas in Punta Gorda. This route is used mainly for carrying cargo, including hazardous materials. This adds to the threat of hazardous materials spills in Charlotte County should an accident occur.

Hazardous material spills from fixed facilities also present a threat. Currently, Charlotte County has 32 facilities that are registered as carrying extremely hazardous substances (EHS).

b. Consequences

- Evacuation
- Sheltering
- Mass feeding
- Mass casualty
- Mass fatality (human and animal)
- Contamination of water supply
- Large scale contamination
- Decontamination

4. Nuclear Power Plant Incidents

a. Hazard

Charlotte County's exposure to nuclear power plant incidents is minimal.

Charlotte County is not located in any of the Emergency Planning Zones (EPZ) for nuclear power plants in Florida. The only exposure might occur if there was a total meltdown of a facility, which would release radioactive material into the atmosphere, thus affecting the entire State of Florida.

b. Consequences

- Decontamination
- Utility failure (Communications, power, etc.)
- Mass casualty (human and animal)

II. Situation

- Contamination of water supply
- Mass contamination (human, animal, crops, facilities, ground)

5. Civil Disturbance

a. Hazard

Charlotte County's exposure to the civil disturbance threat is currently low.

Circumstances can, however, change rapidly, thereby elevating Charlotte County's exposure to high. In Charlotte County, there have been no signs of racial conflict, political conflict, or ethnic conflict that may spurn a civil disturbance. However, the potential threat is always present.

b. Consequences

- Property damage
- Infrastructure Damage
- Economic disruption/loss
- Mass casualty

6. Mass Immigration

a. Hazard

Charlotte County's exposure to mass immigration is minimal.

Charlotte County is not close to Cuba, where a lot of mass immigration has occurred. However, the possibility of mass immigration still exists from Mexico. If situations were to arise in Mexico, such as political upheaval, mass immigration into Charlotte County and other counties in the Gulf Coast would be possible.

b. Consequences

- Civil disturbance
- Financial impact on community resources
- Mass care
- Impact on social services
- Impact on jail and detention facilities

7. Coastal Oil Spill

a. Hazard

Charlotte County's exposure to coastal oil spills is minimal to moderate.

II. Situation

Charlotte County does encompass Charlotte Harbor, but this harbor is not navigable, in most places, by tanker or barge. However, the vulnerability exists from spills that may occur offshore with the spilled material(s) washing into the coastal areas, rivers, and canals of Charlotte County.

b. Consequences

- Environmental clean-up
- Animal issues (marine decontamination, disposal of deceased, etc.)
- Decontamination of coastal property
- Negative economic impact (tourism, fishing, marine businesses, etc.)

8. Freezes

a. Hazard

A freeze is weather marked by low temperatures, especially if below the point of freezing (32 degrees F, or 0 degrees C). Freezes normally occur at night.

Charlotte County's agricultural production (primarily citrus) is seriously affected when temperatures drop below the freezing point. The damage is not limited to crop loss, but a freeze can also damage trees and plants as well.

Charlotte County can expect a moderate freeze at least once every two years. It is estimated that a severe freeze that can destroy all crops can be expected once every 15-20 years.

b. Consequences

- Agricultural loss
- Infrastructure damage (burst pipes)

9. Brush and forest fires

a. Hazard

Charlotte County experiences brush fires and wildland fires annually.

The peak time for forest fires is usually during the annual dry season for Charlotte County, January through May. During these months grass, leaves, pine needles, and underbrush are in an optimal burning condition. Wildfires can be caused by lightning, campfires, uncontrolled burns, smoking, vehicles, trains, arsonists, and equipment use.

Wildfires can cause extensive damage to personal property, residences, and acres of grasslands, forests, and agricultural interests. Wildfires also threaten the health and lives of citizens in and around the fires.

II. Situation

- b. Consequences
 - Property loss/damage
 - Evacuation
 - Mass feeding of evacuees
 - Mass sheltering of evacuees
 - Agricultural loss
 - Infrastructure damage or loss

10. Tornadoes**a. Hazard**

Florida is known nationally as the fourth state when it comes to tornado occurrence (averaging 54 per year).

Many tornadoes and waterspouts (a funnel-shaped cloud, resembling a tornado, over a body of water) have been sighted in Charlotte County with only a few causing significant damage.

The tornadoes in Florida have a tendency to be somewhat smaller than those that occur in Texas and throughout the Midwest. However, the effects of these tornadoes can be just as damaging. The high and spiraling winds from a tornado or a waterspout can lead to high amounts of property damage, injuries, and fatalities. Exposure to these events is constant.

b. Consequences

- Property damage/loss
- Mass casualty
- Mass fatality
- Sheltering
- Feeding
- Agricultural loss
- Infrastructure damage/loss
- Debris
- Animal Issues (sheltering, disposal of deceased)
- Search and rescue

11. Drought**a. Hazard**

Charlotte County is susceptible to drought, although it is not a common occurrence.

II. Situation

Charlotte County is susceptible to all types of droughts. This is especially the case during the dry season in January through May.

There are three types of droughts:

- Meteorological drought - a period of time, generally ranging from months to years, during which time the actual moisture supply at a given location consistently falls short of the climatological moisture supply
- Hydrological drought - stream flows and reservoirs are low due to a lack of prolonged rainfall
- Agricultural drought - occurs when the amount of water needed for crops is more than that available in the soil.

Factors to keep in mind when looking at drought frequency are as follows:

- Approximately 65-70% of the rain in Florida occurs during the period of June through September
- Rainfall is not uniformly distributed, even during high rainfall months
- Large quantities of rain run off into the Gulf of Mexico
- Charlotte County's sandy soil has a very low water holding capacity

Droughts can lead to agricultural damage, shortage of drinking water, environmental damage, and shortage of water needed for utilities and firefighting.

b. Consequences

- Agricultural Loss
- Economic loss (businesses relying on water, i.e., restaurants)
- Loss of water pressure on fire hydrants and in residences

12 Sinkholes and subsidence

a. Hazard

Charlotte County is moderately vulnerable to sinkholes and subsidence.

Very few occurrences of sinkholes and subsidence have occurred in Charlotte County.

Sinkholes and subsidence have the potential to cause damage or destroy houses, and injury or cause death to people.

b. Consequences

- Property damage/loss

II. Situation

- Infrastructure damage/loss

13. Terrorism**a. Hazard**

Terrorism vulnerabilities are low in Charlotte County.

Terrorism can occur from three different types of sources: conventional (explosives), biological (Anthrax, etc.), radiological, and chemical.

No location is immune from terrorism. Locations such as the Charlotte County Administration Building, the Charlotte County Justice Center, and the Punta Gorda City Hall can be defined as potential targets for terrorism, but no past or current indications have pointed to these being designated as known targets.

b. Consequences

- Mass panic
- Mass casualty
- Mass fatality
- Decontamination
- Mass contamination of water supply, etc.
- Evacuation
- Economic and social disruption
- Feeding and sheltering of evacuees
- Overwhelming of hospitals
- Overwhelming of public safety personnel

14. Epidemic**a. Hazard**

Charlotte County is vulnerable to epidemic on a constant basis.

Although the threat is minimal, an epidemic is still possible. With tourists coming in from all over the world during the months of October through April, there is an increased vulnerability during this time.

The environment is regularly monitored for diseases and pathogens by local and state agencies.

b. Consequences

- Mass casualty
- Mass fatality
- Infectious disease control
- Quarantine for livestock or people

II. Situation

- Need for a large number of treatment agents
- Sheltering
- Disposal of deceased humans and animals
- Handling of ill persons/deceased persons

15. Transportation Accidents**a. Hazard**

Vulnerabilities to transportation accidents are a constant concern. Due to the high amount of transportation through and over Charlotte County, including Charlotte County's extensive highway and road system, a railroad passing through the area, a local airport, and being located along the flight path for the Southwest International Airport in Fort Myers, there is always the possibility of a transportation accident that may involve mass casualties.

b. Consequences

- Mass casualty
- Mass fatality
- Property damage
- Infrastructure damage
- Widespread traffic congestion

16. Exotic Pests and Diseases**a. Hazard**

Exotic threats and diseases are a pervasive threat to the agricultural interests in Charlotte County.

This biological hazard is associated with any insect, animal, or pathogen that could pose an economic or health threat. The Mediterranean fruit fly and citrus canker are two examples of this threat.

There is also a possibility for the importation of pathogens that could have a negative effect on the livestock industry.

Charlotte County has not had any known reports of such diseases or pests, but the threat exists on a consistent basis.

b. Consequences

- Infectious disease control
- Quarantine for livestock or people
- Need for a large number of treatment agents
- Disposal of deceased animals

II. Situation

17. Critical Infrastructure Disruption

a. Hazard

This technological hazard is a consistent threat in Charlotte County.

This hazard may become present through an accident, sabotage, or terrorism. This hazard includes, but is not limited to, utility disruptions and communications system failures.

This hazard can cause other hazardous incidents to occur. These may include, but are not limited to, hazardous material spills, delay of medical operations, and loss of ability to provide power or communications, and loss of ability to provide utility services.

b. Consequences

- Evacuation
- Sheltering
- Mass feeding
- Mass casualty
- Large scale contamination
- Contamination of water supply
- Decontamination
- Economic loss
- Agricultural loss
- Inability of public safety officials to communicate
- Civil unrest
- Inability to provide critical support functions at medical facilities

18. Special Events

a. Hazards

This threat is moderate in Charlotte County.

With Special Events, the need for additional logistics and manpower to handle the possibility of large crowds increases significantly.

The possibility for acts of terrorism or civil disobedience in these events also increases.

Charlotte County has a few events through the year that draw large crowds. These include the Florida International Air Show, the Punta Block Party, and the Bon-Secours - St. Joseph's Fall Festival. Also included in these special events are political visits from the President, the Governor, and other prominent politicians.

SOPs are in place to handle medical and security issues that may accompany or arise from these events.

II. Situation**b. Consequences**

- Public safety resources overwhelmed
- Potential for terrorism, mass casualty, civil unrest

NOTE: Maps of these hazards and what areas of the county can be affected by these hazards are kept on file in the Charlotte County EOC Planning Office. Also, flood zones and storm surge zones can be referred to at www.ccgis.com.

D. Geographic Information

Charlotte County is located in the SW Florida coast, bounded on the west coast by the Gulf of Mexico; north by Sarasota and DeSoto Counties; east by Glades County; and the south by Lee County. Charlotte County encompasses 859.3 square miles with 165.6 square miles of inland surface waters. Surface elevation average anywhere from 0 ft above mean sea level to 74 feet above mean sea level in NE Charlotte County. The average elevation in Charlotte County is 10 feet above mean sea level.

Charlotte County has a vast area which is environmentally sensitive. The western boundary of the county borders on the Gulf of Mexico and embraces an extensive estuarine system including a barrier island chain, estuarine bays, tidal creeks, and Charlotte Harbor. Charlotte Harbor estuary includes its two main tributaries, the Peace River and the Myakka River. Most of the County's estuarine, open water area is contained within three State aquatic preserves. The eastern half of the county is dominated by Shell and Prairie Creeks, the Babcock-Webb Wildlife Management Area, Telegraph Swamp, and Long Island Marsh.

Due to Charlotte County's low elevations and the developments along the coastal areas, 98% of Charlotte County's residents and their homes are susceptible to flooding.

Charlotte County's land use pattern is as follows:

LANDUSE CHARLOTTE COUNTY	Acreage
Agricultural	133,138.76
Centrally Assessed	3.96
Condominium	191.21
Cooperatives	89.02
Government	179,791.34
Improved Commercial	6,800.59
Improved Industrial	835.44
Institutional	936.50
Leasehold Interests	37.89
MH-Resident Owned Park	245.95
Misc. Res.	2,036.36
Miscellaneous	21,275.75
Mobile Home	1,712.84
Multi-Family < 10 Units	687.74
Multi-Family 10 Unit or More	263.39
Non-agricultural Acreage	4,878.75

II. Situation

Ret. Homes	85.50
Single Family Residential	25,077.01
Vacant Commercial	5,802.71
Vacant Industrial	657.98
Vacant MH-Resident Owned Park	20.72
Vacant Residential	49,345.36
Boat Slip Condominium	2.36
Commercial Condominium	116.38
Professional Condominium	34.18
Residential Condominium	931.94
Single Residential on Land Condominium	2.08
Split Duplex	8.18
Timesharing	3.32
Undeveloped Condominium Phase with improvements	1.29
Unlivable Commercial Condominium	0.85
Unlivable Residential Condominium	5.63
Vacant Common Element	2.23
Vacant Condominium phases	79.87
Vacant Cooperative	6.43
Vacant Cooperative with land improvements	85.80
Vacant Multi-family Residential	13.00
Vacant Residential	3.62
Zero Lot Lines	14.59
	435,226.49

Generalized Existing Land Uses in the City of Punta Gorda			
Land Use	Acres	Square Miles	Percentage of Total Land Uses
Residential	2,246.96	3.51	24.9116%
Commercial	325.83	0.51	3.6124%
Industrial	55.60	0.09	0.6164%
Agricultural	0.00	0.00	0.0000%
Recreational	434.74	0.68	4.8199%
Conservation	3,924.36	6.13	43.5086%
Educational	96.61	0.15	1.0711%
Public Buildings & Grounds	78.05	0.12	0.8653%
Institutional	88.86	0.14	0.9852%

II. Situation

Generalized Existing Land Uses in the City of Punta Gorda			
Vacant Land	1,056.91	1.65	11.7177%
Right of Ways Land	711.82	1.11	7.8918%
Right of Ways Water	6,297.81	9.84	
Historic Resources	99.21	0.16	1.0999%
Total Land Uses	9,019.74	14.09	100.0000%
City Limits Area: 31.75 Square Miles City Limits Land Area*: 15.62 Square Miles <i>*includes lakes, stormwater ponds and other water bodies not connected to the Harbor, Harbor and all canal/basin and tidal creek water features are excluded</i>			

Much of Charlotte County's developed areas have had their historic drainage patterns altered as areas have been filled and improved. The alterations are in the form of channelization. Runoff is conveyed to our surface water bodies, such as Charlotte Harbor, Lemon Bay, Shell Creek, Prairie Creek, and Alligator Creek by way of canals, streams, and creeks. The undeveloped areas handle sheet flow by using a form of shallow concentrated flow ways. Charlotte County has 73 drainage basins with 19 in West County, 19 in mid-county, 22 in South County, and 13 in East county. Charlotte County also has over 370 miles of manmade canals.

E. Demographics

Charlotte County's total population is approximately 150,060 (Source: 2007 U.S. Census Bureau Updated Statistical information). In Charlotte County, approximately 134,000 people live in the unincorporated areas of Englewood, El Jobean, Murdock, Port Charlotte, Deep Creek, and Harbor Heights. Approximately 16,000 live in the City of Punta Gorda. There are approximately 187 people per square mile on average. During the winter months (January through April), Charlotte County's population increases by about 30%. This increase includes retirees, seasonal residents, and tourists, and is not focused in one particular area of the county.

The age breakdown of Charlotte County's population is as follows (Source: 2007 U.S. Census Bureau Updated Statistical Information):

0 - 14	13%
15 - 19	4.8%
20 - 44	25.6%
45 - 64	20.4%
65+	29.8%

In a worst case scenario, a Category V Hurricane striking the area, 98% percent of Charlotte County's residents would be vulnerable to the affects of wind and storm surge. This is due to the fact that 95% of the Charlotte County population lives on or near the coast and streams, rivers, and canals that run into the Gulf of Mexico.

II. Situation

Charlotte County's migrant population is approximately 2,508. Non-English speaking populations make up approximate 8% of Charlotte County's population, with Hispanics making up 5.6%, Asians making up 1.3%, and other languages such as German and Arabic making up 1.1%.

Each year, the Charlotte County Office of Emergency Management (OEM) registers those people who would need transportation for evacuation during an impending hurricane. This registry fluctuates between an average of 600 to 700 people.

Charlotte County has a total of 43 mobile home parks with 5,619 spaces and 1,596 RV spaces. Current mobile home populations are estimated at about 9,400 residents.

Charlotte County's inmate population fluctuates. Charlotte County has two correctional facilities: Charlotte Correctional Institution has a maximum capacity of 1,289. The Charlotte County jail has a 608 bed capacity.

F. Economic Profile

Charlotte County's labor force makes up approximately 46.7% of its overall population. The following is an approximation of Charlotte County's employment breakdown based on U.S. Census Bureau Employment (Bureau of Economic Analysis) www.census.gov 2007 information:

Ag/Forestry/Fishing	1,193 employees
Construction	7,195 employees
Manufacturing	1,112 employees
Transportation/Comm/Util	2,021 employees
Wholesale/Retail Trade	12,216 employees
Finance/Ins/Real Estate	11,066 employees
Amusement/Recreation	1,904 employees
Farming	611 employees
Mining	235 employees
Professional/Tech	3,756 employees
Management of Enterprise	157 employees
Admin/Support & Waste Management	3,961 employees
Educational	478 employees
Healthcare/Social Assistance	9,076 employees
Accommodations/Food Service	4,801 employees
Other	4,795 employees

Overall employment, including those listed above, is 71,186 employees.

The annual unemployment rate for Charlotte County for 2008 was 8.1% (Bureau of Labor Statistics 2009).

II. Situation

Average property value in Charlotte County is approximately \$162,000 (source Frank Desquin, Charlotte County Property Appraiser 8/28/09). This figure represents only single family homes and does not include condos/mobile homes/vacant land/commercial properties.

The per capita income in Charlotte County averages out to about \$34,978.

Tourism impact for 2008 was 287,360 visitors with \$1.321 million in tourist tax revenues and \$306.5 million direct and induced tourism impact (2009 Edition Charlotte County demographic profile report by Charlotte County Economic Development SW Florida).

G. Emergency Management Support Facilities

Emergency Management Support facilities include helispots (landing zones), staging areas, and a series of critical facilities. All of these are identified on maps, which are kept in the Charlotte County EOC at 26571 Airport Road, Punta Gorda, FL 33982. The listing of these facilities has been forwarded to the State of Florida DEM so that it may be put in their files.

H. Disaster History in Charlotte County

The following table depicts disasters that have affected Charlotte County and their estimated costs.

DATE	DISASTER TYPE	NAME	ESTIMATED COST/DAMAGES
8/16/08 – 8/20/08	Hurricane	Hurricane – Faye HQ-08-167	Protective measures taken, EOC activated to level 1, shelter operations, evacuation orders of low lying areas and barrier islands. No damaged occurred due to storm turning away from our area.
6/21/06	Tornado	None	Minor damage to 42 mobile homes, 1 assisted living facility, and 12 single family homes. Estimated \$500,000 in damages.
8/13/04	Hurricane	Hurricane – Charley FEMA 1539-DR-FL	Estimated \$15 billion in damage to private and public resources caused by this powerful category 4 hurricane hitting Charlotte County and proceeding up the harbor to Desoto County.
6/21/03 – 06/22/03	Flood	No Name FEMA 1481-DR	Estimated \$4.4 million in damage to seawalls and canal systems due to heavy rains.
09/13/01 – 09/15/01	Tropical Storm	Tropical Storm Gabrielle – FEMA 1393-DR	An Estimated \$4-6 million in damage to public infrastructure, businesses, and residences.
09/16/00 – 09/17/00	Hurricane	Hurricane Gordon – UNDECLARED	\$200,000 in private and public infrastructure damages, No landfall in area, but some flooding did occur. Protective measures taken and standby executed for evacuations. EOC activated.
06/23/00 – 07/14/00	Drought	2000 Drought – SBA 9H62/S1432	No damage to public infrastructure, but drought forced water restrictions and threatened water supply to all residents of Charlotte County. Many wells dried up.

II. Situation

DATE	DISASTER TYPE	NAME	ESTIMATED COST/DAMAGES
10/14/99 – 10/14/99	Hurricane	Hurricane Irene – FEMA 3150-FL	Approximately \$49,000 in damages. Protective measures taken and standby executed for evacuations. EOC activated
09/1999	Tropical Storm	Tropical Storm Harvey – UNDECLARED	Passing tropical storm caused some flooding. Flood insurance claims totaled over \$21,592.
04/15/99 – 04/29/99	Drought	Drought of 1999- FEMA 3139-EM	No damage to public infrastructure, but drought forced water restrictions and threatened water supply to all residents of Charlotte County. Many wells dried up.
09/25/98 – 10/02/98	Hurricane	Hurricane Georges – FEMA 3131 –EM	\$120,000 No landfall in area. Protective measures, including evacuations took place.
05/25/98 – 07/10/98	Wildfires	Firestorm '98 – FEMA 1223-DR	\$60,000 Countless fires totaling over 2,000 acres burned during this summer.
10/08/1996	Tropical Storm	Tropical Storm Josephine – UNDECLARED	Some street flooding occurred. One home destroyed. Many flooded. Approx. \$300,000 in public and private damages.
06/23/95	Flood	No Name-UNDECLARED	\$3,430,278.43 in damages due to 15" of rain in 9 hours. Extensive bridge and road damage. Several homes flooded.
03/12/93 –03/13/93	Winter Rain Storm	No Name – UNDECLARED	Flooding caused by high tides. Flood insurance claims of \$383,008 submitted.
06/23/92 – 06/28/92	Excessive Rainfall	No Name - UNDECLARED	23.5" of rain fell in Murdock, 18" fell in Punta Gorda, and 28" in Englewood. Flood insurance claims of \$1.6 million submitted.
11/1988	Tropical Storm	Tropical Storm Keith	Flooding occurred due to abnormally high tides and minimal storm surge. Flood insurance claims of \$224,384 submitted.
08/31/1985	Hurricane	Hurricane Elena	Storm surge caused flooding of up to 5' in some areas. Flood insurance claims of \$1,651,356 submitted.
06/17/82 – 06/18/82	Non-Tropical Low	No-Named Storm	Minimal storm surge and excessive rainfall cause approximately \$1 million in damage.
06/18/72	Hurricane	Hurricane Agnes	5-7 inches of rain fell in Charlotte County causing flooding in Charlotte County. Flood claims of approximately \$62,000 were made.

III. RESPONSE ORGANIZATION WITHOUT A DEFINED INCIDENT SCENE

The major elements of this section include levels of emergencies or disasters, structure of the response organization, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts.

County and municipal assets will be used first to provide emergency response capabilities.

The CCEOC will be activated as needed and will coordinate all logistical resource requests for outside support with the State of Florida.

A local State of Emergency will be sought from the BCC, if needed.

Charlotte County will use a ICS structure and Unified Command organization for all-hazards incidents per the NRF and NIMS compliance guidelines.

The response organization will follow the NIMS/ICS standard for Unified Command structure. The first responding units from different organizations will initiate the ICS structure and coordinate all on-scene activities using a Unified Command organization. Guidelines for a Unified Command may be found in the State of Florida, Field Operations Guide (FOG). Figure 2.1 illustrates the local response Unified Command Structure.

On-scene units will initiate required notification, scene security, and response operations in accordance with established protocols.

FLORIDA INCIDENT FIELD OPERATIONS GUIDE JANUARY
2006

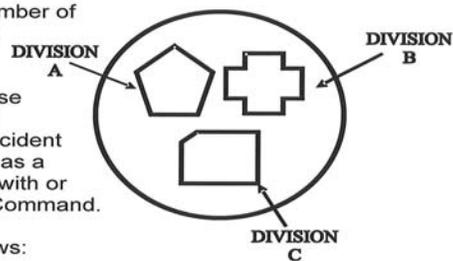
CHAPTER 10 COMPLEX

Figure 2.1

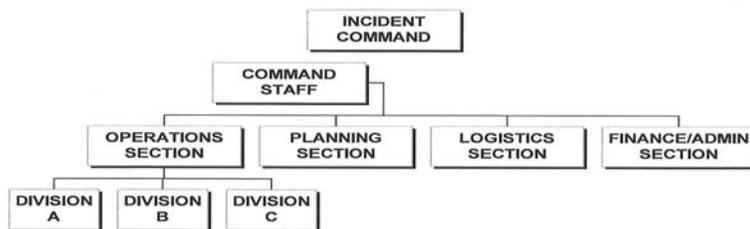
A complex is two or more individual incidents located in the same general proximity, which are assigned to a single Incident Commander or Unified Command to facilitate management.

The diagram at the right illustrates a number of incidents in the same general proximity.

Management responsibility for all of these incidents has been assigned to a single incident management team. A single incident may be complex but it is not referred to as a "complex." A complex may be in place with or without the use of Unified and/or Area Command.



A typical organization would be as follows:



III. Response Organization without a Defined Incident Scene**A. State and Regional Response**

Local response capabilities may not be adequate to conduct crisis and consequence management operations to large incidents. State and Regional resources may be mobilized after a resource request is made from the CCEOC. Such a mobilization would require an Executive Order by the Governor of the State of Florida.

The characteristics or magnitude of a terrorist event may necessitate the activation of the SEOC and the State of Florida CEMP. State resources mobilized through these actions would then be available to the County unified command. In addition, the State of Florida has established seven Regional Domestic Security Task Forces (RDSTFs) to address the unique emergency preparedness needs for terrorist incidents. State and Regional response organizations are illustrated in the following figures.

Pursuant to F.S. 943, the Florida Department of Law Enforcement (FDLE) is the lead state agency for Crisis Management. The Florida DEM is the lead state agency for Consequence Management.

1. Regional Domestic Security Task Force (RDSTF)

Pursuant to F.S. 943, the FDLE established a RDSTF in each of the seven operational regions of the department. The RDSTFs address the unique preparedness and response needs for terrorism and WMD incidents. The FDEM will support and assist the required RDSTF with the response of specialized personnel, equipment, and material to support local emergency agencies and organizations responding to an actual or threatened terrorist incident.

Each region has local agency resources (personnel and equipment) that make up a highly trained cadre of personnel that are equipped for response to a known or suspected terrorist attack involving a weapon of mass destruction.

The availability of these designated resources within each of the areas will minimize the time needed for their deployment to support the unified command at the scene of a known or suspected terrorist incident. The resources will be coordinated through the RDSTFs by the Charlotte County EOC.

The EOC will utilize the WebEOC software system to track actions taken and resources requested and used. The EOC will conduct resource requests from The State of Florida. These actions will occur through ESFs 7 and 16 (Resources, Law Enforcement). Charlotte County is located within Region 6. The resources within each region will be structured, trained and equipped to address the unique needs and capabilities of the communities within that region.

Regional assets available will include resources capable for response to incidents involving biological, nuclear, incendiary, chemical, and explosive (B-NICS) agents, as follows:

- a. Evidence/investigative response team; (Note: Could be comprised of SO, PD, FDLE, WCHD, Federal Agencies).
- b. Special weapons and tactics team;
- c. Bomb squad;
- d. Hazardous materials response team;

III. Response Organization without a Defined Incident Scene

- e. Emergency Medical Services (EMS); Hospitals; Laboratories;
- f. Public works, and;
- g. Fire fighting.

2. Florida National Guard (FLNG) WMD Civil Support Team

The FLNG WMD Civil Support Team is a 22-member team comprised of specialized National Guard personnel available for activation to any location in the State when authorized by an Executive Order of the Governor. The team will provide support to the on-scene Incident Commander (IC) with highly specialized technical services that may be needed for response to a known or suspected terrorist incident involving a weapon of mass destruction (WMD). The team is available in the State on a seven day, 24 hour basis and is equipped with specialized technical skills and equipment.

3. FLNG Computer Emergency Response Team

The FLNG Computer Emergency Response Team is a team of specialized National Guard personnel available for activation to any location in the State when authorized by an Executive Order of the Governor. The team provides support to the Incident Commander at the scene with highly specialized technical services that may be needed for the response to a known or suspected terrorist incident involving a cyber terrorism event.

4. Department of Environmental Protection (DEP) Environmental Terrorism Response Team (ERT)

The DEP-ERT is a special team consisting of DEP environmental investigators, emergency responders and uniformed officers along with representation from DOH, Florida Department of Transportation (DOT), DACS, and the U.S. EPA Investigative Division. The team is available to support incident commanders with hazardous material issues but is not limited to hazardous material and industrial chemicals. ERT personnel can be on scene within three hours and the full team deployed within twelve hours of notification.

IV. FEDERAL RESPONSE

All Federal Crisis Management Resources will operate as defined under the United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONOPS). The Federal Bureau of Investigation (FBI) is the lead federal agency for terrorist Crisis Management. All federal Consequence Management Resources will operate as defined under the National Response Framework. Under the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA) is the lead federal agency for Consequence Management.

V. OTHER PARTICIPANTS IN THE RESPONSE ORGANIZATION

It is possible that the nature of a terrorist event could necessitate other non-government participants in the emergency response organization. Examples that may need to be considered include the following:

- A. Owners or operators of the facility in which the event is occurring;
- B. Owners or operators of a transportation center, or modes of transportation (for example, airplane, boat, railroad), in which the event is occurring;
- C. Non-government expert advisors or consultants, such as university scientists, physicians, or private contractors.
- D. Non-government laboratories for threat agent identification;
- E. The manufacturer of the threat agent;
- F. Rental agents or contractors providing vehicles, equipment, or supplies involved in the event;
- G. Health and medical care facilities and mortuaries managing the victims of the incident, and;
- H. The owners, operators, clients, or support organizations for computer networks, telecommunication systems, and internet services threatened by a cyber terrorist attack.

These organizations or officials may become participants in the Unified Command and/or have liaison personnel deployed to the appropriate state or local EOC.

VI. CONCEPT OF OPERATIONS

GENERAL

This Section describes the operational concepts to be used by the response organization described in **Section III (Response Organization)**.

TERRORIST EVENT RESPONSE PROCESS

Three actions unique to emergency operations for both crisis and consequence management are:

1. Identifying the event as a known, suspected, or threatened terrorist or cyber terrorist incident/attack;
2. Assuring notifications to agencies are made; and
3. Disseminate public information as time and need permits.

This section describes these initial steps.

A. Detection

Detection of an actual, suspected, or threatened terrorist or cyber terrorist incident/attack may occur through the following types of mechanisms:

1. Communications centers/911 calls;
2. Bio-surveillance software;
3. Law enforcement intelligence efforts;
4. Warnings or announcements by the perpetrators;
5. Characteristics of the event, such as explosion or chemical recognition;
6. Witness accounts;
7. The medical or physical symptoms and/or clustering of victims/cases;
8. Routine surveillance monitoring of County morbidity and mortality, and;
9. Unexplained disruption or failure of a computer network, telecommunications system, or internet service.

Local response organizations may initiate operations for routine law enforcement, epidemiological, hazardous materials, or mass casualty incidents without recognizing the situation as one caused by a terrorist or cyber terrorist attack. Specific roles and responsibilities will be discussed in Section VII (Roles and Responsibilities).

VI. Concept of Operations**B. Notification**

1. Intelligence

Any intelligence received from other agencies or from local resources should first be evaluated for reliability and credibility. If deemed reliable, and credible a decision will be made on what elements of the report(s) may be released to non-law enforcement agencies. Whenever possible, advance notification to emergency response agencies will be provided to assure the proper staff and equipment is prepared for the incident.

2. Interagency communications

a. Each response agency will maintain a key personnel notification roster or phone tree that goes to at least three levels and allows for assumption of authority in the event primary personnel are incapacitated. The phone tree will contain 24-hour notification means for the first three levels of command and operational sections. This phone tree should be posted in the central communications section for each agency, the agencies Continuity of Operations Plan, and each key member of the notification tree should also have a copy.

b. Each agency should establish how notifications will be made within the agency, and what methods should be used to provide information security during the notification process. For example, depending on the agency, it may be desirable to establish a code term for use over open radio systems and cellular phones when landline phone or secure radio is not available.

3. Public Notification

a. Initial public information releases will be conducted by the Charlotte County Sheriff's Office (CCSO) Public Information Officer (PIO). This will continue until such time as the Unified Command is established.

b. The Unified Command will establish a Joint Information Center (JIC) to disseminate public information. Information released by the JIC must be pre-approved by the Unified Command members.

The JIC will be composed of PIO elements from each responding agency to include but not limited to local, state, and federal. The JIC will be responsible for coordinating and disseminating all public information releases. The JIC will establish a schedule for press briefings and release other information as needed.

RESPONSE AND RECOVERY**A. Initial Response**

1. Incident Command On-scene. The local law enforcement agency in coordination with the responding fire personnel on-scene will initiate Incident Command.

2. The on-scene Incident Commander may initiate the following actions.

a. Seal the facility or area; prohibiting ingress or egress.

VI. Concept of Operations

- b. Evacuate the facility or area; allowing all persons to leave the area or structure, provide a symptom list to people who may have been exposed, to monitor for effects.
 - c. Establish Hot, Warm and Cold Zones, Decontamination area, EMS pick-up and Media/Press Area. Establish an entry control point (up-wind or cross wind but not within more than a 90-degree arc of the incident area). To evacuate people, move them up wind or cross wind to a decontamination area, as required by local protocol or other emergency information sources. The Incident Commander must establish a means to positively account for each individual leaving or entering the area.
3. Establish separate decontamination facilities for men and women.
 4. Coordinate the release of public information through a JIC. Media releases will be closely coordinated with the Health Department.

NO EMERGENCY RESPONDER OR AGENCY WILL ISSUE MEDIA RELEASES WITHOUT THE APPROVAL OF THE INCIDENT COMMANDER AND/OR UNIFIED COMMAND.

5. Upon the arrival of the FBI a Unified Command will be formed if not previously accomplished.
6. The CCSO and the Charlotte County Health Department will conduct a joint criminal/EPI investigation per the established Memorandum of Agreement.

B. Reimbursement/Finance

1. Purchasing Guidelines
 - a. Emergency Management will request a State of Local Emergency from the BCC. The declaration will allow for the full activation of the EOC and will activate disaster response and recovery guidelines. Purchases will be expedited through ESF-7 (Resources).
 - b. Local purchases can be made on BCC credit cards and with purchase orders provided through ESF-7.
 - c. All local response agencies shall maintain detailed documentation of items and services purchased and how they were used. This information will be used to request reimbursements at a later date.
 - d. All equipment requests and use shall be documented as well as the number of hours used and/or miles driven to facilitate the payment reimbursement function.
 - e. Pay and workman compensation issues shall be governed by pre-existing federal, state, and agency policies.
 - f. Contracting services shall follow all local, state and federal guidelines.

VI. Concept of Operations**C. Economic/infrastructure Recovery**

1. Economic and infrastructure recovery shall follow the guidelines established in the Charlotte County CEMP and the Local Mitigation Strategy Plan.

STATE EMERGENCY RESPONSE OPERATIONS**A. Activation of the State Emergency Operations Center (SEOC)**

The SEOC may be activated for any terrorist threat or incident involving a weapon of mass destruction. Upon receipt of an Executive Order, the FDLE Commissioner will assume the role of State Incident Commander and the Director of DEM will assume the role of State Coordinating Officer for the event.

B. Deployment of State Liaison Personnel

Several emergency operations facilities may be established for management of the incident. The Florida DEM, through the SEOC, may deploy liaison personnel to any or all of the following:

1. The local unified command;
2. A local EOC;
3. The Federal Joint Operations Center;
4. The JIC;
5. Forward Coordinating Team;
6. The Federal Regional Operations Center and, or;
7. The State Regional Operations Center.

C. Mobilization of Other State Resources

Other state resources requested by the Unified Command through the local EOCs of the involved jurisdictions and RDSTFs will be mobilized through the SEOC and/or the appropriate State ESF in accordance with the provisions of the State CEMP.

D. Deactivation of the State Response

Deactivation of the state's response and demobilization of deployed state personnel will be at the direction of the SEOC after coordination with the local jurisdictions. Deactivation of specific assets, operations, or facilities may be staged as conditions warrant.

VI. Concept of Operations**FEDERAL EMERGENCY RESPONSE OPERATIONS****A. United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN)**

The Office of Homeland Security Advisory System, as adopted and modified by the State of Florida, provides a range of threat conditions and recommended *protective* measures. It's important to note that these conditions are all *pre-attack*. The United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN) establishes a range of threat levels determined by the FBI that serves to frame the nature and scope of the Federal *response*. While the first three of these levels represent pre-attack conditions the last one applies to an actual WMD event. The State of Florida has adopted this concept and applied it as the conditions under which the RDSTFs will operate.

Each threat level provides for an escalating range of actions that will be implemented concurrently for crisis and consequence management. Specific actions will take place, which are synchronized to each threat level, ensuring that all agencies are operating jointly with consistent executed plans. Federal and State government will notify and coordinate with State and local governments, as necessary. These threat levels are described below:

1. Minimal Threat (Level 4) – Received threats do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (the task forces are operating under normal day-to-day conditions).
2. Potential Threat (Level 3) - Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible.
3. Credible Threat (Level 2) - A threat assessment indicates that the potential threat is credible, and confirms the involvement of a weapon of mass destruction in the developing terrorist incident. Intelligence will vary with each threat, and will impact the level of the response. At this threat level, the situation requires the tailoring of response actions to use resources needed to anticipate, prevent, and/or resolve the crisis. The crisis management response will focus on law enforcement actions taken in the interest of public safety and welfare and is predominantly concerned with preventing and resolving the threat. The consequence management response will focus on contingency planning and pre-positioning of tailored resources, as required.

The threat increases in significance when the presence of an explosive device or weapon of mass destruction capable of causing a significant destructive event, prior to actual injury or loss, is confirmed or when intelligence and circumstances indicate a high probability that a device exists. In this case, the threat has developed into a weapon of mass destruction terrorist situation requiring an immediate process to identify, acquire, and plan the use of State and federal resources to augment state and local authorities in lessening or averting the potential consequence of a terrorist use or employment of a weapon of mass destruction.

VI. Concept of Operations

4. Weapons of Mass Destruction Incident (Level 1) - A weapon of mass destruction terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of state and federal resources to augment state and local authorities in response to limited or major consequences of a terrorist use or employment of a weapon of mass destruction. This incident may have resulted in mass casualties. The response is primarily directed toward public safety and welfare and the preservation of human life.

The classification may be upgraded at any time, when warranted by conditions.

B. Threat Classifications

1. Homeland Security Advisory System
 - a. The Federal Office of Homeland Security developed The Homeland Security Advisory System as a means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. The State of Florida has adopted this classification scheme. In most cases the State threat condition will mirror the National threat condition. There may, however, be instances when the State threat level will be either higher or lower than the National level. Examples may include threats specific to the State of Florida that warrant an elevated threat condition beyond the National level, or threats specific to other parts of the country or to National interests that may not be applicable to Florida. In the latter case the State threat level may actually be lower than the National level.

There are five Threat Conditions, each identified by a description and corresponding color.



The higher the Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity should it occur.

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The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of state departments and agencies should develop and implement appropriate agency-specific Protective Measures:

- b. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. State departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
- Refining and exercising as appropriate preplanned Protective Measures;
 - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
 - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
- c. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, State departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they develop and implement:
- Checking communications with designated emergency response or command locations;
 - Reviewing and updating emergency response procedures; and
 - Providing the public with any information that would strengthen its ability to act appropriately.
- d. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, State departments and agencies should consider the following general measures in addition to the Protective Measures that they develop and implement:
- Increasing surveillance of critical locations;
 - Coordinating emergency plans as appropriate with nearby jurisdictions;
 - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
 - Implementing, as appropriate, contingency and emergency response plans.

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- e. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, State departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they develop and implement:
- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
 - Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
 - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
 - Restricting threatened facility access to essential personnel only.
 - If possible, secure all unmanned entrances.
- f. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, State departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they develop and implement:
- Increasing or redirecting personnel to address critical emergency needs;
 - Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
 - Monitoring, redirecting, or constraining transportation systems; and
 - Closing public and government facilities.
 - Lock all entrances except those that are manned.

VII. ROLES AND RESPONSIBILITIES

This section of the plan describes the methods for the management of emergency activities, roles and responsibilities, definitions and actions during the response, recovery, and mitigation phases of an emergency or disaster.

A. Levels of Emergencies and Disasters

1. Charlotte County follows the definitions of "emergency" and the various levels of "disasters" provided in FS 252. Those definitions and their relationship to EOC activation levels are as follows:

- a. LEVEL III EMERGENCY

Defined: Any unexpected occurrence that can be met with a single department's normally available resources. "Normally available resources" may include the response of other county departments in a routine capacity.

Responsibility: The department that would normally handle the situation is responsible for the decision making to properly resolve the incident.

Notifications: None

Action: The responsible department may set up an on-site command post if it so desires. No county-wide action is required.

Press relations will be handled by the responsible department. Needed logistical support, additional personnel, or other resources will be the additional responsibility of the responsible department.

- b. LEVEL II - EMERGENCY (Mutual aid possibility)

Defined: Any unexpected occurrence that requires response by two (2) or more county departments above a routine capacity, or where outside agencies have responded to render such assistance. Such emergencies require a cooperative effort and a commitment of personnel, equipment, or resources of personnel, and equipment from many departments.

Responsibility: The primary decision-making responsibility rests with the department that would normally handle the situation, but a cooperative effort with departments that are responding in support *is required*. The cooperative efforts should be designed to properly resolve the incident.

Notifications: The County Administrator and the Emergency Manager should be notified to the situation by the originating department.

VII. Roles and Responsibilities

Action: An on-site command post should be set up by the responsible department and all responding departments should be notified of its location.

The responsible department may also set up an administrative command post (usually at its main facility or possibly the EOC). The County Administrator and the Emergency Manager should be notified of its location.

Press relations will be handled by the responsible department. Needed logistical support, additional support, or other resources will be the added responsibility of the responsible department. Emergency purchases should be referred to the County Administrator, who may expedite those requests with the assistance of the Purchasing Department.

c. LEVEL I EMERGENCY (Full Scale Operation)

Defined: Any extraordinary occurrence of such magnitude that all county and city departments and resources must be utilized or where a combination of county and city departments and outside agencies has been mobilized to handle the situation.

Responsibility: The primary responsibility for decision making rests with the Emergency Operations Staff (which is defined as a committee of department heads or appointed representatives usually stationed in the EOC). The members of the Staff will be divided into groups according to their ESFs. The on-site commanders may make those decisions necessary to protect life and property and to stabilize the situation. Decisions designed to properly resolve the entire emergency shall be the responsibility of the Emergency Management Office and Incident Commander.

This level of emergency usually results in a "Declaration of Emergency" by the Charlotte County BCC, who invokes the emergency powers of the office.

Notifications: The following personnel will be notified (or, in their absence, an alternate from their department): Charlotte County Administrator, emergency management staff, fire chief, sheriff, public works director, and all others as seen fit for primary EOC activation (members of the Emergency Operations Staff).

The initiating department shall have the responsibility for making the above notifications. The initiating departments can get assistance in any instance by notifying dispatch or the Charlotte County Department of Emergency Management of the need for such assistance.

VII. Roles and Responsibilities

Action: The senior representative of the initiating department shall establish an on-site command post and notify all departments of the location.

The EOC shall be activated. All members of the Emergency Operations Staff will report to the EOC.

Press Relations will be assumed by the EOC. The further acquisition of personnel, equipment, or other resources will become the duty of the Emergency Operations Staff.

All support staff will report to the EOC. The Charlotte County OEM will assume the communications functions during a LEVEL I Emergency.

All other department heads and those with designated responsibilities elsewhere in this plan should report to their regular areas (Other instructions may be given at time of mobilization).

2. Full activation of the EOC does not occur in every emergency event. Even situations with multi-discipline and mutual aid involvements are often managed effectively in the field using the Incident Command principles practiced by responders in the County.
 - a. The EOC may be activated simply to provide support to the Incident Commander(s) in the field.
 - b. Any incident may escalate from a field command emergency to one managed from the EOC.
 - c. Any activation of the EOC may be accompanied by activation of a recovery-mitigation team. The timing and level of recovery-mitigation team activation will depend upon the severity of the event.

B. General

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at local government level. Therefore, Charlotte County (and the included City governmental authorities) has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

This Plan works under the assumption that each Office and Department of local government has developed the internal preparedness, response and recovery procedures it needs to implement this Plan and to ensure internal capability to perform the Office/Department's functions. It is necessary for all departments to have their plans developed and in place in order to present an effective response and recovery to an emergency or disaster.

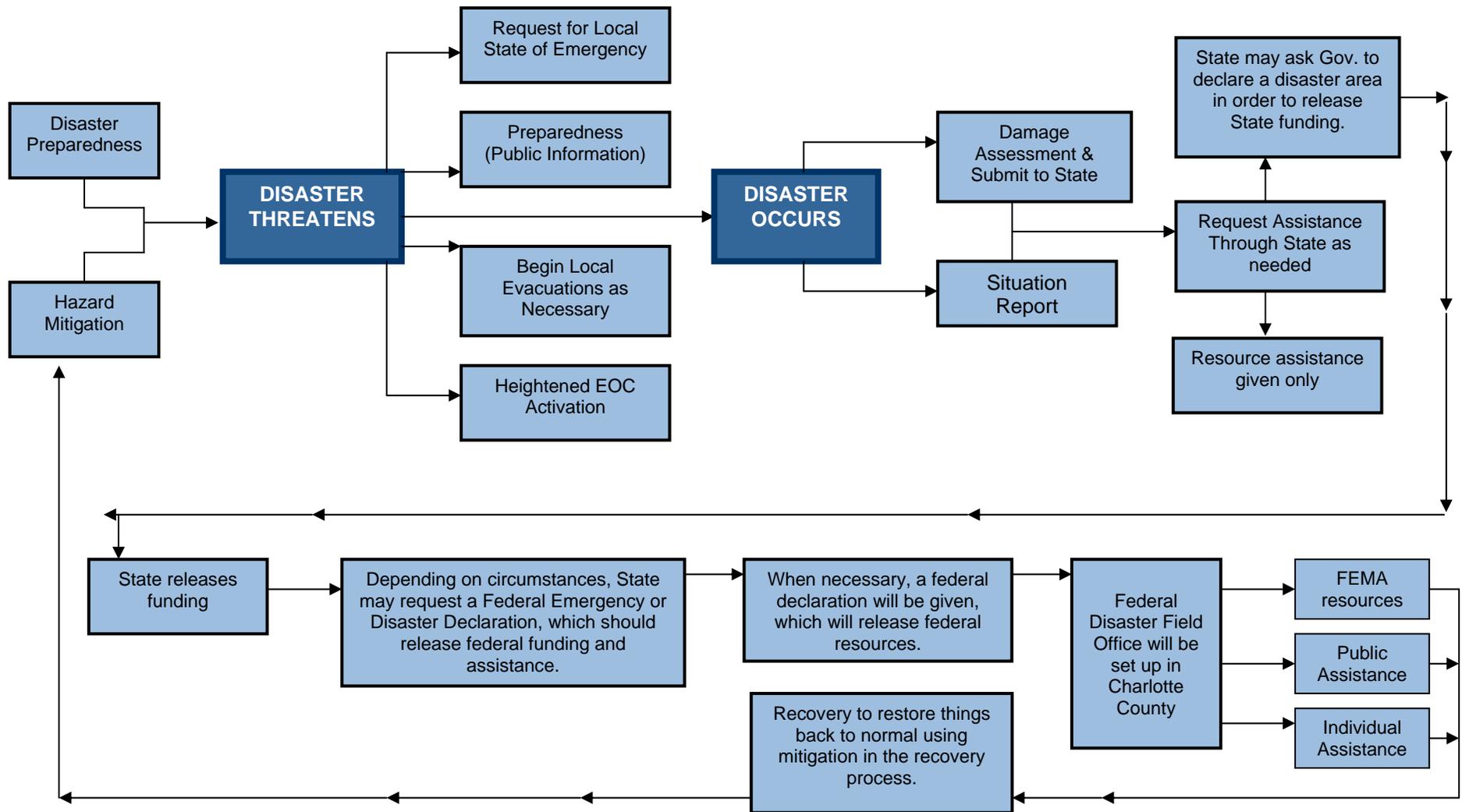
1. Local response capabilities may not be adequate to conduct crisis and consequence management operations to large incidents. State and Regional resources may be mobilized after a resource request from the county EOC. Such a mobilization would require an Executive Order by the Governor of the State of Florida.

VII. Roles and Responsibilities

The characteristics or magnitude of a terrorist incident may necessitate the activation of the SEOC and the State of Florida CEMP. State resources mobilized through these actions would then be available to the County Unified Command. In addition, the State of Florida has established seven RDSTFs to address the unique emergency preparedness needs for terrorist incidents. ICS chart shown on next page.

VII. Roles and Responsibilities

DISASTER EVENT CYCLE



VII. Roles and Responsibilities

2. County and City preparedness, response and recovery operations will be combined and coordinated when the emergency event exceeds City capabilities or is anticipated to do so. Damage assessment documentation and financial records will however, be maintained separately to facilitate claims for Federal and State reimbursement assistance.

County government accomplishes the functions for which it is responsible, and requests relief from the next higher level of government only when resources at County level are, or will be, inadequate to cope with a specific event.

Charlotte County works and coordinates with the City of Punta Gorda (its only municipality), other counties, state organizations, and state organizations on a regular basis in dealing with response, recovery, and mitigation issues.

3. Routine emergencies may be underway concurrently with County or City preparations for, response to, and recovery from a major event that is of such proportions that full activation of the EOC is affected. All pre-existing routine emergencies must be integrated into management of the overall event by establishing priorities, allocating resources, analyzing the impact of the emergencies, and informing the public.

Charlotte County will use the ICS to manage its emergencies and disasters. County agencies and organizations have been trained and will continue to be trained in the implementation of ICS. Many organizations have a different type of organizational management system. These systems can be used. However, they are urged to implement their management system into the overall Charlotte County ICS system to prevent fragmentation and duplicating uses of resources during an emergency or disaster.

4. EOC Functions

- a. Operational Functions of EOC

The CCEOC serves as the official warning point during activation and provides 24 hour communication capabilities. The CCEOC serves as the central focus point for the coordination and direction of emergency preparedness, response, recovery, and mitigation activities. The functions to be performed by the CCEOC during an activation includes, but is not limited to the following:

- Receipt and dissemination of emergency information and instructions;
- Direction and control of emergency preparedness, response, recovery, and mitigation activities in Charlotte County;
- Coordination with appropriate public safety agencies or emergency-related officials, agencies, and organizations;
- Collection and analysis of pertinent data;
- Management of emergency resources (i.e., personnel, facilities, equipment, and supplies);
- Issuance of emergency public information, instructions, and directives for protection of lives and property.

VII. Roles and Responsibilities

b. Location of Primary EOC

The CCEOC is located in the Public Safety Building at 26571 Airport Road in Punta Gorda, Florida. The building was opened in 2007 and was constructed to a 170 mph wind rating. The exterior windows and doors are 200 mph tornadic rated. The facility is 72 hour self sustainable back up generator, uninterruptible power supply (UPS), redundant heating and air conditioning systems, and water/sewer system. It also houses the 911 and Sheriff's Office redundant locations.

Directions from I-75 are to take Exit 164, then go east on US 17 North. Take US 17 to Golf Course Blvd. Take right on Golf Course Blvd. Go 2.5 miles to four way stop sign, turn right and building is located on the left just past the county jail facility.

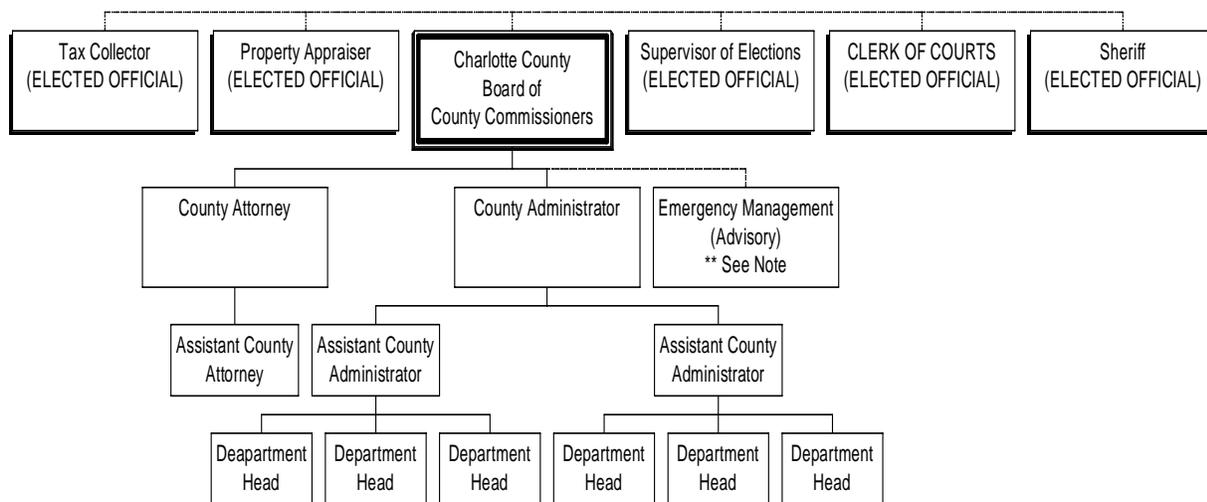
c. Location of Alternate EOC

The Alternate CCEOC is located at the Charlotte County Jail on Airport Road in Punta Gorda. The physical address of the Charlotte County Jail is 28000 Airport Road, located approximately 3 miles east of US 41. This facility will be utilized if the primary EOC in Punta Gorda is unusable for any reason. This facility is located in a Category III-IV storm surge zone, but can take a higher wind load due to its construction.

C. Organization

- The following is an organizational chart identifying government officials, by title, which will ensure continuous leadership authority and responsibility during emergency situations. This is almost identical to everyday operations in Charlotte County. These are the same people that will be responsible for activating the plan and directing preparedness, response, recovery, and mitigation operations.

CHARLOTTE COUNTY ORGANIZATIONAL CHART



..... Elected Officials

----- Advisory Position

Note: Emergency Management acts in an advisory role to the BCC during emergency activations. During daily operations, Emergency Management falls under the Public Safety Director / Fire Chief, who answers to the Assistant County Administrator

VII. Roles and Responsibilities

2. The following is a matrix of the Charlotte County Emergency Support (ESF) Function Lead Agencies and their Support Agencies:

ESF LEAD AND SUPPORT AGENCY MATRIX FOR CHARLOTTE COUNTY	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17
CC Administration	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CC Animal Control					S			S						S			P
CC Attorney	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CC Budget & Administrative Services	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CC Board of County Commissioners	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CC Clerk of the Courts					S									S			
CC Building Construction Services		S	S										S	S			
CC Emergency Management	S	S	S	S	P	S	S	S	S	S	S	S	S	P	P	S	S
CC Environmental Services			S		S			S						S			
CC Facilities Management		S			S		S							S			
CC Fire/EMS	S	S	S	P	S			S	P	P			S	P			
CC GIS	S				S								S	S			
CC Growth Management		S			S												
CC Human Resources														S			
CC Human Services					S	S		S			P			S			
CC Information Technology	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CC Parks and Rec	S													S			
CC Public Works			P	S	S		S		S	S	S	S	S	S	S	S	
CC Purchasing	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S
CC Radio Communications		P										S					
CC Transit	P					S		S									
CC Utilities			S		S							P		S			
CC 211 System						S											
City of Punta Gorda	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
American Red Cross		S		S		P	S	S			S			S	S		
Salvation Army						S					S			S	S		
United Way						S									S		
Disaster Response of United Methodists						S											
Charlotte County Ministerial Association						S											
Health Plus						S											

VII. Roles and Responsibilities

ESF LEAD AND SUPPORT AGENCY MATRIX FOR CHARLOTTE COUNTY	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17
Meals on Wheels						S											
Presbyterians of SW Florida						S											
Florida Baptist Convention						S											
Englewood "Just Neighbors"						S											
Charlotte County Ministerial Associations								S									
Ambitrans								S									
Charlotte Regional Medical Center								S									
Fawcett Memorial Hospital								S									
Peace River Regional Medical Center								S									
Charlotte County Medical Society								S									
Riverside Behavioral Center								S									
Charlotte Behavioral								S									
Tidewell Hospice of Southwest Florida								S									
Gulf Coast Jewish Family Services						S		S							S		
CC School Board	S	S			S	S					S			S			
CC Property Appraiser														S			
CC Public Health/HRS		S	S			S		P		S	S			S			S
CC Sheriff's Office	S	S		S	S		S	S	S				P	S		P	S
CC Airport Authority	S			S									S	S		S	
Civil Air Patrol	S																
Florida Dept. of Transportation	S																
Florida National Guard											S		S				
Department of Military Affairs													S				
Sarasota County Fire Department										S							
North Port Fire Department				S						S							
Florida Fire Chief's Association				S						S							
Boca Grande Fire Department				S						S							
Englewood Fire Control District				S						S							
City of Punta Gorda Fire Department				S						S							
Verizon Wireless		S										S					
Sprint/Nextel		S										S					
Florida Power & Light (FPL)												S					
Comcast Cable Vision												S					
Cable Vision Industries												S					
Charlotte Harbor Water Association Inc.												S					
Bocilla Utilities Inc.												S					
												S					

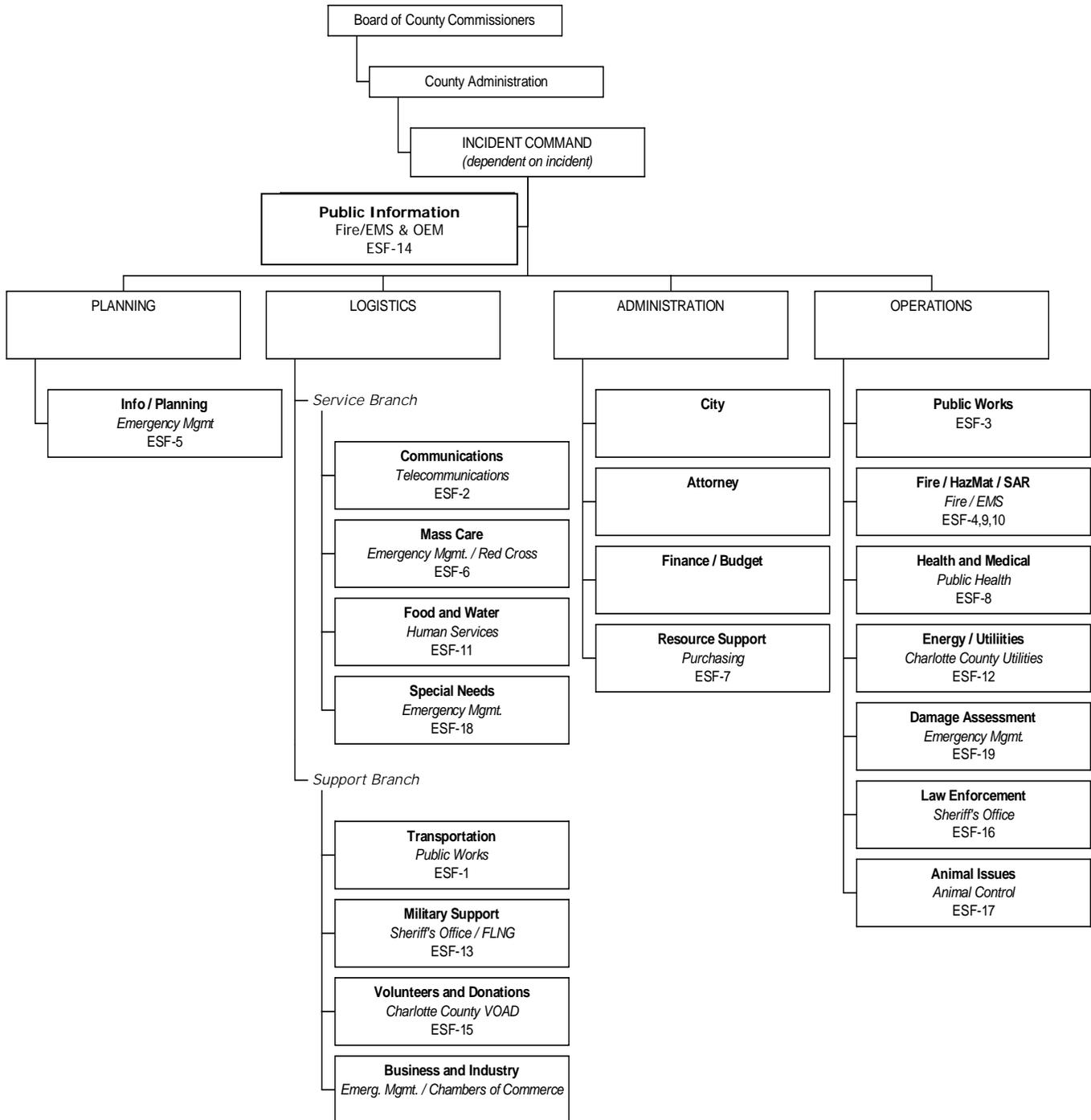
VII. Roles and Responsibilities

ESF LEAD AND SUPPORT AGENCY MATRIX FOR CHARLOTTE COUNTY	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	
Knight Island Utilities																		
Peace River/Manasota Regulatory Water Supply Authority												S						
El Jobean Water Association												S						
Harbor Lakes												S						
Southern States Utilities												S						
Englewood Water District												S						
Gasparilla Island Water Association Inc												S						
Lake Suzy Utilities												S						
RACES		S																
EF Johnson		S																
Motorola		S																
WTEK		S																
Mobile One Communications		S																
Englewood Chamber of Commerce																		
Englewood Disposal			S															
Charlotte Sanitation			S															
Charlotte County Chamber of Commerce						S									S			
Charlotte County Veterinary Medical Association																		S
Suncoast Humane Society of Englewood																		S
Animal Welfare League of Charlotte County																		S
Animal Disaster Planning Advisory Committee (ADPAC)																		S

P = ESF Primary Agency S = ESF Secondary/Support Agency

VII. Roles and Responsibilities

- Charlotte County will use ICS. The following chart will show ESFs and how they fit into the overall Charlotte County ICS structure. This Command structure uses daily operations to perform emergency functions



The Charlotte County BCC is the lead authority in all emergency situations per Florida Statute 252. However, there may be a variation in who will act as lead advisory or lead response agency. The following table illustrates the lead response agencies and their legal authorities for each of the hazards to which Charlotte County is vulnerable.

CHARLOTTE COUNTY HAZARD RESPONSE FREQUENCY & MATRIX

Hazard/Special Planning Consideration	Frequency	Population Affected	Lead Agency	Applicable Statute	Comments
Civil Disorder	Infrequent	Varied	Sheriff	F.S. 870.041-8	PGPD, FDLE, FHP, FMP, FLNG
Drought	Semi-frequent	Population & Agriculture	Extension		
Flood	Semi-frequent	All	Emergency Management	F.S. 252	FDEM
Freeze - Winter Storm	December - April	Population & Agriculture	Extension		
Hurricane	June-November	All	Emergency Management	F.S. 252	FDEM
Tornado	Year Round	All	Emergency Management	F.S. 252	FDEM
HAZMAT	Infrequent	All	Fire	F.S. 252 & 29 CFR 1910.120	DEP
Power Failure	Semi-frequent	All	Utilities/FPL		FDCA
Radiological	Infrequent	All	Public Health	F.S. 252	DEP
Subsidence	Infrequent	All	Public Works	F.S. 252	PGPW, FLICE, USACE
Transportation – Air	Infrequent	All	Fire/Rescue	F.S. 252	CCSO, PGPD, FDLE, FHP, FBI, FAA, NTSB
Urban Fire	Frequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA
Wildland Fire	Frequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA, FDOF
Mass Casualty	Infrequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA
Terrorist	Infrequent	Varied	Sheriff	F.S. 252	PGPD, FDLE, PDD 29(FBI)
Mass Migration	Infrequent	Varied	Sheriff	F.S. 252 & 870	FMP, USCG, INS
Distinguished Visitor	Infrequent	Varied	Sheriff		FBI, USSS
Public Health Emergency	Semi-frequent	Varied	Public Health	F.S. 388.45	DOH. CDCA
Chemical Spill – Waterway	Semi-frequent	Varied	Fire/Rescue		FMP, DEP, USCG

D. Direction and Control

1. EOC Activation Criteria
 - a. The EOC may be activated at the direction of the BCC, The County Administrator, an Assistant County Administrator, or the Director of the OEM.
 - b. The Mayor or City Manager or any Incident Commander may request that the EOC be activated.
 - c. The EOC may be activated before, during, or after an incident is underway, depending upon the nature of the incident. The EOC will normally be activated under the following circumstances:
 - Two or more incidents are under field incident commanders and have the potential for stressing normal resources.
 - An impending or actual incident threatens to affect a major portion of the County.
 - The County Administrator or the Director, OEM, identifies the need to activate the EOC in order to: collect and disseminate information, plan for response and recovery, coordinate between involved officials and jurisdictions, arrange for facilities and equipment and exercise command and control.
 - To effect coordination with County and City officials and with officials of adjacent counties or with State and Federal agencies.
 - Upon request from City officials in an emergency situation that has overwhelmed, or is predicted to overwhelm, City resources and coordination with multiple County agencies is necessary.
2. EOC Activation Staffing
 - a. Activation of the EOC means that it is staffed to the appropriate level by the OEM and by command representatives of the ESF Lead and Support agencies and others from public, private and volunteer sectors that are, or are expected to be, involved in a specific incident.
 - b. The entity activating the EOC will direct the staffing, that is desired, as recommended by the OEM Director.
 - c. Off-Duty emergency telephone numbers for organizational heads are on file in the EOC and furnished to the Central Dispatch Office. Private phone numbers are not listed in this Plan as many are unlisted numbers.
 - d. Staffing may change as the incident progresses. Persons directed to staff the EOC are to arrive with knowledge of their organization's capabilities, resources and mutual aid agreements. They are to remain in the EOC until released and must be authorized to act with full authority for the organization they represent.

- e. Departments and agencies not directed to the EOC will be expected to conduct business from their normal or designated alternate headquarters in coordination with the OEM.
- f. Basic EOC staffing is depicted in the EOC SOP, located in the CCEOC library.

3. EOC Activation Levels

- a. When the EOC is activated beyond Level 3, the State Warning Point (SWP) will be advised and provided with an explanation. Adjacent and other jurisdictions will also be advised if the incident may in any way impact them. The same notification will apply for all changes in activation Level.
- b. In any EOC activation beyond Level 3, other organizations and departments will be alerted as needed to support EOC operations.
- c. Upon activation of the EOC beyond Level 3:
 - The Director of OEM may recommend that the Administrator request the BCC go into continuous session in its conference room to facilitate policy support for operations in the EOC.
 - A specified EOC activation Level will persist until a change in activation Level is recommended by the Director of OEM.
 - Organizations involved are expected to activate corresponding levels of their own internal implementing plans and SOP.

- 4. Emergency Workers operational, logistical, and administrative support needs will be coordinated from the EOC and, if necessary, field offices. Information on these support functions are further described in the EOC SOP, located in the Charlotte County OEM Library.

5. EOC Operations

All information on EOC Functional Operations can be found in the EOC SOP, located in the Charlotte County OEM library. The following is a summary of what can be found in this document.

- a. Staffing patterns of the EOC to ensure 24 hour operations;
- b. Internal information flow in the EOC
- c. Activation/Deactivation measures
- d. Security/EOC Access
- e. EOC Setup
- f. Emergency Power capabilities
- g. Procedures for disseminating warnings to necessary officials and organizations

- h. Procedures for the activation of the public notification system, and who has the authority to activate it.

6. Key Roles

a. Response, Recovery and Mitigation Activities

The Disaster Recovery Director will coordinate the post-disaster recovery and mitigation activities of all elements of local government and serve as the Charlotte County and City of Punta Gorda single point of contact on recovery activities as they relate to local, State, and Federal officials.

Emergency Management will facilitate the transition between response and recovery, understanding that there will be a period of time when both response and recovery are occurring simultaneously. Emergency Management will also facilitate the coordination between local field offices and state and federal disaster field office (DFO). Location names will be relayed to the necessary state and federal liaisons.

b. Evacuation

The Charlotte County BCC, by authority of Chapter 252, F.S., has the power and authority to direct and encourage the evacuation of all or part of the population from any threatened area within Charlotte County. This is to be done in a quorum, or by the Chairman himself/herself in absence of a quorum, if it is deemed that this action is necessary for the preservation of life or other disaster response and recovery efforts

c. Acquisition, Review and Filing of Emergency and Disaster SOPs and Checklists

The Charlotte County OEM is responsible for acquiring and reviewing all of Charlotte County's emergency SOPs and checklists. Charlotte County OEM keeps other agency SOPs and checklists on file in its internal library. These SOPs and checklists are updated by each agency as needed.

d. Maintaining the operational readiness of the CCEOC

The maintenance of operational readiness of the CCEOC is the responsibility of the Charlotte County OEM.

e. Overseeing the Overall Mutual Aid Process

Officials who have signed the mutual aid agreements in question are responsible for keeping the mutual aid agreements current and on file with the Charlotte County OEM and with their own individual agency.

In an emergency or disaster situation, the Emergency Operations Officer, along with the Resource Support Officer (ESF-7) will make and keep track of all emergency mutual aid contacts and resources that are to be used.

7. Mutual Aid Agreements

- a. Mutual aid agreements and memoranda of understanding will be entered into by duly authorized officials and will be formalized in writing.
- b. Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and updated is required when circumstances of the agreement change, and at least annually on the anniversary date of each mutual aid agreement.

E. Notification and Warning

1. The CCSO Dispatch and the CCEOC will serve as the Charlotte County 24 hour warning point. The Sheriff's Office Dispatch is located on Gulf Course Road just down the street from the EOC. The CCSO have access to the SATCOM phone, which is linked to the State of Florida DEM SWP.
2. Primary warning systems for the EOC is the National Weather Service through telephones, cellular telephones, and internet. Backup warning systems include regular telephones, cellular telephones, facsimile machines, RACES, and a satellite telephone.
3. The Charlotte County primary EOC is hooked up to a single backup emergency generator (500 kw), which is tested on a weekly basis to ensure that it is operable. The amount of available fuel totals 4,000 gallons - 72 to 96 hours of operation.
4. Specific areas in Charlotte County are broken into zones according to the Charlotte County SLOSH model, located in the Charlotte County OEM library. These zones will be used in the dissemination of warnings.
5. The Florida Telecommunications Relay Services (TDD) will be used to disseminate warnings to the hearing impaired. Visually impaired people will be notified of warnings via weather radio, broadcast radio, and television.
6. Seasonal visitors will be notified of impending emergencies or disasters through the use of broadcast radio and television. Also, the use of the cable emergency override system can be used to disseminate warnings as needed.
7. The SEOC will be notified of any of the following conditions:
 - a. Hazardous Material Spills:
 - Petroleum Based spills
 - Spills involving waterways
 - Spills greater than 5 gallons
 - Spills requiring any State or Federal notification or assistance
 - Chemical Spills
 - All SARA/EHS/CERCLA (Section 304) releases
 - All spills threatening the population or the environment

- All spills requiring evacuation
- b. Weather
 - Any incident associated with weather phenomena involving possible/actual damage to property or persons
- c. Transportation
 - Incidents involving major thoroughfare closures
 - All aircraft incidents
 - All railroad incidents
 - Incidents involving mass casualties
 - All major accidents involving commercial vehicles/vessels
- d. Fire
 - Major forest fires
 - Fires involving chemicals
 - Large or multiple structure fires
- e. Radiological
 - All radiological incidents
- f. General
 - Sinkhole
 - Public Water Source Contamination
 - National Security
 - Medical Waste
 - Immigration Issues
 - Potential/Actual Dam Failures
 - Other
 - Incidents with potential effects to adjacent counties
 - Incidents requiring assistance from state or federal agencies
 - Incidents with a prolonged effect on public utilities
 - Incidents involving potential or actual evacuations

F. Response Actions

1. General

a. Steps for Declaring a State of Local Emergency

The OEM Director of the Charlotte County will, when deemed necessary, begin the process of requesting a State of Local Emergency using the following measures:

- Solicit draft State of Local Emergency (document) input from County and City departments, including recommendations to modify, suspend, or cancel enforcement of ordinances and other rules in which they have an interest or responsibility;
- Draft the State of Local Emergency document;
- Request for a State of Local Emergency before the Charlotte County BCC;
- Disseminate the original, and all subsequent declarations to law enforcement, other affected entities, and the media. A sample State of Local Emergency Document can be found in the Charlotte County OEM library.

b. Closing of Schools and Businesses

- Closing of schools will be made by the Charlotte County School District with advice of the Charlotte County OEM. The Charlotte County School Board (CCSB) is on the notification list of the Charlotte County OEM for all impending and actual threats.
- Businesses will close using the decision of their owners/managers. This can be done by consulting with the Charlotte County OEM. Charlotte County OEM will maintain a list of essential services available.

c. Requesting State Assistance

- All requests for State assistance from County agencies will follow this protocol:
 - The requesting agency will forward its request to the Charlotte County Operations Officer in the Charlotte County EOC.
 - The message will then be analyzed and forwarded to the State of Florida Liaison Officer as seen necessary once all local resources have been exhausted.

** No requests will be made directly to the State. All requests for State Assistance must be made through the Charlotte County Operations Officer.

d. State Rapid Impact Assessment Teams (RIATs) and Rapid Response Teams (RRTs)

The Charlotte County FITs, in conjunction with the Charlotte County OEM, or a designee, will escort and facilitate the needs of State RIATs and RRTs.

2. Evacuation

a. Evacuation Clearance Times

A synopsis and listing of Charlotte County evacuation clearance times can be found in the Hurricane Evacuation Study for Southwest Florida, written by the Southwest Florida Regional Planning Council. The Charlotte County information can be found on pp II-C-22 through II-C-25. A copy of this document can be found in the Charlotte County EOC library.

b. Evacuation Routes

A listing of Charlotte County's evacuation routes can be found on page II-C-18 of the Hurricane Evacuation Study for Southwest Florida, written by the Southwest Florida Regional Planning Council.

A listing of evacuation routes for public viewing can be found in the local telephone books.

Although all routes can be considered primary, citizens are urged to use I-75 and US 41 as a last resort. The reason for this is that most people are familiar with I-75 and US 41, and therefore use of these roads during an evacuation will be high. However, due to the fact that these routes run along the coast, and, historically, these roads are normally crowded in an evacuation, people are urged to use Highway 17, CR 74, and Kings Highway to evacuate Charlotte County. These roads will take people inland, away from the storm surge threat.

c. Special Needs Program (SNP)

Charlotte County is mandated under Chapter 252, F.S. to register all persons who have special transportation or medical needs during an evacuation situation. The process for registration is as follows:

- The presence of the Special Needs Registration is advertised in many different formats throughout the year.
- People are urged not to register unless it is needed. If people have friends or family that can transport them and/or take care of them, then they need to use those options. The reason for this is that Charlotte County, as of August 2009, has approximately 600 people signed up on this program, and the enrollment is expected to increase. Charlotte County resources to transport and handle the medical needs of these people is extremely limited, therefore, registration must be done with caution.
- Once interest is shown in the program, a form is sent to this person, or their guardian, to fill out. The form requests information such as name, address, special needs, and how many people they are to bring with them.

- Once the OEM is in receipt of this returned form, the name is then entered into a database, which is maintained daily by the Charlotte County OEM.
- This list is given to the Charlotte County Transit Department, who develops routes to pick up these people via school bus, hydraulic lift vehicle, and ambulance.
- Once a storm threatens, and evacuation orders are imminent, the persons on the list which are residing in the potentially threatened area are called by a Special Calling Team, which has been trained by the Charlotte County OEM. The people are notified that they are about to be picked up, and that they need to get their things together (key things are listed for them).
- These people will then be picked up and brought to a designated facility in county, if the situation allows for it, or out of county, for larger incidents.
- Once a disaster threatens, emergency SNP needs are coordinated through ESF-8.

d. Facilities Needing Attention During Evacuation

Lists of facilities needing special attention during the evacuation process can be found in the Charlotte County OEM library. This includes:

- Mobile Home Parks
- Marinas
- Bridges (including draw and swing bridges)
- Utility Sites (Lift Stations, treatment plants)
- Disaster Centers
- Health Care Facilities

e. Re-entry to evacuated areas is a controlled activity for residents, people who work in the area and for contractors, and others seeking work in the evacuated area. Re-entry will be undertaken only during daylight hours.

- The Sheriff's Office will manage appropriate Traffic Control Points (TCP), as identified by number and intersection on the TCP maps maintained in the EOC.

- Proof of residency in the area or area employment must be presented at the TCP in order to gain re-entry. For residents, a driver license listing an address in the evacuated area is acceptable for re-entry. Lacking that specific documentation of residency in the evacuated area can be established by photo ID along with a utility bill addressed to the bearer at the area address, or a lease or proof of building ownership. Employees of businesses in the evacuated area must present a photo ID issued by that business for the address in the evacuated area, or a photo ID along with other proof of employment at the business address in the evacuated area such as a paycheck stub.
- Re-entry to evacuated areas will begin and will be only during daylight hours, and as damage assessment, debris removal and the status of utilities permits. When the evacuated area is large or involves multiple sectors, re-entry is likely to take place in phases. Local radio broadcasts will be used to announce which areas are open for re-entry and when re-entry will commence.
- Persons evacuated under the SNP will be returned to their homes after their homes are determined to be habitable.

3. Sheltering

Charlotte County has only one shelter which is located in a Category 3 storm surge zone. All others are located in a Category 2 storm surge zone and lower.

Due to this, Charlotte County has developed a refuge site program. This program was started using funds derived from a one cent sales tax extension. The funding is used to retrofit buildings such as social halls, community centers, schools, and club houses in mobile home parks. These buildings must meet a set of criteria put forth by the Charlotte County OEM. The idea is for these buildings to be able to house the residents that they serve on a daily basis. This reduces the number of people on the road and reduces the demand on other shelters when an evacuation is called for. Currently, Charlotte County has retrofitted 15 such facilities.

Further information on Charlotte County shelters can be found in the Hurricane Evacuation Study, written by the Southwest Florida Regional Planning Council on page II-C-12.

Charlotte County has encouraged the use of refuges of last resort. In Charlotte County, the presence of buildings in which vertical evacuation can take place is virtually none. However, effort has been made to locate churches, businesses, clubhouses, and the like which can house people that use the structures regularly (i.e., congregations, club members, and employees). Some buildings have been located, and, with some retrofitting, can be used as refuges of last resort. For further information on the concept of refuges of last resort, refer to the Southwest Florida Regional Planning Councils Strategic Study on Refuges of Last Resort. This document is located in the Charlotte County OEM internal library.

VIII. RESPONSIBILITIES

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at the local government level. Therefore, Charlotte County (and the included City governmental authorities) has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

Each Office and Department of local government must develop internal preparedness, response, and recovery procedures it needs to implement this Plan and to ensure internal capabilities to perform the Office or Department functions.

A. Coordination with State and Federal Support of Local Operations

Charlotte County will remain in constant contact with the State of Florida DEM during the threat, onset, response, and recovery of any large emergency or disaster.

Charlotte County will request State assistance through the Charlotte County Operations Officer. The Operations Officer will then analyze the request, and forward it to the State **only when** all other County resources are depleted.

Charlotte County will also coordinate with State and Federal agencies for the following situations:

1. Establishing DRCs and DFOs (**Lead: Emergency Management**)
2. Escorting Damage Assessment Teams (RRTs and RIATs) (**Lead: Emergency Management/FITs**)
3. Coordinating Community Relations Teams (**Lead: Social and Senior Services**)
4. Locating and setting up Emergency Housing (**Lead: Emergency Management and Public Works**)
5. Requesting and locating additional resources as needed by Charlotte County, surrounding counties, or for the State of Florida (**Lead: Emergency Management**)
6. Determining need for Public and Individual Assistance (**Lead: Emergency Management**)
7. Determining Unmet Needs (**Lead: Emergency Management**)
8. Coordinating with mitigation assessment teams (**Lead: Emergency Management/Hazard Mitigation and Recovery Team [Local Mitigation Strategy Team]**)

Participating agencies will be determined at time of incident. Depending on the type of incident, it may be necessary to have other agencies act as lead for these activities. Further coordination for additional response, recovery, and mitigation efforts will be determined by the OEM.

VIII. Responsibilities**B. Plan Development and Maintenance**

Plan development and maintenance is a primary responsibility of the Charlotte County Director of Emergency Management. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan execution. The process involves a team of participants from all sectors of the community, and at all levels of authority in those sectors.

C. Record/Document Keeping for Government Functions and Post-Disaster Operations

All levels of government must ensure protection of the records vital to disaster preparation and response and so that normal operations may resume after a disaster. Additional records may be essential to recovery from the effects of a disaster.

D. Mutual Aid/Memoranda of Understanding

1. Mutual Aid Agreements and Memoranda of Understanding will be entered into by duly authorized officials and will be formalized in writing.
2. Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and updating is required when circumstances of the agreement change or during the anniversary date of the mutual aid agreement.
3. Officials who have signed Mutual Aid Agreements are responsible for ensuring that a current copy is on file in the OEM.
4. Any agencies responding to mutual aid requests must notify Charlotte County Emergency Management so resources are tracked in case of in-county incident.
5. All mutual aid requests will be processed through the ESF-7 (Resource Support) desk or the Operations Desk in the EOC. This is done to ensure continuity in response and to avoid duplication in resources sent.

E. Agency/Department Responsibilities

1. General
 - a. Elected officials and other governmental authorities of both County and City operate essentially the same during normal and emergency times. Non-emergency activities may be suspended and resultant uncommitted personnel reallocated to ESFs.
 - b. The scene of decision making may shift from the normal BCC and City Council conference rooms and Department offices to the EOC and/or other special facilities.
 - c. Charlotte County's organization for disaster management commits all units of local government to provide the service and assistance for which they are best trained and most experienced. Those organizations that have no inherent emergency management roles will make their personnel available to support disaster operations as may be directed.

VIII. Responsibilities

2. The Chairman of the BCC will:
 - a. Provide the Director of OEM with a listing of the Commissioners specifying their succession in authority to exercise the emergency powers of the Chairman in his absence or inability to function.
 - b. Staff the EOC, to include BCC clerical support.
 - c. Analyze the County-wide social and economic impact of the situation and provide policy and guidance as requested.
 - d. Prepare to participate in public information presentations and media briefings.
 - e. Review and authenticate SLE declarations and requests for State assistance.
 - f. Convene the BCC to continuous emergency session as soon as is practicable. Exercise all essential emergency functions of the BCC unilaterally until the full BCC can be convened.

3. City Council and City Manager will:
 - a. Provide the Director of OEM with a listing of the Council members and procedures for Council operation in the absence of a quorum.
 - b. Provide the EOC with an empowered representative to assist in coordination of County-City emergency operations.
 - c. Provide participation throughout the event on the part of City police, fire, public works and other City government offices in coordination with the overall County operations.
 - d. Ensure the establishment of SOP in all elements of City government as needed to implement this Plan. Establish readiness procedures that insure the availability of trained personnel and requisite equipment and facilities in time of emergency.
 - e. Throughout the emergency preparedness and response phases, keep the EOC advised of the status of City resources, anticipating shortfalls to the degree feasible so that external support can be sought as early as possible.
 - f. Provide for initial damage estimates and subsequent damage assessment in coordination with County-wide damage assessment.
 - g. The City liaison will assist the County Administrator in the EOC as the focal point of coordination with the City.

4. The County Administrator will:
 - a. Provide the Director of OEM a Succession of Authority List, naming the two officials in sequence authorized to act with his authority in his absence.
 - b. Serve as lead for Administration & Support function at EOC.

VIII. Responsibilities

- c. Function as the coordination point between the Chairman, BCC and the County department and office heads and private and volunteer sector representatives.
5. The Assistant County Administrators will:
 - a. Assist the Administrator and serve as lead for Administration & Support function at EOC in the absence of the Administrator.
 - b. Provide oversight of County damage estimation and assessment and debris removal in the aftermath of a disaster.
6. The County Attorney will:
 - a. Provide a two person successor list to the Director of OEM.
 - b. Provide legal counsel as required throughout the emergency with particular emphasis on SLE/disaster declarations and re-entry issues.
 - c. Staff the EOC upon request.
7. The Superintendent of Schools will:
 - a. Provide a two person successor list to the Director of OEM.
 - b. Staff the EOC.
 - c. Make school resources available for sheltering, radio-equipped school buses for use in evacuations and trained operating crews in both cases.
8. The County Sheriff will:
 - a. Provide a two person successor list to the Director of OEM.
 - b. Staff the EOC upon request.
 - c. Provide professional advice and expertise as well as resources to the BCC, County Administrator and other elements of County government operations particularly in support of evacuations, public warnings and notifications, physical security activities, damage assessment and movement control.
 - d. Request, coordinate and control all other law enforcement resources brought in to assist the County, including those occasions when the County is supporting the Punta Gorda Police Department (PGPD) in an emergency or disaster wholly within that city.
 - e. Draft and coordinate requests for military support of civil authority in coordination with the EOC for forwarding to the State DEM.
 - f. Operate a central dispatch system and center throughout the emergency.
 - g. Provide field incident commanders upon request.

VIII. Responsibilities

- h. Maintain mutual aid agreements with State-wide and adjacent law enforcement agencies.
9. The County Director of Fire and EMS will:
- a. Provide a two person successor list to Director of OEM.
 - b. Staff the EOC upon request.
 - c. Coordinate the activities of all fire-rescue organizations used in the County throughout the emergency with overall County operations.
 - d. Submit requests for mutual aid and other forms of external aid through the EOC to the State DEM.
 - e. Assist in the evacuation of persons with special needs (medically-dependent), arranging with commercial, CCSB and Charlotte County Social Services (CCSS) for wheelchair lift-equipped transport.
10. Director of the Building Construction Services Department will:
- a. Provide a two person successor list to Director of OEM.
 - b. Be prepared to perform normal functions at routine locations, situation permitting, or at alternate locations, as necessary.
 - c. Identify operations that can be postponed or suspended in an emergency.
 - d. Provide and operate departmental mobile radio capability, including vehicles with drivers, when requested in support of damage estimation/assessment and other recovery phase operations.
 - e. Prepare professional staff to assist in damage estimation and assessment and in recovery operations.
 - f. Effect contractor pre-registration and other preparations for expedited issue of building permits and contractor licensing as may be necessary to rebuilding of the community in the aftermath of a disaster.
 - g. Provide input to the OEM regarding the need to suspend or modify ordinances or other County rules due to an emergency or disaster.
11. Purchasing Department will:
- a. Provide a two person successor list to Director of OEM.
 - b. Staff the EOC upon request.
 - c. Provide emergency procurement support for supplies and equipment needed by County agencies such as for meals, fuels, tires and repair parts, construction materials, sanitary supplies and rental equipment such as pumps, generators, chain saws, portable lighting and cellular telephones and other communications equipment.

VIII. Responsibilities

- d. Develop and promulgate emergency procurement procedures to be used by Departments and Offices funded by County government that are compatible with State and Federal financial reporting requirements.

12. Public Works Department will:

- a. Staff the EOC as focal point for County and City public works and public utilities concerns. Conduct damage assessment of public infrastructure in coordination with the Building Construction Services Department.
- b. Provide engineering and maintenance services as needed to keep evacuation routes open, flooded or otherwise blocked road areas barricaded and traffic rerouting coordinated with law enforcement agencies.
- c. Activate the State-wide inter-county Mutual Aid Agreement through the EOC when appropriate as an emergency measure.
- d. Manage post-disaster debris removal in coordination with law enforcement and with damage estimation/assessment teams.
- e. Provide trained personnel to conduct public infrastructure damage estimation and assessment tasks by both land vehicle and aircraft in coordination with Property Appraiser damage assessment operations.
- f. Provide input to the OEM regarding the need to suspend, cancel or modify ordinances or other County rules due to an emergency or disaster.

13. Emergency PIO will:

- a. Establish and operate a Joint Public Information and Rumor Management Center in the vicinity of the EOC, collecting information in the EOC and from field unit PIO.
- b. Organize, schedule and manage media briefings regarding actual emergency preparedness, response and recovery operations.
- c. Prepare and disseminate emergency public information materials incidental to an emergency operation.
- d. During and following an emergency, serve as the single official point of contact between all Departments and Offices of County government and all media representatives.
- e. Coordinate public information releases and rumor items with spokespersons for the local Red Cross Chapter and with such representatives of State and Federal governmental agencies as may be on scene in any official capacity.
- f. Assist the Public Health Unit, Animal Control, utilities and other essential services in developing and disseminating post-disaster health and safety instructions for the reoccupation of evacuated areas and storm damaged homes.

VIII. Responsibilities

14. The Human Resources:
 - a. Develop and maintain a roster of government employees who have foreign language or sign language capability.
 - b. Staff the EOC upon request.
15. Environmental Services will:
 - a. Make advance determinations and plans for acceptable disposal of the volume of waste that could result from a major hurricane and all other possible events. Some of the waste will be hazardous materials requiring special handling.
 - b. Identify contract sources for waste disposal services including forced-air burners and chipper machines that will be needed post-disaster.
 - c. Participate in post-disaster debris removal planning to ensure proper disposal of materials.
 - d. Advise the OEM in advance and on a continuing basis of ordinances and other County rules that should be suspended, canceled or modified in the public interest because of an emergency or disaster. This could include:
 - landfill fees
 - hours of landfill operation
 - separation of wastes
 - burn regulations
 - the requirement that all franchise haulers dispose of all waste only at the Zemel Road facility
16. Charlotte County Chapter, ARC will:
 - a. Coordinate the activities of all volunteers and volunteer agencies.
 - b. In coordination with the OEM, determine when and where shelters shall be opened. Staff and operate County shelters in coordination with the School Board and with owners of other facilities that are to be used as shelters.
 - c. In coordination with the EOC and organizations providing shelter facilities, set operating hours and capacities for shelters, arrange for food and other shelter services.
 - d. Assist in conduct of coordinated damage estimation and assessment.
 - e. Provide public services in accordance with the Chapter Disaster Plan.
 - f. Maintain liaison with the EOC throughout the emergency period.

VIII. Responsibilities

- g. Open and operate shelters and service centers in accordance with national ARC programs and policies.
17. Charlotte County Property Appraiser (CCPA) will:
- a. Provide a two person successor list to Director of OEM.
 - b. Staff the EOC upon request.
 - c. Assist in damage estimation and assessment operations by determining values of damaged properties in on-site visits or in office reviews, as requested by the OEM.
 - d. Coordinate Appraiser Office damage assessment activities with State and Federal counterparts through the EOC.
18. The Clerk of the Circuit Court will:
- a. Provide technical advice and assistance to the activated EOC regarding records and financial management for each specific disaster or emergency.
19. Charlotte County Airport Authority will:
- a. Be prepared to make Airport Buildings, excluding the Operations Office, available to serve as an alternate to the County EOC, before, during or after an emergency, as needed.
 - b. Provide open space within Airport property to park emergency equipment that has to be relocated from flood-prone areas in advance of a hurricane. Provide access to sanitary facilities in Buildings 109 and 103 for Sheriff's deputies and others assigned to airport area duties.
 - c. Provide professional advice concerning aviation operations to the OEM. Serve as the single point of contact for EOC dealings with aviation authorities when it is necessary to close airspace over parts of the County, post-disaster, for damage assessment flights by specified government officials.
 - d. Be prepared to have the airport used as a medical evacuation or post-disaster recovery operations logistics management center.
20. Charlotte County Budget & Administrative Services Department Office will:
- a. Oversee Departmental tracking of disaster-related costs.
 - b. Collect actual and estimated costs from county agencies and compile them for reimbursement processes.
 - c. Act as primary point of contact for financial matters with State and Federal agents during disaster recovery and reimbursement processes.
 - d. Staff the EOC upon request.
21. Charlotte County Animal Control (CCAC) will:

VIII. Responsibilities

- a. Oversee all matters as related to ESF-17 (Animal Issues) of this plan.
22. Charlotte County Facilities Construction/Maintenance (CCFM) will:
- a. Provide for janitorial duties in county buildings during disaster operations.
 - b. Ensure that all county buildings are prepared/protected during emergency and disaster events.
 - c. Provide servicing and repair of governmental buildings to ensure operational ability and prevention of damage if needed.
 - d. Work with emergency management to identify projects that could reduce damage to government buildings.
23. Charlotte County GIS will:
- a. Provide mapping and plotting capabilities during pre and post-storm scenarios.
 - b. Provide staffing in the EOC following an event for mapping and plotting of damage, areas of concern, and other item as required.
24. Charlotte County Human Services will:
- a. Oversee all issues for ESF-11 (Food and Water)
 - b. Provide transportation for the SNP evacuation as required (through the Division of Transit)
 - c. Assist with County Community Relations, DRC, and other Recovery activities as required by the event.
25. Charlotte County Information Technologies will:
- a. Provide on call technicians to resolve problems related to computers, printers, networking, or otherwise in the County EOC. This will be required before and after emergencies and/or disasters.
 - b. Provide technical support for all county departments to ensure continuity of operations after an emergency or disaster affects Charlotte County.
26. Charlotte County Parks, Recreation and Cultural Resources will:
- a. Provide the availability of transportation resources and heavy equipment for disaster operations.
 - b. Coordinate park and facility closings with Emergency Management.
 - c. Provide the availability of park facilities (structures and land) for disaster preparedness, response, and recovery operations as needed by Charlotte County.
 - d. Staff the EOC upon request.
27. Charlotte County Utilities (CCU) will:

VIII. Responsibilities

- a. Oversee all ESF-12 (Utilities and Energy) as required.
 - b. Work with ESF-8 to issue any precautionary notices as required.
 - c. Provide support to other emergency response agencies as needed.
28. Salvation Army will:
- a. Assist with Food and Water Issues (ESF-11) as required.
 - b. Assist with Family Service Needs as they become identified.
 - c. Identify locations for Comfort Stations and set up as necessary.
 - d. Provide available resources to assist with County recovery operations.
29. Telecommunications Providers/Companies (i.e. Verizon/Sprint) will:
- a. Assist with ESF-2 functions as deemed necessary by the OEM (lead agency).
 - b. Communicate outages and estimated times of repair to the EOC.
30. Englewood Chamber of Commerce/Charlotte County Chamber of Commerce/Punta Gorda Business Alliance will:
- a. Serve as point of contact for business/industry related issues in pre and post-disaster scenarios.
 - b. Assist in identification of and collection of information from businesses that have been affected by a disaster event.

IX. FINANCIAL MANAGEMENT

- A. It is the practice of Charlotte County employees to use the same process to fill out and file financial reports in daily activities as it is during emergency situations. These procedures are compatible to State and Federal financial procedures. Municipal and County Fiscal Services Division agents work together to ensure continuity of financial procedures during emergency and disaster events.
- B. The Charlotte County Purchasing Department, the Charlotte County Budget & Administrative Services Department, and the Charlotte County Fiscal Services Division will work as a team to support preparedness, response, recovery, and mitigation activities on an everyday basis. This includes any training and guidance as needed. All disaster costs will be captured and handled through a Disaster/Emergency Account set up through the County Purchasing Department.
- C. The Charlotte County Purchasing Department will provide procurement support for supplies, facilities, equipment, and supplies needed by County agencies. Items that may be included are meals, vehicle repair parts, construction materials, and rental equipment.
- D. County emergency operations are funded by the budgeted allocations of each agency having functional responsibilities in emergency operations.
- E. The County and City may allocate and expend funds as appropriate for local emergency operations in accordance with Chapter 252 F.S.. As a general rule, funding availability may be assumed for all emergency response efforts.
- F. Close expenditure controls must be exercised during any emergency operation. The County Administrator, operating from the EOC, is the screen point for expense authorization. The County Purchasing Sr. Division Manager and the Clerk of Courts will provide technical overview of this area. No emergency staff shall make funding commitments without the coordination of the Purchasing Sr. Division Manager or County Administrator.
- G. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Accounting is required on a daily (sometimes more regular) basis to identify and document personnel costs, supplies and materials used and equipment hours committed to each specific preparation, response and recovery task. Equipment use charges must be associated with an equipment operator. All personnel hours must be identified with a specific and definable task.

When responding to another jurisdiction for mutual aid, the responding party must obtain a mission number or tracking number. This will be used to identify costs. Once costs are figured at the end of the event, the department head shall forward all costs to Finance, who shall then forward any costs to the hosting jurisdiction. In cases of mutual aid requests from the State, County Fiscal Services Division shall forward costs, along with the appropriate paperwork to the Florida DEM. Paperwork can be obtained from the Charlotte county OEM.

IX. Financial Management

- H. Following an event, the Charlotte County Budget & Administrative Services Department, along with the Charlotte County Purchasing Department will coordinate with all county agencies to compile costs and proper documentation needed for reimbursement under public assistance procedures. Charlotte County Emergency Management will pull together costs and documentation from volunteer and non-for-profit organizations. A member of the Charlotte County Budget & Administrative Services Department, the OEM, and pertinent agency officials will be present during the reimbursement application process with FEMA and/or the FDEM (as necessary).
- I. When Federal public assistance is provided under the Disaster Relief Act, local projects approved by the FEMA are subject to both State and Federal audit (except small projects approved under Section 419 of Public Law 92-288 which require only Federal audit).
- J. There are several funding agreements that are made available to counties and other local jurisdictions during peacetime, as well as disasters. Most of these agreements come in the form of grants. The following is a list of examples of funding agreements that can and/or will assist Charlotte County in emergency and disaster mitigation, preparedness, response, and recovery:
1. Emergency Management Preparedness and Assistance Fund (EMPA) Base Grant: These are funds that are distributed to counties by the State each year in order to enhance emergency and disaster mitigation, preparedness, response, and recovery. These funds can be used by local emergency management agencies to implement eligible projects, upgrade equipment, and provide additional services as seen appropriate by the local emergency manager and the State.
 2. EMPA Competitive Grant: This is a competitive grant for which counties and municipalities may opt to apply for each year. This competitive grant, sponsored by the State of Florida Department of Community Affairs (DCA), awards monies to communities who submit projects that will enhance emergency management capabilities on local, regional, and state levels. Submitted projects can consist of mitigation activities, preparedness activities, response capability upgrades, and recovery needs. Once projects are submitted, they are reviewed for consistency with State and local plans and awarded points in order to establish a priority list of projects.

Each year, Charlotte County reviews its list of projects and decides on sufficiency and rationality of submitting a project to this grant process.
 3. Program/Technical Funding: On occasion, funding becomes available from the State to implement programs on the local level. Such recent programs include funding for the development of Terrorism components to County plans and the addition of Local Mitigation Strategies to local plans.

Charlotte County uses monies from these projects as necessary in order to enhance its program capabilities.
 4. Mitigation Program Funding: This category includes programs such as the Flood Mitigation Assistance Program (FMAP) and the Hazard Mitigation Grant Program. Charlotte County reviews its situation at least twice a year to determine if there are any outstanding projects which might qualify for these types of programs.

IX. Financial Management

Once identified, Charlotte County works with the property owners to fill out an application for these programs and submits the application on behalf of the property owner. If the application is approved, Charlotte County enters into an agreement with the State of Florida to oversee and manage the project and reimbursement process.

Charlotte County works with the State of Florida DCA, DEM to identify funding sources that can be used to implement programs and enhance already-existing programs. Any programs that are made available are reviewed by the County OEM and used as needed in order to enhance emergency mitigation, preparedness, response, and recovery capabilities in Charlotte County.

X. TRAINING, EXERCISES, AND EVALUATION

A. General

This element of the CEMP addresses general and specific training of CEMP participants and public outreach program activities. The Charlotte County OEM, in conjunction with the Charlotte County Department of Employee Relations will be responsible for developing and notifying others of training opportunities as they arise. A copy of the recommended courses for employees involved in emergency management functions can be found in the Charlotte County Emergency Training Matrix, located in the Charlotte County OEM library.

1. Training to develop disciplinary preparedness for mission operations is the individual responsibility of the Department and Office Directors and/or Sr. Division Managers. The OEM will conduct annual and other requested "in-service" training to assist in integration of discipline-specific training with specifics of emergency management. Training includes emergency exercises and post-event reviews. Needed corrective actions are followed up by Administration and the OEM. Once actions are taken, a follow-up report is written and filed with the OEM.
2. RACES and Animal Rescue Team leaders will be included in OEM staff meetings, exercises and other OEM training events.
3. The County (as many departments and agencies as possible) participates in the annual state-wide hurricane exercise as an opportunity to test and evaluate the ability to manage events that are not experienced on a day-to-day basis.
4. The County will participate in an annual functional exercise that will include Continuity of Operation Plan (COOP) dealing with relocation of EOC to alternate location, the County Jail on Airport Road.
 - a. Intra-organizational training is advanced in multi-agency participation in periodic exercises and training events at health care facilities and the airport.
 - b. A post-operations review is conducted of actual emergency operations and exercises to identify improvements needed in training, planning and operations and resource management.
5. The OEM conducts an extensive public outreach program that reaches the full variety of "publics" as well as CEMP participants.
 - a. The OEM conducts more than 100 seminars annually for special interest groups and "in service" training sessions for public and private sector employees each year. In addition, the OEM conducts an annual "Expo" at the Town Center Mall in conjunction with a local newspaper and television station; Businesses that provide disaster preparedness, response and recovery goods and services also participate in the "Expo".

The OEM also conducts an annual Emergency Management Caravan; a 90 minute program conducted on a single day traveling to three sites around the County. The evening caravan is also broadcast live over a local radio station and is received in adjacent Counties as well.

X. Training, Exercises, and Evaluation

- b. The OEM Director conducts a monthly one-hour radio program that includes specialists in insurance, home protection, family preparedness and business issues, among other topics.
 - c. Information regarding individual and family preparedness, radio stations used for public information and emergency public information purposes as well as evacuation routes and shelter information is provided in the County "All Hazards Handbook" which is widely distributed.
 - d. Public Service Announcements are reviewed and updated each year. These announcements are used throughout the year to promote disaster mitigation and preparedness. Also on file in the OEM library are disaster-related PSAs.
6. The OEM Division publicizes training available to CEMP participants that is offered by the State, EMI among other providers. This is done in conjunction with the NIMS training matrix through FEMA/FDEM.

B. Public Awareness and Education

1. Representatives of the mass media will have access to the JIC for information. The JIC will be located in the media room at the Charlotte County Public Safety Building Emergency Operations Center.

Further information on the JIC can be found in ESF-14. This center will release general public preparedness, response, recovery, and mitigation information, as well as certain information on the disaster or emergency at hand such as shelter information, danger zones, and open or closed businesses.
2. A listing of local media outlets that will be using the JIC, and are outlets for public information is located in ESF-14 and in the Charlotte County All-Hazards Handbook publication.
3. Charlotte County has a series of pre-staged press releases which will be used in the case of a pending, or actual, emergency or disaster situation. These press releases are also on file in the Charlotte County EOC library.
4. Informational materials are provided to tourist lodging operators, area real estate and insurance sales organizations for distribution to their constituents.
5. A listing of vulnerable areas can be found by looking at the Charlotte County SLOSH Map, located in the Charlotte County OEM library.
6. The listing of the Charlotte County OEM main phone number, (941) 833-4000, can be found in the local phone books, in the Charlotte County All Hazards Handbook publication, and online at www.charlottecountyfl.com/emergency. This number can be used to obtain emergency preparedness information, register for the Charlotte County SNP, to report an emergency, to get general information on disasters, to obtain information on retrofitting structures in flood prone, and hurricane zones.
7. Listings of shelters can be found in ESF-6, the Charlotte County All Hazards Handbook, and on the county webpage (www.charlottecountyfl.com).

X. Training, Exercises, and Evaluation

8. Listings of evacuation routes and zones can be found in the local phone books, and in the Hurricane Evacuation Study, written by the Southwest Florida Regional Planning Council on page II-C-13, and online at www.charlottecountyfl.com.
9. Citizens, insurance agents, mortgage lenders, and real estate agents can find information on specific properties in their relation to critical facilities, flood zones, and storm surge zones at the Charlotte County GIS Web site at www.ccgis.com. This web site also allows people to look at elevation certificate information on specific properties. This web site is tied into the CCPA's web site as well.

XI. REFERENCES AND AUTHORITIES

A. Ordinances, Statutes, and Regulations

1. City and County Ordinances and Resolutions
 - a. Resolution 68-32, Establishment of Charlotte County Civil Defense Department (1968)
 - b. Resolution 71-34, Resources in Disasters (1971)
 - c. Resolution 2006-195, Charlotte County CEMP (2006)
 - d. Resolution 89-46, Peacetime Emergency Planning (1989)
 - e. Ordinance 97-106, Emergency Management Issues (1997)
 - f. Ordinance 93-27, Review of Medical Facility Emergency Plans
 - g. Charlotte County Code Chapter 2-1, Emergencies
2. State Statutes, Orders, Laws, and Rules
 - a. Chapter 23, Florida Mutual Aid Act (1998)
 - b. Chapter 119, Public Records (as amended)
 - c. Chapter 125, County Government (as amended)
 - d. Chapter 252, Emergency Management (as amended)

The BCC, by authority of Chapter 252 F.S., has the power and authority:

- To make a formal declaration of a state of local emergency (SLE) as emergency conditions dictate. In accordance with Chapter 252.38, FS, the BCC may declare a state of local emergency (SLE) for up to 7 days, and extend it in 7 day increments.
- To utilize all available resources of the County or City government as reasonably necessary to cope with a disaster or emergency within or outside the County.
- To assign or transfer the personnel or change the functions of County Departments and Offices or units thereof, for the purpose of performing or facilitating emergency services.
- To direct and compel the evacuation of all or part of the population from any threatened or stricken area within the County if a quorum, or the Chairman, acting alone in the absence of a quorum, deems necessary for the preservation of life or other disaster response or recovery.

XI. References and Authorities

- To take action and give such direction to County law enforcement officers and agencies as may be reasonable and necessary for the purpose of securing compliance with the provisions of this act and with the orders, rules and regulations made pursuant hereto.
 - To utilize personnel and other resources of existing agencies of the County and its political subdivision as the primary emergency management forces of the County. All such officers and agencies shall cooperate with and extend their services and resources as required.
 - To waive procedures and formalities required by law pertaining to the:
 - Performance of public work
 - Entering into of contracts
 - Incurring of obligations
 - Employment of permanent and temporary workers
 - Utilization of volunteer workers
 - Rental of equipment
 - Purchase and distribution, with or without compensation, of supplies, materials and facilities
- e. Rule 9G-6, Review of Local Emergency Plans (1995)
- f. Rule 9G-19, Competitive Grant Program Rule (1994)
- g. House Bill 911, Laws of Florida (1993)
- h. Executive Order 12656, Assignment of Emergency Management Responsibilities (1988)
- i. State of Florida CEMP
3. Federal
- a. Presidential Directive # 5 (mandating the use of NIMS and ICS)
 - b. National Response Framework (an All-hazards perspective)
 - c. NIMS (with NIMCAST tool)
 - d. Incident Management System including Unified Command
 - e. Public Law 93-234, Flood Disaster Protection Act of 1973
 - f. Public Law 106-390, Disaster Mitigation Act of 2000

XI. References and Authorities

- g. Public Law 99-499, Community Right to Know Act of 1986
 - h. Public Law 95-510, CERCLA of 1980
 - i. Public Law 84-99, Flood Emergencies (1976)
 - j. Public Law 89-665, National Historic Preservation Act (1966)
 - k. National Flood Insurance Act of 1968
 - l. 44 CFR (Parts 59-76), NFIP (revised 2000)
 - m. 44 CFR (Part 206), Federal Disaster Assistance (1988)
 - n. Federal Response Plan (as amended)
4. Memoranda of Understanding and Mutual Aid Agreements
- a. Mutual Aid Agreement for fire and emergency operations between Charlotte County and Boca Grande Fire Control District (1997)
 - b. Mutual Aid and Automatic Response Agreement for fire and emergency operations between City of Punta Gorda and Charlotte County (1997)
 - c. Mutual Aid Agreement for fire and emergency operations between the City of Cape Coral and Charlotte County (1997)
 - d. Inter-local agreement between Bayshore Fire Protection and Rescue Service District and Charlotte County (1997)
 - e. Inter-local agreement with Sarasota County and Municipal Uniform Mutual Assistance Agreement for Fire Protection and EMS (City of Sarasota, Sarasota County, City of North Port, City of Venice, Nokomis Volunteer Fire Department, Inc., Town of Longboat Key, Englewood Area Fire Control District, South Venice Area Volunteer Fire Department, Inc., Sarasota County School Board, and Charlotte County) (1997)
 - f. Mutual Aid agreement between Charlotte County Fire/EMS and Tampa General Health Care
 - g. Statewide Catastrophic Mutual Aid Agreement (2000)
 - h. Public Works Mutual Aid Agreement (2000)
 - i. Memorandum of Understanding by and between the Civil Air Patrol (CAP) and Charlotte County (2001)
 - j. Memorandum of Understanding between Charlotte County and FL2 DMAT (unk.)
 - k. Inter-local Agreement - Disaster Preparedness (Charlotte County and School Board (2000)

B. General

XI. References and Authorities

1. County Personnel Rules Article 6-7 provides that In the event of civil emergency conditions as determined by the County Administrator, an employee may be assigned to any duties to fulfill the mission of the BCC. Civil emergency conditions shall include, but are not limited to, riots, civil disorders, floods, hurricane conditions, tornadoes, or similar catastrophes.
2. County Personnel Rules Article 7-3 provides that the basic work week and regular work shifts/schedules may be suspended without advance notice during any civil emergency declared by the BCC. When Management determines that any such civil emergency is over, employees shall return to their basic work week and regular work shifts/schedules without advance notice.
3. County Personnel Rules Article 10-18 provides that the County Administrator may authorize shift differentials, call-back pay, stand-by pay, or any other such special compensation as deemed to be in the best interest of the County's operations or in times of emergency.
4. EOC staff work a 12-hour shift (unless designated otherwise by OEM Director).
5. Volunteers registered in service to the OEM receive no pay but are covered for death or injury the same as paid full-time County employees.

C. County SOPs, Plans, and Annexes

1. Charlotte County/City of Punta Gorda Local Mitigation Strategy
2. Charlotte County Terrorism Annex
3. Charlotte County Pandemic Plan
4. Charlotte County Housing Plan
5. Charlotte County Debris Management Plan
6. Charlotte County Airport Authority Emergency Response Plan
7. Peace River/Manasota Regional Water Supply Authority Reservoir Emergency Action Plan

XII. APPROVAL AND SIGNATURES

Wayne P. Salladé, Director
Office of Emergency Management

DATE: _____

Gerard S. Mallet, Emergency Coordinator
Office of Emergency Management

DATE: _____

Lynne A. Stickley, Emergency Planner
Office of Emergency Management

DATE: _____

David Halstead, Interim Director
Florida Division of Emergency Management

DATE: _____

Gwen Keenan, Bureau Chief
Florida Division of Emergency Management

DATE: _____

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EMERGENCY SUPPORT FUNCTION 1: TRANSPORTATION

Lead Agency: Charlotte County Transit

Support Agencies: Charlotte County Office of Emergency Management, Charlotte County School District/Board, Charlotte County Purchasing Department, Charlotte County Sheriff's Office (CCSO), Charlotte County Fire and Emergency Medical Services (Fire/EMS), Charlotte County Geographic Information Systems (CCGIS), Charlotte County Parks, Recreation and Cultural Resources Department, Florida Department of Transportation, Charlotte County Airport Authority, Civil Air Patrol.

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function 1 (ESF-1) is to coordinate the use of supplementary transportation resources during emergencies and disasters through the Charlotte County Emergency Operations Center (CCEOC). This is required in order to assist the normal transportation operations during emergencies and disasters.

B. Scope

1. The available or obtainable air, water, rail, and land transportation resources of each contributing agency will be provided through ESF-1.
2. Agency **available** resources include personnel, physical and technical equipment, facilities, other needed materials accessible from within an agency.
3. Agency **obtainable** resources are personnel, physical and technical equipment, facilities, and other resources obtainable through mutual aid agreements (MAA), agency contractors, vendors, suppliers, and agency related resources. Also included are local, state, regional, and national government(s), and public or private organizations.

C. Policies

1. The transportation resources which are available to, and obtainable by, ESF-1 agencies will be used to aid in the:
 - a. Monitoring, control, and coordination of vehicular traffic flow.
 - b. Provision of infrastructure status reports for all modes of transportation.
 - c. Logistical transportation of personnel, equipment, and materials and supplies.
 - d. Provision of maps for all modes of transportation.
 - e. Identification of obstructions and damage to the railways, roadways, bridges, runways, utilities (traffic lights, etc.) and other transportation infrastructure.

- f. Prioritization and initiation of emergency work tasking to clear debris and obstructions from, and emergency repairs to, the multi-modal transportation infrastructure.

II CONCEPT OF OPERATIONS

A. General

1. During incidents in which the CCEOC is activated, Charlotte County Transit will act as the lead agency on the county level of ESF-1.
2. During a large scale emergency or disaster, when all local resources, including MAAs, have been depleted, state resources may be requested. The CCEOC Operations Desk will forward the request through the State Emergency Operations Center (SEOC) directly or through the state liaison located in the CCEOC.

The Florida Department of Transportation (FDOT) and the Florida Wing of the Civil Air Patrol (CAP) will assign personnel to the ESF-1 duty in the SEOC to analyze, prioritize, and process county requests for ESF-1 assistance.

- a. A representative from the FDOT and/or CAP will be assigned to be the liaison for the CCEOC.
- b. The state-level ESF staff will be contacted by the Charlotte County Operations Desk who will analyze and forward the request to the Florida Division of Emergency Management (Florida DEM) liaison to the county.

The Florida DEM liaison may be located in either the SEOC or CCEOC, depending on the magnitude or phase of the event. This liaison will be available in person, by telephone and/or by facsimile to assess and respond to transportation requests received by the CCEOC.

3. ESF-1 staff will proactively assess and routinely update their respective situation reports for making planning decisions to meet the short- and long-term transportation needs of the threatened and/or impacted area.
4. ESF-1 will routinely prepare and file situation reports with ESF-5 (Information and Planning).
5. Local ESF-1 planning provides for the use of school buses, municipal vehicles, and vehicles from volunteer agencies and private carriers. This is accomplished through pre-existing MAA and compacts with the Charlotte County School Board, volunteer agencies, private companies, and surrounding jurisdictions.
6. Obstructions and/or damage to the multi-modal transportation infrastructure in the threatened and/or impacted area will be assessed and evaluated by ESF-1.

ESF-3 (Public Works and Engineering) will be tasked, as appropriate to perform emergency work and repair.

7. When all local transportation resources have been activated following a disaster, and are found to be inadequate to handle the situation, the CCEOC ESF-1 will send a request for assistance to the CCEOC Operations Desk to analyze and then forward to a SEOC ESF-1 contact.

8. Transportation resources will be allocated under the discretion of the ESF-1 Lead Agency representative. As a guideline, emergency transportation resources will typically be allocated in accordance with the following priority system:
 - a. Transportation of personnel and supplies for emergency functions involving the protection of life or property.
 - b. Transportation of other emergency supplies for shelters, etc.
 - c. Transportation for equipment and/or supplies for other needs (i.e., Administrative, etc.).

B. Organization

1. ESF-1 will be organized and operate as a team.
2. The Charlotte County Transit Representative and staff will act as a coordinating body for themselves as well as for local emergency transportation resources.
3. The Charlotte County Transit Lead Representative and staff must ensure that through coordinated annual planning activities, all ESF-1 agencies and resource representatives:
 - a. participate in the review of the Charlotte County Comprehensive Emergency Management Plan (CEMP), and the text of the ESF-1 Standard Operating Procedures (SOPs).
 - b. attend and participate in ESF-1 meetings, training, conferences, and exercises.
4. All local ESF-1 agencies are responsible for developing, testing, and maintaining manual or automated listings of:
 - a. agency emergency points of contact that are, or may need, to be contacted by agency representative(s) assigned to ESF-1.
 - b. an inventory of personnel, data, equipment, and vehicles which will be used for emergency transportation, including the date of last revision.
 - c. agency-available transportation resources (from within the agency) such as the types of equipment and equipment operators available.
 - d. points of contact for agency-obtainable transportation resources (from agency contractors, vendors, etc.), such as equipment and equipment operators.
5. During periods of activation, Charlotte County Transit is responsible for:
 - a. developing and maintaining the ESF-1 duty schedule on a 24 hours a day/7 days a week operation.
 - b. describing how personnel will be contacted with instructions for reporting to work.
 - c. coordinating the receipt, evaluation, and tasking of support requests as they become necessary.

6. All ESF-1 support agencies are responsible for tracking the Committed and Uncommitted status of their transportation resources during an activation of the CCEOC.
7. All agency designated ESF-1 personnel, as a team, will support the development of situation reports and incident action plans for the CCEOC ESF-5 (Information and Planning) during activation of the CCEOC.

C. Notifications

1. The CCEOC will notify Charlotte County Transit, the ESF-1 Lead Agency, when Charlotte County is threatened or has been impacted by an emergency or disaster incident. This notification will be made to the Manager of Charlotte County Transit, who will then activate a calling tree, or other means of communication for notification purposes.
2. The designated ESF-1 coordination personnel will report to the CCEOC if requested by the OEM.
3. As warranted by the scope of the impending or actual emergency or disaster, Charlotte County Transit will notify the designated emergency operations personnel from one or more of the ESF-1 supporting agencies of the impending or actual incident.
4. If so advised or requested by Charlotte County Transit, the ESF-1 supporting agencies' designated emergency operations personnel will report to the CCEOC.
5. As required or deemed necessary by the notified ESF-1 supporting agencies, agency emergency operations personnel will notify their EOC and/or agency state, regional, district, and local office emergency operations personnel of the impending actual incident.
6. The above notification process will be utilized if the impending or actual incident requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

D. Actions

A minor, major, or catastrophic emergency or disaster will require the ESF-1 staff member's on-duty in the CCEOC to accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following list of actions to be accomplished can be accessed at the corresponding preparedness, response, recovery, or redevelopment phase that the CCEOC has activated:

1. Preparedness Actions:
 - a. Activate the "Notifications" sequence listed immediately above in paragraph C, Notifications.
 - b. Assign a sufficient number of ESF-1 staff members to the duty schedule to allow for shift changes during the period of anticipated CCEOC activation.
 - c. Identify the agency offices that will produce the CCEOC situation reports and action reports pertaining to ESF-1.

- d. Evaluate and task the transportation requests generated in the CCEOC for the threatened and/or impacted area.
- e. Anticipate, plan for, and ready the notification systems to support local voluntary evacuation(s), local declaration(s) of emergency, and local mandatory evacuation(s). This includes lockdown of movable bridges, suspension of county and city construction and maintenance activities, and activation of the one-way traffic plan.).
- f. Note matters that may be needed for inclusion in CCEOC briefings, situation reports and/or the ESF-1 action plans.
- g. Ensure that on-duty staff members log in and out on the ESF-1 duty schedule, and staff members, or their agencies, maintain other appropriate records of costs incurred during the incident.
- h. Evaluate the probable time period for a response phase and/or recovery phase for the incident.
- i. As deemed necessary, equipment can be pre-positioned in strategic staging areas, including the Charlotte County Airport.
- j. Identify areas where equipment can be staged before, during and after an incident, including recovery activities. Also, identify alternate departmental command posts and areas where equipment can be sent for protection from an imminent or threatening hazard.
- k. Top-off all county fuel tanks (gasoline and diesel fuel) and pre-stage fuel trucks. Activate existing arrangements with fuel (gasoline and diesel) suppliers to give priority to emergency vehicles in order to facilitate a county-wide deployment for a long period of time.

2. Response Actions

- a. Evaluate and task the transportation requests for threatened and/ or impacted areas.
- b. Anticipate, plan for, and ready the necessary notification systems to deploy resources within the Charlotte County jurisdiction.
- c. Note matters that may be needed for inclusion in CCEOC briefings, CCEOC situation reports, and/or the ESF-1 action plans.
- d. Request and direct deployment of mutual aid teams if necessary.
- e. Ensure that sufficient ESF-1 staff members are assigned to the ESF-1 duty schedule to allow for shift changes during the period of anticipated CCEOC activation
- f. Ensure that on-duty ESF-1 staff members log in and out on the ESF-1 duty schedule, and that the staff members, or their agencies, maintain appropriate records of costs incurred during the event.

- g. Evaluate the probability and time period of a recovery phase for the event. If a recovery phase is probable, start pre-planning for recovery actions.

3. Recovery Actions

- a. Evaluate and task the transportation support requests for impacted areas.
- b. Note matters that may be needed for inclusion in CCEOC briefings, CCEOC situation reports, and/or the ESF-1 action plans.
- c. Anticipate, plan for, and ready the necessary notification systems to support the establishment of staging areas, depots, and distribution sites in the impacted area.
- d. Generate CCEOC situation reports and ESF-1 action plans in a timely manner
- e. Ensure that sufficient ESF-1 staff members are assigned to the ESF-1 duty schedule to allow for shift changes during the period of anticipated CCEOC activation.
- f. Ensure that on-duty ESF-1 staff members log in and out on the ESF-1 duty schedule, and that team members, or their agencies, maintain other appropriate records of costs incurred during the incident.
- g. Seek information concerning the projected date the CCEOC will deactivate.

4. Mitigation/Redevelopment Actions

- a. Anticipate, plan for, and ready the necessary notification systems to provide transportation related professional, technical, and administrative support for mitigation and/or redevelopment activities that may begin before and continue for several months after the CCEOC deactivates.
- b. Note matters that may be needed for inclusion in agency or local/state/federal debriefings, situation reports, and action plans.
- c. Evaluate the probability and time period of a mitigation and/or redevelopment phase for this incident. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, state, and/or federal officials.

E. Direction and Control

Any combination of the following is applicable for a natural or technological emergency or disaster incident within or outside of Charlotte County, for which the CCEOC may be activated to coordinate providing assistance or support from a county agency(ies):

- 1. Agency-Specific Operations Centers: Charlotte County Transit will manage their internal missions as well as work with other local level agency EOCs to accomplish their missions. This may be done through the CCEOC, the Transit Office, or an alternate EOC, or field command post.

2. Charlotte County EOC: The CCEOC receives and processes requests for ESF-1 assistance within the county and in other CCEOC ESFs.
3. City and County Duties: Under Florida Statute 252, the Board of County Commissioners has the power and authority to utilize all personnel and other available resources of the county or city government as reasonably necessary to act as the primary emergency management forces of the county.
4. State Resources: Should ESF-1 see the need for resources not otherwise available to the county, action would be taken to initiate acquiring the needed resources from the State of Florida. Normally, this acquisition will be initiated through the ESF-1 in concert with the CCEOC Operations Desk. The CCEOC Operations Desk will then contact the ESF-1 liaison(s) for the State of Florida.

Charlotte County is a member of the State of Florida Statewide Mutual Aid agreement. This agreement will help assure assistance is provided from other counties when additional resources are needed during mass emergency or disaster circumstances.

5. Contracts and Contractors: The primary and support agencies for ESF-1 understand that a resource need may arise that can best be filled by contract or through a reliable contractor with which one or more of the ESF-1 agencies has knowledge of, has used in the past, or is presently using.
6. Other Activities: ESF-1 agencies may participate in incident related activities other than those listed above.

III. RESPONSIBILITIES

- A. The transportation equipment and facilities pool available from all ESF-1 agencies is detailed below. Certain specific resources are referenced and assigned as the identified responsibility of each identified ESF-1 agency:
 1. Buses of various types and sizes, with drivers, to be used for evacuations and other logistical transportation missions. These will be supplied by the Charlotte County School Board and Charlotte County Transit.

The number of buses available is determined by the availability of drivers. This availability varies based on what time of year it is. An accurate number is to be established by the Charlotte County School District at the time of the incident.
 2. Passenger and utility vans of various types and sizes, with and without drivers, to be used for ESF-1 missions.
 3. Trucks and/or trailers of various types, and combinations with drivers/operators to be used for various logistical transportation missions.
 4. Aircraft and aircrews, including ground and operations personnel, and communications capabilities to transport emergency officials, personnel, light-load cargo, and for conducting various aerial surveillance and reconnaissance flights.

5. Boats of various types and sizes, powered and non-powered, for various logistical transportation missions.
6. Cars of various sizes, with and without drivers, to be used for various logistical transportation missions.
7. Vehicle repair facilities, equipment, and personnel to repair various types of emergency vehicles.
8. Fleet parking and storage areas for staging, parking, and storing various types of emergency vehicles.
9. Motor pool, including vehicle service facilities and personnel, to be used for refueling and servicing various types of emergency vehicles.

B. Local Government

Charlotte County Transit is the primary organizational entity for emergency transportation in the county. The Charlotte County Transit is the primary source of vehicles to be used in the evacuation of the Special Needs population. Only when local resources are depleted, may state assistance may be requested through the CCEOC Operations Desk.

1. Emergency Medical Services and Ambitrans
 - a. Provide Emergency Medical transport vehicles as necessary.
 - b. Ambitrans, a privately owned ambulance and transport company, has agreed to provide assistance to Charlotte County Emergency Medical Services (EMS) as needed through agreements with Charlotte County EMS.
2. Maintenance and Operations (M & O)
 - a. The Maintenance and Operations (M & O) Superintendent, working under the direction of the County Engineer (who serves as the Resource Coordinator for the EOC), will be the lead agency for heavy-type transportation, such as trucks. He shall maintain a list of all local companies with heavy equipment for both debris clearance and heavy transportation needs.
 - b. M & O will assist in the maintenance of fuel supplies at the central county gasoline and diesel fuel pumping stations.
3. Charlotte County School District
 - a. The Charlotte County School District is the primary agency for transportation personnel. Upon request, the Superintendent of Schools, or his designee, will see that school buses and drivers are made available for emergency transportation.
4. Charlotte County Department of Purchasing
 - a. The Charlotte County Department of Purchasing will be the primary agency responsible for purchasing gasoline or diesel fuel needed to refill the tanks at the Charlotte County Fuel Facility and mobile fuel trucks.

5. Charlotte County Sheriff's Office (CCSO)
 - a. The CCSO will provide security escort to emergency transportation vehicles as requested, and as resources are available.
 - b. The CCSO will provide available emergency transportation as requested. The use of boats, cars, trucks, vans, helicopters, and fixed-wing airplanes may be necessary.
 - c. The CCSO will maintain a list of traffic control points which will be used to control access to areas during and following an emergency or disaster situation.
6. Charlotte County Geographic Information Systems (CCGIS)
 - a. The CCGIS will assist ESF-1 agencies with mapping and route determinations, as needed.
7. Charlotte County Parks, Recreation and Cultural Resources Department and Charlotte County Cooperative Extension Services
 - a. These agencies will provide vehicles for transporting supplies, personnel, and equipment as requested when such resources are available.
8. Office of Emergency Management
 - a. The Emergency Management Director, operating from the CCEOC, is the individual responsible for contacting surrounding counties for sharing of resources. Existing mutual aid agreements cover this area.
 - b. Maintains an updated list of emergency transportation resources.

C. State Government

Requests for State of Florida ESF-1 resources will only be made after all county resources have been depleted. Under the State of Florida 2004 CEMP, online at <http://floridadisaster.org/documents/CEMP/floridaCEMP.htm>, the following state functions **may** be available if assistance from the State of Florida ESF-1 is needed. All requests for ESF-1 assistance will be directed through the CCEOC Operations Desk.

1. Florida Department of Transportation
 - a. Coordinate planning and provision of all state-level transportation assistance activities, to include establishing priorities to ensure the efficient use of personnel and equipment.
 - b. Maintain information on government and private transportation resources within the State of Florida.
 - c. Develop and maintain agreements with municipal and private carrier companies.

- d. When state assistance is required, determine the transportation needs of the disaster area and provide necessary transportation as feasible using both governmental and private resources.
 - e. Coordinate acquisition of transportation services under federal assistance programs. If direct aid is provided, assist in setting up appropriate routes and schedules. If grants are provided, acquire the needed resources through contracts with private carriers or payments to governmental agencies, and organize and schedule resource use.
 - f. Coordinate the alteration or suspension of Public Service Commission (PSC) or Department of Transportation intrastate carrier regulations as needed to facilitate acquisition of emergency transportation services.
 - g. Maintain accurate records of manpower and transportation resource utilization.
2. Florida Department of General Services
 - a. Maintain listings of state vehicles and their location, and make this information available to the Department of Transportation when requested.
 - b. Operate the state motor pool (on a 24-hour basis if required) in support of state departments during a disaster situation.
 - c. Establish priorities, schedule, and coordinate the use of state motor pool aircraft in a disaster situation.
 3. Florida Department of Agriculture and Consumer Services (DACCS)

Assist with the transportation of equipment and supplies as needed.
 4. Florida Department of Military Affairs
Provide transportation assistance as directed by the Governor.
 5. Florida PSC
 - a. Develop and maintain assistance agreements with private carriers regulated by the Commission.
 - b. Alter or suspend Commission intrastate carrier regulation as needed to facilitate provision of emergency transportation services.
 6. Florida Department of Highway Safety and Motor Vehicles (DHSMV)
 - a. Coordinate law enforcement agency assistance in transporting emergency supplies (such as medical supplies) into the disaster area.
 - b. Provide clearance for movement of vehicles involved in emergency services into and out of disaster area.
 7. Florida Department of Business Regulation (DBR), Florida Department of Law Enforcement (FDLE), Florida Department of Environmental Protection (FDEP), Florida Fish and Wildlife Conservation Commission (FFWCC)

Coordinate with the DHSMV to provide needed assistance for transporting emergency supplies into the disaster area.

IV. FINANCIAL MANAGEMENT

A. Documentation of Incurred Costs

All ESF-1 agencies will document their incurred costs by a process prescribed by the Charlotte County Budget & Administrative Services Department. This process should be in concert with those processes described in the Florida Public Assistance online portal: <http://www.floridapa.org/index.cfm>

It is important that all uses of labor, equipment, and supplies be documented in order to aid in reimbursement for the various costs of the incident to ESF-1.

V. REFERENCES AND AUTHORITIES

Florida Statute 252

Florida Public Assistance online portal: <http://www.floridapa.org/index.cfm>

Same as Basic Plan

EMERGENCY SUPPORT FUNCTION 2:**COMMUNICATIONS**

Lead Agency: Charlotte County Radio Communications Department

Support Agencies: Charlotte County Office of Emergency Management, Charlotte County Sheriff's Office, City of Punta Gorda, Charlotte County Building Construction Services Code Compliance, Growth Management Planning and Zoning, Charlotte County Pest Management, Charlotte County Maintenance and Operations, Charlotte County Fire/EMS, Charlotte County School District, Charlotte County Public Health, Charlotte County Information Technology, American Red Cross, Radio Amateurs Communication Emergency Services (RACES), ARES, Amateur Radio Society, EFJohnson, Motorola, WTEK, Mobile-One Communications, Verizon Wireless, and Sprint/Nextel.

I. INTRODUCTION

The purpose of Emergency Support Function 2 (ESF-2) is to assure provisions for communications support to county and city response efforts before, during, and following a disaster. ESF-2 will assist with the coordination of communications assets (both equipment and services) available from the county agencies, city agencies, the telecommunications industry, state agencies, federal government agencies, and the United States military. ESF-2 will be the focal point of all activity at the county level before, during, and after the activation of the Charlotte County Emergency Operations Center (CCEOC).

II. CONCEPT OF OPERATIONS**A. General**

Emergency Communications is provided through the direct involvement of the local government and volunteers.

During emergency CCEOC operations, the agency radio operator will operate in liaison with the agency representative in the Operations Room. The records will be maintained in the same manner that they are done by that agency on a daily basis.

Emergency Alert System (EAS): Charlotte County is under the Fort Myers Operation Area. WIKX-FM and WCCF-AM are the primary receivers for this service in Charlotte County.

The refuge sites in Charlotte County will be able to communicate with the Charlotte County EOC by use of 800 MHz radios, by use of RACES/ARES operators, or cellular phones.

Other refuge sites, distribution centers, disaster recovery centers, and feeding sites will be assigned communications assets as needed.

Mobile communications will be available through the Charlotte County Mobile Command Center.

The communication systems that will be used to transmit and receive information are as follows:

1. Between the local EOC and local government departments and agencies.

Primary:

- a. Regular Telephone Lines
- b. Regular Fax Lines (941) 833-4081
- c. Internet, Email, Intranet
- d. 800 MHz Portable and Mobile radios
- e. Mobile Command Center
- f. Cellular Phones

Secondary:

- a. Amateur Radio (RACES)
- b. Satellite Phone
- c. Portable Communications Tower

2. Between the CCEOC and the SEOC

Primary:

- a. Regular Phone Lines
- b. Internet
- c. Regular Fax Lines
- d. Satellite Phone
- e. Cellular Phones

3. Between CCEOC and any municipal EOCs

Primary:

- a. Regular Telephone Lines
- b. Internet
- c. Regular FAX Lines
- d. Satellite Phone
- e. Mobile Command Center
- f. Cellular Phones

- g. 800 MHz Portable and Mobile radios

Secondary:

- a. Satellite Phone
- b. Amateur Radio (RACES)

- 4. Between ESF/ICS groups

Primary:

- a. Regular Telephone Lines
- b. Regular FAX Lines
- c. Cellular Phones
- d. 800mhz Portable and Mobile radios

Secondary:

- a. Amateur Radios (at refuge sites)

Regular telephone lines, regular fax lines, portable radios, and amateur radios will be stationed at all shelters, feeding sites, distributions sites, staging areas, and Disaster Recovery Centers (DRCs) in order to ensure constant communications with the CCEOC. If, under extreme circumstances, none of these communications methods are available, a "message runner" system may be set up using volunteers.

B. Organization

The Charlotte County Radio Communications Manager is the assigned coordinator of ESF-2 and its operations.

C. Notification

A phased staffing of the CCEOC for responding to a specific emergency or disaster may call for all or part of the radio operators. A decision to activate the CCEOC will include consideration of the extent to which the radio room and the RACES/ARES group should be activated.

D. Actions

- 1. Preparedness

The Charlotte County Radio Communications Department will:

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

- b. Identify the position responsible for maintaining and updating an inventory of personnel, equipment and vendors which will be used for actual and planned actions of commercial telecommunications companies to restore services.
- c. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected areas(s).
- d. Stage and/or pre-deploy communications equipment at alternate EOC site located at Charlotte County Jail on Airport Road. An inventory of communications equipment must be made prior to the deployment of equipment. This inventory must be updated at least annually in order to keep track of equipment.

See Section II.A to see the staging and pre-deployment of communications for shelters.
- e. Test all communications resources least monthly and participate in other exercises and call-downs as needed.
- f. Establish a county-wide emergency operations communications network and develop a Standard Operating Procedure (SOP) for its implementation.

2. Response

The Charlotte County Radio Communications Department will:

- a. Assess the need to pre-stage communications assets for rapid deployment into affected areas.
- b. Determine what assets are available and nearest to the affected area(s) by each ESF-2 support agency and the time frame for deploying those assets.
- c. Communication systems including dedicated lines, regular telephone lines, radio systems (i.e., ESATCOM, LGR, FWIN, HF radio, Amateur Radio, 800 MHz) that will be used with:
 - local EOC and the various departments and local agencies.
 - local EOC and the state EOC.
 - local EOC and any municipal EOCs.
 - emergency support function/incident command system group.
 - shelters and feeding sites.
 - distribution sites, staging areas and DRCs.
- d. List priorities for repair and restoration of communication resources that have been damaged as a result of a disaster.

3. Recovery

The Charlotte County Radio Communications Department will:

- a. Accumulate damage information obtained from assessment teams, the telecommunications company, the EOC, and other city, county, state, and federal agencies that report information through ESF-5.
- b. Assemble a listing of all county communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Availability, operational condition, and duration of need must be considered.
- c. Assess the need for and obtain telecommunications industry support as required.
- d. Prioritize the deployment of services based on available resources and critical needs.
- e. Coordinate communications support to all governmental, quasi-governmental, and volunteer agencies as required.
- f. Repair and restoration will be prioritized in the following list:
 - Edgewater Tower (Edgewater @ Bayshore)
 - The Sheriff's Office Tower (Airport Road)
 - Stadium Tower (El Jobean Road (S.R. 776) at the Charlotte County Sports Park)
 - Crown/Castle Tower (Englewood Fire Station # 2, Grove City)
 - Crown/Castle Tower (Babcock area @ S.R. 70 east of S.R. 31)

WTEK Inc. and Motorola Communications Inc. will assist in the repair and restoration of communication resources.

Telephone lines will be repaired in a priority set by Embarq Telephone and Verizon Telephone Companies. All telephone lines for emergency services are atop their priority lists.

Wireless services will be repaired in a priority set by Verizon Wireless and Sprint/Nextel Companies. All wireless telephone lines for emergency services are atop their priority lists.

4. Mitigation

ESF-2 provides feedback to the OEM and all supporting agencies and volunteer organizations concerning activities and issues that need to be addressed.

E. Direction and Control

Direction and Control of ESF-2 is provided by the Charlotte County Radio Communications Manager. The Communications Managers and his designees will manage and control the operation of this ESF to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.

III. RESPONSIBILITIES**A. Charlotte County Radio Communications**

The Radio Communications Manager will be the representative in charge of coordinating ESF-2 missions, to include coordination of staff for 24 hour operations.

B. Support Agencies

1. Charlotte County ESF-2 support agency representatives need to identify their organization's capability to provide communication equipment, materials, supplies, and personnel.
2. State agencies will provide the indicated support to the CCEOC only when the Charlotte County ESF-2 resources are exhausted. Communications assistance from the state can be requested through the CCEOC Operations Desk. The request will be analyzed and forwarded to the State of Florida ESF-2 desk as needed.

According to the State of Florida CEMP (2000), the state **may** provide the following if requested:

- a. Department of Community Affairs

The State Warning Point (SWP) at the Florida DEM provides 24-hour continuous contact with local, state, and federal agencies. The SWP also issues emergency and disaster watches and warnings as warranted.
- b. The Public Service Commission (PSC) will coordinate matters pertaining to statewide utilities by identifying and monitoring utility services.
- c. The Department of Military Affairs will provide available support as requested by the State of Florida.
- d. The Department of Agriculture and Consumer Services, through the Division of Forestry, maintains a statewide VHF high-band radio system configured as base/mobile simplex on a district basis. This system would provide the State of Florida with another critical resource for disaster communications.
- e. The Florida Department of Law Enforcement (FDLE) will also provide communication support and resources for the State of Florida.

C. Volunteer Agencies

1. The RACES/ARES element will provide two-way communications between the EOC and the following entities to meet operational necessities:
 - a. Adjacent county EOCs
 - b. Hospitals
 - c. County airport
 - d. At least one local radio station
 - e. Other volunteer groups such as the Civil Air Patrol
 - f. Field units supporting response forces and the general public (Shelters, feeding sites, distribution sites, staging areas, and DRCs)

IV. FINANCIAL MANAGEMENT

The OEM tracks all requests for communications requirements using WebEOC software program resource requests. After each incident, the ESF- 2 logs are reviewed and all organizations from which goods and services were requested are contacted to ensure that the necessary orders were properly initiated and followed up with purchase orders.

ESF-7 Resource Support and the Charlotte County Budget & Administrative Services Department will be relied on for guidance in this area. Documentation of financial costs incurred will be in concert with the State of Florida Disaster Assistance Reimbursement Documentation Information.

V. REFERENCES AND AUTHORITIES

1. Mutual Aid Agreement between the Charlotte County Board of County Commissioners and the City of Punta Gorda dated March 2, 1977.
2. Mutual Aid Agreement with Charlotte, Glades, Collier, Hendry, Lee, Sarasota, and DeSoto Counties dated April 1995.
3. Mutual Aid agreements with the City of Punta Gorda Fire Department, Englewood Fire Control District, Bayshore Fire Department, and Boca Grande Fire Department.
4. Florida Statute Chapter 252.
5. Contract between Charlotte County Board of County Commissioners and Motorola Communications Inc., 2009
6. State of Florida Disaster Assistance Reimbursement Documentation Information Guide
7. Same as Basic Plan

Note: Each of these documents is located in the OEM library

EMERGENCY SUPPORT FUNCTION 3: PUBLIC WORKS AND ENGINEERING

Lead Agency: Charlotte County Public Works Department

Support Agencies: Charlotte County Engineering, Charlotte County Maintenance and Operations, Charlotte County Utilities, Charlotte County Lighting District, Charlotte County Office of Emergency Management, Charlotte County Fire/EMS, Charlotte County Building Construction Services, Charlotte County Environmental and Extension Services, Charlotte County Public Health Unit, Charlotte Sanitation, Englewood Disposal

I. INTRODUCTION

A. Purpose

The purpose of ESF-3 is to define the role of public works and engineering departments in providing coordination of supplementary public works and engineering resources during emergencies and disasters through the EOC and prior to and after the emergency. This is required in order to assist the normal public works and engineering operations during emergencies and disasters.

B. Scope

1. The available or obtainable public works and engineering resources of each ESF-3 agency will be provided through ESF-3 of the EOC for:
 - a. readiness phase: The Charlotte County EOC (CCEOC) is always at a readiness or awareness stage. OEM staffs always monitor weather situations and incidents to determine if emergency action is needed.
 - b. minor emergencies or disasters that require a Level III or II activation of the CCEOC and minimal local, state, and/or federal assistance.
 - c. major emergencies or disasters that require a Level I activation of the CCEOC and a broad range of state and/or federal assistance; and
 - d. catastrophic emergencies or disasters that require Level IV activation of the CCEOC and massive local, state, and federal assistance.
2. Agency available resources are the human, technical, equipment, facility, material, and supply resources available from within and agency.
3. Agency obtainable resources are those resources which are obtainable through agency contractors, vendors, suppliers, and agency related and known local, state, regional, or national government(s) and public or private organizations.

C. Policies

1. The public works and engineering resources of, or obtainable by, ESF-3 agencies will be used to assist in the:
 - a. Emergency clearing of debris from the multi-modal transportation infrastructure;

- b. Emergency repair or closure of damaged segments of the multi-modal transportation infrastructure;
 - c. Emergency repair and restoration of damaged but potentially operational water, electrical, natural gas, sanitary sewage, intersection signalization, and storm water collection, generating, and distribution systems;
 - d. Emergency demolition or stabilization of damaged public and private houses, buildings, and structures to facilitate search and rescue and/or the protection of public health/safety;
 - e. Development and initiation of emergency collection, sorting, and disposal routes and sites for the debris cleared from all public and private property;
 - f. Emergency survey and identification of the damage to transportation, water, electrical, natural gas, and sewage systems (in conjunction with Charlotte County Building Construction Services).
 - g. Emergency survey and identification of the damage to hazardous materials waste generation, distribution, collection, storage, and disposal sites (in conjunction with Charlotte County Building Construction Services);
 - h. Prioritization and initiation of emergency, initial response, and short term recovery work taskings to restore, repair, and mitigate the impact of the public works and engineering needs listed immediately above in a. through g.
2. Debris on private property is the responsibility of the owner of the property as to removal and disposal. Employees of Charlotte County will not remove debris from private property except as may be essential to rescue operations or otherwise to counter an immediate threat to life. Private trash and waste haulers are expected to haul segregated yard waste and other debris from private property when it is properly sized and bundled. Debris on public right-of-way will be removed by employees of local government. Removal of storm debris by government employees from the public rights-of way may be limited to a specified period after the storm.

II. CONCEPT OF OPERATIONS

A. General

1. During an emergency or disaster, the Charlotte County Public Works will assign previously designated personnel to the ESF-3 duty schedule in the CCEOC.
 - a. Support agencies to ESF-3 will have previously designated personnel assigned to the duty schedule of other ESFs in the CCEOC or to the duty schedule of ESF-3 in the CCEOC.
 - b. Therefore, the ESF-3 team will be available in person and by telephone, facsimile, or pager. ESF-3 will also assess and respond to public works and engineering requests received by the CCEOC from the threatened and/or impacted area for preparedness, response, recovery, and mitigation/redevelopment activities.

2. ESF-3 will proactively assess and routinely develop action plans, for submission to ESF-5, to meet the short and long term public works and engineering needs of the threatened and/or impacted area.
3. ESF-3 will routinely prepare situation reports with ESF-5.
4. The public works and engineering resource requests will be met with the available or obtainable public works and engineering resources of one or more ESF-3 agencies, including the public works and engineering resources available through mutual aid agreements, compacts, the State of Florida, and FEMA.
5. Obstructions and/or damage to the public works infrastructure in the threatened and/or impacted area will be assessed and evaluated by the ESF-3 team in conjunction with Charlotte County Building Construction Services and, as appropriate, tasked to ESF-3 agencies as emergency, initial response, and short term recovery restoration and repair work.
6. The post-disaster debris removal period and special rules pertaining to disaster debris removal will be stated in the initial or subsequent disaster declarations by the Charlotte County Board of County Commissioners.
7. Debris removal will be initially coordinated with damage assessment and rescue operations. An estimate of the cost of debris removal is an important part of the initial damage assessment that will be conducted to determine if a State or Federal disaster declaration is warranted. Photos of debris should be taken before removal of any debris in order to prove that debris was present and has been removed.

B. Organization

1. ESF-3 will act as a team.
2. Charlotte County Public Works is the lead agency on the County level.
3. Charlotte County Public Works, as the lead agency, must ensure that through coordinated annual planning activities all ESF-3 agencies:
 - a. participate in the review and revision of this ESF-3 text; and
 - b. attend and participate in ESF-3 meetings, training, conferences, and exercises.
4. Likewise, Charlotte County Public Works must ensure that all ESF-3 agencies develop, test, and maintain manual or automated listings of:
 - a. agency emergency points of contact that are, or may need to be contacted by agency representative(s) assigned to ESF-3;
 - b. agency available public works and engineering resources (from within the agency) such as types of equipment and equipment operators; and
 - c. points of contact for agency obtainable public works and engineering resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.

5. Charlotte County Public Works must also coordinate ESF-3 activities within the CCEOC during periods of activation by:
 - a. developing and maintaining the ESF-3 duty schedule to ensure 24 hour staffing of all ESF-3 functions;
 - b. coordinating the receipt, evaluation, and mission tasking of support requests from the threatened and/or impacted area; and
 - c. ensuring that situation reports and action plans that are developed and submitted to ESF-5.
6. All ESF-3 supporting agencies, including the Charlotte County Public Works, must ensure that:
 - a. their designated ESF-3 personnel have access to their agencies available and obtainable public works and engineering resource requests submitted to the CCEOC.
 - b. the committed and uncommitted status of such resources is continuously tracked during an activation of the CCEOC.
7. As a team, all agency-designated ESF-3 personnel will participate in the evaluation and mission assignments of public works and engineering resource requests submitted to the CCEOC.
8. As a team, all agency designated ESF-3 personnel will support the development of situation reports and action plans for ESF-5 during activation of the EOC.

C. Notifications

1. The OEM will notify the county ESF-3 lead agency, Charlotte County Public Works, when Charlotte County is threatened or has been impacted by an emergency or disaster event.
2. The Department of Operations-designated ESF-3 coordination personnel will report to the CCEOC if so advised or requested by the OEM.
3. As warranted by the scope of the impending or actual emergency or disaster, the Charlotte County Public Works Department coordinating personnel will notify the designated emergency operations personnel of one or more of the ESF-3 supporting agencies of the impending or actual event.
4. The designated emergency operations personnel of the ESF-3 supporting agencies notified will report to the CCEOC if so advised or requested by the Charlotte County Public Works ESF-3 coordinating personnel.
5. As required or deemed necessary by the notified ESF-3 supporting agencies, agency emergency operations personnel will notify their agency CCEOC and/or agency local, district, regional, and/or state emergency operations personnel of the impending or actual event.
6. The above notification process will be utilized if the impending or actual event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

D. Actions

A minor, major, or catastrophic emergency or disaster may require ESF-3 agencies to accomplish one or more preparedness, response, and recovery actions.

The following listing of such actions to be accomplished at the corresponding preparedness, response, or recovery phase that the CCEOC is activated:

1. Preparedness Actions
 - a. Activate the "Notifications" sequence listed immediately above in paragraph C.
 - b. Assign sufficient ESF-3 team members to the ESF-3 duty schedule to allow for shift changes during the period of anticipated CCEOC activation.
 - c. Identify procedures to ensure 24-hour staffing patterns for the restoration of infrastructure operations immediately following a disaster.
 - d. Identify the location of the offices that will be producing the CCEOC situation reports and action plans.
 - e. ESF-3 team members review and, as necessary, exercise this ESF and its duty assignments.
 - f. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
 - g. Note matters that may be needed for inclusion in CCEOC briefings, CCEOC situation reports, and/or the ESF-3 action plans.
 - h. Ensure that on-duty ESF-3 team members log-in and log-out on the ESF-3 duty schedule and that team members, or their agencies, maintain other appropriate records of costs incurred during the event.
 - i. Evaluate the probability and time period of a response phase and/or recovery phase for the event.
 - j. Determine where field command offices (command posts) for ESF-3 will be established.
 - k. Determine points where pre-deployment or pre-staging of equipment will take place prior to and after a storm. Determine which vehicles and equipment will be sent to the Public Safety Complex should Charlotte County face a Category 3 or higher storm. (This is only a temporary holding site to be used only to keep critical vehicles and equipment protected from hurricanes or other events.
2. Response Actions
 - a. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
 - b. Note matters that may be needed for inclusion in CCEOC briefings, CCEOC situation reports, and/or the ESF-3 action plans.

- c. Generate CCEOC situation reports and ESF-3 action plans in a timely manner.
- d. Ensure that sufficient ESF-3 team members are assigned to the ESF-3 duty schedule to allow for shift changes during the period of anticipated CCEOC activation.
- e. Ensure that on-duty ESF-3 team member's log-in and log-out on the ESF-3 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
- f. Evaluate the probability and time period of a recovery phase for this event. If a recovery phase is probable, start pre-planning for recovery actions.
- g. With the guidance of the Charlotte County Building Construction Services, assist Fire/EMS or other agencies with the demolition or stabilization of structures which are a threat to immediate public safety.

3. Recovery Actions

- a. Evaluate and task the public works and engineering support requests generated in the CCEOC for the impacted area.
- b. Note matters that may be needed for inclusion in CCEOC briefings, CCEOC situation reports, and/or the ESF-3 action plans.
- c. Participate, plan for, and establish priorities for the clearing, repair or reconstruction of damaged transportation routes including street, road, bridges, ports, waterways, airfields and other vital transportation facilities and ready the necessary notification systems to provide public works and engineering support for the establishment of staging areas, depots, and distribution sites, Disaster Field Offices (DFO), Disaster Recovery Centers, Joint Information Centers, and other local, state, and federal recovery facilities in the impacted area.
- d. Anticipate, plan for, and ready the necessary notification systems to support the deployment of Strike Teams, mutual aid teams, and other local, state, and/or federal emergency work teams in the impacted areas.
- e. Anticipate and plan for the arrival of and coordination with the State and Federal ESF-3 personnel when applicable.
- f. Generate CCEOC situation reports and ESF-3 action plans in a timely manner.
- g. Ensure that sufficient ESF-3 team members are assigned to the ESF-3 duty roster and that team members or their agencies maintain other appropriate records of costs incurred during the event.
- h. Ensure that on-duty ESF-3 team member's log-in and log-out on the ESF-3 duty schedule and that team members or their agencies maintain other appropriate records of costs during the event.

- i. Seek information concerning the projected date the CCEOC will deactivate.
4. Mitigation/Redevelopment Actions
 - a. Anticipate, plan for, and ready the necessary notification systems to provide public works and engineering professional technical and administrative support for mitigation and/or redevelopment activities that may begin before and be continued for months after the CCEOC deactivates.
 - b. Note matters that may be needed for inclusion in local, state, or federal briefings, situation reports, and action plans.
 - c. Evaluate the probability and time period of a mitigation and/or redevelopment phase for the event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, local, state, and/or federal officials.

E. Direction and Control

Any combination of the following is applicable to any natural or technological emergency or disaster event, in or out of Charlotte County, for which the CCEOC may be activated to coordinate the provision of county agency(ies) assistance or support:

1. Agencies' Emergency Operations Centers: Most ESF-3 agencies have an "internal" emergency response mission along with being a primary response agency for the CCEOC ESFs other than ESF-3. The Charlotte County Public Works Department will manage their missions as well as work with other local level agency EOCs to accomplish their missions.
2. Charlotte County Emergency Operations Center (CCEOC): The CCEOC receives and processes requests for ESF-3 assistance in the County and in other County ESFs.
3. Mutual Aid: The primary and support agencies for ESF-3 will provide agency personnel and/or equipment, or request the same, for any activation of the EOC in which such agencies are designated as a responding and/or requesting entity. Activation of mutual aid agreements or compacts is noted in the ESF-3 Response Actions above.
4. State Resources: Should ESF-3 see the need for resources not otherwise available to the county, the Charlotte County ESF-3 desk should initiate a request and send it to the Charlotte County Emergency Operations Center Operations Desk to be analyzed. If warranted, this request will be forwarded to the State Emergency Response Team (SERT) liaison in the CCEOC (if available) or to the State ESF-3 desk.
5. Contracts and Contractors: The primary and support agencies for ESF-3 understand that a resource need may arise that can best be filled by contract or through a contractor with which one or more ESF-3 agencies has knowledge of, has in the past utilized, or is presently using.
6. Other Activities: ESF-3 agencies may participate in event related activities other than those listed above.

III. RESPONSIBILITIES

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

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

A. The Charlotte County Public Works Department

1. The coordination of all ESF-3 administrative, management, planning, training, preparedness, response, and recovery activities.
2. Assigning Maintenance and Operations personnel to the ESF-3 duty schedule in the CCEOC.
3. Providing all available and obtainable public works and engineering resource support for the ESF-3 mission to include:
 - a. Public works and engineering equipment listed under sentences 1 through 5 of paragraph A above.
 - b. Public works and engineering personnel listed under sentences 6 and 7 of paragraph A above.

- c. Public works and engineering facilities listed under sentences 8 through 10 of paragraph A above; and
- d. Providing public works and engineering technical and specialty support and coordination.

B. Charlotte County Environmental and Extension Service Department

- 1. Testing of public water for pollution (other than oil and fuel).
- 2. Providing all available and obtainable resources support as listed in 1 through 10 in paragraph A above.

C. Charlotte County Public Health Unit

- 1. Fielding debris removal requests that are a danger to public health.
- 2. Providing all available and obtainable resources as listed in 1 through 10 in paragraph A above.

D. Florida Marine Patrol - Ft. Myers (Only available once request has been sent through the EOC Operations Desk)**

- 1. Removing possible abandoned or derelict vessels.
- 2. Aiding search and rescue.
- 3. Providing all available and obtainable resources support as listed in 1 through 10 in paragraph A above.

E. Charlotte County Fire/EMS

- 1. Issuing burning permits for burnable debris.
- 2. Providing all available and obtainable resources support as listed in 1 through 10 in paragraph A above.

F. Florida Department of Natural Resources (Only available once request has been forwarded through the EOC Operations Desk to the State)**

- 1. Obtaining and distributing a current list of marine salvagers.
- 2. Providing all available and obtainable resources support as listed in 1 through 10 in paragraph A above.

G. Florida Division of Emergency Management (Only available when requested through County EOC Operations Desk)**

- 1. Contacting the Army Corp. of Engineers and/or National Guard for debris removal efforts beyond local capability.
- 2. Providing available and obtainable resources as requested by Charlotte County as deemed necessary.

H. United States Coast Guard (Only available when requested through the CCEOC Operations Desk)**

1. Handling oil/fuel pollution in all waters

I. Other ESF-3 Support Agencies

1. Providing all available and obtainable resources support as listed in 1 through 10 in paragraph A above.

IV. FINANCIAL MANAGEMENT

A. Documentation of Incurred Costs

1. Each ESF-3 agency will utilize a financial management process to be determined by the Charlotte County Budget & Administrative Services Department and the Charlotte County Purchasing Department. This financial management process will include the capture and documentation of costs incurred during the preparedness, response, and recovery stages of the event. This process will be done in concert with the State of Florida Disaster Assistance Reimbursement Documentation Information.

V. REFERENCES AND AUTHORITIES

HUD Publication 3500.5 - Financial Assistance

Chapter 16N. 16.23(17) - Florida Administrative Code (Salvage Bids)

Chapter 376.15 Florida Statutes (Derelict Vessels; removal from public waterways)

State of Florida Disaster Assistance Reimbursement Documentation Information Guide

Same as Basic Plan

** All of these documents are located in the Charlotte County Office of Emergency Management library

EMERGENCY SUPPORT FUNCTION 4: FIREFIGHTING

Lead Agency: Charlotte County Fire/Emergency Medical Service

Support Agencies: Englewood Fire Control District, City of Punta Gorda Fire Department, Charlotte County Airport Authority, Boca Grande Fire Department, North Port Fire Department, Bayshore Fire District, Florida Fire Chief's Association, American Red Cross, Charlotte County Public Works, Charlotte County Sheriff's Office

I. INTRODUCTION

The purpose of Emergency Support Function 4 (ESF-4) is to provide support to local city and county governments, and to describe the use of local resources to detect and suppress urban, rural, and wildland fires resulting from, or occurring coincidentally with a significant disaster condition or incident.

II. CONCEPT OF OPERATIONS

A. General

1. Firefighting involves managing and coordinating firefighting support in Charlotte County as well as in surrounding jurisdictions with which Charlotte County has mutual aid agreements (MAA). This includes the detection and suppression of fires, *as well as*, mobilizing and providing personnel, equipment, and supplies for primary and support activities.
2. It is the policy of the State of Florida to assist local governments in the suppression of fires through the resources of the Department of Insurance with the State Fire Marshal's Office, the Department of Agriculture and Consumer Services (DACS), Division of Forestry (DOF), and the Florida Fire Chief's Association (FFCA). Should the scope of the fire hazard warrant, the Governor may request federal assistance to supplement state and local resources.
3. Federal fire suppression assistance, when requested by the Governor, may be authorized when the Federal Emergency Management Agency (FEMA) Administrator determines that a fire or fires threaten massive destruction, as would constitute a major disaster. In such an incident, FEMA may authorize assistance including grants, equipment, supplies, and personnel for the suppression of any fire on publicly or privately owned forest or grassland.

B. Organization

1. The Charlotte County Fire/Emergency Medical Service is the primary agency for ESF-4. Supporting the Charlotte County Fire/Emergency Medical Service will be a representative from surrounding fire districts, and the Florida DACS, DOF, during wildland fires resulting from or occurring simultaneously with a significant disaster condition or incident. ESF-4 representatives will be present in the Charlotte County Emergency Operations Center (CCEOC) on a 24-hour basis.
2. The person designated as the county coordinator in the Statewide Fire-Rescue Disaster Response Plan will be the Fire Chief or his/her designee.

3. The individual with responsibility and authority to request mutual aid resources is the Fire Chief or his/her designee.
4. The Fire Chief or his/her designee are responsible for maintaining and updating an inventory of personnel, vehicles and equipment in the county that will be available for firefighting activities.
5. Request for mutual aid personnel and resources will be made through the county coordinator for the Florida Fire Chiefs, Region 6. That request will be forwarded to the Region 6 Coordinator for action. Additional needs will be requested through the state EOC utilizing the FFCA State Emergency Response Plan (SERP).
6. No cost is associated with following Mutual Aid Agreements; however, for expanding needs the county would request a state or federal declaration to facilitate requesting, reimbursing, and demobilizing mutual aid resources.
7. Personnel, resource inventories, and locations are kept current through the county coordinator for the Florida Fire Chiefs, Region 6 (FFCA State Emergency Response Plan (SERP) Appendix B).
8. All fire suppression operations will be done in accordance with the Charlotte County Fire and EMS Standard Operating Guidelines (SOGs) http://floridadisaster.org/internet_library.htm . A copy of this document is located in the Charlotte County Office of Emergency Management (OEM) library.
9. The DACS, DOF, will coordinate all matters related to the State Fire Suppression Plan.
10. Federal Assistance received will be managed at the state level by the Director, DACS, DOF, in cooperation with the Director, Florida Division of Emergency Management (Florida DEM).
11. Firefighting units operating outside of their primary jurisdiction will use the Incident Command System (ICS).

C. Notification

1. When notified by the OEM of the potential for an actual incident, the emergency contact person for the Charlotte County Fire/Emergency Medical Service will notify all other ESF-4 members by telephone, pagers, or through other established communications resources.
2. All support agency contact persons for ESF-4 will be instructed to alert their contacts throughout the county to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

D. Actions

1. Preparedness:
 - a. Coordinate planning and mobilizing the ESF-4 resources, including primary and support agencies.

- b. Train personnel on disaster operations and other firefighting techniques as warranted.
 - c. Participate in agency and countywide training, exercises (tabletops to full-scale), and department-related emergency management meetings.
2. Response:
- a. Provide and coordinate local personnel and equipment resources for ESF-4 and its fire suppression missions.
 - b. On-scene operations will coordinate with the CCEOC utilizing the Incident Command System (Incident Command / Area Command).
 - c. For incidents that warrant, activities will be coordinated with the State of Florida ESF-4 utilizing EM Constellation in conjunction with CCEOC, via request and situation reports.
 - d. Coordinate with ESF-1 (Transportation) to provide transportation for firefighting personnel and others as can be permitted and managed.
 - e. Provide after action reports (AARs) as required by SOPs.
3. Recovery:
- a. Upon request, ESF-4 will provide firefighting personnel and equipment resources for recovery efforts.

III. RESPONSIBILITIES

A. Primary Agency

Charlotte County Fire/Emergency Medical Service is the primary agency for ESF-4. As the primary agency, they will coordinate with support agencies in directing the firefighting resources and response activities.

B. Support Agencies

Englewood Fire District, City of Punta Gorda Fire Department, Charlotte County Airport Authority, Boca Grande Fire Department, North Port Fire Department, and Bayshore Fire District will provide available personnel and equipment resources as requested from the ESF-4 primary agency. MAAs have been signed by all of these departments.

IV. FINANCIAL MANAGEMENT

All disaster respondents, city/county or otherwise, who assist due to request from ESF-4, must submit their preliminary reimbursement requests to the proper authorities. Reimbursement requests from the State of Florida and FEMA should be submitted in accordance with the State of Florida Disaster Assistance Documentation Information Guidebook. The final request should include the following:

A. Salaries

For ALL employees, provide:

1. a work schedule for all employees.
2. the hours and times they worked.
3. their pay rate (separate regular hours from overtime hours).

B. Travel

Provide copies of any travel vouchers paid during disaster response.

C. Equipment

Provide a detailed description of the firefighting equipment used for assistance. Detail the type and size, pump size and horsepower, where the equipment was used, number of hours per piece, per day, and type of work each piece performed in accordance with NIMS typing criteria.

V. REFERENCES AND AUTHORITIES

Same as Basic Plan

Disaster Assistance Handbook HUD Publication 3300.9

State of Florida Disaster Assistance Reimbursement Documentation Information Guidebook

EMERGENCY SUPPORT FUNCTION 5: INFORMATION AND PLANNING

Lead Agency: Charlotte County Office of Emergency Management (OEM)

Support Agencies: Charlotte County Geographic Information Systems (CCGIS), Charlotte County Growth Management (Planning), Charlotte Department of Public Works, Charlotte County Administration, Charlotte County Fire/EMS Public Information Officer, Charlotte County Environmental Services, Charlotte County Facilities Management, Charlotte County Human Services, Charlotte County Utilities, Charlotte County School Board, Charlotte County Clerk of the Courts.

I. INTRODUCTION

The purpose of Emergency Support Function 5 (ESF-5) is to compile, analyze and coordinate the overall information and planning activities in the Charlotte County Emergency Operations Center (CCEOC).

II. CONCEPT OF OPERATIONS

A. General

ESF-5 collects, processes, and disseminates information to be used in the response and recovery phases of a disaster. This information will be forwarded to the proper authorities within each ESF. ESF-5 also consolidates key information into situation and technical data reports, along with documenting overall response activities and operations.

ESF-5 will coordinate with the State of Florida Division of Emergency Management (Florida DEM) and the Federal Emergency Management Agency (FEMA) to obtain and share all available information about the disaster, including the state and federal agencies' involvement with the incident. This information will be incorporated into the situation reports (SITREPS).

B. Organization

ESF-5 is staffed by OEM staff and other county administrative officials. These are two distinct roles and should be staffed separately. The Information Officer and Planning Chief roles are staffed by OEM personnel.

Both of these positions report to the OEM Incident Commander (EMD) and Command Staff. Other key staff involved in ESF-5 are: the Situation Unit Leader; Public Information Officer Resource Unit Leader; and Documentation Unit Leader.

C. Notification

1. In the event of an emergency or disaster, the EMD will notify OEM staff the Fire/EMS PIO and Planning Chief.
2. The Planning Chief will notify ESF-5 staff and work with the Operations Chief and Emergency Manager to establish a 24-hour duty roster.

3. The Planning Chief will identify any planning assumptions that were considered in the development of the information and planning function (i.e., capability limitations, resource shortfalls, use of mutual aid/outside resource, personnel etc).

D. Actions

1. Preparedness:
 - a. Maintain a trained staff that is qualified to fulfill all tasks associated with ESF-5 operations. This capability is expected to be done on a 24-hour/7 day per week basis for the duration of the emergency and CCEOC activation.
 - b. Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics, and critical county data (e.g., shelter capacity, evacuation routes, etc.).
 - c. Periodically review and update procedures, forms, and proper applications of information/data.
2. Response:
 - a. Establish contact with local, state, and federal government officials as needed.
 - b. Examples of specific activities to be performed during response operations would be status briefings, data collection, action planning, mission tracking, conference calls, updating status boards, etc.
 - c. Information/data acquisition and dissemination will be coordinated and reported through the OEM's WebEOC software program. SEOC Missions involving resource requests are tracked in both EM Constellation and WebEOC. Specific missions not involving resource requests are tracked only in EM Constellation.
 - d. Establish a duty roster and phone lists, set up status boards, obtain data/damage assessment studies, and electronic files. Provide staff for CCEOC positions as needed.
 - e. Anticipate types of response information that local, state and federal agencies will require.
 - f. Coordinate with key personnel in the field and facilitate conference calls.
 - g. Provide information in support of ESFs, with local governments within Charlotte County plus state and federal government agencies/organizations.
 - h. Develop group action plans for the next 24-hour period.
 - i. Share information processing capabilities with the state and federal governments.
 - j. Information flow within the EOC is done electronically through the WebEOC software program as well as face to face.

- k. Incident action plans and situation reports are examples of consolidated key information. These reports are provided through the OEM WebEOC software program. Each ESF feeds data electronically into the program, which then allows the Planning Chief to provide consolidated reports to local response agencies and the SEOC.
 - l. The coordination of information (IAP / SITREP / Resource Request) with the SEOC is done through electronic reporting in EM Constellation.
 - m. The CCEOC utilizes the county website as well as hard copies to display charts/maps, emergency status, etc.
 - n. To request assistance and resources from FDEM EOC uses EM Constellation along with WebEOC. The individual ESF complete a resource request in WebEOC, which gets reviewed/approved by the Operations Manager. The Operations Manager then assigns it for input into EM Constellation. The mission number assigned in EM Constellation is then put into WebEOC for reference tracking.
3. Recovery:
- a. Collect and process information concerning planned recovery activities while the response phase of the disaster is occurring.
 - b. Develop action plans to identify projected resource requirements and other operations/programs.
 - c. Anticipate the types of specific response information that the ESFs may require.
 - d. Coordinate with key personnel in the field and facilitate conference calls.
 - e. Provide information in support of ESF agencies, local governments, federal agencies, and voluntary organizations.
 - f. Develop group action plans for the next 24-hour periods.
 - g. Share information processing capabilities with the state and federal governments.
4. Mitigation - Provide assistance as requested.

E. Direction and Control

1. Policies:
- a. Collect, process, and disseminate essential information for use in the response and recovery phases of an emergency situation.
 - b. Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall event operations.
 - c. Maintain displays of key information such as maps, charts, and status boards in the CCEOC, and electronic data, as available.

- d. Establish a pattern of information flow to support the action planning process initiated by the ESF's leadership. See the CCEOC SOP for information on the Message Control Center and how information will be tracked. This document is located in the OEM library.
2. Decision Making Authority
 - a. The ESF-5 leader has the authority to assign personnel, allocate resources, and expend funds to meet the responsibilities outlines for ESF-5 or to complete missions assigned to ESF-5 by the proper authorities.
 - b. The ESF-5 Planning Chief and Information Officer will assign and manage the information and planning support staff for ESF-5 while operating in the EOC.
 3. Coordination
 - a. All actions taken by ESF-5 will be guided by and coordinated with the OEM, the Fire/EMS PIO, and other officials, as decided by the ESF-5 leadership.
 - b. As operational activities expand outside of the CCEOC (i.e., staging areas, etc.) information will be reported to ESF-5.
 - c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls, Email, facsimiles/FAX, and the Emergency Satellite Communications System (ESATCOM).

III. RESPONSIBILITIES

A. Primary Agency

OEM will act as the primary agency, working with the Charlotte County Board of County Commissioners.

1. Collect, process, report, and display essential information; coordinate resources; and facilitate support for planning efforts in the CCEOC during activation.
2. Synthesize and analyze findings into short-term and strategic plans for consideration by other ESFs.
3. Distribute plans and reports to county agencies, state and federal government representatives, and volunteer agencies.
4. Ensure 24-hour operations and staffing of ESF-5.

B. Support Agencies

1. Geographic Information Services (GIS)
 - a. Provide ESF-5 with maps, mapping equipment, processes, projection analysis information, and personnel when requested.

2. Public Works
 - a. Provide ESF-5 with underground utility maps, traffic flow diagrams, barriers and equipment resources as requested.

V. FINANCIAL MANAGEMENT

A. Documentation of Expenditures

1. The Charlotte County Purchasing Department, or designated representative, will coordinate approval of all expenditures by ESF-5 with the Charlotte County Board of County Commissioners, or the designated representatives.
2. Staff will sign in and out on the National Incident Management System (NIMS) ICS-211 form. The Documentation Unit will maintain employee time information to reflect hours worked. The WebEOC software program is also used through the electronic tracking of signing in and out. The program produces electronic reports reflecting hours worked within the EOC.
3. The Administration and Finance Section will collect and analyze all costs incurred and will utilize the process prescribed by the Charlotte County Budget & Administrative Services Department. These processes will be in concert with the State of Florida Disaster Assistance Reimbursement Documentation Information Guide.

V. REFERENCES AND AUTHORITIES

Same as Basic Plan

EMERGENCY SUPPORT FUNCTION 6: MASS CARE

Lead Agency: Charlotte County Chapter - American Red Cross (ARC)

Support Agencies: Charlotte County Human Services, Charlotte County Office of Emergency Management (OEM), Charlotte County 2-1-1 System, Charlotte County School District, Charlotte County Transit, Charlotte County Department of Health, Disaster Response of United Methodists, Charlotte County Ministerial Association, Jewish Center, the Salvation Army, The United Way, Charlotte County Chamber of Commerce, Health Plus, Meals on Wheels, Presbyterians of SW Florida, Florida Baptist Convention, Englewood "Just Neighbors"

I. INTRODUCTION

The purpose of Emergency Support Function 6 (ESF-6) is to coordinate activities for initiating emergency arrangements for temporary shelters, emergency mass feeding, and the bulk distribution of relief supplies for disaster victims and disaster workers.

II. CONCEPT OF OPERATIONS

A. General

1. ESF-6 has a broad scope of responsibilities including:
 - a. Making Mass Care services available to disaster victims, before, during and after an emergency, including shelter, feeding and food supplies, clothing, blankets, and transportation to shelters.
 - b. Establishing interoperable plans with the local chapter of the ARC which would have overall responsibility for coordinating mass care.
 - c. Identifying those agencies and volunteer groups which will provide support to mass care operations.
 - d. Identifying the duties and responsibilities of the lead and support agencies.
 - e. Describing how missions/assignments and resources will be coordinated between lead and support agencies.
 - f. Identifying organizations with assigned responsibility for registration, staffing, feeding, medical care and other logistical activities involved in shelter operations.
 - g. Identifying by title or position the county person responsible for maintaining a list of resources available from local agencies their address and after hours point of contact.
 - h. Identifying any planning assumptions that were considered in the development of the mass care function (i.e., capability limitations, resource limitations, etc.).

- i. Describing coordination with other emergency support functions, agencies and volunteer organizations.
- j. Ensuring the coordination of sheltering activities during the mitigation, preparedness, response, and recovery phases of an emergency or disaster.

Sheltering will be available for both in and out-of-county evacuees until all available shelters are filled to capacity. Once the shelters are filled, the evacuees will be advised of other shelters in other counties which are opened and may have space available.

- k. Ensuring the coordination, establishment, and operation of mass feeding in the impacted areas. This includes mobile feeding stations, fixed feeding sites, and comfort stations.

B. Organization

1. The Chairman of the Charlotte County Board of County Commissioners will determine the need for opening the County Disaster Recovery Centers (CDRCs). The Charlotte County Emergency Management Director, acting with Commission's authority, will direct the activation of the center(s) and report their status when they become operational. The center(s) will remain operational as long as necessary. Closing the center(s) will be by order of the Chairman of the Charlotte County Board of County Commissioners, after consultation with the Charlotte County Emergency Management Director.
2. Support agencies will coordinate with the lead agency. Each agency represented will become functional in its response using its own operating procedures.
3. Support agencies will develop specific and concise agency plans that support their ESF assignments.

C. Notification

As a core ESF-6, Mass Care is one of the first to be notified and activated as a result of a threat, or in response, to an emergency or disaster.

1. Upon notification or realization of the impending threat of an emergency or disaster, OEM will notify the lead agency Charlotte County Emergency Operations Center (CCEOC) representative or designee. The CCEOC representative will notify the appropriate support agencies as necessary.
2. Lead and support agencies will provide sufficient personnel to staff ESF-6, 24 hours a day, 7 days a week, as needed. Staff will consist of persons qualified and authorized to facilitate decisions for the agency they represent.

D. Actions

1. Preparedness
 - a. The lead agency will prepare for disaster exercises by coordinating with support agencies for their participation in exercises.

- b. ESF-6 agencies will work with the Charlotte County and City of Punta Gorda governments, volunteer service delivery units, the Charlotte County School Board, and other applicable agencies, in activities related to surveying the feasibility and suitability of facilities to be used as shelters. ARC documents 4496, Mass Care Feeding Handbook, and Mass Care Sheltering Handbook shall be used as guidelines.
- c. Maintain roster of the ESF-6 primary contact personnel.
- d. Ensure that an up-to-date shelter list is available.
- e. Ensure that an up-to-date comfort station resource list is available.
- f. ESF-6 will have, acquire, and regularly update a list of all agencies (public and private) who have the mission and capability to provide mass feeding in times of disaster.

2. Response

- a. The activities to be performed during response operations are: evacuations; public information press releases; shelters; feeding areas; comfort stations; medical assistance; equipment (supply vehicles, food storage, lighting); and security needs, etc.
- b. Identify the system to ensure that food and water are provided to the most critical areas of need first and how that critical need is determined.
- c. The information concerning mass care activities (i.e., opening shelters, evacuees care and management, special needs population data, meal counts, needs assessment information etc.) will be provided to ESF-6 staff, to those who require accurate information for response planning.
- d. Risk sheltering activities:
 - prisoners located in the county jail will shelter in place
 - mental health and hospital evacuees all have mutual aid agreements with other mental health and/or hospitals outside of Charlotte County for sheltering
- e. Host-shelters are provided by the Charlotte County School District.
- f. Lead and support agencies will establish and maintain appropriate agency staff notification lists for activating response activities.
- g. ESF-6 will coordinate with ESF-5 (Information and Planning) and ESF-11 (Food and Water) regarding mass feeding sites established by the ARC, Salvation Army, Southern Baptist Convention, and other volunteer agencies. These agencies will also coordinate to make the congregate feeding locations primary outlets for food, water, and ice.
- h. Shelters will be opened and closed in accordance with public need as assessed by the ARC and the OEM.
- i. ESF-6 staff will continuously monitor shelter occupancy levels and ongoing victims' needs, and will provide the CCEOC with a daily listing of "open" shelters.

- j. The State of Florida has adopted the ARC 4496 document as the model shelter guide. All shelters will be managed in accordance with these guidelines.
 - k. A Special Needs shelter, specifically for those on the OEM's Special Needs registry, will be established in addition to general population shelters.
 - l. ESF-6 will work with the Charlotte County and the City of Punta Gorda governments, volunteer service delivery units, the Charlotte County School Board, and applicable state and federal agencies in activities related to surveying the suitability of facilities as shelters before and following a disaster.
 - m. ESF-6 will verify and update lists of available shelters quarterly.
 - n. In the operational phase, ESF-6 will support ESF-8 in compiling lists of special needs shelters in and out of Charlotte County.
 - o. ESF-6 will coordinate with ESF-8 to ensure that people needing a level of medical care higher than standard first aid will be accommodated as best possible.
 - p. ESF-6 will coordinate with ESF-8 for the acquisition of medical services and mental health services in shelters needing assistance.
 - q. ESF-6 will coordinate with ESF-8 officials to help ensure that a sufficient number of qualified first aid personnel are stationed at each mass care site.
 - r. ESF-6 will coordinate with ESF-2 (Communications) to ensure that each shelter has a working communications system, has direct contact with the CCEOC and the managing agency. This may include radio, telephone, cellular telephone, and/or FAX/facsimile.
 - s. ESF-6 will coordinate with ESF-12 (Energy) for priority service restoration to mass care sites and for the acquisition of supplemental power sources.
 - t. ESF-6 will coordinate with ESF-16 (Law Enforcement) regarding security resources needed at mass care sites.
3. Recovery
- a. ESF-6 will coordinate with ESF- 5 and ESF-11 to establish mass feeding centers operated by the ARC, Salvation Army, Southern Baptist Convention, and other volunteer agencies.
 - b. The first mass feeding activity priority will be providing food for disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites or staging area facilities.
 - c. ESF-6 will coordinate mass feeding locations to ensure optimal service based upon emergency needs.

- d. ESF-6 will ensure that ESF-3 (Public Works and Engineering) and ESF-8 coordinate providing sanitation facilities, facility inspections, and garbage removal from mass feeding sites.
 - e. ESF-6 will coordinate with the ARC, and ESF-11 to provide food and water to mass feeding sites. This will include acquiring food, through proper procedures, from the USDA, public and private donations, and private vendors. Liaison will be established with ESF-11 and ESF-15 (Volunteers and Donations) to ensure continued mass feeding coordination.
 - f. ESF-6 will assist the OEM, local ARC service delivery units, Salvation Army Units, DHRS, and Department of Elder Affairs in identifying population locations.
 - g. ESF-11 will coordinate the storage and distribution of food for mass feeding sites identified and coordinated by ESF-6.
4. Mitigation
- a. ESF-6 agencies will participate in shelter deficit reduction strategies/activities and shelter demand studies.
 - b. ESF-6 will work with the Florida Volunteer Organizations Active in Disasters (VOAD), through the Florida DEM, on coordinated education programs to reduce shelter demand.
 - c. ESF-6 agencies will work with their clients to encourage individual responsibility through preparedness.

NOTE: Additional details and information on the duties of the ARC and ESF-6 (Mass Care) can be found in the ARC Disaster Response Handbook. The handbook is not included as an annex to this document due to its size. However, it can be found, and is readily available, in the OEM's internal library. The document reference number is # 115.

E. Direction and Control

1. ESF-6 will be organized in a manner which ensures rapid response to the mass care needs of people affected by a disaster. Each ESF-6 agency will coordinate their operational plans with the ESF-6 primary agency. When activated, ESF-6 will operate under these plans and financially support their own activities.
 - a. ESF-6 coordination will include:
 - Preventing the duplication of acquired mass care goods and services, whenever possible.
 - Assisting volunteers with technical advice and logistical support through other ESFs.
 - Coordinating the delivery of mass care goods and services.
 - Determining which areas are most impacted and coordinating efforts to make these priority areas for ESF-6 services.

- b. ESF-6, through its lead and support agencies, will maintain a listing of all agencies providing mass care in the disaster-affected area.
2. ESF-6 will focus on sheltering and mass feeding activities, including volunteer agencies/organizations.
3. Each agency assigned to ESF-6 will assist in staffing the CCEOC, as required. When necessary, agency personnel will liaise between the SEOC and their operational headquarters.
4. ESF-6 will coordinate with ESF-15 regarding the use and coordination of ad hoc voluntary agencies who spontaneously engage in providing mass care.
5. Agencies providing Mass Care
 - a. ARC chapters will open shelters and establish mobile and fixed feeding sites. First aid and counseling will be available at shelter sites.
 - b. Salvation Army Units will establish mobile and fixed feeding sites. They are the primary agency for managing comfort stations. They will assist in the distribution of relief supplies, provide crisis counseling, and supplement shelters where needed.
 - c. Adventist Community Services may assist in feeding. They may also support shelter operations through agreement with the ARC.
 - d. Florida Baptist Convention may work with the ARC in establishing fixed feeding sites and supplying mobile feeding units with their kitchens. They may also support shelter operations through formal agreement with the ARC.

III. RESPONSIBILITIES

A. Primary Agency - ARC

Ensure the presence of sufficient resources and personnel in the CCEOC. These resources include:

1. Listing of shelter locations within and outside of Charlotte County.
2. Listing of location of all operating mass feeding sites and major feeding routes.
3. Provide information to family or friends regarding evacuees location and methods of contact utilizing the Red Cross "Safe and Well" website www.disastersafe.redcross.org.

B. Support Agencies

1. Charlotte County Human Services Department
 - a. Ensure that Department resources are available to assist with the evacuation of persons with disabilities to emergency shelters.

- b. Cooperate with the OEM in identifying persons with disabilities in Charlotte County who may want to volunteer to be listed for emergency evacuation assistance.
- 2. OEM
 - a. Identify and maintain a listing of shelters which may be available in Charlotte County following a disaster.
 - b. Maintain a registry of persons with special needs in Charlotte County who need to have transportation provided to them in case an emergency evacuation is ordered. Entries to the database are performed as received. Annual verification is done to ensure up to date information is maintained.
- 3. Charlotte County Joint Information Center (JIC)
 - a. Assist in dispensing necessary information as requested by the primary ESF-6 agency.
- 4. Charlotte County School District
 - a. Provide busses and vans and personnel to assist in the evacuation of persons with disabilities in Charlotte County.
 - b. Provide site-specific information for schools which have been chosen for shelter locations.
- 5. Charlotte County Transit
 - a. Provide busses and vans and personnel to assist in the evacuation of persons with disabilities in Charlotte County.
- 6. Charlotte County Department of Health
 - a. Provide inspectors to inspect mass feeding sites and food distribution centers.
- 7. The Salvation Army
 - a. Support ESF-6 with information regarding Salvation Army services in the impacted area.
 - b. Provide staff to ESF-6 in the CCEOC, as needed.
 - c. Supply lists of staff, facilities, mass feeding sites, and canteen sites and routes to ESF-6.
- 8. Other support agencies
 - a. Provide personnel, equipment, and facilities to handle sheltering, donations, and feeding through their individual agencies, as needed.

9. If county resources have been exhausted, a request from ESF-6 may be sent to the CCEOC Operations Desk. The request will then be analyzed and, if warranted, forwarded to the State Emergency Response Team (SERT) representative in the CCEOC (if present) or to the State of Florida ESF-5 Desk.

According to the State of Florida CEMP, state agencies **may** provide the following assistance when requested:

10. Florida Department of Health and Florida Department of Family and Children (Formerly HRS)
 - a. Assist, through ESF-8 on the state and local levels, in locating health and welfare workers to support personnel assigned to mass care facilities.
 - b. Provide technical assistance for shelter, feeding, and warehouse operations related to food, water supply, and waste disposal.
 - c. Assist in providing medical and first aid supplies for shelters and first aid stations.
 - d. Support sheltering and feeding activities with non-medical, non-essential, employees when requested by ESF-6.
11. Florida Department of Military Affairs

When requested by the state through the CCEOC:

 - a. Support ESF-6 by providing personnel and equipment to help accomplish its Mass Care responsibilities within the following parameters:
 - The required support is within the assigned and allowable mission capabilities of the Florida National Guard (FLNG).
 - The required capabilities are able to be provided when and where needed.
 - All other state, local, and private assets have been exhausted.

IV. FINANCIAL MANAGEMENT

ESF-6 will keep records of all costs incurred during an event. Financial management will be done through a system prescribed by the Charlotte County Budget & Administrative Services Department and the ARC. This system will be done in concert with the State of Florida Disaster Assistance Reimbursement Documentation Information Guide. The expenses to be documented include labor, travel, maintenance, meals, etc.

V. REFERENCES AND AUTHORITIES

Florida Statute 252

American Red Cross Document ARC 4496

American Red Cross Disaster Response Handbook

American Red Cross Mass Care Feeding Handbook

American Red Cross Sheltering Handbook

State of Florida Disaster Assistance Reimbursement Documentation Information Guide

Same as Basic Plan

Note: Each of these documents can be found in the OEM library.

EMERGENCY SUPPORT FUNCTION 7: RESOURCE SUPPORT

Lead Agency: Charlotte County Purchasing

Support Agencies: Charlotte County Board of County Commissioners, Charlotte County Facilities Management, Charlotte County Office of Emergency Management (OEM), Charlotte County Sheriff's Office (CCSO), Charlotte County Public Works, American Red Cross

I. INTRODUCTION

The purpose of Emergency Support Function 7 (ESF-7) is to provide logistical and resource support to local entities involved in delivering emergency response efforts for the Charlotte County Emergency Operations Center (CCEOC) during disasters and large emergencies.

Members of ESF-7 are responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, acquiring, and issuing resources such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators, and transportation of such in coordination with ESF-1.

II. CONCEPT OF OPERATIONS

A. General

Charlotte County Purchasing, the Lead Agency for ESF-7, is responsible for planning, coordinating, and managing resource support needed in ESF-7. County-wide capabilities and resources committed to ESF-7 will be allocated and coordinated by Charlotte County Purchasing. Existing support agencies' resources and local sources outside of the impacted area will be the primary source of equipment, supplies, and personnel. Resources which cannot be provided from these sources will be obtained through commercial sources.

Charlotte County Purchasing will notify and task ESF-7 support agencies to provide 24-hour representation as necessary. Each support agency is responsible for insuring that sufficient program staff is available to report to CCEOC and support ESF-7 when tasked. Individuals representing their agency in ESF-7 will have extensive knowledge of the resources and capabilities of their respective agency and will have access to the appropriate authority and the ability to commit such resources during activation.

B. Organization

1. ESF-7 will operate under the direction of the Charlotte County Purchasing's Division Manager as their Agency Representative.
2. ESF-7 will continue to operate through the emergency situation, either in the CCEOC or another location designated by Charlotte County Purchasing's Agency Representative.

3. ESF-7 takes action if another ESF requires assistance in acquiring needed items. If the CCEOC or another ESF does not have a source for an item, they must come to ESF-7 with a request for support. This is done utilizing CCEOC's WebEOC software program. An electronic resource request is put into the system by the requesting ESF. Purchasing has full access to see each request submitted and finds a source for the needed item(s), shows the vendor, contact person, price, and schedule in which the item(s) will be available. If the resources are not available, the resource request is forwarded to the CCEOC Operations Desk for analysis and forwarding to the State of Florida Division of Emergency Management. (Florida DEM).
4. The Charlotte County Purchasing has established an Emergency Assistance Form (reference the CCEOC SOP located in the OEM library). These forms are maintained in a resource box and transported with the Charlotte County Purchasing Agency Representative working in the CCEOC. Charlotte County Purchasing also maintains a Vendor's List Database of all of these vendors under a category of A911 for cross reference when computers are accessible. The Charlotte County Purchasing Agency Representative has a manual process for contacting vendors through a hard copy of the database listing kept in the portable box.
5. Should the need arise, the ESF-7 representatives will coordinate with ESF-14 (Public Information) and ESF-15 (Volunteers and Donations) to provide information to volunteers, donators, and vendors who may provide supplemental resources.

C. Notification

1. The OEM will notify the ESF-7 Lead Agency representatives and/or agency head of a pending or actual activation of the CCEOC.
2. Charlotte County Purchasing will be responsible for notifying support agency representatives as needed.
3. Upon notification, Charlotte County Purchasing's Agency Representative will alert designated support agencies and report to the CCEOC. ESF support operations will be coordinated through Charlotte County Purchasing in the CCEOC and/or location designated by the ESF-7 lead representative. Each ESF will be responsible for keeping records of its own resources and requesting additional resources if needed and if available through ESF-7 and the CCEOC Operations Desk
4. The Agency Representative will maintain liaison for resource support with other ESFs and interested parties.

D. Actions

1. Preparedness:
 - a. Charlotte County Purchasing will place personnel on standby or direct them to ESF-7 staging areas upon activation of the CCEOC.
 - b. Determine staging resources near the potentially affected areas, but out of harms way.

- c. Identify and assess resources available for emergency support.
 - d. Prepare inventories of resources including, but not limited to, pre-arranged staging areas, government buildings, public facilities, and agency contacts will be reviewed frequently (at least annually) by Facilities Management. This also includes maintaining a list of other vendors and volunteer groups (through ESF-15 [Volunteers and Donations]) that may supplement local resources.
2. Response:
- a. ESF-7 may request that support agencies direct and deploy personnel and other resources.
 - b. ESF-7 will lease buildings for staging area warehouses or to replace damaged or destroyed facilities through existing inter-local agreements with the Charlotte County School Board, the City of Punta Gorda, and the Charlotte County Development Authority.
 - c. ESF-7 will acquire communication resources in coordination with ESF-2 (Communications).
 - d. ESF-7 will provide transportation needs in coordination with ESF-1 (Transportation).
 - e. Charlotte County Purchasing will facilitate, coordinate and manage contractual services between the County and outside commercial agencies.
 - f. ESF-7 will obtain office furniture, equipment, and supplies from existing inventories.
 - g. ESF-7 will coordinate food and water provisions in cooperation with ESF-11 (Food and Water).
 - h. ESF-7 will obtain security for staging areas from ESF-16 (Law Enforcement).
 - i. Each ESF shall provide for tracking of its own resources and personnel in order to avoid the misplacement of items. The tracking is to be done through the responsible department's purchasing custodian, who is appointed by the departmental director. This purchasing custodian is responsible for the tracking and accountability of their department's items. Work crew will be responsible for the equipment that they bring with them and use. Each ESF will need to have a list of available resources for ESF-7 as requested.
3. Recovery:
- a. ESF-7 will provide logistical support for ESF-7 staff movement and provide for the location and acquisition of equipment after disaster events.
 - b. ESF-7 will relocate to the alternate EOC at the Charlotte County Jail if the CCEOC at the Public Safety Complex becomes unsuitable for operation.

4. Mitigation:

ESF-7 will work with OEM to update and add to the resource database for Charlotte County. These resources may be needed for preparation, response, and recovery.

E. Direction and Control

Charlotte County Purchasing will be responsible for directing and coordinating ESF-7 and is responsible to the Charlotte County Board of County Commissioners. All support agencies will be responsible to Charlotte County Purchasing in the coordination for ESF-7.

III. RESPONSIBILITIES

A. Primary Agency

The primary agency for ESF-7 is Charlotte County Purchasing. This department is responsible for allocating and coordinating resources and support activities pertinent to ESF-7. Charlotte County Purchasing is responsible for providing support staff, acquiring commodities and services, leasing of buildings and facilities, and facilities management. In addition, Charlotte County Purchasing will assist in coordinating the acquisition of food, equipment, and supplies.

Supplies and equipment will be provided from current county resources and commercial sources.

Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.

B. Support Agencies

Supporting Charlotte County Purchasing in ESF-7 will be representatives from the following agencies, who provide the following support:

1. Charlotte County Public Works – drivers, equipment operators, trucks, and heavy equipment.
2. OEM – consulting staff, computers, and disaster management computer programs.
3. CCSO – security personnel.

IV. FINANCIAL MANAGEMENT

All costs incurred during an incident will be documented according to a prescribed method given by the Charlotte County Budget & Administrative Services Department. This method will be a system in concert with the State of Florida Disaster Assistance Reimbursement Documentation Information Guide.

V. REFERENCES AND AUTHORITIES

Same as Basic Plan

EMERGENCY SUPPORT FUNCTION 8: HEALTH AND MEDICAL SERVICES

Lead Agency: Charlotte County Health Department

Support Agencies: Charlotte County Coroner, Charlotte County Office of Human Services, Charlotte County Fire/EMS (EMS), Charlotte County Animal Control, American Red Cross (ARC), Charlotte County Sheriff's Office (CCSO), Charlotte County Pest Management, Charlotte County Office of Emergency Management (OEM), Charlotte County Transit, Charlotte County Ministerial Associations, Ambitrans, Charlotte Regional Medical Center, Fawcett Memorial Hospital, Peace River Regional Medical Center, Charlotte County Medical Society, Riverside Behavioral Center, Charlotte Behavioral, Tidewell Hospice of Southwest Florida

I. INTRODUCTION

The purpose of Emergency Support Function 8 (ESF-8) is to coordinate Charlotte County's health, medical and limited social service assets to be functional before, during, and after natural or man-made disasters. Assistance provided under ESF-8 will be directed by the Charlotte County Public Health Unit's Director, located in the Charlotte County Emergency Operations Center (CCEOC).

Resources from the primary agency and the support agencies are to be furnished as needed during disaster operations.

ESF-8 provides or coordinates:

- public health response.
- the triage, treatment, and transportation of victims of a disaster.
- assistance in the evacuation of victims out of the area after the event.
- immediate support to hospitals and nursing homes.
- the provision for Critical Incident Stress Debriefing (CISD).
- the reestablishment of all health, medical, and social service systems.

II. CONCEPT OF OPERATIONS

A. General

1. The Charlotte County Health Department will maintain close effective working relations with:
 - the Charlotte County Coroner.
 - local morticians.
 - home health care providers.

- pharmacists.
 - the American Red Cross.
 - the local Children and Family Services.
 - Hospitals
 - Community behavioral health providers
2. The protection and preservation of human life is the most important activity during an emergency operation.
 3. All county resources must be readily available to support this primary mission.
 4. The ESF-8 function will be staffed in the CCEOC to respond to this mission and, as needed, by its supporting agencies.

The ESF-8 function will also be responsible for:

- a. Acquisition and coordination of services, equipment, supplies, and personnel to meet ESF-8 task needs during disasters.
 - b. Assuring that communications resources available to the Charlotte County Health Department will be used to maintain contact with the CCEOC.
5. Charlotte County's resources must be overwhelmed or predicted to be overwhelmed prior to requesting out-of-county assistance.

During CCEOC operations, requests for other counties' assistance will be made through the CCEOC Operations Desk, who will analyze the request, and, if warranted, forward requests to the Florida DEM for coordination purposes.

B. Organization

Completing the roles and responsibilities of the ESF-8 function will be the focal point for the Charlotte County Health Department, the lead agency.

Once County resources are exhausted, ESF-8 may request additional resources from its regional and state sources.

Resources must be requested through the OEM Operations Desk. Incidents, which have caused, or may cause an extreme impact on Charlotte County, will require a close coordination between the county, regional, and state coordinators.

C. Notification

The OEM will notify the ESF-8 duty officer, the County Health Officer, of the occurrence of a potential or actual event or incident, which requires an activation of the CCEOC. Such notification will be made via phone, fax, pager, or other means. Such notification will be to advise of a potential event or to activate the CCEOC.

1. Upon receipt of the notification, the County Health Officer will:

- a. alert designated emergency response personnel assigned to the CCEOC.
 - b. inform them of the type of incident.
 - c. direct them to implement the ESF-8 response needed in accordance with the CCEOC activation level and the nature of the incident.
2. The Charlotte County Health Officer will:
- a. get an immediate briefing on the incident following arrival at the CCEOC.
 - b. activate calling trees.
 - c. brief arriving staff.
 - d. notify Department of Health and Rehabilitative Services (DHRS) as seen needed.
3. If state assistance is anticipated, contact will be made with the CCEOC Operations Desk, which will analyze, and if warranted, forward the request(s) to the State Emergency Response Team (SERT) liaison or the State of Florida ESF-8 representative.
4. Level of Support - ESF-8 is to be initially staffed 24 hours a day/7 days a week. This staffing level will remain in effect until the incident no longer warrants 24-hour operation. This determination will be made by the CCEOC Operations Chief.

D. Actions

Actions carried out under ESF-8 fall into all four phases/missions of emergency management: preparedness, response, recovery, and mitigation.

Each phase/mission requires:

- a specific level of knowledge, skills, and abilities in order to be effectively accomplished.
- significant amounts of collaboration and cooperation from all supporting agencies and the intended recipients of ESF-8 related services.

ESF-8 includes activities ranging from public education to field response services. The following services provide the framework upon which ESF-8 initiated actions will occur:

- Assessment of health and medical needs, including the assessment of residents who have applied for sheltering under the Charlotte County Special Needs Program.
- Disease control/epidemiology.
- Health/medical care personnel.
- Acquire and distribute health/medical equipment and supplies.

- Provide for effective and efficient patient evacuation.
 - Coordinate in-hospital and nursing home care.
 - Food and drug safety including ensuring the availability of drugs and certain foods.
 - Ensure emergency responder health and safety
 - Mental health and counseling (CISD) through Charlotte County Fire/Emergency Medical Service (EMS).
 - Public health information.
 - Potability of water, disposal of waste water and solid waste.
 - Provide for victim identification and mortuary services.
 - Management, command, and control of assets.
 - EMS.
1. Preparedness
 - a. Missions and resources will be coordinated between lead and support agencies/organizations utilizing CCEOC WebEOC software program.
 - b. Local residential health care facilities, if it becomes necessary to evacuate, will be notified by OEM via telephone.
 - c. Planning, training, and exercises, including Incident Command System (ICS) and National Incident Management System (NIMS) Training.
 - d. Train ESF-8 personnel
 - e. Conduct ESF-8 orientation for support agencies
 - f. Prepare and maintain environmental health assessment survey
 - g. Prepare and maintain epidemiological surveys and equipment
 - h. Develop new public health information and media packages
 - i. Prepare public health nursing disaster protocols
 2. Response
 - a. Health information will be provided to the public through ESF-14.
 - b. The establishment and staffing of the Charlotte County Special Needs shelter when conditions warrant its opening.
 - c. Operate ESF-8 position within in CCEOC operation.
 - d. Coordinate response and resources with other ESFs.

- e. Provide communication for deployed health and medical resources.
 - f. Conduct field assessments and surveys.
 - g. Provide nursing staff for Special Needs shelters.
 - h. Provide staff for monitoring field public health conditions.
 - i. Conduct rapid assessments for immediate response activities.
 - j. Determine need for health surveillance programs in Charlotte County.
 - k. Provide or acquire medical staff, equipment, and supplies as needed to health and medical facilities.
 - l. Assist with patient relocation if needed.
 - m. Assist with patient evacuation and relocation if needed (post-incident).
 - n. Identify hospital and nursing home bed vacancies in Charlotte County and in contiguous counties if necessary.
 - o. Assist with hazardous materials response if needed.
 - p. Perform water, food, and drug safety analysis and inspection.
 - q. Provide referrals for emergency mental health services to citizens and emergency workers.
 - r. Provide referrals for emergency food stamps and finances to target populations.
 - s. Advise officials in the CCEOC of the needs for Port-o-Lets at comfort stations and other locations.
 - t. Respond to radiological incidents.
 - u. Provide triage nurse to Special Needs drop-off points to ensure that patients are routed to appropriate refuge site.
3. Recovery
- a. Ensuring availability of potable water; maintain waste water treatment and solid waste disposal is handled by Charlotte County Public Works.
 - b. Victim identification, mortuary services, and next of kin notification will be handled by Charlotte County Medical Examiners Office.
 - c. Collection and destruction of contaminated foodstuffs is handled by prearranged vendor contracts with debris management firms.
 - d. Ensure any persons sheltered in a Special Needs Shelter are returned to safe and appropriate accommodations when the shelter closes.

- e. Monitor the restoration of mental health, medical, and social services systems.
 - f. Monitor the restoration of permanent medical facilities to operational status.
 - g. Monitor the restoration of pharmacy services to operational status.
 - h. Monitor environmental and epidemiological systems.
 - i. Support emergency services staff and operations until they can be withdrawn from the field.
 - j. Make referral for persons requiring emergency food stamps.
 - k. Identify populations requiring event-driven health, medical, or social services (post-event).
 - l. Provide emergency pharmacy/laboratory services.
 - m. Monitor the initiation of long-term mental health services to affected populations.
 - n. Initiate financial reimbursement process for support services.
4. Mitigation
- a. Plan and exercise for all CBRNE and mass casualty incidents.
 - b. Develop contingency plans in case of infrastructure damage to roads, bridges, evacuation sites, medical facilities etc.
 - c. Develop a Regional Disaster Plan with signatory buy-in from local jurisdictions and functional disciplines.
 - d. Work closely with Public Works, Fire, EMS, and Law Enforcement agencies and be prepared to become part of the ICS Unified Command.
 - e. Anticipate and prepare for Influenza Pandemic.
 - f. Develop and train Community Emergency Response Team (CERT) individuals in the community.
 - g. Establish a comprehensive public health education program.
 - h. Develop an evacuation plan for public venues and temporary shelters.
 - i. Develop shelter-in-place plans for potential incidents
 - j. Stockpile critical medical supplies in strategic locations and maintain and revise as required, establish state and federal SNS procedures.
 - k. Identify and provide auxiliary electrical power supply for critical facilities with assistance from the OEM.
 - l. Locate and map vulnerable facilities

E. Direction and Control

The ESF-8 system has two facets: at the CCEOC and in the field. A command system is developed so that an effective operation is established.

All management decisions regarding ESF-8 activities are made at the CCEOC by the Charlotte County Public Health Officer or his/her designee.

Planning, logistical support, administration, and operations positions in the CCEOC assist the Public Health Officer in carrying out ESF-8 missions.

All staffing directories are updated by the Charlotte County Health Department annually, as a minimum

Any deployed field personnel or units are subordinate to the ESF-8 desk and maintain continuous contact by two-way radio and/or telephone.

Each identified ESF-8 support agency will contribute to the overall response, but will retain administrative control over its own resources and personnel.

Provide only essential or required information to the CCEOC operations officer and the ARC for use by the public information officer.

F. Radiological Events

The Charlotte County Health Department will ensure that all aspects of the response to a radiological incident are planned for and that designated organizations are prepared to carry out appropriate actions.

At the state level, the Department of Health, Office of Radiation Control is the primary point of contact for assessment of health hazards during peace-time radiological emergencies regardless of their severity.

III. RESPONSIBILITIES**A. Primary Agency (Charlotte County Health Department):**

Provide leadership in directing, coordinating, and integrating the overall county efforts to provide health, medical, public health to the affected area.

Staff and operate a command and control structure to assure that services and staff are provided to areas of need.

Priorities of work will be:

1. Protect and save human Lives.
2. Provide water.
3. Provide food.
4. Remove waste.

5. Provide mortuary services.
6. Conduct damage assessment.

Responsibilities include providing, acquiring services for, or making referrals for:

1. Advanced Life Support (ALS) and Basic Life (BLS) Support Vehicles.
2. Emergency Medical Technicians (EMTs).
3. Paramedics.
4. Medical equipment and supplies.
5. Nurses (RN/LPN) for Special Needs shelters and post-disaster public health services.
6. Health administrators.
7. Pharmacy services.
8. Physicians.
9. Environmental health facilities.
10. Laboratories and laboratory personnel.
11. Nutritional services.
12. Epidemiology.
13. Mental health workers.
14. Radiation monitoring.
15. Disaster response expertise.
16. Referrals for dental assistance.
17. Dietitians.
18. Immunizations.
19. Case management.
20. Outreach capability.
21. Public information and education.
22. Emergency food stamps and emergency categorical checks.
23. Triage centers.
24. Sheltering (including overview of mass feeding program).

25. Communications with ESF-8 personnel and other pertinent personnel.
26. Assistance for staffing the post-disaster One-Stop Disaster Center.
27. Assistance for Mosquito Control with vector and rodent control.
28. Represent local government at Charlotte County Medical Society meetings for disaster planning purposes.
29. Assist in the identification and disposal of contaminated foodstuffs.

B. Support Agencies:

Support agencies will provide assistance to the ESF-8 efforts by providing services, staff, equipment, and supplies that compliment the entire emergency response effort. Some specific services and resources are generally described below. However, it is recognized that the support agencies' capacities change occasionally. Emergency coordinators are responsible for updating resources and capabilities within the lead agency.

C. State

According to the State of Florida Comprehensive Emergency Management Plan (CEMP), the following department/services **may** be available when requested by the County.

1. Department of Agriculture and Human Services.
2. Agency for Health Care Administration.
3. Department of Business and Professional Regulation.
4. Department of Elder Affairs.
5. Department of Environmental Protection.
6. Department of Military Affairs.
7. Department of Health.
 - a. All will be responsive to requests for assistance as relayed through the Florida DEM.

D. County

1. Charlotte County Office of Human Services
 - a. Assist the public health assessment effort at the triage area by determining victim's welfare and medical need.
 - b. Be aware of the need for crisis counseling for victims.
 - c. Establish working relations with the Charlotte County Health Department and have working plans for a rapid transition from normal day-to-day operations to short-notice full-emergency operations.
 - d. Assist ARC in responding to inquiries about victims.

2. Law Enforcement Agencies (CCSO and City of Punta Gorda Police Department)
 - a. Assist with crowd control, victim identification, and emergency transportation.
 - b. Advise County Animal Control of observed stranded pets.

3. Charlotte County School District
 - a. Have school buses with drivers available for emergency transportation of persons with special needs.
 - b. Make school buildings and staff available, when requested, for use as Red Cross Shelters and victim processing.
 - c. Coordinate with the Department of Health as need arises (i.e. pandemic issues).

4. Charlotte County Coroner

In the event of a large incident, there could be several hundred deceased who will require identification, processing, and storage. The nearest mortuary to the disaster area would be used for these activities. Other facilities will be identified and activated as needed.

The Coroner should:

 - a. Consider that criminal activity may have contributed to all deaths when making Cause- of-Death determinations.
 - b. Provide guidance on temporary and final body disposition.

5. Charlotte County Fire/EMS, Ambitrans, and Charlotte County Transit will:
 - a. Provide for the full utilization of all their respective resources for the duration of the incident response and CCEOC activation.
 - b. Provide emergency transportation of special needs persons. The coordination and actions should be based on the registry of special needs persons, which is maintained by the OEM. This registry may expand just prior to or during an emergency which may require just-in-time adjustments to action plans.
 - c. Provide for the distribution of injured, and others in need of medical help, among the area hospitals according to determinations of which facilities are deemed safe, open, and able to take patients.

6. ARC
 - a. Provide disaster relief, health service resources, needs assessments, and information services.
 - b. Set up and operate one or more of 18 designated shelter sites after they are deemed safe by the Charlotte County Director of Facilities Construction & Maintenance Department

- c. Provide information to support reuniting of victims with their families.
- 7. Charlotte County Blood Center
 - a. Emergency blood donations could be held at the Charlotte County Blood Center location off Kings Highway in Port Charlotte or at mobile locations as designated by the blood center.
- 8. Charlotte Regional Medical Center, Fawcett Memorial Hospital, Peace River Regional Medical Center
 - a. Provide available medical facilities, services, staff, supplies, and equipment as needed.
- 9. Charlotte County Medical Society
 - a. Provide assistance where needed with placing doctors and nurses in triage centers, field hospitals, shelters, and other medical facilities.
- 10. Charlotte County Ministerial Associations
 - a. Provide religious and other counseling for citizens as required.
- 11. Riverside Behavioral Center, Charlotte Behavioral, and Tidewell Hospice of Southwest Florida
 - a. Provide community mental health services and crisis counseling as required.

IV. FINANCIAL MANAGEMENT

All costs incurred during an incident shall be documented using a prescribed method developed by the Charlotte County Budget & Administrative Services Department. This method will be in concert with the documentation methods given in the State of Florida Disaster Assistance Reimbursement Documentation Information Guide. Costs to be documented include labor, supplies, equipment, etc.

V. AUTHORITIES

Basic Plan

State of Florida Disaster Assistance Reimbursement Documentation Information Guide (located in CCEOC library)

EMERGENCY SUPPORT FUNCTION 9: SEARCH AND RESCUE

Lead Agency: Charlotte County Fire/Emergency Medical Services (Fire/EMS)

Support Agencies: Charlotte County Public Works, Charlotte County Sheriff's Office (CCSO)

I. INTRODUCTION

The purpose of Emergency Support Function 9 (ESF-9) is to provide logistical support, equipment, and personnel to aid Charlotte County with both urban and non-urban Search and Rescue (SAR) services in response to and during actual or potential disaster conditions.

II. CONCEPT OF OPERATIONS

A. General

1. Non-urban SAR activities include, but are not limited to, emergency incidents that involve locating missing persons, locating boats, which are lost at sea, locating downed aircraft, and extrication if needed, and treating any victims upon their rescue.
2. Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

B. Organization

The Charlotte County Fire/EMS is the primary agency responsible for ESF-9. All SAR personnel will report to the Fire/EMS. The SAR personnel will follow the Incident Command System (ICS), as practiced by the Fire/EMS.

1. The Charlotte County Fire/EMS will provide representatives in the CCEOC on a 24-hour basis. This department will ensure full deployment and utilization of all resources available to ESF-9.

C. Notification

1. Upon notification by the Charlotte County Office of Emergency Management (OEM) Staff of a pending or current event requiring response from ESF-9, the emergency contact person for ESF-9 will notify all other ESF-9 members by telephone, pagers, fax, or through any other communications facilities at the CCEOC.
2. All support agency contact persons for ESF-9 will be instructed to alert their contacts throughout the county to ensure that all available resources are available or on standby.
3. ESF-9 agency members will confirm resource inventories for possible use.
4. ESF-9 can request additional communications resources, other than those from the regular Fire/EMS supply, through the local CCEOC and in coordination with ESF-2 (Communications).

D. Actions

1. Preparedness:
 - a. ESF-9 will prepare for SAR activities by:
 - organizing rescue squads;
 - placing personnel and equipment for conducting emergency activities;
 - communicating regarding SAR activities;
 - identifying medical facilities for the injured and ailing survivors;
 - accounting for SAR personnel; and
 - establishing search grids.
 - b. ESF-9 will coordinate with the Florida Fire Chief's Association Disaster Response Plan to obtain state SAR support.
 - c. ESF-9 will provide the reference location and inventory of personnel, vehicles, and equipment other than law enforcement resources, that will be available for SAR operations, including the date of the last revision.
 - d. ESF-9 will plan, coordinate, and mobilize the resources of the county fire and rescue service to aid in SAR activities.
 - e. ESF-9 will provide SAR training to applicable fire and rescue personnel.
 - f. The Chief of the Charlotte County Fire and EMS or his designee serves as County Coordinator in the "Statewide Fire-Rescue Disaster Response Plan."
 - g. The Chief of the Charlotte County Fire and EMS or his designee will have the authority to request mutual assistance.
 - h. The Chief of the Charlotte County Fire and EMS or his designee will have the responsibility of maintaining a list of personnel, vehicles, resources, and equipment that will be available for SAR operations.
2. Response
 - a. SAR operations are performed in accordance with the Florida Incident Field Operations Guide (All-Hazard Approach to Incident Management) issued by the State of Florida.
 - b. SAR missions are prioritized by what area is affected (i.e. large populated area versus agricultural), the potential loss of human life or the safety of the public.
 - c. On-scene operations are coordinate with the CCEOC through the incident commander or/designee.
 - d. Activities will be coordinated with the State of Florida ESF-9 through the Incident Commander with CCEOC.

- e. Request for mutual aid personnel and resources will be made through the county coordinator for the Florida Fire Chiefs, Region 6. That request will be forwarded to the Region 6 Coordinator for action. Additional needs will be requested through the state EOC utilizing the FFCA State Emergency Response Plan (SERP).
 - f. The demobilization process is performed in accordance with the Florida Incident Field Operations Guide (All-Hazard Approach to Incident Management) issued by the State of Florida..
 - g. All state and outside county SAR resources will be coordinated through the OEM Operations Desk, who will analyze and forward all requests for SAR assistance to the Florida DEM.
 - h. Heavy equipment with drivers will be coordinated through ESF-3 (Public Works and Engineering). These resources may be pre-positioned if necessary.
3. Recovery
- a. Upon request, consistent with staffing and emergency activities, county SAR resources will be used for the recovery process.
4. Mitigation
- a. ESF-9 will participate in mitigation activities as requested.

III. RESPONSIBILITIES

A. Primary Agency

Charlotte County Fire/EMS will be the lead agency for ESF-9. As the primary agency, they will coordinate with the support agencies in directing SAR resources and personnel in response activities.

B. Support Agencies

1. The Civil Air Patrol will assist with aircraft in SAR activities **only if** requested through the Florida DEM.
2. The Florida Marine Patrol and United States Coast Guard Auxiliary will assist with the search of boats lost at sea and other marine SAR activities **only if** requested through the Florida DEM.
3. Charlotte County Public Works will assist with heavy equipment and drivers to aid in debris removal, extrication, and other SAR activities.
4. The CCSO will provide helicopters and personnel to assist in SAR activities.

IV. FINANCIAL MANAGEMENT

ESF-9 agencies are responsible for tracking and recording all incurred costs of an event. These costs will be tracked and recorded using a prescribed system given by the Charlotte County Budget & Administrative Services Department. This system will be in concert with the State of Florida Disaster Assistance Reimbursement Information Guide. Salaries, overtime, equipment, supplies, and materials are to be included in these incurred costs.

V. REFERENCES AND AUTHORITIES

Basic Plan

State of Florida Disaster Assistance Reimbursement Information Guide

EMERGENCY SUPPORT FUNCTION 10: HAZARDOUS MATERIALS

Lead Agency: Charlotte County Fire/Emergency Medical Services (Fire/EMS)

Support Agencies: Charlotte County Emergency Management (OEM), Charlotte County Public Health Unit, Charlotte County Sheriff's Office (CCSO), Charlotte County Public Works, Sarasota County Fire Department, North Port Fire Department, Boca Grande Fire Department, Englewood Fire Control District, City of Punta Gorda Fire Department

I. INTRODUCTION

The purpose of Emergency Support Function 10 (ESF-10) is to provide county coordination and command in response to a threatening or an existing discharge or release of hazardous materials resulting from a natural, manmade, or technological event. Additionally, ESF-10 will activate environmental protection authorization, and guidance resources through other agencies.

II. CONCEPT OF OPERATIONS

A. General

ESF-10 provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials, including radiological incidents. Through ESF-10, human, financial, and material resources will be placed into action at the impacted area. Charlotte County has monitoring equipment and other equipment necessary to work with hazardous material incidents. The Charlotte County Fire/EMS will staff ESF-10 during any activation of the Charlotte County Emergency Operations Center (CCEOC). Fire/EMS will coordinate its own resources along with county support agency resources.

B. Organization

The Charlotte County Fire/EMS is responsible for coordinating the functions of ESF-10 and for bringing in other resources from the county and from out of county. County support agencies are available as needed for specific issues and are accessed through their respective ESFs in the CCEOC. All state resources will be requested in coordination with the OEM. Once this contact is established, it is up to the state to determine whether or not federal resources are needed for response and recovery activities.

C. Notification

Since Charlotte County Fire/EMS will more than likely be one of the first response agencies to arrive at a hazardous material incident. It is under the discretion of this agency to determine whether the scope of the incident may require an activation of the CCEOC. The Incident Commander at the incident will notify the Emergency Management Director of the need to activate the CCEOC. At this time, the emergency management staff will make the proper notifications needed to activate the CCEOC. Once contacted, Fire/EMS is responsible for staffing ESF-10 in the CCEOC.

All hazardous material incidents will be brought to the attention to the Charlotte County 911 dispatchers and the OEM so that the Florida State Warning Point (SWP) can be made aware of the situation. The SWP may call assistance from Florida Department of Environmental Protection (DEP), Florida Highway Patrol (FHP), Florida Department of Law Enforcement (FDLE), or any other state agency who may provide assistance for a hazardous materials incident.

D. Actions

1. Preparedness
 - a. Coordinate planning and mobilizing the ESF-10 resources, including primary and support agencies.
 - b. Personnel and resource inventories and locations are kept current through the county coordinator for the Florida Fire Chiefs, Region 6 (FFCA State Emergency Response Plan (SERP) Appendix B).
 - c. Charlotte County Fire/EMS is kept current on all county hazardous material users through the State of Florida Tier II and the E-Plan.
 - d. The State of Florida has four HAZMAT Teams of which Charlotte County is a Type II.
 - e. Charlotte County Sherriff's Office 911 emergency system is used to notify Fire/EMS of any hazardous material incident or emergency.
 - f. Charlotte County Fire/EMS regularly participates in exercises for hazardous material incidents.
2. Response
 - a. Activities to be performed during response operations:
 - site identification.
 - monitoring and reporting contaminated sites.
 - coordination of protective actions.
 - evacuations.
 - press releases.
 - restoration of hazardous material site.
 - equipment.
 - environmental issues.
 - record keeping.
 - traffic control, etc.
 - b. Hazardous materials missions are prioritized by loss of life, public safety, environmental impact, size of incident and location access.
 - c. For incidents that warrant, activities will be coordinated with the State of Florida ESF-10 utilizing EM Constellation in conjunction with CCEOC. Activities with the owner of the hazardous material/site will be coordinated through the incident commander or their designee.

- d. The basic sequence of response is described by the following outline:
- Notification.
 - Verification.
 - Preliminary Assessment.
 - Initiation of Action.
 - Action Termination.
 - Long Term Remedial Action.

3. Recovery

- a. All decontamination of personnel and wash-down stations will be located on the site of the incident so as to not spread or risk contamination elsewhere. Fire/EMS will participate in other recovery actions as seen necessary and/or as requested.
- b. All three hospitals
- Charlotte Regional Medical Center
 - Peace River Regional Medical Center
 - Fawcett Memorial Hospital

can accept contaminated patients. However, decontamination must be done prior to a patient's arrival to Peace River regional Medical Center and Charlotte Regional Medical Center because they do not have contamination facilities on site.

Fawcett Memorial Hospital is the only hospital with decontamination facilities on site.

4. Mitigation

Fire/EMS will provide persons with appropriate expertise to participate in activities designed to reduce or minimize the impact of future hazardous materials incidents. All firefighters are trained at the Operations level of Hazardous Material training in accordance with Federal OSHA CFR 29 1910.120 guidelines.

E. Direction and Control

Charlotte County Fire/EMS, as the lead agency for ESF-10, is responsible for providing the overall direction and control of Charlotte County Resources for ESF-10. The process of management, decision making, coordination, and control of resources fall under the responsibilities of the lead agency for ESF-10. All support agencies will coordinate their activities with the Fire/EMS Emergency Commander during the response and recovery activities of a hazardous materials incident. All support agencies will work under their immediate commander, who will work and coordinate with the Fire/EMS Commander.

III. RESPONSIBILITIES**A. Primary Agency: Charlotte County Fire/EMS (Fire/EMS)**

Responsible for initial response, notification, and assessment of an incident. These duties may involve fire suppression, identification of material(s) involved, and arranging disposal of abandoned containers that carry non-hazardous waste.

Recommendations for evacuation will be made to the OEM, which will then be directed to the Charlotte County Board of County Commissioners. If there is not time for such consultation, due to hazards to public safety, Fire/EMS will act with prudence in evacuating citizens and then notify the OEM and the Charlotte County Board of County Commissioners.

If further resources are needed, existing mutual aid agreements with surrounding counties may be accessed. If further assistance is needed, the Incident Commander may request state assistance through the OEM or, if an EOC activation is in place, assistance can be directed to the ESF-10 station in the CCEOC. From here, additional assistance will be requested through the CCEOC Operations Desk.

ESF-10 will work with ESF-14 (Public Information) to provide public information as necessary for evacuations and other pertinent information as may be necessary to provide for the safety and health of the public.

B. Support Agencies

1. Other Fire Departments/Fire Control Districts will provide assistance as requested. The assistance may take the form(s) of personnel, equipment, materials, and supplies.
2. Charlotte County Public Health Unit will provide for monitoring of air and water quality for public consumption. All reports shall be made available to the OEM as soon as they are made.
3. Charlotte County Sheriff's Office (CCSO) will:
 - a. Provide road blockage and the blocking off/containment of perimeters as necessary.
 - b. Assist with evacuations as necessary through the use of PA systems and or personnel.
4. Charlotte County Public Works will coordinate and assist with the delivery of bulk absorbents to the scene of a pollutant or hazardous material discharge incident that occurs on, or may impact, a county road or county right-of-way.
5. Charlotte County Chamber of Commerce will provide, when requested, a statement of economic impact regarding a specific hazardous material incident. This may be requested by the State of Florida.
6. OEM will:
 - a. Assist in notifying the Florida SWP of any hazardous material incidents.

- b. Activate the CCEOC if needed or requested by Fire/EMS.
- c. Coordinate requests for assistance from the SEOC and its resources.

IV. FINANCIAL MANAGEMENT

All costs will be tracked and recorded by a system prescribed by the Charlotte County Budget & Administrative Services Department. This system will be in concert with the State of Florida Disaster Assistance Reimbursement Information Guide. Costs to be recorded and tracked include overtime labor, equipment, supplies, etc.

V. REFERENCES AND AUTHORITIES

OSHA CFR 29 1910.120

State of Florida Disaster Assistance Reimbursement Documentation Information Guide

Basic Plan

NOTE: These documents can be found in the OEM library.

EMERGENCY SUPPORT FUNCTION 11: FOOD AND WATER

Lead Agency: Charlotte County Human Services Department

Support Agencies: Salvation Army, American Red Cross (ARC), Charlotte County School Board, Charlotte County Office of Emergency Management (OEM), Florida National Guard (FLNG), Charlotte County Purchasing, Charlotte County Public Works, Charlotte County Senior Services, Charlotte County Public Health Unit

I. INTRODUCTION

The purpose of Emergency Support Function 11 (ESF-11) is to identify food, water, and ice needs in the aftermath of a disaster or emergency, obtain these resources, and transport them to the impacted areas. Food supplies obtained and distributed by ESF-11 will be dispensed to disaster victims through the agencies of ESF-6 (Mass Care).

II. CONCEPT OF OPERATIONS

A. General

This ESF will operate under existing United States Department of Agriculture (USDA) authorities and regulations as well as Public Law 93-288, as amended, and the State of Florida Comprehensive Emergency Management Plan (CEMP), and Charlotte County CEMP, to provide disaster food supplies to designated disaster staging areas and mass feeding sites.

Following a notification of an impending major disaster or emergency, this ESF will be staffed at the Charlotte County Emergency Operations Center (CCEOC) on a 24-hour basis as needed.

This ESF will use damage projection models to calculate the number of people that may be affected in order to assess the amount of food and water needed to meet the anticipated demand. Food and water inventories will be tabulated, and if additional supplies are needed, this ESF will obtain them from donations and/or the State of Florida ESF-11. These supplies will then be transported to staging areas, comfort stations, and mass feeding sites.

Staff from this ESF will be sent into the disaster area to assess the effectiveness of the food distribution network and to oversee the inventory of food, water, and ice resources acquired by ESF-11. Staff will coordinate with Charlotte County officials and ESF-6 (Mass Care) field staff to ensure ample and timely deliveries of food, water, and ice supplies.

B. Organization

1. The Department of Human Services has primary responsibility for coordination of food and water activities and will direct all response and recovery activities for ESF-11 from the CCEOC. Upon activation of this ESF, Human Services will ensure all food, water, and ice concerns are addressed.
2. The support agencies listed above and organizations may be utilized and will either be tasked to provide a representative to the CCEOC or to provide a representative who will be immediately be available via telecommunications means (telephone, facsimile, conference call, pager, etc.).

C. Notification

1. Upon the threat of a disaster, the CCEOC will notify the primary contact person for this ESF. This notification will be made via telephone, facsimile, or digital pager. Such notification could be to: advise of potential for a disaster, report to the CCEOC, or to update information.
2. The Operations Officer for the CCEOC and/or the Human Services Department will notify all support agencies and may request that they report to the CCEOC.

D. Actions

1. Preparedness:
 - a. If distribution sites (PODs) are established, under Florida's response plan, the National Guard is responsible for maintaining and updating the food and water inventory (personnel, vendors, equipment, vehicles, contracts, etc.).
 - b. OEM will, upon request of the Florida DEM, provide sites for the establishment of food, water, and ice, PODs.
 - c. Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.
 - d. Identify and schedule disaster response training for ESF-11 assigned personnel.
 - e. Periodically update the list of available water and ice vendors.
2. Response - ESF-11 will:
 - a. ESF-11, through the CCEOC, will continually monitor the consumption of food, water, and ice and determine continuing need through surveying the availability of the following resources:
 - Restoration of electricity.
 - Restoration of water.
 - Availability of commodities commercially.
 - b. The food and water mission will be prioritized according to:
 - Evacuees in shelters.
 - Residents in areas without water and utilities.
 - Residents in areas without commercially available commodities.
 - c. ESF-11 will coordinate with State of Florida ESF-11 and ESF-6 (Mass Care) for food, water and ice needs. All requests for food, water, and ice will be made through the CCEOC who will then make all requests to Florida DEM through the EM Constellation system.

- d. Commodities will be delivered directly from state logistical staging areas to the POD sites.
 - e. Inventory food and water supplies.
 - f. Work with ESF-6 to identify the number of people in shelters and others in need of food and water.
 - g. Work with ESF-6 to identify the locations of all mass feeding sites.
 - h. Work with ESF-12 (Energy) to monitor power outages for estimated ice needs and quantities.
 - i. Work with ESF-12 and ESF-8 (Health and Medical Needs) to monitor water contamination in the disaster area and estimate water needs and quantities.
 - j. Work with ESF-6 to identify the locations of all food distribution points.
 - k. Coordinate with ESF-7 (Resource Support) to obtain additional refrigerated trailers, if needed.
 - l. Identify menus for meals to be used for calculation of food supplies and serving portions.
 - m. Coordinate with ESF-15 (Volunteers and Donations) to incorporate offers of donated supplies into the disaster feeding network.
 - n. Assess warehouse space and needs for staging areas.
 - o. Monitor and coordinate the flow of food, water, and ice supplies into the impact area.
3. Recovery:
- a. Continue to monitor food, water, and ice needs.
 - b. Assess special food concerns of the impacted residents.
 - c. Monitor nutritional concerns.
 - d. Establish logistical links with local organizations involved in long-term congregate meal services.
4. Mitigation - None

E. DIRECTION AND CONTROL

1. Policies:
- a. Be activated upon notification of a potential or existing disaster or emergency.
 - b. If directed by the USDA, secure and provide food, water, and ice supplies suitable for household distribution.

- c. Provide suitable food, water, and ice for congregate meal service, as appropriate.
 - d. Coordinate with ESF-1 (Transportation) for the transportation of water, ice, and water supplies into the impacted areas.
 - e. Encourage the use of congregate feeding arrangements as the primary outlet for food supplies.
 - f. All staffing requirements are determined by the CCEOC depending on level of activation. Charlotte County Human Services will staff 24 hours.
 - g. ARC / Salvation Army representatives in CCEOC will coordinate daily through the CCEOC depending on consumption rates and availability of commercially available commodities.
 - h. ESF-11 will gather information and intelligence relating to the disaster or emergency. Consumption rates from PODs and mobile unit's restoration of power reports, opening of commercial establishments.
 - i. Charlotte County Sheriff's Office (CCSO) and National Guard to coordinate security of delivery and distribution.
2. Decision making authority
 - a. The Charlotte County Human Services Department has the authority to allocate resources, expend funds, and direct personnel to meet the responsibilities outlined for ESF-11.
 - b. The Charlotte County Human Services Department will designate, in writing, a Shift Leader for each ESF-11 shift operating in the EOC.
 - c. The designated Shift Leaders have the authority, in consultation with the Charlotte County Human Services Department, where possible, to take those actions necessary to meet those actions necessary to meet the responsibilities outlines for ESF-11.
3. Coordination
 - a. All actions taken by ESF-11 will be guided by and coordinated with local disaster officials.
 - b. ESF-11 will coordinate with, and provide support, as appropriate, to ESF-6.
 - c. The Charlotte County Human Services Department will coordinate the activities and requirements of the various ESF-11 support agencies.
 - d. In the event that Charlotte County resources are overwhelmed, further resources may be requested from the State of Florida ESF-11 through coordination with the OEM Operations Desk, who will analyze and, if warranted, process requests and forward them to State of Florida ESF-11.

III. RESPONSIBILITIES**A. LEAD AGENCY – Charlotte County Human Services Department**

1. Determine the availability of USDA foods that are safe for human consumption within the disaster area.
2. Coordinate with OEM, ESF-6, and other local officials to determine food, water, and ice needs for the population in the impacted area.
3. Make emergency food supplies available to households for take-home consumption in lieu of food stamps for qualifying households.
4. Coordinate the requests for the approval of emergency food stamps for qualifying households within the affected area.
5. Provide appropriate information to ESF-5 (Information and Planning) on a regular basis.
6. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
7. Deploy water tankers to locations identified by ESF-6 and local officials.
8. Provide daily information to ESF 14 (Public Information) and ESF 15 on the amount of food used and types of food needed.
9. Maintain records of the cost of supplies, resources, and employee-hours needed to respond to the disaster.
10. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.

B. SUPPORT AGENCIES

1. ARC and Salvation Army
 - a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
 - b. Assist with the distribution of coordinated disaster relief supplies.
 - c. Establish agreements with private vendors in order to supplement food stocks.
2. Charlotte County School Board
 - a. Provide staff to assist with the calculations of serving portions based on menus, the quantities/types of food in the inventory, and the number of people fed at school district supported sites.
 - b. Work with ESF-6 to provide available food to impacted areas of the county.
3. Charlotte County Public Works and Florida Department of Military Affairs

- a. Assist in transporting food and water supplies into the disaster area.
 - b. Provide personnel and cargo handling equipment to assist in the operation of the ESF-11 warehouses and staging areas.
 - c. The Florida Department of Military Affairs will assist with the above duties if Charlotte County resources are exhausted and the requests for this department are coordinated through the OEM.
4. Charlotte County Public Health Unit
- a. Provide for inspection of feeding facilities food, and water as necessary during and after disaster operations.

IV. FINANCIAL MANAGEMENT

The Charlotte County Human Services Department will be responsible for approving all expenditures for ESF-11 during an incident. This officer is also in charge of recording and tracking all costs incurred by the ESF-11 primary agency. This system used in tracking and recording expenditures shall be prescribed by the Charlotte County Budget & Administrative Services Department. This system will be in concert with the State of Florida Disaster Assistance Reimbursement Information Guide.

V. REFERENCES AND AUTHORITIES

Basic Plan

State of Florida Disaster Assistance Reimbursement Information Guide, 1995

EMERGENCY SUPPORT FUNCTION 12: ENERGY, UTILITIES, AND PUBLIC SERVICES

Lead Agency: Charlotte County Utilities (CCU)

Support Agencies: City of Punta Gorda Utilities Management, City of Punta Gorda Public Works, Charlotte County Public Works, Charlotte County Office of Emergency Management, Florida Power and Light, Sprint/United Telephone, Comcast Cable Vision, Cable Vision Industries, Charlotte Harbor Water Association Inc., Bocilla Utilities Inc., Knight Island Utilities, Peace River/Manasota Regulatory Water Supply Authority, El Jobean Water Association, Harbor Lakes, Southern States Utilities, Englewood Water District, Gasparilla Island Water Association Inc., Lake Suzy Utilities

I. INTRODUCTION

The purpose of Emergency Support Function 12 (ESF-12) is to work with the Public Service Commission (PSC) and other support agencies listed above to organize the response to and recovery from shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy and fuels which impact or threaten to impact citizens and visitors in Charlotte County. CCU will also work with the corresponding support agencies to restore water, sewer, cable television, and telephone services to citizens in Charlotte County. Shortages and disruptions in any of these services may be caused by such events as unusually cold or hot weather, storms, flooding, power generation fuel supply disruptions, electric transmission and distribution disruptions, and labor strikes.

ESF-12 involves close coordination with the electric, natural gas, water, sewer, telephone, and cable television services operating in Charlotte County to ensure that the integrity of these systems are maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner. CCU will have primary responsibility to work with the PSC and other support agencies in monitoring and coordinating the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation fuels and emergency power. CCU will also monitor and coordinate the restoration of electric and natural gas services, along with telephone, water, sewer, and cable television services for normal community functioning.

ESF-12 also involves close coordination with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline. ESF-12 through CCU is also responsible for monitoring and coordinating with the private sector suppliers for such fuels to ensure that adequate supplies of other energy and transportation fuels are available and deliverable for normal community functioning. ESF-12 is also responsible for placing limits on/rationing fuel and energy supplies if needed when supplies and resources are deemed low for Charlotte County.

II. CONCEPT OF OPERATIONS

A. General

When electric utility operating reserves and other service reserves are nearly exhausted, and there is an imminent possibility of curtailment or loss of firm load, threat of distribution service disruptions due to storm or accidents, or when other energy supplies such as natural gas, water, or transportation fuels are disrupted, an appraisal of the situation is made by designated authorities and personnel. At this time, action is taken in accordance with this ESF. ESF-12 personnel are notified and mobilized to direct and

coordinate relief efforts, communicate with the public and ESF-12 officials in the Charlotte County Emergency Operations Center (CCEOC), and to restore normal service to Charlotte County residents and visitors when the emergency has subsided.

B. Organization

CCU is the lead agency for ESF-12. Other agencies supporting ESF-12 are:

- Florida Power and Light.
- Florida Sprint/United Telephone.
- Charlotte County Public Works.
- Charlotte County Office of Emergency Management (OEM).
- Charlotte County Cable Companies.
- Charlotte County Water Service providers.
- Charlotte County Sewer Service providers.
- Punta Gorda Utilities Management.
- Punta Gorda Public Utilities.

1. ESF-12 is responsible for monitoring and reporting the progress of restoration and providing logistical support for restoration personnel.

CCU staff their own command center for water and sewer restoration. They report to their representative in the CCEOC. Most of the remaining entities are commercial vendors who have their own response system and are not directed by the CCEOC. However, commercial vendors are expected to provide daily progress reports for planning purposes.

2. ESF-12 will coordinate all public information regarding the restoration of utilities through the Public Information Office at the CCEOC.

C. Notification

1. Upon activation of the CCEOC, the OEM staff will notify the CCU emergency personnel.
2. CCU will notify ESF-12 support agencies as appropriate.
3. Once Charlotte County resources have been overwhelmed, requests for additional assistance can be sent to the CCEOC Operations Desk. The Operations Desk will analyze, process, and, if warranted, forward the request to the State of Florida ESF-12 desk.

D. Actions

1. Preparedness

- a. All CCU personnel designated to serve as CCEOC representatives shall participate in OEM and/or Florida DEM exercises in which Charlotte County is invited to participate.
 - b. CCU will keep an updated list of emergency contacts for Charlotte County service providers.
 - c. CCU will staff ESF-12 on a 24-hour basis upon request of the CCEOC.
 - d. ESF-12 will report energy restoration progress to the CCEOC daily prior to the deadline established by OEM for inclusion into the Situation Report.
 - e. ESF-12 will base energy allocation through a predetermined list of priorities identified in FPL's emergency response plan.
 - f. During an activation, ESF-12 will hold daily briefings with Florida DEM regarding the availability and distribution of fuel.
2. Response
- a. ESF-12 will be implemented when notified by the OEM.
 - b. CCU and the ESF-12 support agencies will cooperate with all local, state, and federal agencies and public or private entities in achieving the purposes and activities of ESF-12.
 - c. The assets of ESF-12 (manpower and equipment) will be used to achieve the objectives of Charlotte County ESF-12. These objectives include:
 - provide sufficient power and fuel supplies to county agencies, emergency response organizations, and areas along evacuation routes.
 - provide, to the extent possible, materials, supplies, and personnel for the support of emergency activities being conducted by the CCEOC or Charlotte County ESFs as requested through the CCEOC.
 - maintain communication with utility and service representatives to determine response and recovery needs.
 - maintain communication with major fuel and other energy providers to determine response and recovery needs.
 - assist the Charlotte County chapter of the ARC and the CCEOC in identifying emergency shelter power generation needs or other power generation needs.
 - d. All requests for power assistance and fuel will be sent through the CCEOC resource requests (via WebEOC software program) so that they can be prioritized and recorded.
3. Recovery

During the recovery phase of an emergency, ESF-12 will:

- a. upon request, coordinate the acquisition of resources to assist county agencies in restoring emergency power and fuel needs.
- b. review recovery actions and develop strategies for meeting Charlotte County energy needs.
- c. continue to monitor county utility actions.
- d. receive and assess requests for aid from county agencies, energy offices, energy suppliers, and distributors.
- e. update local news media organizations with assessments of energy supply, demand, and requirements to repair or restore energy or public service systems. This may be coordinated through ESF-14 (Public Information).
- f. keep accurate logs and other records of emergency responses.
- g. draft recommendations and other reports as appropriate.
- h. coordinate, through the OEM, requests for additional assistance to the State of Florida ESF-12.

4. Mitigation

ESF-12 will work cooperatively with other ESFs to mitigate the effects of any emergency. This will include the coordination of available emergency generators for temporary power.

E. Direction and Control

In the wake of disaster, many local resources will be affected due to lack of electricity, water, and/or any of the public services due to damage, inaccessibility, or insufficient supply. CCU, as the lead agency for ESF-12, will coordinate a response, with support agencies and other ESFs, to electric, natural gas, water, sewer, and other public service related requests. When CCU is notified by the OEM that the CCEOC has been activated, the CCU staff will staff the ESF-12 desk in the CCEOC, identify which support agencies of ESF-12 are needed, and assure that these support agencies are activated or put on standby.

All additional resources which may be needed from the State of Florida ESF-12 (Public Service Commission) will be coordinated with and through the OEM Operations Desk, only after all county resources have been exhausted.

III. RESPONSIBILITIES

A. Lead Agency: CCU

CCU, as the primary agency for ESF-12, will assume primary responsibility for ESF-12 activity pertaining to emergency situations affecting or threatening any utilities or public services to Charlotte County citizens and visitors. The duties of this agency are:

1. CCU will maintain communications with all utility and service providers, the OEM, and ESF-12 support agencies in responding to and recovering from emergencies regarding electrical shortages, fuel shortages, water shortages, sewer disruption, natural gas shortages, and other mass service shortages such as telephone and cable outages affecting the public after disasters.
2. CCU will maintain communication with other providers of generators and transportation fuels.
3. CCU will contact electric, gas, telephone, water, sewer, and cable utilities and industry coordinating groups serving the emergency area to obtain information about damage and/or assistance needed in their area of operations.
4. CCU will develop drafts of emergency ordinances to curtail or limit the use of resources during times immediately after a disaster.
5. Develop procedures for acquiring transportation fuel supplies when a shortage develops in Charlotte County.

B. Support Agencies: All listed above

1. Assist CCU, the ESF-12 lead agency as requested, in response and recovery procedures. This assistance may be in the form of information, equipment, personnel, materials, and/or supplies.

IV. FINANCIAL MANAGEMENT

All costs will be tracked and recorded using tracking and recording methods prescribed by the Charlotte County Budget & Administrative Services Department. These methods will be in concert with the State of Florida Disaster Assistance Reimbursement Information Guide. All details must be detailed and concise in case of auditing during the cost recovery process. Costs involve equipment use, man hours (regular and overtime), supplies and materials, and any other costs not noted here.

V. REFERENCES AND AUTHORITIES

Basic Plan

State of Florida Disaster Assistance Reimbursement Information Guide

EMERGENCY SUPPORT FUNCTION 13: MILITARY SUPPORT

Lead Agency: Charlotte County Sheriff's Office (CCSO)

Support Agency: Department of Military Affairs, Florida National Guard (FLNG) and Charlotte County Building Construction Services Department, Charlotte County GIS, Charlotte County Fire/EMS, Charlotte County Public Works, Charlotte County Airport Authority

I. INTRODUCTION

The purpose of Emergency Support Function 13 (ESF-13) is to request Military Support, when required, for Charlotte County in times of major or catastrophic disaster and/or civil unrest.

II. CONCEPT OF OPERATIONS

A. General

Resource requests for military support are coordinated through the State Emergency Operations Center (SEOC). On the County level, all requests for military support are to be coordinated by ESF-13 at the Charlotte County Emergency Operations Center (CCEOC).

As an event warrants, a member of the FLNG may staff the ESF-13 desk at the CCEOC. At this point, all ESF-13 requests will be made through this official. This may occur prior to an imminent disaster when a Governor's Executive Order has been issued. A Governor's Executive Order requires the Adjutant General to work with FLNG commanders to stage military units in or around Charlotte County.

Military resources may only be used when the SEOC has determined that state resources from supporting ESFs have been exhausted. At this time, requests will be given to the State of Florida ESF-13 by other state ESFs in the form of "missions." ESF-13 on the county level will be notified of each of these missions' acceptance by ESF-13 on the state level.

The Florida DEM may request Rapid Impact Assessment Teams (RIAT) run by FLNG. RIATs will make damage assessments on county infrastructures, utilities, residential neighborhoods, businesses, etc. The FLNG will preposition RIATs prior to a disaster, when possible, or immediately following a disaster, and will be prepared to immediately deploy to the disaster areas as conditions allow. Through ESF-13, Charlotte County will provide members of Utilities, Public Works, and other pertinent departments to act as guides for the RIATs and to supply information and materials to the RIATs as needed.

B. Organization

Charlotte County is required to make all requests for military support through the SEOC, the CCSO is the Lead agency for ESF-13 on the county level and will make all requests for military support until an FLNG liaison officer is staffed at the CCEOC. The FLNG is a support agency for all other ESFs located in the SEOC and may provide military support upon request by the SEOC. If necessary, the FLNG will also appoint and staff a liaison officer at the CCEOC.

C. Notification

Requests for ESF-13 assistance for Charlotte County are made by the CCSO through the CCEOC Operations Desk **only**. All notifications to the FLNG for ESF-13 support are made by the Florida DEM. Once the State of Florida DEM determines the need for FLNG support, FLNG may appoint and staff a liaison officer at the CCEOC. At this point, the FLNG liaison officer will coordinate requests with the SEOC, FLNG headquarters and other ESFs where applicable.

D. Actions

1. Preparedness

- a. Resource requests for military support are coordinated through the State Emergency Operations Center (SEOC). On the County level, all requests for military support are to be coordinated by ESF-13 at the Charlotte County Emergency Operations Center (CCEOC).
- b. ESF-13 will participate, when possible, in exercises with the OEM and/or the Florida DEM.

2. Response

- a. When activated, FLNG units are available to support county authorities during times of emergency or disaster. The FLNG can assist with:
 - evacuation.
 - search and rescue.
 - distribution sites.
 - mass feeding.
 - rapid impact assessment.
 - transportation of supplies and services.
 - generator supply and operation.
 - communications.
 - debris removal.
 - comfort stations.
 - water purification.
 - aviation operations.
 - engineer support.
 - emergency medical support.
 - base camps for emergency workers.

- law enforcement and security.
- civilian acquired skills.

It must be noted that these resources are only available through the state when state ESF resources have been exhausted.

3. Recovery

- a. During the recovery process FLNG will incrementally withdraw resources as more county and/or state resources become available. This will be done in coordination with Florida DEM.

4. Mitigation

Not applicable to ESF-13.

E. Direction and Control

- 1. On the county level, all ESF-13 requests will be coordinated with the OEM Operations Desk by the CCSO in the CCEOC. These requests will then be forwarded to the state, or the FLNG Liaison Officer in the CCEOC. The duties of a FLNG Liaison Officer are as follows:

- a. Provide 24-hour support in the CCEOC until initial response and recovery efforts have subsided.
- b. Handle all requests for ESF-13 by forwarding to the SEOC, the FLNG Headquarters, or another ESF if possible.

Charlotte County Building Construction Services Department may have performed an initial damage assessment before the RIAT arrives into Charlotte County. If damage assessment needs are still required at the time of the RIAT's arrival, the RIAT will be integrated into the Charlotte County Building Construction Services operations.

Command of the FLNG is exercised through the Adjutant General of Florida, or his designated representative. Command and Control is administered through the Adjutant General's EOC. All requests and mission assignments are received, staffed, and approved by the Adjutant General's EOC.

- 2. Mission tasking is through normal military channels to the appropriate unit's organization for mission execution.
- 3. Rapid Impact Assessment: Command and Control is the responsibility of the Florida DEM. All mission assignments for the RIATs are approved by Florida DEM in coordination with FLNG.

III. RESPONSIBILITIES

- A. Lead Agency - Charlotte County Sheriff's Office (CCSO)**

Process ESF-13 requests, making sure that all county resources that may cover the request are exhausted. At this time, the CCEOC through ESF-13 will send the request to the SEOC.

B. Support Agency - Florida Department of Military Affairs, FLNG Central Gulf Area Command

Note: Only available through request sent through the OEM Operations Desk. The request will then be analyzed, prioritized, and then sent to the Florida DEM.

1. Provide Military Support to civil authorities (including Charlotte County) on a mission request basis, within FLNG capabilities, and within the limitations of existing state law, military regulations, and the applicable Governor's Executive Order. All missions and requests are to be submitted through the SEOC.
2. Policies: In accordance with existing National Guard Bureau (NGB) Regulations, it is understood that the primary responsibility for disaster relief shall be with local and/or state government, and those federal agencies designated by statute.
 - a. When the situation is so severe and widespread that effective response and support is beyond the capacity of local and state government, and all civil resources have been exhausted, assistance will be provided.
 - b. When required resources are not readily available from commercial sources, National Guard support will be furnished if it is not in competition with private enterprise or the civilian labor force.
 - c. National Guard resources will normally be committed as a supplement of civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.
 - d. Assistance will be limited to the task that, because of experience and the availability of organic resources, the National Guard can accomplish more effectively or efficiently than other agencies.
 - e. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a National Guard commander may do what is required and justified to save human life, prevent human suffering, or lessen major property damage and destruction. The commander will report the action taken to higher military authority, and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.
 - f. The National Guard will be employed with adequate resources to accomplish the mission when conducting civil disaster/emergency relief operations. That determination will be made by the on-scene commander or the senior officer present. Military support to civil authorities will terminate as soon as possible as civil authorities are capable of handling the emergency.

- g. When a public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the National Guard may be called to restore and/or continue that public service. It is desirable that supervisors, managers, and key personnel of the public service be available to provide technical assistance to National Guard personnel. In the absence of key personnel, the state Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
- h. The capability of the National Guard to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

IV. FINANCIAL MANAGEMENT

The Florida National Guard will deploy members of its State Quartermasters Office to the affected areas with the Task Force and Staff Coordination and Assistance Teams of the National Guard. These personnel will track all expenses incurred during the event. An estimated cost projection is kept for each affected County and an accrued balance is reported to the Florida DEM, which in turn, may be presented to the OEM.

V. REFERENCES AND AUTHORITIES

Florida National Guard Operation Plan (Resolution 500-1) for Military Support to Civil Authorities (Located in Charlotte County OEM reference library - Document #136)

Florida National Guard Rapid Impact Assessment Team Operations Plan (Located in Charlotte County OEM library-see Document # 137.3)

Florida State Area Command, Emergency Operation Center Standard Operating Procedure

Chapter 23, F.S., Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Aid Act

DOD Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., Its Territories and Possessions

All other references are the same as Basic Plan

EMERGENCY SUPPORT FUNCTION 14: PUBLIC INFORMATION

Lead Agency: Charlotte County Public Safety Department (Fire/EMS and Emergency Management Office)

Support Agencies: Charlotte County Sheriffs Office (CCSO), Charlotte County School Board, Charlotte County Health Department, Charlotte County Public Works, and Charlotte County 2-1-1

I. INTRODUCTION

The purpose of Emergency Support Function 14 (ESF-14) is to disseminate information on emergencies to the general public through the news media. ESF-14 coordinates, prepares, and disseminates disaster-related information to the general public through the local media and Charlotte County's 2-1-1 system during emergencies in which the county requires mass assistance.

II. CONCEPT OF OPERATIONS

A. General

ESF-14 is responsible for disseminating information to the media on response and recovery actions taken by the county. ESF-14 will provide the media with an overview of the emergency situation. However, the ESF-14 lead agency will coordinate with its support agencies when disseminating information about county emergency activities. Information must be disseminated from one central source in order to avoid conflict and inaccurate reports. ESF-14 will provide regular updates regarding important information to Charlotte County's 2-1-1 system operators and all local media outlets.

The Charlotte County Emergency Operations Center (CCEOC) will be the focal point for planning, coordination, and execution of ESF-14. The public information/Joint Information Center (JIC) area will be established as needed. The rumor control center will be located in the Charlotte County 2-1-1 office.

Media representatives will be stationed in the Media Room at the CCEOC. A field media collection point may be determined at the time of the incident.

Translators and TDD capabilities will be used in order to ensure public information dissemination capabilities to these groups as needed.

B. Organization

ESF-14 will be staffed by the Charlotte County Fire & EMS PIO and PIOs from supporting agencies.

1. Lead PIO: All ESF-14 work is at the direction of the Charlotte County Emergency PIO.
2. Department Spokespersons: The Lead PIO will coordinate press conferences with Department Directors (or their designees) who will serve as agency spokespersons.

C. Notification

1. Initial EOC Activation: When the CCEOC is activated, the PIO will notify public information officers for each county agency and alert them of impending PIO operations.
2. Agency Notification: Each agency will designate a person to assist in emergency public information operations.

D. Actions

1. Preparedness
 - a. Personnel are identified to meet staffing patterns to ensure 24-hour operation of public information operations. Each staff person needed is notified via landline or cellular phone.
 - b. Provide emergency information regarding evacuations, evacuation routes, shelters, government closings and services, etc to appropriate media and the County's 2-1-1 system.
 - c. Public information operations (JIC location) utilizes the state of the art WebEOC software program along with 6 lap top computers to acquire information from other ESF's. The information/press release is then reviewed and approved prior to releasing to the public, media, and Charlotte County 2-1-1 system. The Lead PIO also utilizes a two-way radio and cell phone capability as back-up.
 - d. Preparedness, response, recovery, and mitigation information is provided to all citizens throughout the year by the OEM. Descriptions of such efforts are shown below under Routine Public Information Programs section.
 - e. Local media outlets that are used to provide information to the public and participate in the local emergency alerting system include (but not limited to):

Television – WINK, WBBH, WZVN, WXLT, WFTX, SNN, CCTV20 (Charlotte County Television Channel 20)
Radio – WBCG-FM (98.9), WGPU-FM (90.1), WIKX-FM (92.9), WINK-FM (96.9), WCVU-FM (104.9), WKII-AM (1070), WINK-AM (1240), WENG-AM (1530), WCCF.AM (1580).

RACES (Radio Amateur Civil Emergency Service) is utilized as a back-up form of communication to disseminate information to the public.
 - f. Pre-scripted public service announcements and press releases have been created and are maintained by the lead PIO (Fire & EMS) for dissemination during activation.
 - g. Seasonal visitors and tourists obtain emergency information through local media and radio, Charlotte County website, and the emergency broadcast system.

- h. Residents requiring special assistance in the event of a disaster are handled through the special needs shelter activation and registry program. Transportation to the shelter and notification is done by Charlotte County Transit Division (ESF-1). Notification of pick up is done with the help staff and volunteers. The listing of special needs residents is maintained by OEM.
- i. Vulnerable areas such as mobile homes and low lying areas emergency awareness is discussed annually through public education programs directed by the OEM. OEM Director performs seminars, provides printed materials, as well as Know Your Zone awareness (county GIS web based application to locate storm surge elevations).
- j. Charlotte County 2-1-1 System through Florida Relay System provides TDD services for our hearing impaired citizens. Our non-english speaking and vision impaired citizens are encouraged, through public education, to monitor their local media outlets as well as have a weather radio for emergency/weather updates.
- k. Informing families on the status of individuals who are injured, missing, or dead will be coordinated with ESF-16 (Law Enforcement and Security) and ESF-8 (Health & Medical).

2. Routine Public Information Programs

Routine public information programs are focused around general public preparedness for potential hazards to which Charlotte County is vulnerable. The following activities are included in preparedness activities:

- a. Severe Weather Week - a joint federal, state, and local activity conducted each year in February. Scripted news releases are provided to the media describing weather hazards, county exercises and other emergency management issues.
- b. All Hazards Handbook - issues of this are maintained in public buildings and distributed to shopping malls, banks, areas of high public traffic, and assisted living facilities. This handbook is reviewed and updated annually.
- c. Public Seminars - these deal with all hazards, but focus on the flood and wind hazards associated with hurricanes. These seminars are presented in three locations around the county prior to hurricane season. These presentations are publicized by radio, television, county website, and print media and in posters delivered to prominent locations.
- d. Interviews - obtained with print and electronic media, are used to publicize public and personal preparations for emergencies.
- e. In-school education - presentations given at the start of hurricane season to 4th and 8th grade students, informing them of the dangers of hurricanes and high winds and how they and their families can prepare for such events.
- f. Emergency Management Exercises - conducted at least annually to prepare government agencies for dealing with major emergencies.

3. Response
 - a. During the time period immediately preceding an event, ESF-14 will integrate warning announcements into its media releases.
 - b. ESF-14 will provide details describing the action being taken by governments and specific instructions for the public.
 - c. Local radio and television and the County's 2-1-1 system are the primary means of pre-event emergency information dissemination.
 - d. During the event, emergency information will be broadcast primarily over local radio to keep the public advised of the current and predicted impact of the event, status of shelters, and government actions being taken.
 - e. Information to counter false rumors will also be included in the emergency information. Local radio stations will be used extensively to provide current details to the public.
 - f. All information regarding missing victims and families will be referred to the ARC.
 - g. All other information on emergency information dissemination can be referred to in the EOC Standard Operating Procedure located in the OEM library.

4. Recovery
 - a. ESF-14 staffing during the recovery stage is determined by the need; therefore, staff is phased out accordingly.
 - b. Activities during the recovery stage are the same as during activation except the data is changed to reflect recovery activities such as public assistance locations, debris dumping areas, points of distribution locations, and such.
 - c. ESF-14 will be directed by the OEM Director to inform the public of:
 - when and what routes are to be used to return to evacuated areas.
 - how to handle the hazards of returning to a possibly damaged home.
 - where and when Disaster Assistance Centers will be set up.
 - other health and welfare issues.
 - d. All available media outlets, Charlotte County 2-1-1 System, and county website will be the primary means of dissemination. Instructional and informational materials will also be provided at other locations where the public is apt to gather.
 - e. ESF-14, through Charlotte County 2-1-1 System, is also responsible for rumor control.

E. Direction and Control

1. Management of ESF-14: All ESF-14 staff work is at the direction of the Lead PIO and coordinated with Emergency Management. The PIO will disseminate information to the media and Charlotte County 2-1-1 System.
2. Spokespersons: All department heads, or their designees will be the spokespersons for each department.
3. Crafting the Message: During an emergency, ESF-14 can effectively manage communications with the media by crafting messages and by using prepared messages to disseminate to the media.
4. Gathering Emergency Information: All of the information that the ESF-14 will disseminate to the public (via the media), will come from CCEOC WebEOC software program through submissions done by ESF's. Press release requests through WebEOC are double checked and approved by both the PIO staff and agency department head or designee before it is released to the media, Charlotte County 2-1-1 System and the public.
5. Disseminating Emergency Information: ESF-14 will disseminate information to the media/public in the following ways:
 - a. News Conferences: ESF-14 is solely responsible for coordinating and executing news conferences.
 - b. Instant Updates for Media: Through the WebEOC software program being utilized by OEM, the media can access all approved press releases 24 hours a day, seven days a week. These updates can contain data on weather, road closures, sheltering, military actions, school/office closings, environmental hazards, and other related information gathered from situation reports, county news releases, and ESF personnel located in the CCEOC.
 - c. News Releases: ESF-14 will write, edit, approve, and distribute all news releases regarding the emergency. The PIO in conjunction with Emergency Management will determine what information warrants a news release.
 - d. Broadcast Interviews: To meet the needs of television and radio reporters, ESF-14 will ask department heads, or their designees to serve as spokespersons for on-air interviews.
 - e. Citizen Information Centers: The public information centers will be located in the affected areas at Disaster Assistance Centers and locations of common gathering (staffing by PIO will depend upon availability).
 - f. Charlotte County 2-1-1 System: The County's 2-1-1 operators have online access to all approved press releases through the WebEOC software program. This is done to insure that the public receives the most current up to date information.

6. Media in the CCEOC: When a news reporter enters the Charlotte County Emergency Operations Center to cover emergency operations, ESF-14 should be notified. ESF-14 staff will escort the reporter to a pre-designated area where the media are to congregate. Media members shall not enter the CCEOC without the consent of the Operations Manager and an escort by a PIO team member.

III. RESPONSIBILITIES

ESF-14 will be responsible for all media activity related to an emergency and the information which the media disseminates to the public. Thus, ESF-14 shall be the primary contact for all media who contact the OEM regarding emergency activities.

A. Local Government

1. The Charlotte County Emergency PIO, in conjunction with the Charlotte County JIC and OEM will:
 - a. Maintain strong visibility for the public information function.
 - b. Coordinate all news releases, including the releases of pre-positioned news releases.
 - c. Ensure evacuation orders are clearly defined and repeated as often as possible.
 - d. Use all information and dissemination means for general public announcements, such as evacuation orders and storm warnings. This is to include, but is not limited to fax machines, telephones, two-way radios, radio stations, television stations, county website, County Charlotte Alert system, and newspapers.
 - e. Maintain a complete record of all press releases on file. The actual printed response should be filed in the subject file for the particular event.
 - f. Organize, schedule, and conduct press briefings as necessary.
 - g. Be responsible for rumor control during an emergency. The PIO in conjunction with Charlotte County 2-1-1 System must be extremely careful to relay information confirmed to be factual. Rumors must be confirmed before any transmission to the public is made. The PIO should always clear news items through the Operations Chief in the CCEOC.
 - h. Encourage local radio stations to establish remote transmit capability from the CCEOC.
 - i. Ensure telephone books, information handouts, and evacuation handouts are available.

- j. Provide frequent media briefings to keep media informed and to minimize disruptions of emergency operations. Media is also encouraged to utilize the WebEOC software program access to view all approved press releases. This software program is internet based thus giving approved media users 24 hours a day, seven days a week, access to pertinent press releases. This can be done whether they are at the CCEOC, in the field, or at their office.
 - k. Maintain the following updated information for public dissemination:
 - identification of vulnerable areas for each hazard.
 - pre-disaster measures to alleviate loss.
 - preparedness tips.
 - response information, especially evacuation and sheltering.
 - recovery information (where to go and who to contact for assistance).
 - information on what to bring to a shelter.
2. In addition to the above duties during an emergency, the OEM Director should monitor and coordinate public preparedness activities. Among these are:
- a. Develop and print a hurricane information pamphlet for distribution. The goal is for one copy to be in the hands of each county household once a year. Distribution through fire stations, libraries, and handouts at public presentations is recommended.
 - b. Encourage all civic, fraternal, social organizations, etc. to schedule the OEM for a presentation on some facet of the county disaster plans about once a year.
 - c. Schedule large-scale hurricane seminars with a featured speaker just prior to the start of hurricane season.
 - d. Use radio talk shows to promote various disaster preparedness related programs.
 - e. Distribute or pre-record public service announcements (PSA) for major disaster threats and update annually.
 - f. Host an annual media conference to mutually discuss the best methods of providing disaster preparedness information to the public.
 - g. Provide a series of hurricane tips for local newspapers and update annually.
 - h. During the late spring, organize an effort to inform the public of the help offered to disabled people.
 - i. Attempt to make a presentation before the local Board of Realtors to accentuate the positive and beneficial side of disaster preparedness.

- j. Organize a special education program aimed at the very vulnerable mobile home community.

B. State Government

1. Communications with the Governor's Office:

As needed, the State Emergency Response Team Liaison Officer (SERTLO) will communicate with the SEOC. The SEOC will communicate with the Department of Community Affairs Director, who will in turn, communicate with the Governor's Communications Director in regard to emergency orders, state office closings, and media events involving the Governor.

2. Support Agency PIOs:

The various state agencies may provide information as requested or needed to the state and local ESF-14 desks.

3. State PIO

The State PIO is the contact point for the following:

- a. Literature on hurricane awareness programs.
- b. Emergency preparedness information materials as required.
- c. State actions in response to the emergency.
- d. SEOC activity.
- e. Types of disaster relief assistance available and locations of Disaster Assistance Centers in and out of county.
- f. Help coordinating news releases for non-governmental relief agencies such as the ARC, Salvation Army, etc.
- g. Liaison with the Federal PIO.

C. Federal Government

The Federal Coordination Officer (FCO) may appoint a Federal PIO if the Federal Disaster Field Office is set up. The Federal PIO will coordinate public information pertaining to federal assistance. Copies of federal government news releases will also be provided through the state PIO.

IV. AUTHORITIES

Same as Basic Plan

EMERGENCY SUPPORT FUNCTION 15: VOLUNTEERS AND DONATIONS

Lead Agencies: Charlotte County Office of Emergency Management (OEM) – Volunteer/Donations Coordinator

Support Agencies: Charlotte County Public Works, Charlotte County Purchasing, American Red Cross, Charlotte County Chamber of Commerce, United Way of Charlotte County, Gulf Coast Jewish Family Services, Charlotte County Salvation Army

I. INTRODUCTION

The purpose of Emergency Support Function 15 (ESF-15) is to assist support agencies and other ESFs to effectively use offers of volunteer services and donated goods by providing a network of information regarding volunteers and donations.

II. CONCEPT OF OPERATIONS

A. General

The primary function of ESF-15 is to coordinate the provision of donated services and goods to meet the needs of the impacted area. A county coordination group comprised of voluntary organizations and county agencies will be activated to facilitate the acquisition of volunteers and donations based on assessed needs. ESF-15 will not be activated in all disasters, but will be activated if a response is needed to fill a verifiable need within the impacted area.

Volunteers and donations will be prioritized as follows:

From the most affected area to the least affected area, donations and volunteers will be used to supplement efforts regarding:

- Protect and preserve human life,
- Maintain physical and mental well being,
- Protect property.
- Provide housing and clothing.
- Provide unessential life needs.
- Provide recreation, etc.

B. Organization

County: The OEM Volunteer/Donations Coordinator, or designee, will act as a liaison with county ESF-15 support agencies, state coordinators, and, if applicable, the federal Volunteer/Donations coordinator. ESF-15 will coordinate with county ESFs, keeping within the scope of ESF work agreements, to serve as a source of information as to the availability and coordination of voluntary services and for donated resources.

State: State of Florida ESF-15 and Volunteer/Donations coordinators will follow same organization as above, but on the state level.

Federal: There is no federal counterpart to ESF-15. However, FEMA has a National Volunteer/Donations coordinator available as a resource for assistance to ESF-15. FEMA will establish a toll-free number for nationwide offers of donations. The list of available items is provided to ESF-15 for use in impacted areas.

C. Notification

ESF-15 will not be activated in every disaster. The Charlotte County Emergency Operations Manager will notify the Volunteer/Donations Coordinator (VDC) that ESF-15 has been activated and what level of activation has been requested. When this activation takes place, the following actions will occur:

1. Level III: During this phase, the ESF-15 lead agency VDC will check the contact list to ensure its accuracy and will make courtesy calls to support agencies to provide a current status information on the incident.
2. Level II: During this phase, the ESF-15 lead agency VDC is responsible for notifying essential volunteer agencies, requesting that their emergency representative report to the CCEOC. These agencies will then notify their county, regional, and national offices via their emergency activation plans.
3. Level I: This level includes a full activation of the CCEOC. All participating ESF-15 agencies will be notified. Some volunteer agencies will not come to the EOC, but will have a vital role in the county-wide response. These agencies are included because of their field support activities. State of Florida ESF-15 involvement may be involved here. State and federal agencies are notified and activated at this point.

D. Actions

1. Preparedness:
 - a. Maintain and distribute, as necessary, a roster of agency contacts and support personnel to meet staffing patterns to ensure 24-hour operation of volunteers and donations operations.
 - b. A phone tree listing of all volunteers and donation organizations are maintained by all lead and support agencies. In the event of activation, it will be utilized to notify each volunteer needed for staffing.
 - c. Volunteers are used whenever possible to help prompt public safety awareness through exercises, expo's, and general public education as needed.
 - d. Pre-positioning or staging of volunteers and donation resources will be determined by the lead agency as needed.
 - e. The dissemination /disposal of unused donations following a disaster will be according to the Charlotte County Disaster Debris Plan.
 - f. Identify training needs and schedule disaster operations training.

2. Response:
 - a. Develop and maintain a liaison with other ESFs regarding available donated resources and goods.
 - b. Maintain a daily log of activities and action plans, including scheduling staff and submitting situation reports to ESF-5 (Information and Planning).
 - c. Assist in coordination of field activities of field activities related to donated goods including a Donations Hot Line, Database, Donation Collection Center(s), Staging Areas, and volunteer/donations liaisons.
 - d. Ensure appropriate information intended for public distribution is given to ESF-14 (Public Information).
 - e. Develop and maintain a liaison with the State Emergency Response Team Liaison Officer in order to provide information to volunteers and drivers bringing donations (i.e., where to go, who to contact, etc.)
 - f. Field Activity
 - ESF will assist in needs assessments within Charlotte County.
 - ESF-15 will assist in directing as hoc volunteers to agencies involved in disaster response.
3. Recovery:
 - a. Perform the following Initial Action(s) in the Recovery Phase:
 - assist in acquiring volunteers for outreach teams.
 - direct County Relief Center(s) to continue to distribute goods and services in an expeditious and organized manner to relief agencies in the impacted area.
 - lead agency staff will represent ESF-15 at unmet needs meetings in the impacted area.
 - support voluntary agency operations in providing recovery related activities by providing database information.
4. Mitigation/Redevelopment

ESF-15 will participate in mitigation/redevelopment activities as requested by the EOC.

F. Direction and Control

ESF-15 will be coordinated from the EOC during activation. ESF-15 will respond to local mission requests approved by the EOC Operations Manager. Any requests which cannot be filled by items already available in the ESF-15 resource database or through solicitations made by participating support agencies will be turned into a resource request and submitted to the state for fulfillment through EM Constellation. Mission updates will be made regarding the progress of acquiring donated items or resources. Local mission requests and resource requests are done electronically through the CCOEM's WebEOC software program.

Voluntary agencies may continue to be operational when the EOC is no longer activated. Activities would then be coordinated from a Disaster Field Office and may involve limited participation of Recovery Centers or Donation Warehouses.

Volunteers are to gather at a particular staging area, from where they will be assigned to specific volunteer agencies depending upon need and levels of expertise present. These sites will be determined soon after the risk of further damage from an event has subsided.

III. RESPONSIBILITIES

A. Lead

Charlotte County Office of Emergency Management is the lead agency for ESF-15 and will coordinate volunteers and donations thru their Volunteer/Donations Coordinator.

B. Participating Agencies

1. American Red Cross
 - a. Provide a liaison to the EOC to sit at ESF-15. ESF-15 personnel should interact with the ESF-15 liaison assigned to ESF-6.
 - b. Coordinate with the Chapter office and the disaster relief operation to identify unmet needs.
 - c. Produce a resource directory of services available to the current disaster which will be distributed to each ESF in the EOC.
2. Charlotte County Chamber of Commerce
 - a. Coordinate with affiliated members during a disaster in acquiring needed donated items.
 - b. Maintain a liaison with the ESF-15 lead agency - OEM. This liaison will have a list of private resources which are available.
3. Salvation Army
 - a. Provide a liaison to the EOC.
 - b. Assist with warehousing and distribution of goods.
 - c. Coordinate with the County to determine and address unmet needs.

4. United Way of Charlotte County
 - a. Assure proper utilization of volunteers.
 - b. Provide liaison between Charlotte County and Florida Association of Volunteer Centers.
5. Gulf Coast Family Jewish Services
 - a. Provide distribution of food, clothing, water, and other needed items.
6. Charlotte County Purchasing Division
 - a. Maintain a listing of all resources that are available to the disaster operations as they become available. This is to include donations, private, and governmental resources.
7. Charlotte County Public Works
 - a. Provide forklifts and other assistance as needed in order to assist in the handling of donations.

IV. FINANCIAL MANAGEMENT

Volunteer agencies will maintain logs and journals on all activities as they pertain to financial matters. ESF-15 will use the State of Florida Disaster Reimbursement Documentation Information Guidebook to assist in documenting expenditures to be later audited and possibly reimbursed.

V. AUTHORITIES AND REFERENCES

Same as Basic Plan

EMERGENCY SUPPORT FUNCTION 16: LAW ENFORCEMENT AND SECURITY

Lead Agency: Charlotte County Sheriff's Office (CCSO)

Support Agencies: City of Punta Gorda Police Department, Charlotte County School District, Charlotte County Public Works, Charlotte County Airport Authority, Charlotte County Office of Emergency Management (OEM)

I. INTRODUCTION

The purpose of Emergency Support Function 16 (ESF-16) is to establish procedures for the command, control, and coordination of all county law enforcement agencies. ESF-16 also establishes procedures for the use of State resources when needed by county law enforcement agencies.

II. CONCEPT OF OPERATIONS

A. General

When an emergency situation is anticipated or erupts, the ESF-16 lead agency, the CCSO, shall enforce the orders, rules, and regulations as decided by the Charlotte County Board of County Commissioners (see Chapter 252.47 F.S.). Overall command and control of emergency actions within the County remain under the purview of the Board of County Commissioners.

The Sheriff is the coordinating point for all requested law enforcement resources. Requests for Military Support to Civil Authorities are the responsibility of the Board of County Commissioners. The Sheriff is responsible for developing the requests for Military Support to Civil Authorities and directing military support unit operations. The normal daily liaison contact between the Sheriff and the Florida Highway Patrol (FHP) should be the same liaison contact used during emergency and disaster situations.

A listing of vehicles and equipment available to ESF-16 can be obtained from the Charlotte County Sheriff's Office Property Clerk's Office, at telephone number 575-5291.

All supplemental law enforcement resource requests are to be sent through the Charlotte County Emergency Operations Center (CCEOC) Operations Desk. They will be analyzed, prioritized, and forwarded to the State Division of Emergency Management, as needed.

B. Organization

The organization of ESF-16 consists of one lead agency on the local level, the CCSO, and all other support agencies are aligned along a horizontal command structure.

C. Notification

The CCSO and the OEM routinely monitor incidents throughout the county that may have the potential for further escalation. If it appears that law enforcement resources will be required beyond those available to the county and its mutual aid agreements, the Sheriff will contact the Charlotte County Emergency Operations Desk in the CCEOC and his liaison at the Florida Department of Law Enforcement (FDLE). The Sheriff's office may also notify ESF-16 support agencies who may also in turn notify their regional offices of need for additional resources and prepare for response.

D. Actions

1. Preparedness:
 - a. Local missions and resource requests will be coordinated, assigned, and approved electronically through CCEOC WebEOC Software Program. If local resources have been depleted, CCEOC will request state assistance through EM Constellation.
 - b. The CCSO Logistics Commander is responsible for maintaining and updating the law enforcement resource inventory.
 - c. The CCSO Logistics Commander will provide the reference location of the inventory of personnel, data, equipment, and vehicles that will be used for law enforcement, including the date of last revision.
 - d. The CCSO Incident Commander and staff will plan for and implement the pre-positioning or staging of law enforcement resources procedures as needed in accordance with the CCSO All Hazards Plan. ESF-16 agencies are able to identify the number of law enforcement personnel and equipment available to respond inside the county, and outside the county when requested. In incidents such as high profile dignitary events that may result in civil disorder, ESF-16 will pre-position resources nearby in a sequestered manner in order to deter an incident.
 - e. The CCSO participates in annual training exercises with OEM.
2. Response:
 - a. Security, traffic control, and investigations are performed during response operations.
 - b. Life threatening missions are prioritized as number one and all other missions are secondary.
 - c. During a major event, the CCSO jail follows strict policies and procedure as outlined in the Corrections SOPS. Incident command is followed and rules and regulations as set by the law and other governing bodies concerning inmates are adhered to.
 - d. Next of kin notifications are handled by the CCSO Investigative Unit, or Chaplaincy.

- e. CCSO handles traffic management with our own traffic unit supplemented by ancillary unit within our agency. If the event is large enough, we coordinate with assisting law enforcement agencies, road and bridge, Florida Highway Patrol, etc.
- f. Assessments – All requests for county law enforcement resources will be sent through the Sheriff or designee.
 - Upon receipt of a request, it will be determined whether it is valid and if it can be handled with available resources.
 - If the request cannot be handled with available resources, the request will be forwarded to the SEOC, as needed.
 - No direct contact will be made with the State concerning resources unless authorized by the CCEOC Officer. This is per State request.
- g. Physical Deployment – ESF-16 agency leaders at the CCEOC will coordinate with the CCSO for deployment of their resources. This includes security for shelters, mass feeding sites, storage facilities, and staging areas.

3. Recovery:

Same as Response

4. Mitigation

Mitigation actions are usually not applicable to ESF-16. However, consideration should be given to an evaluation of each incident after it has taken place in order to identify problems that need to be addressed within ESF-16 to better enhance future emergency response.

E. Direction and Control

1. Control

In accordance with Chapter 22.12 F.S., CCSO is given the command and coordination of county law enforcement planning, operations, and mutual aid.

2. Mission Assignments

ESF-16 agency assignments are determined by the basic responsibilities designated to each member agency as described in III (“Responsibilities” in this Annex). Agency responsibilities typically are those they assume in normal operations with some deviations.

3. State Resources

Under the State of Florida Comprehensive Plan, developed by the Florida DEM, the State of Florida ESF-16 counterpart for the Charlotte County ESF-16 is the Florida Department of Law Enforcement (FDLE). This will be the liaison through which state resources are requested.

III. RESPONSIBILITIES**A. State Government**

Be responsive to Charlotte County Requests for law enforcement assistance support as made by the Board of County Commissioners through the state area coordinator.

Provide authorization for use of National Guard and Florida Highway Patrol (FHP). Process requests for Federal assistance such as the Civil Air Patrol (CAP), Coast Guard Auxiliary, and Military Support to Civil Authority.

B. Charlotte County Sheriff

1. Operate from the CCEOC when it is operating for a disaster, as the county's primary law enforcement agent.
2. Respond to short-notice disasters immediately as any day-to-day operation, initiating a call to activate the CCEOC as that becomes necessary.
3. Call all available personnel to a duty status starting with the hurricane WARNING announcement, ensuring that all equipment is fueled and ready for use to its maximum capabilities.
4. Maintain local plans to work with both State and Federal law enforcement agencies including the FDLE, FHP, and Military Units.
5. Be responsive to disaster warning dissemination directed by the Charlotte County Board of County Commissioners using mobile public address systems and word-of-mouth to get the information to the residents in the effected area.
6. Establish traffic control points along county evacuation roads when an evacuation is ordered by the Charlotte County Board of County Commissioners or independently for normal day-to-day operations for a disaster.
7. Provide an operator for the CCEOC Sheriff's communications radio and keep a flow of information to the CCEOC.
8. Coordinate emergency response to a major disaster by City Police.
9. Coordinate and supervise the quasi law enforcement actions required of the fire departments in support of the primary law enforcement responsibility.
10. Operate the 9-1-1 emergency phone dispatch center.
11. Monitor the State Warning Point (SWP) phone at all times.
12. Maintain tight security and looter control of evacuated areas until disaster operations are terminated.
13. Provide constant liaison with the FDLE and the FHP. If military units are called in, provide a deputy with each military mission unit to provide arrest authority and control coordination. Military units do not have arrest authority.
14. Provide security at shelters, mass feeding sites, and staging or storage areas as needed.

C. City of Punta Gorda

Make resources available to supplement equipment from the County Engineer and other agencies as requested by the Charlotte County Board of County Commissioners. As an example, this resource request could be used for keeping roads open to facilitate law enforcement actions. The City Police maintains all 9-1-1 calls from the City.

D. County School Superintendent

Provide bus transportation, as needed, to meet the needs of law enforcement. This could include prisoner relocation, if needed.

E. County Public Works

The resources of Maintenance and Operations, such as street barricades, may be called on by the Sheriff for use during emergencies.

IV. FINANCIAL MANAGEMENT

The following procedures are followed by CCSO in accounting for disaster related costs. Each member agency in ESF-16 follows generally similar procedures in accounting for their costs in seeking reimbursement for their agency.

A. GENERAL GUIDELINES TO ACCOUNT FOR DISASTER RELATED COSTS

1. All equipment and maintenance costs will be accounted for on their designated worksheets. These should be updated as necessary.
2. All man-hours will be tracked and accounted for on their designated worksheets. This is to account for regular pay, actual man-hours, and overtime pay (where applicable).
3. All reimbursements will be kept track of, and accounting records will be updated accordingly.
4. All agencies will use the State of Florida Disaster Assistance Documentation Information Guide to assist them in tracking costs so that they can be audited and possibly reimbursed later.

V. REFERENCES AND AUTHORITIES

Chapter 22.12 F.S.

F.S. 250 Military Code

F.S. 251 Florida State Guard

EMERGENCY SUPPORT FUNCTION 17: ANIMAL PROTECTION

Lead Agency: Charlotte County Animal Control

Support Agencies: Charlotte County Veterinary Medical Association, Suncoast Humane Society of Englewood, Animal Welfare League of Charlotte County, Animal Disaster Planning Advisory Committee (ADPAC), Charlotte County Office of Emergency Management (OEM), Charlotte County Public Health Department.

I. INTRODUCTION

The purpose of ESF-17 is to coordinate the response of local and volunteer organizations in providing all animals affected by a disaster with emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and identification so that animals may be returned to their owner or otherwise safely confined. The coordination may also involve the prevention and control of diseases of public health significance, dangerous animal regulation, and the disposal of dead animals.

II. CONCEPT OF OPERATIONS

A. General

ESF-17 coordination activities will occur before, during, and after a disaster. They include:

1. Provide emergency medical care as needed for all animals, including commercial livestock, poultry, fish, wildlife, and domestic pets.
2. Coordinate with ESF-15 (Volunteers and Donations) to assign volunteer personnel; coordinate efforts to provide water, food, shelter, and other physical needs to animals; and store and distribute animal food and medical supplies for Charlotte County.
3. Coordinate with ESF-14 (Public Information) to ensure that information is provided on the location of animal shelters and other animal-related matters before, during, and after the disaster.
4. Coordinate efforts to rescue and capture animals. Identify available barns, pastures, kennels, animal shelters etc. that may be used for animal sheltering and care.
5. Coordinate a system to register identification data in an effort to reunite animals with their owners.
6. Coordinate with ESF-15 (Volunteers and Donations) the storage of emergency relief supplies and their distribution to animal shelters/caretakers.
7. Coordinate with ESF-8 (Health and Medical Services) for the identification, prevention, and control of diseases of animals, which have public health significance, including epidemiological and environmental health activities.

B. Organization

ESF-17 is organized to ensure rapid response to animal care needs in the affected areas after a disaster. The lead and support agencies must have a thorough and up-to-date disaster plan that has been coordinated through Charlotte County Animal Control as the lead agency. The Animal Control Division Manager is the designated coordinator for the lead agency.

If Charlotte County Animal Control resources are overwhelmed, assistance may be requested from the State ESF-17 through the OEM.

Support agencies will operate under the daily leadership of Charlotte County Animal Control. Support agencies will be appropriately assigned based on their known capabilities and resources.

Charlotte County Animal Control, as the lead agency, will provide sufficient personnel to staff ESF-17 in the Charlotte County Emergency Operations Center (CCEOC), while it is operational, or as requested by the OEM.

Support agencies will be encouraged to develop plans that support their ESF-17 assignments.

C. Notification

1. Upon notification by OEM of a potential or existing incident requiring response, Charlotte County Animal Control will notify all support agencies and organization members by telephone, facsimile, pagers, or radio.
2. ESF-17 support agencies will be instructed to alert their contacts throughout the county to ensure that all available resources are on standby.
3. Other resources inventories will be confirmed for possible use.

D. Actions

1. Preparedness:
 - a. Establish a liaison role with the State Emergency Operations Center (SEOC).
 - b. The Charlotte County Animal Control Division Manager or their designee is responsible for maintaining and updating the animal protection resource inventory including medical care.
 - c. Develop, maintain, and regularly update a list of available animal shelters and confinement areas for Charlotte County. This list will include personnel, such as shelter and confinement coordinators and animal care volunteers and resource information such as fence material, bedding, cages, vehicles, portable telephones, animal traps, animal catch poles, water, and disinfectant for cleaning, etc.
 - d. Identify local veterinarians' participation in disaster preparedness planning.

- e. The pre-positioning or staging of animal protection resources can be found in the Charlotte County Animal Control Response Plan.
 - f. Local food and water resources for injured, lost, or displaced animals are described in the Charlotte County Animal Control Response Plan.
 - g. Identify agreements and locations to dispose of large volumes of animals.
 - h. Conduct at least one training program annually for county emergency animal rescue organizations and other interested persons.
 - i. Assist in releasing information on disaster planning and safety for all animals through news releases or brochures.
 - j. Identify suitable facilities for shelters and confinement areas.
 - k. Maintain a list of medical and non-medical volunteers and agencies that will provide care assistance. This will include information on the type of service being offered, number of volunteers, resources available, contact person with telephone numbers, and logistical abilities of each.
2. Response
- a. The activities to be performed during response operations (i.e., emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, animal disposal, and identification for return to the owner, etc.) can be found in the Charlotte County Animal Control Response Plan.
 - b. Animal protection missions will be prioritized in accordance with the Charlotte County Animal Control Disaster Plan.
 - c. Animal operations that require special services during an emergency will be managed (zoo's, horse farms, kennels, exotic animals, dairies, and other confinement operations) will be handled in accordance with the Charlotte County Animal Control Disaster Plan.
 - d. Track the activities of all available animal shelter facilities and confinement areas identified in Charlotte County before, during, and after the disaster.
 - e. Coordinate with ESF-5 (Information and Planning) to provide information on the location and availability of shelter space, food, and water for animals.
 - f. Coordinate with ESF-11 (Food and Water) and ESF-15 (Volunteers and Donations) regarding storage sites and staging areas for animal food and medical supplies.
3. Recovery

- a. Coordinate the assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
- b. Coordinate the consolidation and/or closing of shelters or confinement areas, personnel, and supplies as the need diminishes.
- c. Assist support agencies with long-term maintenance and placement of animals which cannot be returned to their normal habitat or which have been separated from their owner.
- d. With support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.
- e. Coordinate with ESF-1 (Transportation), ESF-3 (Public Works and Engineering), and ESF-8 (Health and Medical Services) for the removal of animal waste and dead animals.

E. Direction and Control

1. ESF-17 will be implemented, as requested by OEM, to provide assistance prior to the occurrence of a disaster.
2. All requests for State ESF-17 assistance will be coordinated through OEM.
3. Charlotte County Animal Control is the lead agency for ESF-17.
4. ESF-17 activities will be coordinated through the CCEOC. The lead agency will be responsible for staffing ESF-17 during all levels of CCEOC activation until otherwise notified.

III. RESPONSIBILITIES

A. Lead Agency: Charlotte County Animal Control

1. Develop and maintain a roster of personnel that will staff the CCEOC as long as it is operational.
2. Assure the availability of resources for the disaster areas by maintaining a list of the following:
 - a. A list of shelters and confinement areas in Charlotte County.
 - b. A list of food and water sources provided by support agencies.
 - c. A list of animal medical personnel.
3. Establish protocol for prioritizing response activities.
4. Coordinate activities with other ESFs.
5. Be prepared at all times to make status reports.
6. Maintain standard operating procedures that detail all necessary actions.

7. Request assistance from the SEOC when local resources are insufficient to meet the need.
8. Develop plans and agreements for the disposal of animal carcasses and wastes.

B. Support Agencies

The following State and Federal Agencies **may** provide the listed services:

1. Florida Fish and Wildlife Conservation Commission
 - a. Assist in coordinating the capture of and evaluation of exotic animals and zoo animals.
2. Florida Marine Patrol
 - a. Assist in coordinating the needs of marine life before, during, and after a disaster.
 - b. Assist with the assessment of damage to marine life.
 - c. Assist with the removal of beached or dead marine life.
3. Other National and State Animal Support Agencies and Organizations
 - a. Assist in the coordinating of the outside assistance and relocation of animals outside of the affected area. (This may be organized through the State ESF-17).
4. Other Local Animal Support Agencies and Organizations
 - a. Provide volunteer personnel for animal care.
 - b. Establish an adoption procedure consistent with Florida Statute 703 for unclaimed, lost animals.

C. Resources

1. Resources required prior to disaster:
 - a. Personnel
 - Shelter coordinators.
 - Animal care volunteers.
2. Resources required for Continuing Operations:

Fence material, bedding, cages, vehicles, portable telephones, animal traps, animal catch poles, water, and disinfectant for cleaning, etc.

IV. FINANCIAL MANAGEMENT

All costs incurred by the primary and support agencies will be recorded and tracked using a prescribed method given by the Charlotte County Budget & Administrative Department. This method will be in concert to the State of Florida Disaster Assistance Reimbursement Information Guide. All records must be detailed and concise in case of auditing during the cost recovery process.

V. REFERENCES AND AUTHORITIES

Basic plan

State of Florida Disaster Assistance Reimbursement Information Guide

Charlotte County Animal Control Disaster Plan

ANNEX I: CHARLOTTE COUNTY DISASTER RECOVERY, REDEVELOPMENT, AND MITIGATION

Primary Agency:

Charlotte County Board of County Commissioner's, Charlotte County Office of Emergency Management

Support Agencies:

All Charlotte County Agencies and Departments, Charlotte County Development Authority, Charlotte County American Red Cross, Charlotte County Salvation Army, Charlotte County Chamber of Commerce, Englewood Chamber of Commerce, Punta Gorda Business Alliance, Charlotte county Independent Insurance Agents Association, Port Charlotte Punta Gorda Realtor Association, Englewood Realtor Association, Charlotte County Contractor and Builders Association, Private Utility Agencies

I. GENERAL

The Charlotte County Disaster Recovery, Redevelopment, and Mitigation Annex address many important issues. Addressing of these issues will require a coordinated local, state, and federal effort. This Annex of the Charlotte County Comprehensive Emergency Management Plan outlines how Charlotte county and the City of Punta Gorda plan to address pre- and post-disaster redevelopment issues in a post-disaster scenario. Recovery issues will take place during or soon after response efforts begins. Therefore, the chain of command / organizational structure will remain the same in order to ensure continuity in operations. Any transitional issues from the response to the recovery phase will be addressed by Charlotte County Administration and / or the Charlotte county Office of Emergency Management. It must be noted that some disaster are not declared until well after a disaster has occurred, and jurisdictions cannot wait until the even is over or partially over to start capturing costs. Therefore, the practice will be to follow the same procedures for declared and non-declared disasters and, when necessary, large emergencies.

Disaster mitigation, recovery, and redevelopment matters will be the responsibility of the Charlotte County Office of Emergency Management and the Charlotte County Board of County Commissioners. The Chairman of the Board of County Commissioners, along with the Director or the Charlotte County Office of Emergency Management, or their designees, will serve as the primary points of contact for these matters. Most issues will not be handled solely by these entities due to the potential complexity of the matters, which may arise. All support agencies will be included in working group meetings and training as necessary in order to ensure continuity in mitigation, recovery, and post-disaster redevelopment operations. All coordination efforts with State and federal Joint Field Offices (JFO's) will be the responsibility of the County Administrator and the Office of Emergency Management. Local duties and roles pertaining to JFO's will be delegated to the appropriate agencies per the Incident Command Structure (See III – Emergency Organization Structure).

Emergency Operations Center (EOC) activities will be tailored to the event as needed. The Emergency Coordinator, or designee, will coordinate activities in the EOC in order to ensure efficient mitigation, recovery, and redevelopment activities.

Joint Field Office (JFO) and Disaster Recovery Center (DRC) activities will be under the direction of the Office of Emergency Management through Charlotte County Human Services. The Director of Charlotte County Human Services, or designee, will serve as the point of contact for these activities.

All mitigation, recovery, and redevelopment activities in the City of Punta Gorda will be handled through the Punta Gorda Police Department. The Police Chief, or designee, will serve as point of contact for these activities. As with the County, it may be necessary for the

City to designate other departments within the City government to handle particular activities. This is consistent with County procedures.

Details regarding hazard mitigation in Charlotte County can be found in the Charlotte County Local Mitigation Strategy (LMS) located in the Charlotte County Office of Emergency Management library. All mitigation references in this annex are consistent with the Charlotte County LMS. Information found in the LMS includes processes and tasking for mitigation assessment teams and processes used to manage mitigation funding.

Assumptions:

Charlotte County will have limited resources to handle recovery and mitigation activities following a large disaster or catastrophic event.

Charlotte County may need mutual aid assistance from outside resources (state and federal) to handle a large influx of potential projects I applicants following a large-scale event.

Summary of Goals, Plans, and Objectives

The following goals, objectives, and policies contained in this plan will guide mitigation, redevelopment, and recovery activities within the unincorporated areas of Charlotte County and in the City of Punta Gorda following a major or catastrophic disaster. They have been written to comply with Section 163.3177 (9) and (10), Florida Statutes; and Rule 9J-5.012, Florida Administrative Code. This plan will be reviewed and updated annually in conjunction with the Charlotte County Comprehensive Emergency Management Plan. All corrections and amendments can be found on the "Change Pages" at the end of this document.

II. LEVELS OF RECOVERY AND MITIGATION

Activities to implement during recovery have been grouped into three phases: Immediate Emergency Period, Short Term Period, and Long Term Period. Major activities carried out during each phase are presented below:

A. Immediate Emergency Period (Humanitarian Relief)

* Some of these may already be occurring through response activities

1. Search and Rescue
2. Emergency Medical Care
3. Safety, Security, and Traffic Control
4. Initial Impact Assessment
5. Implement Legal and Financial Procedures (State of Local Emergency, Disaster Declaration, emergency purchasing)
6. Emergency Debris Removal (Roads, Essential Routes)
7. Emergency Transportation
8. Sheltering and Mass Feeding
9. Public Information I Education
10. Mutual Aid Response Coordination
11. Volunteer Resource Response (goods and services)

- 12. Resource Management and Distribution
- 13. Emergency Communications
- 14. Temporary Buildings
- 15. Enactment of Special Ordinances

B. Short Term Recovery Period

- 1. Re-Entry
- 2. Detailed Community Damage Assessment
- 3. Debris Clearance and Removal
- 4. Federal Assistance Programs (Individual and Public)
 - Individual Assistance (FDEM State Pocket Guide
<http://www.floridadisaster.org/Recovery/IndividualAssistance/IAPDamageAssessment/documents/POCKET%20GUIDE%20SECURE%20final10-28-2009.pdf>)
 - Public Assistance (FEMA Public Assistance Handbook 323)
- 5. Resource Distribution
- 6. Restoration of Essential Services (electricity, water telephones, roadways, bridges, other infrastructure)
- 7. Relief Services
- 8. Temporary Repairs to Damaged Facilities
- 9. Restoration of Public Health Services

C. Long Term Recovery Period (Reconstruction / Redevelopment)

- 1. Environmental Management (Animal Control, Natural Resource Restoration)
- 2. Evaluation of Development Regulations
- 3. Evaluation of Construction Designs and Standards
- 4. Evaluation of Infrastructure Designs and Standards
- 5. Permanent Repair and Reconstruction of Damaged Facilities
- 6. Complete Restoration of Services
- 7. Debris Disposal
- 8. Emergency Permitting – Will be done per the Charlotte County Building Department’s “Internal Guide for After a Disaster” (copy located in OEM library)
- 9. Economic Redevelopment
- 10. Community Redevelopment
- 11. Hazard Mitigation
- 12. Risk Assessment and Review

13. Acquisition / Relocation of Damaged Property

The number of activities implemented will depend upon the level of the disaster. Other activities may be added as conditions dictate.

III. EMERGENCY ORGANIZATION STRUCTURE

Overall direction of recovery and mitigation efforts will come from Charlotte County's Executive Policy Makers. This group is made up of the Board of County Commissioners, the Clerk of the Court, the County Administrator and Assistant Administrators, the Charlotte County Emergency Management Director, the Charlotte County Sheriff, and the City Manager of Punta Gorda. These people will make executive assessments of community conditions, develop overall policies and goals to guide short and long-term recovery efforts, and execute any legal ordinances or resolutions necessary to support recovery efforts. This group will coordinate recovery and mitigation activities with the State as needed.

In certain major and in all catastrophic disaster settings, the Legal Department will be activated to assist the Executive Policy Makers in carrying out their tasks. This department will be staffed by the County Attorney and will advise on the legality of ordinances, resolutions, or declarations that are made; review authority levels in disaster situations; and monitor any state or federal declarations for applicability to Charlotte County.

In addition, the Charlotte County Local Mitigation Strategy Team will be activated in certain major and during all catastrophic disasters to provide policy guidance and recommendations both to elected policy makers and the incident command governing post-disaster redevelopment and hazard mitigation activities. This team will meet at least quarterly to review mitigation goals, objectives, and recommendations, as well as review pending projects. This team will also seek training to better identify mitigation opportunities in Charlotte County. This will be coordinated by the Charlotte County Office of Emergency Management. The Charlotte County Board of County Commissioners, the Charlotte County Administrator, and the Charlotte County Office of Emergency Management will coordinate all inventory and the missions for this Team.

County Government

- Charlotte County Administration
- Charlotte County Board of County Commissioners
- Charlotte County Emergency Management
- Charlotte County Building Construction Services
- Charlotte County Utilities
- Charlotte County Public Works
- Charlotte County Public Health
- Charlotte County Tourism Dev. Bureau
- Charlotte County Property Appraiser

Private Sector

- Charlotte County Chamber of Commerce
- Englewood Chamber of Commerce
- Punta Gorda Business Alliance
- Charlotte County Independent Insurance Assoc.
- Charlotte County Builders/Contractors Assoc.
- Private Utility Companies
- American Red Cross
- Salvation Army

City Government

- City of Punta Gorda City Council
- City of Punta Gorda Management
- City of Punta Gorda Police Dept.
- City of Punta Gorda Community Dev.
- City of Punta Gorda Public Works
- City of Punta Gorda Utilities

State Agencies

- Florida Division of Emergency Mgmt.
- Florida Dept of Community Affairs
- Florida Department of Env. Protection
- Florida Department of Health

General Public

None active at this time

Following a large-scale emergency or disaster, Charlotte County will use the Incident Command System to manage recovery activities associated with disasters. This core of this system, which combines the National Interagency Incident Management System (NIMS) and the Fire Ground Command systems, consists of the follow sections:

◆	Incident Command	Provides overall incident direction and management (This person is the “in charge” of the incident)
◆	Operations	Manages operations – oriented mitigation, recovery, and redevelopment activities. Makes sure things run smoothly, efficiently, safely. Implements plans and procedures.
◆	Planning	Manages information collection, analysis, forecasting, and dissemination. Develops strategy to be implemented during an incident. (What has happened? What is happening? What will it take to resolve an issue?)

The Incident Command System (ICS) core structure can be tailored to meet the response requirements by incident size or agency(ies) involved. The core structure can be expanded as seen necessary into the following groups:

Task Forces: Resources used to carry out tasks of a temporary nature in the Operations Section may be grouped together with other resources into Task Forces. An example of this is resources temporarily placed together to conduct search and rescue activities using police, fire, public works, and utility resources.

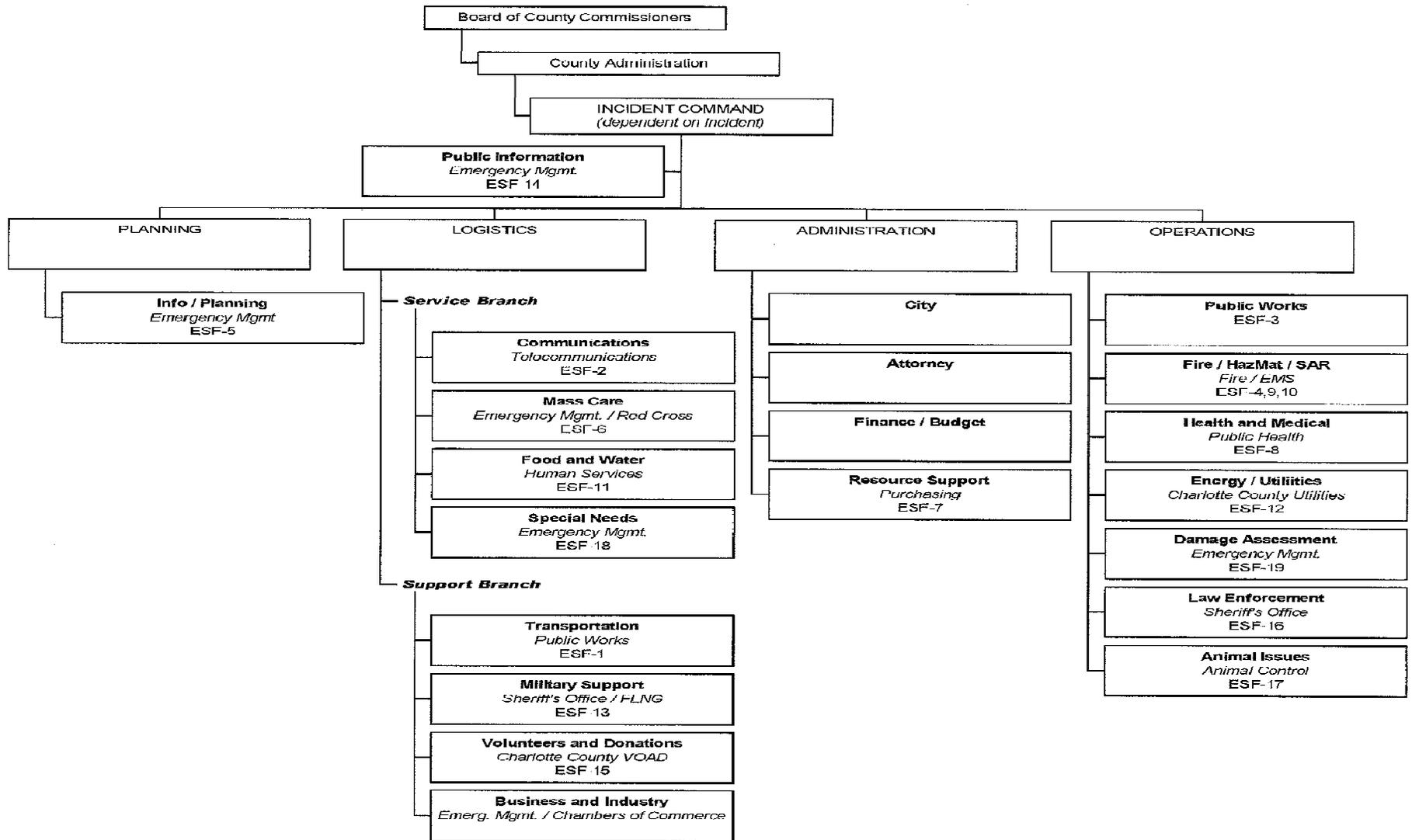
Strike Teams: Resources of the same kind can be grouped together to carry out a temporary assignment are called Strike Teams. An example of this would be a Public Works detail using vehicles and equipment staffed with Public Works personnel.

Divisions: Depending on the size of the disaster, the area affected will be broken down into manageable geographical divisions called Divisions. These units will help ensure that recovery efforts are focused on identified problems within a specific area, and reduce the possibility of the disaster overwhelming management and its resources.

Groups: Activities implemented within the Operations Section may be assigned to organizational levels called Groups. This will be done when resources and agency coordination are needed or established to carry out a specific task or function.

Branches: A level of organization called a Branch may be established to assist Incident Command maintain an effective management structure over many activities. A Branch helps coordinate activities among Divisions and Groups within a section by maintaining a level of control needed for effective response.

CHARLOTTE COUNTY ORGANIZATION CHART (Recovery, Mitigation, Redevelopment)



The following matrix illustrates which Emergency Support Function takes the lead roles in the different Mitigation and Recovery activities in Charlotte County.

CHARLOTTE COUNTY RECOVERY AND MITIGATION AGENCY/ESF MATRIX

Special Planning Cond.	Lead Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17
Disaster Recovery Centers	Human Services	S	S			P	S		S			P			S	S		
Impact Assessment Damage Assessment	Emerg. Mgmt.	S	S	S	S	S	S		S	S	S	S	S	S	S		S	S
Community Relations Teams	Human Services	S	S			P	S		S			P			S	S		
Temporary Emergency Housing	Emerg. Mgmt. / Public Works		S	P		P	S	S	S			S	S		S	S		
Recovery / Mitigation Resource ID	Emerg. Mgmt. / Purchasing	S	S	S	S	P	S	P	S	S	S	S	S	S	S	S	S	S
Public and Individual Assistance Mgmt.	Emerg. Mgmt / Budget	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Unmet Needs	Emerg. Mgmt / VOAD	S	S	S	S	P	S	S	S	S	S	S	S	S	S	P	S	S
Mitigation Assessment	Emerg. Mgmt / HMART	S	S	P	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Pre-Disaster Mitigation Activities	Emerg. Mgmt. / HMART	S	S	P	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Post-Disaster Mitigation Activities	Emerg. Mgmt. / HMART	S	S	P	S	P	S	S	S	S	S	S	S	S	S	S	S	S

IV. RESPONSIBILITIES**A. Incident Command Section**

- Liaison with city, county, state, and federal authorities
- Volunteer Coordination (Goods and Services)
- Mutual Aid Response
- Public Information
- Safety

B. Operations Section

- Search and Rescue
- Security (reentry, traffic control, curfew)
- Debris Clearance, Removal, and Disposal
- Fire Rescue
- Hazardous Materials
- Air Operations
- Medical Care (Care for injured, elderly, and infirm)
- Public Health (water, waste water, animal control, etc.)
- Essential Service Restoration (electricity, water, etc.)
- Repair and Restoration (temporary, permanent repairs)

C. Planning Section

- Damage Assessment (initial, detailed, permitting)
- Training (briefings, public education)
- Response Planning (data collection, resource tracking, incident action planning)
- Recovery Planning (economic/community redevelopment, hazard mitigation)
- Special Task Forces (research, analysis, reports)

D. Logistics Section

- Resource Management/Distribution (facilities)
- Sheltering and mass feeding
- Transportation
- Communications
- Relief Services (housing, rental assistance, outreach)

E. Administration Section

- Federal Disaster Relief Assistance (individual, public)
- Documents (time and material costs, injury claims)

- Legal (advise, development of ordinances, etc.)
- Finance (procurement, contract management)

F. Recovery Task Force

- Establish/rescind temporary moratoriums
- Policy recommendations on development regulations
- Policy recommendations on construction standards
- Policy recommendations on infrastructure redevelopment
- Policy recommendations on hazard mitigation activities

V. DAMAGE ASSESSMENT

A. Introduction

The damage assessment will be County-wide and shall include assessment of damage volume and impact to all public and private properties in the City as well as in the unincorporated County area.

B. Situation

1. A natural or man-made hazard could cause deaths, injuries and a wide range of damage to public or private property. Early and thorough determination of the dollar value of the damages and of their economic and social effects upon the community is fundamental to community recovery operations. It is also a prerequisite to obtaining loans, grants and other assistance from State and Federal governments.

There are two basic elements to damages; one is the direct dollar cost of the damage and the other is the dollar value of the impact of the damage on the community. The first is always present, regardless of the magnitude of the disaster, while the impact element is a reflection of the disaster magnitude.

2. Direct dollar damage costs are incurred before, during, and after a specific disaster event.
 - a. In advance of a predicted hazard event, such as a hurricane, other tropical storm or weather event such as a cold front, protective and precautionary actions are appropriate. Financial costs incurred in the preparation stage can include but is not limited to:
 - Personnel and equipment hours
 - Materials, fuels and other supplies may be devoted to these preparatory or precautionary actions
 - Emergency supplies and equipment rentals
 - Barricades
 - Moving of equipment and records moved to safer locations
 - Opening of shelters
 - Transportation requirements
 - Logistical supplies needed for evacuations
 - Business closings and government operations suspension

The costs of everything done in preparation for a specific anticipated event must be recorded and described. It is especially important to record the costs along with explanation of what was done.

- b. During a disaster event and in response to it, fuels, materials and supplies are consumed. Equipment and personnel hours are devoted to the specific event, including overtime.
 - c. In the recovery phase, temporary repairs maybe needed to avoid further damage and debris removal is usually required. It may be necessary to contract for a wide range of equipment and services, essential to recovery from the disaster event. Each cost item must be directly identified with a specific activity. Initially, all that can be expected is an estimate of the damage done to property and what debris removal might cost. Actual costs are developed as the work is done. The early estimate is needed however, to determine eligibility for State or Federal assistance.
- 3. The impact of these losses on the social and economic welfare of the community can greatly exceed the direct dollar value of damage done to buildings and structures. Judging the overall economic and social impact of the direct costs is a major task for elected officials, and government staff. Input from the private business sector will also be needed.
- 4. Public Assistance PDA - State assistance will be provided when damages initially appear to approach the threshold for eligibility for a State or Federal disaster declaration (see FEMA Public Assistance Handbook 323). When a Presidential declaration has been obtained, that assistance will include FEMA representatives. The State will conduct briefings for applicants to a Presidential declaration. Joint preliminary damage assessment is conducted with FEMA & State teams to determine public and infrastructure unmet needs.
- 5. Individual Assistance – A Joint Individual Assistance Preliminary Damage Assessment is also conducted on homes and businesses. Unlike public assistance, there is no threshold of damage to receive a Presidential Declaration for individual assistance but the governor will make the request to FEMA on the basis of the concentration and level of damage trauma to the community, special populations, voluntary agency assistance, and uninsured survivors (44 CFR, 206.48b). The Small Business Administration has a minimum of 25 homes/businesses with 40% uninsured damage.

C Concept of Operations

2. General

Damages may be sustained by publicly-owned buildings, roads, bridges, equipment and facilities and by a wide variety of properties owned by private, non-profit entities, businesses, and individuals. Assessment of damages will require coordination with and between the following and others, depending on circumstances:

- a. Public Works Department
- b. Charlotte County Utilities
- c. Building Construction Services Department
- d. Property Appraiser's Office
- e. County Cooperative Extension Service
- f. American Red Cross
- g. Public utilities providers (FPL, UT, etc.)
- h. Business Owner's
- i. Property and casualty insurers
- j. Sheriff's Office and other security and response agencies of city and county government
- k. Volunteer aviation group

2. **Initial Damage Estimate**

The first estimate of damage will come from responders to the scene, to the extent that they can cover the entire scene. This will be followed as quickly as allowed by weather, daylight and the presence of debris with ground and aerial explorations. Video cameras will be used whenever possible to record the damage being observed. This may be done by using ground transportation, aerial transportation in concert with Amateur Television, walk through, water transport, or other means necessary in order to get an initial damage assessment.

This estimating will be performed by personnel from the ARC, Building and Public Works Departments and the volunteer aviation group. Others such as the Sheriff's Office and Fire/EMS may be included primarily for access control and search and rescue purposes.

- a. Charlotte County Damage Assessment shall be the operation responsibility of the Charlotte County Building Construction Services Department with primary assistance from the Building Department and Director of Public Works, and the Property Appraiser's Office.
- b. The County Building Construction Services Department Director or his designee shall be the private property team leader and coordinate the management of the residential and commercial building damage assessment team. The building department will be responsible for post-disaster habitability inspections.
- c. The Charlotte County Director of Public Works shall be the public property team leader.
- d. The Building Construction Services Department team shall be comprised of Building staff and officials.

Normal

Under normal, day to day work conditions, the Damage Assessment Teams have no assessment responsibilities.

Emergency

Anytime a disaster occurs the damage assessment teams shall be mobilized to the extent required by the type and magnitude of the disaster. They shall be fully mobilized upon threat of an impending hurricane and as coordinated by the Director of the Office of Emergency Management. Teams shall assemble and be dispatched as directed by the team leaders through the Charlotte County EOC.

- 3. Damage assessment teams shall make an initial assessment of damages immediately following a natural disaster.
- 4. The Director of the Charlotte County Building Construction Services Department shall investigate all areas of private residential and commercial property damage in all incorporated and unincorporated areas of the county. He shall coordinate with his City of Punta Gorda counterpart for the conduct of damage assessment in the City.
- 5. Team members will collect data regarding types and severity of damage.
- 6. Each municipality will establish a municipal damage assessment team for the specific purpose of assessing all public damage within the municipal limits. The head of that team shall submit reports of injury and loss of life directly to the Director of the Office

of Emergency Management and submit public damage reports directly to the Director of the Charlotte County Building Construction Services Department. The municipality will use the same forms as the county.

7. The Director from Building Construction Services Department shall consolidate the reports from the heads of the municipal damage assessment teams, Charlotte County Public Works and their own staff. The consolidated reports shall be submitted to the Florida Division of Emergency Management and the local chapter of the American Red Cross through the established reporting network by the Director of the Office of Emergency Management.
8. The Director of the Charlotte County Public Health Unit shall investigate and report on all injuries and loss of life sustained during the disaster, directly to the Director of the OEM.
9. Initial damage estimates shall be submitted immediately following the disaster. These estimates are a basis for requesting a federal and state preliminary damage assessment, upon which, the Governor may declare a state of disaster emergency and request a Presidential emergency or major disaster declaration. They shall be completed and submitted as soon as possible to the Division of Emergency Management.
10. Situation reports providing new developments and additional, more complete information, shall be made daily and forwarded in the most expeditious manner possible through established channels.
11. Damage Assessment reports shall provide detailed comprehensive data on all damages, injuries and loss of life sustained during the disaster as soon as it is reasonably certain that damage assessment has been completed.

D. Execution

1. Municipal

- a. The manager or mayor of each municipality shall appoint a head for the municipal damage assessment team, which shall compile data on all damage to public properties within the municipalities and on injuries and loss of life sustained therein. All reports shall be made on the forms attached hereto and shall be submitted directly to the Director of Charlotte County Building Construction Services in the most expeditious manner.
- b. The manager or mayor of each municipality shall provide the Director of the Charlotte County Building Construction Services Department with the names of the damage assessment team members and its head as well as their addresses and telephone numbers. This list shall be reviewed, updated, and submitted prior to June 1 of each year.

2. County

- a. The Director of the Charlotte County Building Construction Services and the Public Works Director shall appoint their respective team members. They shall provide the Director of the Office of Emergency Management with the names and telephone numbers of each team member. This list shall be reviewed, updated, and submitted prior to June 1 of each year. In a post-disaster scenario, these Directors will notify their respective team members to a central briefing point. This will be done either by phone or in person.
- b. The team leaders shall establish and maintain a training program for their respective municipal and County Damage Assessment Team members. The

training program shall include available training courses offered by State and Federal governments. Simulated disaster drills should be held to exercise the procedures contained herein and completion of reporting forms.

- c. Charlotte County will coordinate for and establish Landing Zones (LZS) for the State of Florida's Rapid Impact Assessment Teams (RIATs). Coordination will take place between Charlotte County Public Works, Charlotte County Sheriff's Office, and Charlotte County Fire Department to ensure the safe and secure establishment of these sites. The following is a list of possible sites for Landing Zones for the RIATs and other efforts using air support:

Fixed Wing

Charlotte County Airport (Lat 269494 Long 815989) *

Helicopter

- Deep Creek Elementary (Lat 265910 Long 820065)
- East Elementary (Lat 265643 Long 820024)
- LA Anger Middle School (Lat 265483 Long 821732)**
- Peace River Elem (Lat 265812 Long 820470)
- Punta Gorda Middle (Lat 265586 Long 820209)
- Sallie Jones Elementary (Lat 265570 Long 820258)
- Town Center Mall (Lat 270030 Long 820830)
- Charlotte County Stadium (Lat 269987 Long 821807)*

* = Primary site for RIAT
 ** = Secondary site for RIAT

3. **State**

When state assistance is required:

- a. The Director's of the Charlotte County Building Construction Services and Public Works will cooperate with the State Damage Assessment Team in their completion of the Damage Assessment Report, as soon as possible without compromising life or property. Specifically, they shall furnish the State Damage Assessment Team through the Director of Emergency Management with the most recent and accurate assessment of damage available. They shall further provide a guide who is knowledgeable of the disaster area and local damage assessment activities.
- b. When state assistance is requested, the Expenditure/Obligation Report will be forwarded by the Director of the Office of Emergency Management with the Damage Survey Reports.
- c. The Director of the Office of Emergency Management will coordinate recovery activities between municipalities and unincorporated areas. Consolidated reports will be submitted to the Division of Emergency Management (DEM). When the original is transmitted electronically, the written report should be forwarded through normal channels as soon as possible.
- d. Reports will be updated as necessary to report additional and more accurate data as it becomes available. Major updates will use the format the original report. Situation summaries and minor report updates will be submitted at least daily using the Situation Report format until notification from (DEM) that daily reports are no longer necessary.

VI. INDIVIDUAL ASSISTANCE

A Disaster Recovery Centers

1. General

The Director of the Office of Emergency Management may coordinate the Disaster Recovery Centers (DRCs). These centers are established jointly by the Federal Emergency Management Agency (FEMA) State, and County following a Presidential Declaration of a major disaster. Each center will provide a single location where disaster victims may apply for various types of assistance available to individuals and private businesses. A copy of the Disaster Recovery Center Standard Operating Procedures can be found in the OEM library. The Disaster Recovery Centers will be located at any of the following locations:

- The Port Charlotte Cultural Center
- Tringali Community Center
- South County Regional Park

Particular populations which are more likely to use the DRC's are those abandoned by home health care agencies, those currently enrolled in social service programs, mobile home park residents, residents of manufactured housing, coastal residents, and those residents in identified flood hazard and storm surge hazard areas. This includes most of the geographic region covered by Charlotte County. The Charlotte County Chapter of the American Red Cross and the Salvation Army will be able to assist DRC personnel in referral and informational needs as needed.

2. Concept of Operations

In the event of a major disaster proclaimed by the President, FEMA will establish Disaster Recovery Centers as needed to administer aid and assistance to the disaster victims. The FEMA Administrator will appoint a Federal Coordinating Officer (FCO) as his representative in the disaster area. In this capacity, the FCO is responsible for the coordination of all federal disaster assistance efforts in the affected area. He will normally appoint an Individual Assistance Officer (IAO), a Public Assistance Officer (PAO), a Civil Right Compliance Officer, a Reports Officer, and a Center Managers. The FCO will work in coordination with the State Coordinating Officer (SCO) and his staff.

During operations, the IAO is directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location, and operation of Disaster Recovery Centers and mobile teams. The State Coordinating Officer will appoint a State Disaster Recovery Center Manager for each center. Each of these DRC Managers will work in conjunction with their federal counterparts to ensure proper state staffing of Disaster Recovery Centers.

3. Tasks

A. Local Government

- a. Charlotte County Director of Emergency Management has the lead responsibility for coordination with state.
- b. Provide recommendations and assistance for the selection of a Disaster Recovery Center site.
- c. Assist federal and state personnel in obtaining logistics support for DRC's.
- d. As requested, furnish space, facilities, and supplies when available.
- e. Ensure adequate parking facilities in the vicinity of the DRC.
- f. Provide a liaison for the Joint Field Office (JFO) during its operation.
- g. The Charlotte County Department of Human Service is the lead County agency for coordinating the basic needs to be offered at the Disaster Recovery Center. This food stamp and crisis counseling assistance will be coordinated through the Department of Children and Families.

- h. The Charlotte County Sheriff’s Office, as the senior law enforcement agency during emergency operations, will provide security at the DRC. The necessity for long lines to serve many people with disaster-related problems will require firm control for good order and discipline. Direct liaison between the Sheriff and the DRC Manager is necessary early in the setting up of the DRC.
- i. Provide liaison with State recovery staff.
- j. If it is deemed that state participation is necessary in the DRC, a request for DRC assistance will be processed through the Charlotte County Emergency Operations Desk in the EOC and forwarded to the State using EM Constellation.

B. State Government

a. State Coordinating Officer

- Assist the FCO as needed
- Provide operating personnel and supporting staff to augment those of the federal government
- Assist the FCO in obtaining logistic support and supplies when required
- Appoint Assistant DRC Managers, a State Individual Assistance Officer, and a State Public Information Officer

b. State Individual Assistance Officer

- Assist State Federal Individual Assistance Officer as needed
- Assure the representation of state agencies in the DRC
- Assist in locating disaster victims who have not visited the DRC and encourage them to do so
- State and Federal IA Officer operations are a joint effort

c. State Disaster Recovery Center Coordinator

Responsible for coordinating program staff from state, local, volunteer and faith-based organizations to support the DRC Operation.

d. Assistant Disaster Recovery Center Managers

- Assure adequate staffing by State agencies in the DRC at all times
- Assist DRC Manager in the daily operation of the DRC
- Act on behalf of the DRC Manager in his/her absence

e. Departments of Health, Commerce, Insurance, Agriculture and Consumer Services, and Community Affairs (Division of Technical Assistance)

- Provide personnel to staff the DRCs and accept applications for services offered at the DRC

C. Federal Government

Federal agencies coordinate through the FEMA DRC Group Supervisor for staging and included agencies such as Crisis Counseling, Small Business Administration (SBA), Mitigation, and possibly other federal agencies.

a. Federal Coordinating Officer

- Determine which federal agencies should be represented in the DRC.
- Coordinate the administration of disaster assistance for individuals
- Coordinate with private and volunteer agencies

b. Federal Individual Assistance Officer

- Responsible for the coordination of all individual assistance
- Responsible for location of DRCs to include adequacy of space, utilities, furniture and supplies, parking, telephone, and access to transportation
- Determine the hours of operation and days of service for DRCs
- Responsible for staffing of the centers by federal, state, and local government agencies and non-governmental relief organizations
- Ensure, with the assistance of the Federal Public Information Officer, that adequate information on assistance is distributed to disaster victims.

c. Disaster Recovery Center Managers

- Set up and arrange the center, including signs and registration forms
- Brief the staff on their duties, hours of operation, and rules for the center
- Responsible for day-to-day operation of the center such as reporting, appearance of the center, activities within the center, and adequate staffing to prevent undue delays
- Ensure proper registration and routing for each victim visiting the DRC
- Provide for exit interview to ensure that each disaster victim has been advised by the proper agencies and understands the various programs and procedures for filing assistance.
- Close the center nightly and make provisions for security measures if required
- Responsible for final closing when the Individual Assistance Officer determines the date

d. Other Federal and State Agency Personnel

- Provide information and assistance to disaster victims
- Conform to center rules, including hours of operation
- Provide necessary application forms and Office equipment
- Assist in preparation of application forms, and enter data and initials on registration form

e. United States Post Office

Informal local liaison with the Postmaster as a part of the planning effort provides their support. It is anticipated that many homes may be damaged or destroyed after a major disaster, making mail delivery to homes impossible. The delivery of mail such as retirement or social security checks is essential to an orderly recovery from a disaster.

f. Receptionist

- Greet people as they enter and direct them to the registrars' table on a first come, first-serve basis.
- Complete "DRC Routing Slip" – referring them to the appropriate agencies within the DRC.

g. Registrars

- Will be trained social workers provided by the Florida Department of Health
- Determine victims' needs and check appropriate programs
- Complete upper part of registration form
- Refer victims to appropriate agencies

h. Exit Interviewer

- Check the victim's registration form to ensure that he has visited all the agency representatives to whom referred.
- Redirect the victim to the responsible agency should he/she have further questions.
- Verify that the victim understands his responsibilities, i.e., time deadlines for filling out applications, documentation needed to support requests for assistance, etc.
- Collects "DRC Routing Slip" (this can also be done by the receptionist if needed).

i. If the victim returns to the center, he may proceed directly to the appropriate agency by showing the registration form his previous visit.

DISASTER RECOVER CENTER CONSIDERATIONS

SITE CRITERIA

- Central Location
- Sanitation Facilities
- Parking Facilities
- Ease of accessibility
- Access to Public Transportation
- Security
- Tables
- Chairs
- Telephones (20 min)
- Lighting
- Auxiliary Child Care Facilities
- Waiting Areas
- Floor Space
- Ground floor w/ventilation (air & heat)
- Floor Space
- Ease of Accessibility (ADA Compliant)

OPERATIONAL SUPPLIES

- Registration Forms
- Map of disaster area showing effected areas
- State Road Map
- Telephone Directories
- Name Tags
- Ball Point Pens
- Masking Tape
- File Folders
- Rulers
- Sign Kit
- Marking Pens
- Scissors
- Stapler and Staples
- Pencils and Sharpener
- Paper Clips
- Ash Trays
- Waste baskets

DISASTER RECOVER CENTER SELECTION CRITERIA

The Disaster Recovery Center selection is one of the key elements in a successful Disaster Response and Recovery Operation. Primary and secondary DRC locations should be selected based on the following criteria:

1. Flood Area

The amount of floor space required for a DRC is based normally on the size of the disaster and the number of people requiring individual assistance.

In selecting a location prior to a disaster, a review of past disaster history for the community and surrounding areas may be helpful. Floor space of approximately 4000-7000 square feet of open space is usually an adequate amount.

2. Parking

Parking is one of the criteria in selecting a DRC location. The number of agencies' Representatives and disaster victims must be considered. In areas requiring parking fees, special arrangements may have to be made for people going to the centers. In areas having heavy traffic flow, special arrangements for traffic control may have to be made.

3. Restrooms

Restrooms for men and women should be located in the same building as the DRC.

4. Lighting, Ventilation, Heating and Air Conditioning

Adequate overhead lighting and proper ventilation is essential in DRC selection. If location does not have air conditioning, arrangements may have to be made for fans to be brought to the center.

5. Janitorial Service

The availability of janitorial services should be checked. If no services are available, center managers should be advised when the center is activated. Make sure that adequate trash receptacles are available.

6. Public Telephones

If location does not have a public telephone, check to see if phones can be easily installed.

7. Ground Floor Location

Traffic flow in centers with ground floor location is easier to direct and control. If other floors have to be used, accessibility, waiting areas and overall traffic flow must be considered before designating the location as a center.

8. Public Transportation

If the community has a public transportation system, the accessibility to the system should be considered when selecting center location.

If no public system is available, alternate plans for transportation may have to be made.

9. Furniture

Furniture needs will vary depending on disaster size. Minimal furniture requirements are approximately 25 tables and 150 chairs.

10. Floor Plan

Single line drawings should be made of centers giving the measurements and descriptions of the facilities.

11. Power Outlet

Power outlets should be shown on the building's single line drawing.

12. Building Manager

The building manager, or person responsible for the facilities, name, address, and phone number should be in the SOP or Plan and/or on the single line drawing.

13. Centers Activation

When it is determined that locations are needed, contacts should be made to ensure that the facilities are not being used.

B. Temporary Housing Assistance

1. General

In the event of a Presidentially-declared disaster in the State of Florida, a temporary housing mission may be authorized in order to provide housing assistance to disaster victims. Should a temporary housing program be authorized, one or more of several forms of assistance may be made available including:

- a. Mortgage subsidies to, or on behalf of, individuals or families who have received written notice of eviction or foreclosure due to financial hardship caused by the disaster;
- b. Rental assistance to persons who are suffering financial hardship or loss of housing due to the disaster;
- c. Available private or public rental units or homes;
- d. Emergency repair programs; and,
- e. Mobile homes or other readily fabricated dwellings.

Normally, local governments (city or county) and non-governmental relief agencies provide the initial effort to fill the housing needs of disaster victims within the limits of their capabilities.

The primary agency with responsibility for the administration of the Temporary Housing Program for the State of Florida is the Federal Emergency Management Agency (FEMA). Should damage caused by a disaster warrant additional resources beyond the capacity of the local governments, assistance may be requested from FEMA through the Division of Emergency Management (DEM).

2. Concept of Operations

Following a disaster, the local government, in conjunction with the DEM, will initially identify the need for temporary housing and, in conjunction with non-governmental relief agencies, assist the victims to the limits of its capabilities.

If, following this initial identification of need, it is determined by the local government or DEM that a temporary housing program may be needed; DEM will request assistance from FEMA. All matters concerning temporary housing at this point will be executed by FEMA. In the event a disaster occurs, the following information will be needed to determine the types of assistance required:

- The number of victims needing temporary housing;
- The estimated number of homes which could be made habitable with minimal repairs;
- Available government-owned or government-subsidized housing units;
- Privately-owned rental properties which could be used for temporary housing; and,
- Available mobile homes or other readily fabricated dwellings which could be used for temporary housing .

The primary role of the local and state governments is to provide support to FEMA in its implementation of the program as needed, within the limits of their resources. The local government should assist FEMA by obtaining structural or construction permits, licenses, and clearances necessary to establish and implement a full-scale temporary housing program.

3. Tasks

PRIOR TO A DISASTER

a. Local Government

Develop and maintain the Charlotte County Disaster Housing Plan for providing temporary housing assistance to disaster victims within the resources of the local government. This would involve an initial assessment and periodic reassessments of available resources, including funds, available housing units and mobile homes, personnel who could be called upon to assist in the temporary housing effort and non-governmental relief agencies and organizations.

b. Division of Emergency Management

1. Maintain the State Temporary Housing Annex, updating when necessary.
2. Establish procedures for coordinating with local governments and federal agencies on matters dealing with temporary housing assistance.
3. Prepare instructions and forms for housing damage assessment and local government assistance.
4. Upon request, provide local governments and regional planning councils with instructions and training in the area of housing damage assessment.
5. Upon request, provide local governments, regional planning councils, and non-governmental relief agencies with training in the administration of management of local or area temporary housing assistance programs (including personnel training, applicant and occupant services and record-keeping).
6. Maintain a current listing of local and regional personnel in charge of emergency management.

FOLLOWING A DISASTER (Prior to a Presidential Declaration)

a. Local Government

1. The Charlotte county Office of Emergency Management, acting as the residential damage assessment coordinator, will identify the need for temporary housing following a disaster and will assist the victims to the limits of his capabilities by directing them to non-governmental relief agencies. Should additional assistance beyond the resource capabilities of the local jurisdiction be required, the Charlotte County Office of Emergency Management will notify the State Division of Emergency Management (DEM).
2. Request assistance from the Division of Emergency Management, if state assistance is required, to carry out the housing damage assessment.
3. Identify and develop sites for mobile homes, within the capabilities of the local government, if needed.

b. Division of Emergency Management

1. Provide housing damage assessment assistance to local governments upon request.
2. Establish liaison with local and federal agencies related to temporary housing assistance.

FOLLOWING A DISASTER (Subsequent to a Presidential Declaration of a Disaster)

a. Local Government

1. Provide data and assistance to FEMA as requested, within limits of local resources, to include:
 - Providing personnel to assist in the application-taking and verification process; and
 - Assisting in an inventory of available housing resources, such as private rental units, motels and hotels; and
 - When mobile or other readily fabricated housing is to be provided, prepare sites, complete with utility connections, using sites provided by the applicants or by the local governments; and
2. Continue to coordinate with non-governmental relief agencies to provide support services to FEMA, within the capabilities of the agencies and local government.
3. The emergency shelters are generally for a short two or three day stay. Long-term shelter will be required for those whose homes have been demolished or who are denied entrance into their home areas. The National Red Cross and FEMA will, providing a disaster has been declared, provide mobile homes for long-term shelter. All mobile home parks will be canvassed for availability and all available RV's will be pressed into service to satisfy the sheltering needs. Twenty-percent (20%) of the county population live in mobile homes with 14% absent during the hurricane season. Funding associated with this effort must be carefully coordinated through the County Administrator. Use of vacant mobile homes at existing sites will facilitate utility connections and home set-up problems.
4. Many non-government relief-type agencies are available to assist in this effort.
5. A good source of personnel for applicant interviews will be through the American Red Cross shelter volunteer list.

b. Division of Emergency Management

Provide data and assistance to FEMA, as requested, to aid in the establishment of an effective Temporary Housing program.

C. Feeding and Distribution Sites

All feeding and distribution sites will be established under the requirements set forth by ESF 6 (Mass Care) and ESF-11 (Food and Water) in Annex I (ESF's) of the Charlotte County Emergency Management Plan, 1997. All reference and documentation about establishment of feeding sites and distribution sites can be found at these locations.

VII. PUBLIC DISASTER ASSISTANCE

1. General

The Emergency Management Director is responsible to coordinate state and federal disaster assistance claims. All County agencies and municipalities are responsible for participating in Public Assistance activities as needed. Federal public assistance is that part of emergency or major disaster relief through which the federal government supplements the efforts of state and local governments to return the disaster area to normal conditions, including repair and restoration of public facilities or services which have been damaged or destroyed. Two types of assistance are authorized, emergency and permanent. Emergency work includes efforts to save lives, protect property and maintain operation of essential facilities until permanent restoration can be made. Permanent work involves actions necessary to repair, restore, reconstruct or replace public and certain private non-profit facilities damaged or destroyed by the disaster.

Project applications for federal public assistance may be approved to fund a variety of projects, including the following:

- a. Clearance of debris on public or private lands and waters.
- b. Emergency protective measures for the preservation of life and property.
- c. Repair or replacement of water control facilities (dikes, irrigation works, drainage facilities).
- d. Repair or replacement of public utilities.
- e. Repair or restoration to pre-disaster condition of public facilities including facilities damaged while under construction.
- f. Repair or restoration of recreational facilities and parks.
- g. Repair or replacement of private non-profit educational, utility, emergency medical and custodial care facilities, including those for the aged or disabled and facilities on Indian reservations.

All restoration must meet current health and safety codes and standards; or, if no such codes are in existence or are inadequate to insure a safe and usable facility, the Federal Emergency Management Administration (FEMA) Administrator may set minimum standards.

If current codes require improvements over the pre-disaster design or condition of the facility, a written copy of existing codes should be included with the project application. Documentation to show compliance with flood insurance requirements and insurance requirements under Public Law 93-288, Section 314 are also required.

Other special requirements for public assistance projects include environmental and historical preservation considerations. In general, actions to save lives and property, remove debris, and restore facilities substantially as they existed prior to the disaster are not considered major federal actions significantly affecting the quality of the human environment within the meaning of the National Environmental Policy Act of 1969. Thus, no environmental clearance or environmental impact statement is required for such actions. Other actions which do not essentially return the disaster area to its pre-disaster condition may require special clearances or impact statements. In addition, any action which affects properties included in or eligible for a National Register of Historic Places requires at least a special environmental clearance before the project can be approved.

Another aspect of applying for public assistance is choosing the method of funding most appropriate to the applicant's needs. Categorical grants, based on the estimated cost of restoring facilities to their pre-disaster conditions (subject to current health and safety standards) are used: (1) to restore public facilities on a project-by-project basis, (2) for all debris clearance and emergency work (on project applications for which the approved amount is over \$25,000), (3) for all facilities damaged while under construction, and (4) for all private non-profit facilities (for which applications must be submitted by an eligible applicant, i.e., a state or political subdivision of a state. Reimbursement is through the "eligible applicant" except for debris removal, in which case reimbursement is made directly to the private non-profit organization).

Flexible funding may be selected in lieu of categorical grants when the applicant wishes to repair or restore certain selected public facilities or to construct new public facilities designed to better meet the needs of the community. However, such funds may not be used to repair facilities not damaged by the disaster or to accomplish maintenance. For applications involving more than \$25,000, the federal contribution will be based 90 percent of the total estimated cost of repairing or restoring all damaged public facilities to their pre-disaster condition. For project applications involving approved cost under \$25,000 (excluding direct federal assistance and private non-profit facilities, but including emergency work and debris removal), the federal contribution will be based on 100 percent of the approved total estimated costs.

The grant-in-lieu option is a variation of the categorical grant. An applicant who desires to construct a larger or more elaborate replacement in lieu of authorized work may apply for a grant equal to the estimated amount required for repair or replacement of the facility to pre-disaster condition. For a more detailed explanation of funding options, see the Handbook for Applicants (HUD Publication 3300.5 Revised).

If any problems arise during reconstruction, the local authorities should immediately notify the Division of Emergency Management (DEM) Area Coordinator that an interim inspection is needed. A supplementary DSR may be filed if the cost or scope of work has significantly changed. State or federal authorities may also request interim inspections to determine progress made on a project and to check the completeness and validity of the original DSR.

Final inspections will be carried out for all projects to verify the completion of work as approved by FEMA. Final payments will be made only after all final inspections are complete. In addition, a Summary of Documentation must be submitted listing all expenses by date and by category and line item (which refers back to the DSR identifying the exact damage site referenced). The completeness and accuracy of this data is essential for the state audit which will be completed before the final claim is submitted to FEMA. A Blanket Statement certifying the accuracy of the Summary of Documentation and the availability for audit of all records referenced in the Summary must also be submitted. In addition to the State audit, all projects are subject to federal audit.

The exception to the above final claim procedure is for small project applications approved for less than \$25,000, which are paid in full at the time of approval. These projects will receive final inspections; however, all records are subject to federal audit.

Appeal procedures for requesting reconsideration of any decision by the FEMA Regional Director on any action related to federal assistance are outlined in the Handbook for Applicants (HUD Publication 3300.5 Revised). The appeal is made in writing by the state (or if the state refuses, by the applicant) to the FEMA Regional Director. If the Regional Director denies the appeal, the state may then appeal to the FEMA Administrator, whose decision is final.

2. Concept of Operations

As soon as possible after the President's declaration of an emergency or major disaster, the State Coordinating Officer (SCO) and the State Public Assistance Officer will coordinate with

the Federal Coordinating Officer (FCO) and the Federal Public Assistance Officer to arrange a public official's briefing. At this briefing the types of public assistance will be explained. "Notice of Interest" forms will be provided at the briefing; applicants will use them to indicate types of damages caused by the disaster and the programs for which they wish to apply. Damage surveys of projects listed on the Notice of Interest forms will be made in accordance with page 26. A Damage Survey Report defining project scope and cost estimates will be completed for each damaged facility/site. These reports form a basis of the Project Application. Each applicant prepares a Project Application, which includes all requests for assistance (including requests on behalf of private non-profit organizations within their jurisdiction) and the funding alternative preferred.

Completed Project Applications are submitted to the Governor's authorized representative, who forwards them to FEMA with recommendations of the Department of Insurance for insurance coverage under Section 314 of Public Law 93-288 and his own analysis and recommendations for project approval or disapproval. FEMA then reviews and analyzes each application and returns it approved, approved subject to specific revisions, or disapproved. An appeal procedure is described in the Handbook for Applicants (HUD Publication 3300.5 Revised) for cases in which the state or local government feels that the decision is not justified.

Interim and final inspections of projects will be conducted in accordance with procedures on Page 26. After projects are completed, the applicant will submit to DEM a Summary of Documentation and a Blanket Statement, after which the Office of the Auditor General will audit all expenditures claimed for reimbursement. When all documentation is in order, the Governor's authorized representative will forward to FEMA the request for final payment.

A. Loans

The federal government may make a Community Disaster Loan under Section 414 of Public Law 93-288 to any local government which may suffer a substantial loss of property tax base or other revenues as a result of a major disaster, providing such government demonstrates a need for this assistance in order to perform its governmental functions.

1. Only one such loan per local government may be approved.
2. The loan may be approved in either the fiscal year in which the disaster occurred or the fiscal year immediately following that year.
3. Loans will be based on the actual and projected losses of revenue and disaster related expenses for the fiscal year in which the disaster occurred and for the three succeeding fiscal years. The loan will total the amount of actual and projected losses or 25 percent of the annual operating budget for the fiscal year in which the disaster occurred, whichever is less.
4. Interest rates and other charges will be set by the US Secretary of the Treasury and the Administrator of the Federal Emergency Management Administration (FEMA).
5. Loans are approved for no more than three years unless otherwise stipulated by the FEMA Administrator. When requested by the applicant and warranted by the applicant's financial condition, the FEMA Administrator may extend the term of the loan; however, the total term will not exceed ten years.
6. In cases where local revenues during three full fiscal years following the disaster are insufficient to meet the operating budget, repayment of all or part of the loan may be canceled by the FEMA Administrator.
7. Any community disaster loans, including cancellations, made under provision of Section 414 shall not reduce or affect any grants or other assistance under other provisions of Public Law 93-288 .

B. Procedures

1. Application for a Community Disaster Loan may be made only following a Presidential declaration of a major disaster. To obtain such a loan, the local government will submit a loan request to the Division of Emergency Management. The DEM will forward the request to the Department of Revenue which will validate the loan request and return it to DEM. Once validated, the request will then be sent to the Governor or his authorized representative. Upon approval, the loan request will then be forwarded to FEMA for final determination.
2. If financial assistance is warranted, prepare a disaster loan request based upon actual and projected losses of revenues and disaster related expenses for the current fiscal year and for three succeeding fiscal years. Compare this total with 25 percent of the current fiscal year's operating budget. The monetary amount of the loan request cannot exceed the lesser of the two totals previously mentioned.
3. Submit the request to the Division of Emergency Management.
4. Submit any request for loan repayment cancellation with complete documentation to the Division of Emergency Management

3. Tasks

A. State Government

1. Division of Emergency Management

- a. Appoint a State Public Assistance Officer to coordinate all state public assistance activities and to act as liaison with the Federal Public Assistance Officer.
- b. Coordinate all joint activities among FEMA, state agencies and local governments.
- c. With FEMA, set up separate briefings for applicants and for damage survey team members. Notify all affected parties of the times and locations of these briefings.
- d. Assist local governments, other state agencies and private non-profit organizations in identifying potential projects.
- e. Organize and coordinate damage surveys in accordance with page 26.
- f. Notify the State Historic Preservation Officer to identify at the earliest possible date all properties within the disaster area which are included or eligible for the National Register of Historic Places and to see that appropriate measures are taken to insure their maximum protection in accordance with provisions of the Environmental Review Handbook (HUD Publication 3300.10).
- g. Notify the Department of Environmental Regulation when special environmental studies are needed.
- h. Advise and assist local governments and state agencies in completing project applications, including scheduling and conducting briefings on project application drafts.

- i. Review all project applications, assure that all requirements for federal assistance have been satisfied according to the Eligibility Handbook (HUD Publication 3300.6), recommend approval or disapproval and forward to FEMA .
- j. Notify appropriate agencies when interim and final inspections are needed. (Page 26).
- k. Review Final Inspection Reports for completeness and provide copies to FEMA.
- l. Review and analyze Summaries of Documentation against approved Project Applications and Final Inspection reports and submit them with recommendations to the Auditor General. After the audit, review all records and audit reports and forward them to FEMA with state vouchers and voucher analysis.

2. Other State Agencies

- a. Train personnel in appropriate techniques for damage surveys and record keeping prior to any disaster
- b. Provide trained inspectors for damage surveys and project inspections in accordance with page 26 of this plan.
- c. When state property under the agency's jurisdiction is damaged by disaster:
 - 1. Report damages of state property to DEM and have a representative attend the applicant's briefing and complete a Notice of Interest form.
 - 2. Participate in damage surveys and project inspections in accordance with Attachment #1.
 - 3. Prepare Project Applications, including designation of funding option desired, for damage to state property under the Agency's jurisdiction in accordance with the Handbook for Applicants (HUD Publication 3300.5 Revised).
 - 4. Request advance funding or partial payment through DEM, if needed.
 - 5. Ensure that all projects are carried out in a manner consistent with acceptable health and safety codes and environmental standards, including special requirements regarding effects on historical properties.
 - 6. Notify DEM when all work in one category is complete so final inspections can be scheduled.
 - 7. Complete the Summary of Documentation and Blanket Statement to request final payment.
 - 8. Maintain a system of complete documentation for all activities and expenditures in order that each can be identified by date and by exact facility/site restored. Provide all documentation for state and federal audits when requested.

3. Department of State

- a. Appoint a State Historic Preservation Officer.
- b. When notified by DEM, identify as quickly as possible all properties within the disaster area which are listed in or eligible for the National Register of Historic Places.

- c. Coordinate with federal officials to assure that historic properties in the disaster area are considered with regard to requirements outlined in the Environmental Review Handbook (HUD Publication 3300.10) to protect these properties from undesirable impacts from restoration projects.

4. Department of Environmental Regulation

- a. Coordinate with appropriate federal agencies for the conduct of environmental impact studies as required by guidelines in the Environmental Review Handbook (HUD Publication 3300.10).
- b. Ensure that projects are carried out in a manner which does not cause additional damage to the environment.

5. Office of the Auditor General

Conduct an audit of each project before request for final payment is made to FEMA (except for small projects approved for 100 percent in lieu contributions under Public Law 92-288, Section 419).

C. Local Government

- 1. Train personnel in appropriate techniques for damage surveys and record maintenance, including DSR information prior to any disturbance.
- 2. Designate local inspector(s) who have knowledge helpful for estimating damage to participate on damage survey teams to determine habitability certification and substantial damage determinations.
- 3. Personnel from the City and County Budget Administrative Services Department shall complete project applications, including designation of funding method desired, in accordance with guidelines set forth in the Handbook for Applicants (HUD Publication No. 3300.5, Revised). Follow instructions given and fill in applications completely. This agency shall also be responsible for project, grant, and financial management of the Public assistance process. This may be done in conjunction with the Office of Emergency Management. The Management Budget Analyst within Charlotte County Budget Administration Services Department has the overall responsibility for coordinating the activities of the Public Assistance Program.
- 4. The County Administrator, City Manager or their designees, shall be the local public officials who attend the applicant / kick-off briefing and complete "Notice of Interest" forms.
- 5. Request advance funding or partial payment through the Division of Emergency Management, if needed.
- 6. Ensure that all projects are carried out in a manner consistent with acceptable health and safety codes and environmental standards, including special requirements regarding effects on historical properties. Normal permits and licensing through Building Construction Services Department will help here.
- 7. Notify the Division of Emergency Management when all work in one category is completed so that final inspections can be scheduled.
- 8. Complete the Summary of Documentation and Blanket Certification to request final payment.

9. Maintain a system of complete documentation for all activities and expenditures so that each can be identified by date and by exact facility/site being restored. Provide all documentation for state and federal audits when requested. Have the Purchasing Division and Clerk of Courts active in this phase of post-disaster operations.
10. Provide inspectors to collect information to prepare for Damage Survey Reports (DSRs)
11. Steps used in identifying and funding public assistance projects and potential applicants are described in detail in the Public Assistance Standard Operating Procedures.

DAMAGE SURVEYS AND PROJECT APPLICATIONS

I. General

Each application for Federal Public Assistance requires a damage survey to identify the nature of the problem, the repairs needed and the estimated cost of each aspect of the project. For projects involving state property, the damage survey team will be composed of a federal and a state inspector; for local projects, the team will have one member each from federal, state and local governments. In addition, repair and restoration projects may involve interim inspections to determine both progress made on the project and the completeness and validity of the original damage surveyor report. The final inspection verifies the completion of work as approved by the Federal Emergency Management Administration (FEMA), and is required for all projects.

II. Concept of Operations

Following the applicant's briefing, damage surveys will be made by the survey team. The team will record their findings on the Damage Survey Reports (DSR's) which become part of the appropriate project application. These reports then become the basis for FEMA's approval of the project submitted by the applicant. Separate reports will be completed for each item of work within each FEMA category. When each DSR has been completed, state and local representatives sign it, indicating concurrence or non-concurrence with the report. In those instances where the team recommends that the proposed work be considered ineligible, they will still complete a Damage Survey Report to indicate the location, extent of damages, proposed scope of work, estimated costs and reason for the determination of ineligibility.

While reconstruction projects are in progress, interim inspections may be carried out at the request of the local government, the state agency making the original survey, the Division of Emergency Management (DEM) or FEMA. The state agency making the initial survey will check the project and report to DEM any problems or major changes in scope or cost. A supplemental DSR may be needed if major changes have occurred.

When all projects of one type or category are completed, local officials will notify the DEM Area Coordinator that final inspections are needed. The Area Coordinator will notify the state agency which made the original survey and will supply to that agency the necessary forms and other pertinent information for the final inspections. The state agency which made the initial surveys will then contact the appropriate federal agency and schedule the final inspections. The completed final inspection forms will be returned to the DEM Area Coordinator.

III. Tasks

A. State Government

1. Division of Emergency Management

- a. Based on Notice of Interest forms assemble damage survey teams and assign appropriate state inspectors from the following agencies:

Agriculture	Agricultural & timber damages, debris clearance
Business Regulation	Buildings and structures
Education	Educational facilities
Environmental Regulation	Water supply and waste water facilities-coastal areas/other than beaches
Game and Fresh Water Fish Commission	Wildlife and fresh water fishery resources, and debris clearance in waterways
General Services Health & Rehab Services	Building and structures Health facilities
Natural Resources	State
Public Service Commission	Historic properties
Beaches and beach related structures, marine resources and debris clearance	
Utilities (electric, telephone and gas facilities)	
Transportation	Roads, culverts, streets, bridges, airport facilities, aircraft, railroads, and debris clearance
Water Management District	Dams, levees, dikes, drainage facilities, irrigation facilities.

- a. Coordinate with FEMA for scheduling a briefing for all damage survey team members, and notify all participants of the time and location of the briefing
- b. Schedule and coordinate all damage survey team activities .
- c. Notify the State Historic Preservation Officer immediately so that historic properties in the
- d. disaster area may be identified as quickly as possible.
- e. Ensure state inspector's signature and indication of concurrence or non-concurrence on each DSR. In cases of non-concurrence, be sure that explanatory information- or comments are included.
- f. Notify the state agency which conducted the original damage survey to make interim inspections on long-term projects or projects which may be causing difficulties, and help to file supplemental DSR's as needed.
- g. Immediately notify the state agency which conducted the original damage survey when the final project inspection is needed.

2. Other State Agencies

- a. Identify and train inspectors for damage survey teams in accordance with the responsibilities listed above.

- b. Have participating inspectors attend the briefing for damage survey teams.
- c. Have inspectors sign and indicate concurrence or non-concurrence on each damage survey report. In cases of non-concurrence, provide explanatory information or comments.
- d. Conduct interim inspections as requested and report problems noted.
- e. When notified that final inspections are needed, contact the appropriate federal agency and schedule the inspections. Each inspection should be completed and all documentation, including the Final Inspection Report Form, should be returned within two weeks of the agency's notification.
- f. Maintain complete records of all manpower and financial expenditures made in carrying out these functions.

3. Department of State

Identify all properties within the disaster area which are included in or eligible for the National Register of Historic Places and assist in determining the possible impacts of public assistance projects upon those properties.

B. Local Government

Identify and train inspectors for damage survey teams.

C. Local Governments and State Agencies Applying for Public Assistance

- 1. Charlotte County Emergency Management Office Director will be responsible for coordinating the pre-identification of potential applications.
- 2. Prepare a list of all the damaged facilities in the affected jurisdiction. The list should identify site by a common name (for example: county road, culvert, washout 1.4 miles south of intersection Stated Road 31).
- 3. Mark the location of each damage site on a map and make a plan for traveling to each site to save time and for the damage survey team.
- 4. Be familiar with the total damage and repair costs to date at each site so that the extent of the damage can be clearly pointed out.
- 5. Have photographs, site sketches or drawing of each damage site available to the damage survey team when they arrive.
- 6. Provide an inspector who is knowledgeable of the type of damage to participate on each damage survey team and to sign indicating concurrence or non-concurrence with each damage survey report. In cases of non-concurrence, provide additional information or comments. (In cases involving state agencies, the agency representative may not be the official damage survey team member, but someone familiar with the damage and the plans for restoration will still be needed to accompany the team).
- 7. to accompany the team).
- 8. Be prepared to describe the way in which the applicant intends to repair or reconstruct the damaged facility (force account or contract). If contractor's estimates have been received, have them available.

9. If damaged facilities must be rebuilt to conform with new codes or regulations and which represent an upgrading of the facilities when compared to their pre-disaster condition, have copies of the codes or regulations available.
10. The Director of the Office of Emergency Management will notify DEM when an interim inspection is needed to check on developing problems, such as major changes in scope or cost of work, and will serve as local representative at all inspections.
11. The Emergency Management Director will notify DEM when all work of each type has been completed so that final inspections can be scheduled.
12. Maintain complete records of all manpower and financial expenditures made in carrying out these functions.

Refer to www.Floridapa.org for guide/steps to apply for reimbursement procedures.

D. Data Storage & Updating

1. Potential applicants are responsible for keeping their information current.
2. All applications are stored on the county computer server which is located in the Public Safety Building (EOC). There is a complete mirrored server system in place for the county as backup located at the County Administration Building in Port Charlotte. Back-ups of this system are performed regularly and data is stored in an offsite secure facility.

VIII. DEBRIS MANAGEMENT**1. General**

- A. This section of the plan deals primarily with post-disaster management of debris which may be located in roadways and waterways after a major storm or disaster.
- B. Charlotte County has about 286 miles of waterways and about 2000 linear miles of public roads . Debris consisting of trees, abandoned vehicles, both cars and boats, floating objects such as broken docks and dead animals present a hazard to both land and water transportation on a daily basis as well as post-storm. There are approximately 12,000 registered boats in Charlotte County and this public safety consideration mandates some management system be in place.
- C. Debris on private property is the responsibility of the owner of that property as to removal and disposal. Employees of Charlotte County government will not remove debris from private property except as may be essential to rescue operations or otherwise essential to counter an immediate threat to life, such as the containment or removal of extremely hazardous materials. In any such exceptional case, the County may charge and collect for the cost of debris removal. Private trash and waste haulers are expected to haul segregated yard waste and other debris from private property when it is properly sized and bundled. Debris on the public right of way will be removed by employees of local government. Removal of storm debris by government employees from public rights of way may be limited to a specified period after the storm.

2. Concept of Operations

- A. The post-disaster debris removal period and special rules pertaining to disaster debris removal will be stated in the initial or subsequent disaster declarations by the BCC. Among the special rules could be waivers of usual rules as well as new rules establishing temporary burn sites, collection points for non-burnable construction materials, recyclables and hazardous materials.
- B. Debris removal must be initially coordinated with damage assessment and rescue operations. An estimate of the cost of debris removal is an important part of the initial damage assessment that will be conducted to determine if a State or Federal disaster declaration is warranted. Overflights and ground surveys of the damage areas must therefore integrate debris removal cost estimation. Special attention must be given in estimates to the potential costs of hazardous materials disposal.
- C. Burn sites will be established in number and at locations so as to minimize transport requirements. Chipper machines will be used to the maximum of availability to reduce the volume of downed vegetation to be transported. Where possible, chips will be left in the neighborhood where they were generated for free use in landscaping and to minimize transport of chips. Chips that must be transported will be moved minimum distance to where they can be subsequently used as mulch. Vegetation that cannot be chipped will be removed to the nearest temporary burn site. Curtain wall forced air burners will be used to the maximum of availability at the burn sites to reduce smoke and remains volume.
- D. Depending on the amount of land area affected by the disaster, it will be necessary to establish one or more sites for the collection of construction materials that may be subsequently useable as "clean construction fill" and one or more sites where hazardous materials can be given protected collection prior to ultimate disposal.
- E. As a special pre-storm action, the County may keep landfill facilities open throughout a storm watch period to provide a place for disposal of refuse and debris from

construction sites and other areas that accumulate refuse that might become an airborne hazard in a storm.

- F. The Superintendent of Maintenance & Operations is the overall county-wide coordinator and contact for both road and waterway debris removal during post major storm periods. Close liaison with the City Public Works and both the Mosquito Control Director (landfill operations) and the County Public Works Director, who acts as the County Resource Coordinator, is necessary for a teamwork response. It will be normal during these periods for the county to be under a state-of-emergency declaration. This declaration will permit rapid letting of contracts. It will also state which, if any, County statutes or other rules have been suspended, canceled or modified regarding debris recovery and disposal.
- G. The Directors of both County and City Public Works Departments and the Director of Mosquito Control shall maintain a complete log of government and contractor manpower, equipment and supplies used in the removal of debris. An immediate post disaster requirement is for an initial assessment of the potential cost of debris removal. Photographs showing damage sites and depicting the debris removal task are necessary to support any claims for Federal reimbursement. These agency directors will also provide information for state and federal financial assistance and oversight as required.
- H. Resources available through the Emergency Operations Center will be called on to deal with post-storm debris removal. The Director of Emergency Management will coordinate prioritization of debris removal efforts on roads and waterways to respond to emergency needs including damage assessment and then to permit an orderly return to normal operations.
- I. Emergency funding will be coordinated thru the County Administrator. Chapter 252 Florida Statutes broadly covers funding with the statement that funds are always considered to be available to respond to emergencies.
- J. Further information on Debris Management can be found in the Debris Management Standard Operating Procedures in the Charlotte County OEM library.

3. Disposal of Debris

- A. Debris, once removed from roads and waterways, will be disposed of by burning at designated sites or delivery to the County Landfill or to other designated temporary special purpose sites for reusable construction material or for hazardous materials. Vegetation will be burned, chipped or delivered for mulching to the extent feasible. Coordination will be effected with DEP for approval of disposal.
- B. Depending on the severity of the storm or other disaster, and as declared by the BCC, any or all of the following County rules may be waived, suspended or modified for a specified period of time. Any or all of these waivers may be changed by subsequent declaration as the situation warrants.
 - a. The County Landfill disposal fee may be waived.
 - b. County burn regulations may be suspended.
 - c. County solid waste separation requirements may be suspended.
 - d. The requirement that all commercial franchise haulers use the Zemel Road Landfill exclusively may be waived.
- C. Temporary collection and burn sites will be given wide publicity for general public use. Dead animals may be disposed of at the County facility on Zemel Road. Burning of dead animals will be ordered only upon advice of the Director of Mosquito Control when landfill facilities cannot be used for disposal of dead animals.

- D. Each landowner will be required to sign a right-of-entry form (Attachment #1) providing a release of liability to the agency removing debris from or over his property. Also included on this form is a statement regarding any compensation he may have received from other sources for removal of the same debris. Charlotte County is responsible for obtaining right-of-entry agreements with each private landowner to include ensuring the duplication-of-benefits section of the form.
- E. The Management Budget Analyst within Charlotte County Budget Administration Services Department has the overall responsibility for coordinating the activities of the Public Assistance Program.

4. Pollution & Public Health

Any threat of possible pollution or endangerment to public health must be dealt with rapidly. The Director of the Public Health Unit must be contacted immediately for any pollution threat. The U.S. Coast Guard in Tampa is the assisting agency for oil pollution. All local government agencies must be sensitive to this pollution and health threat and call on the director of the Public Health Unit as the lead agency to deal with it.

5. Key Contacts for Debris Related Problems

This information can be found in detail within the Charlotte County Debris Management Plan enclosed within.

RELEASE AND RIGHT OF ENTRY AGREEMENT

I _____, We _____, the owner(s) of the property commonly identified as _____, (Street) _____, Charlotte County, State of Florida, (City or Town) do hereby grant and give freely and without any coercion whatsoever, the right of access, entry to and use of said property to the county of Charlotte, State of Florida, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any and all disaster generated debris of whatever nature from the above described property at no cost to the owner.

IT IS FULLY UNDERSTOOD THAT THIS AGREEMENT IS NOT AN OBLIGATION TO PERFORM DEBRIS CLEARANCE.

The undersigned agrees and warrants to hold harmless the County of Charlotte, .State of Florida, its agencies, contractors and subcontractors for any damage of any type whatsoever, either to the above described property or persons situated thereon and hereby release, . discharge and waive any and all action, either legal or equitable, which might arise out of any use or activities on the above described property.

_____ I (have __, have not___) (will___, will not___) receive any compensation for debris removal from any other source, including SBA,ASCS, private insurance, Individual and Family Grant program or any other Public Assistance Program. For the considerations and purposes set forth herein, I hereby set by hand and seal this _____ day of _____, 20__.

(Witness)

(Owner/Owners)

(Current Telephone Number)

(Current Address)

IX. COMMUNITY RELATIONS

1. General

This section of the plan deals with Community Relations teams and their functions in a post-disaster scenario.

Community Relations teams have a mission to go into the affected areas after a disaster and determine resource shortfalls in the area of human needs. Community Relations teams also disseminate information and tele-registration numbers in regards to disaster assistance services to residents and businesses.

2. Concept of Operations

The Director of Charlotte County Human Services will act as the liaison with the Federal Emergency Management I State Community Relations Team.

Charlotte County Human Services staff, the American Red Cross, and the Salvation Army will staff and serve as support agencies to the Community Relations Team

Community Relations Teams in Charlotte County will work with ESF-14 to distribute public information to media outlets.

All unmet resource needs are to be reported to the Emergency Operations Center Operations Desk, where the information will be analyzed and forwarded to the appropriate local, State, or Federal agency. Tasking will only take place through this method.

Other details on priorities and criteria for determining strategies is included in the Community Relations Standard Operating Procedures in the Charlotte County OEM library.

3. Tasks

State and Federal

1. Deploy to affected communities and work with local official to determine areas where community relations activities should be prioritized.
2. Assist local officials in identifying resource needs for human services.
3. Assist local officials in disseminating information to the public and businesses about available local, state, and federal disaster assistance programs, and where and how to apply for these programs.

Local (County/City)

1. Assign and train appropriate staff on Community Relations teams.
2. Analyze event's affects, geographies and demographics to devise a strategy (routes, populations, etc) for Community Relations.
3. Analyze human needs and identify any shortfalls in resources. Report these shortfalls to the Operations desk in the County EOC.
4. Develop pertinent local information to be distributed by teams.

X. UNMET NEEDS COORDINATION

1. General

- A. Unmet needs coordination will be a function of ESF-15 (Volunteers and Donations) and Charlotte County Emergency Management.
- B. This function will be used to manage shortfalls in resources identified by Community Relations Teams.
- C. Many volunteer agencies will be available during the response. However, the victims of an incident may have needs far beyond in initial response period of the incident.
- D. Support agencies for unmet needs coordination may include volunteer agencies, private organizations, or other not-for profit organizations whom are able to provide a service to citizens.
- E. Further details on unmet needs coordination can be found in the Unmet Needs Standard Operating Procedures in the Charlotte County OEM library

XI. PUBLIC EDUCATION

Public Education efforts will be tasked to ESF-14 (Public Information). The Joint Information Center will remain open through short term recovery functions. A decision will be made to whether the Joint Information Center will remain open during long term recovery actions. This decision will be made by the Charlotte County Administrator and the Charlotte County Office of Emergency Management.

Literature on immediate response actions, personal and property protection, available state assistance, and available federal assistance will be available from the Charlotte County Joint Information Center, established /Joint Field Offices, and Disaster Recovery Centers.

Press conferences and releases will also contain information concerning recovery activities, available assistance, hazard mitigation programs, and other pertinent information regarding recovery efforts.

XII. ADMINISTRATION SUPPORT

A. Support Staff

All clerical and other support staff will be recruited from the individual agencies within the county. Each year, all county agencies are sent a request to provide the following:

- Organizational charts showing the different levels of authority within each county agency.
- Lists of personnel who may be available to serve in a support staff pool. This list will contain people who can provide services such as technical writing, correspondence writing, file maintenance, computer database maintenance, and other support services that may be needed during emergency operations.
- Lists of phone numbers for all emergency staff including mobile, home, work, and pager numbers.
- All of this information is kept on file in the Charlotte County Office of Emergency Management.

B. Financial Administration

1. Financial Transactions and Accounting

County emergency operations are funded by budgeted allocations of each agency having functional responsibilities in emergency operations.

The County and City of Punta Gorda may allocate and expend funds as appropriate for local emergency operations in accordance with Chapter 252.3TF.S. As a general rule, funding availability may be assumed for all emergency response efforts.

All financial administration will be handled by the Charlotte County Budget and Administrative Services Department. The Charlotte County Budget and Administrative Services Director will be in charge of all financial administrative matters. All financial transactions and accounting during emergency operations will be handled the same as normal every day operations. All financial transactions and accounting are done in compliance with Florida Statutes and General Accepted Accounting Principles. There are many detailed procedures for all of the responsibilities of the Charlotte County Budget and Administrative Services Department. Any further information can be obtained from the Charlotte County Budget and Administrative Services Department at 743-1413.

Each Emergency Support Function, Support Agency, and other participants in any event are responsible for keeping records on costs incurred during an event (See the Financial Management section for each ESF). This includes costs incurred in the following categories: preparedness, response, and recovery. The County Budget and Administrative Services Department will see to the collection and analysis of the costs incurred of each Emergency Support Function, County Agency/Department, and all support agencies. These costs will be compiled and reported in order to aide in the disaster reimbursement process. All submitted costs are subject to both State and Federal audit.

State and federal agencies may impose other report formats and other reporting requirements for financial costs.

All costs to be reported include:

- Equipment Used
- Supplies Used
- Materials Used
- Overtime man hours
- Other Costs which may be incurred

2. Payroll Processing

All finance processing will be the responsibility of the Charlotte County Budget and Administrative Services Department. Procedures for payroll processing, accounting, and grants management will be the same in emergency operations as they are in normal operations. The detailed procedures can be obtained by notifying the Charlotte County Budget and Administrative Services Department at 743-1413. Pay days will remain the same as if operations were normal.

All files, including application software and related data files are stored in two locations (Punta Gorda and Murdock) and are updated weekly (this includes payroll). In the event that significant damage occurs to hardware to the extent that applications (including payroll) cannot be run in Murdock or Punta Gorda, manual checks will be written in accordance to the Clerk of Court Finance Department Payroll Disaster SOP.

3. Emergency Contracts for Services

All emergency contracts for personnel or services will be handled by the Charlotte County Purchasing Office. Further information on emergency contracting for services and personnel can be found in ESF-7 (Resource Support) in this Charlotte County Emergency Management Plan.

4. Temporary Employees

Temporarily hired employees will be handled through the Charlotte County Human Resources Department. Methods and procedures for hiring temporary employees during emergency situations will be the same as normal operations. This may include staff for preparing correspondence and maintaining files if needed. For further information on these methods and procedures, you can contact the Human Resources Department at 743-1260.

CHARLOTTE COUNTY MITIGATION ANNEX

Charlotte County is vulnerable to various types of disasters. In this Annex, we will define the specific natural hazards; discuss Charlotte County's vulnerability to them; and the mitigation measures that can be taken to reduce the affects of these disasters. All information contained in this Annex is consistent with the Charlotte County/City of Punta Gorda Local Mitigation Strategy.

I. DEMOGRAPHICS

Charlotte County has a total area of 859 square miles, with 694 square miles of land and 166 square miles of water. The largest land use in the County is agricultural land which comprises of approximately 227,202 acres. Most of that land is for livestock which consists of 174,000 acres; vegetables comprise of about 30,000 acres; and citrus crops comprise of 23,107 acres.

The population of Charlotte County, based on the 2008 US Census estimates, is 150,060. This number is expected to increase an average of 15% during the months of October to April due to seasonal influx. Minorities comprise of approximately 14,000 people. The median age of the County population is 50.9, and 30% of the population is 65 and older. The average household contains 2.09 people. Approximately 12% of the total population lives in one of the 42 mobile home parks throughout the County, which represent a total of 11,000 mobile homes. There are three hospitals with a total of 655 beds, nine nursing homes with 1,228 beds, and seventeen assisted living facilities with 920 beds.

II. HAZARDS

Many residents and visitors of Charlotte County are unaware of, or complacent about, the potential occurrence of severe natural disasters in Charlotte County. All parts of the County are vulnerable to natural disasters that can occur at any time with limited warning. The most prevalent hazards are tropical cyclones, high winds, floods, tornadoes, wildfires, droughts, freezes, and exotic pests and diseases. Each hazard will be discussed in more detail in the following sections below.

A. Tropical Cyclones

GENERAL

Tropical cyclones are coastal storms that form over the ocean within the tropics. Tropical cyclones are categorized by wind speed; a tropical depression has winds less than 39 miles per hour, a tropical storm has winds ranging from 39-73 miles per hour, and a hurricane has winds 74 miles per hour or greater.

In the Northern Hemisphere, intense tropical cyclones are called hurricanes, a term that echoes colonial Spanish and Caribbean words for evil spirits and big winds. The storms are products of the tropical ocean and atmosphere, powered by easterly trades and temperate westerlies and their free energy. Around the core, winds blow with lethal velocity, the ocean develops inundating surge, and as they move ashore, tornadoes may descend from the advancing thunderclouds (FEMA/NWS).

Tropical cyclones are generated by the rising and cooling of humid air over the ocean. They need the following ingredients to develop: ocean water over 80° F and about 200 feet deep; winds converging near the water surface; unstable air, so the warm air will continue rising; humidity up to approximately 18,000 feet, to supply heat energy; winds moving in one direction, to move the storm along without breaking it up; and upper atmosphere high pressure, to help move out the rising air of the storm (FEMA/NWS).

In the Northern Hemisphere, tropical cyclone winds blow counterclockwise around the center, or eye, of the

storm, and air currents carry the storm along. Most move from east to west in the trade winds. They may turn north or northwest out in the Atlantic, then curve toward the northeast. Storms that move up the east coast usually pick up speed around North Carolina and may travel at speeds up to 70 mph (FEMA/NWS).

Hurricane season runs from June 1 to November 30 each year, with August, September, and October being the months with the highest threat. The most recent hurricane that impacted Charlotte County was Hurricane Charley, which was an intense, but compact, Category 4 storm, on August 13, 2004. The direct hit caused extreme damage and destruction throughout the County. As the 5th costliest hurricane in US history, Hurricane Charley caused 4 direct fatalities, over \$5.4 billion (2004 USD) in damages, and damaged/destroyed over 16,000 homes and 656 commercial buildings.

According to the National Climatic Data Center of NOAA, there have been a total of 18 hurricane and tropical storm events officially reported in Charlotte County between November 13, 1994 and August 18, 2008. These events resulted in 16 deaths and 833 injuries. An estimated \$5.8 billion in property damage and \$300.5 million in crop damage is attributed to these events.

Tropical storm damage is caused by storm surge, flooding, and winds. Storm surge is the most damaging of all tropical storm impacts. The Sea, Lake, and Overland surges from Hurricanes (SLOSH) computerized flood/wind model for Charlotte Harbor indicates that up to 28 feet of storm surge could occur at Peace River Shores in a worst case scenario. Base storm surges would be a threat only for immediate coastal areas and barrier islands.

CURRENT AND FUTURE EXPOSURE

Tropical cyclones have always been, and always will be, a threat to Charlotte County. That threat increases as more people move to Charlotte County, and choose to reside near the coast or other waterways. Also, as the population continues to grow, individuals who have had major hurricane experience declines as well as the amount of uninsured property that is at risk.

The primary need to minimize the vulnerabilities to a hurricane or tropical storm is the ability to control residential and structural densities in vulnerable locations, and the ability to ensure that residential structures and hurricane evacuation structures provide a reasonably acceptable degree of safety to its occupants. In addition, there is a great need to ensure that the citizens of Charlotte County are informed by the hazards to enable them to make informed decisions on how to mitigate and prepare for an approaching storm.

B. High Winds/ Thunderstorms and Flooding

High Winds/ Thunderstorms

GENERAL

According to the National Weather Service, there are over 100,000 thunderstorms every year, though only about 10.0% are classified as severe. Although thunderstorms generally affect a small area when they occur, they are very dangerous because of their ability to generate tornadoes, hailstorms, strong winds, flash floods, and damaging lightning. While thunderstorms can occur in all regions of the United States, they are most common in the central and southern states because atmospheric conditions in those regions are most ideal for generating these powerful storms.

Thunderstorms form when an air mass becomes so unstable that it convects violently. Rising near-surface air in an unstable air mass expands and cools, and finds itself still warmer than its environment, which causes it to rise even farther. If enough water vapor is present, some of this vapor condenses into a cloud, releasing heat, which makes the air parcel even warmer, forcing it to rise yet again. In thunderstorms, this process continues to feed on water vapor in the lower atmosphere, pumping air warmed by condensation as high as 40,000 to 60,000 feet (8 to 12 miles).

Thunderstorms are more common in the afternoon over land when daytime heating of the land by the sun causes the lower part of the troposphere to become unstable. Or, some thunderstorms can form from the upper atmosphere becoming unusually cool, due to the approach of an upper air disturbance. In this case, storms can form at any time of day, even when there has not been daytime heating of the land. One absolute

requirement, however, is there has to be sufficient water vapor to feed the storm. This is the fuel for the thunderstorm. As the storm uses up this fuel, it is converted to rainfall. Eventually, the storm stabilizes the atmosphere by using up the excess water vapor, cooling the lower troposphere, and warming the upper troposphere (weatherquestions.com). Thunderstorms can occur singularly, in lines, or in clusters. They can move through an area very quickly or linger for several hours.

A downburst is a localized area of damaging winds caused by air rapidly flowing down and out of a thunderstorm. To create a downburst at the ground, the downward (downdraft) speeds in the thunderstorm must be unusually high, and this downward flowing air must penetrate close to the ground. These conditions can be met when the boundary layer air is relatively dry, and when there is plenty of falling precipitation. It is not necessary for the thunderstorm to produce hail or tornadoes to produce a downburst. Damage from downbursts can be so severe that it is mistaken for tornado damage. When examined, however, the damage pattern from a downburst will be divergent, indicating the winds were flowing outward, rather than in a circular pattern as in the case of a tornado. Downburst damage can cover hundreds of square miles, or be limited to a single field (the smallest ones are called microbursts).

According to the National Climatic Data Center of NOAA, 66 significant thunderstorm/high wind events were recorded in Charlotte County between January 1, 1950 and February 28, 2009. These events resulted in 0 deaths and 8 injuries. An estimated \$17 million in property damage is attributed to these events.

CURRENT AND FUTURE EXPOSURE

Considering the area's frequent past occurrence of events, along with the almost daily summer thunderstorm and seasonal tropical cyclones the county experiences, the likelihood of a thunderstorm or high wind event is highly probable.

Flooding

GENERAL

According to FEMA, floods are the most common and widespread of all natural disasters, with the exception of fire. Most communities in the United States have experienced some kind of flooding, after spring rains, heavy thunderstorms, or winter snow thaws. Flood water often damages property and can even kill. Floods can also cause damages such as pollution of the wells and city water systems, making them unsafe to use (IFAS Disaster Handbook). Freshwater flooding along rivers and streams can and does cause significant property damage and has the potential of causing personal injury and deaths. Flooding has caused the deaths of more than 10,000 people since 1900. Property damage from flooding now totals over \$1 billion each year in the United States. Nearly nine out of every 10 presidential disaster declarations result from situations in which flooding was a major component (IFAS Disaster Handbook).

A flood, as defined by the National Flood Insurance Program (NFIP) is:

A general and temporary condition of partial or complete inundation of two or more acres of normally dry land area or of two or more properties (at least one of which is your property) from:

- Overflow of inland or tidal waters;
- Unusual and rapid accumulation or runoff of surface waters from any source;
- Mudflow; or
- Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels that result in a flood as defined above.

Flooding occurs when climate (or weather patterns), geology, and hydrology combine to create conditions where water flows outside of its usual course (Clakamas County Natural Hazard Mitigation Plan). Floods can be slow or fast rising but generally develop over a period of days. Floods can come in the form of "flash floods," which usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes (IFAS Disaster Handbook). Other floods are more gradual, as with a large storm front, a tropical storm, or a hurricane washing ashore (FEMA).

There have been a total of 14 flood events officially reported in Charlotte County between September 5, 1988 and September 5, 2003 (National Climactic Data Center of NOAA). These events resulted in no deaths or injuries. However, they did cause an estimated \$6.65 million in property damage.

CURRENT AND FUTURE EXPOSURE

The county's very low elevation, coastal location, and climate all lead to the conclusion that the occurrence of a flood in Charlotte County is highly probable. The probability of freshwater flooding has been quantified by FEMA through the National Flood Insurance Program (NFIP). Areas subject to flooding, the 100 year floodplain, have been delineated in Flood Insurance Rate Maps (FIRM) for the County. The model used to determine the 100 year floodplain is a cumulative model, which means that it is based on several storm events; no one storm will inundate all the areas within the flood zone (Tampa Bay Regional Plan). This information was linked with the information from the property appraiser's office to determine the 100 year floodplain designation for each parcel.

Efforts to retrofit current structures, enforce stricter building codes, and discourage development in flood prone areas are currently underway. Public education efforts need to be more focused on how individuals and businesses can reduce their risks from flooding through retrofitting their buildings to be flood resistant. Although flood proofing is virtually impossible, flood resistance is an attainable goal.

COMMUNITY RATING SYSTEM

The Community Rating System (CRS) is a set of flood mitigation initiatives set forth by the NFIP, which allows participating communities to initiate and participate in programs which reduce flood hazards in the community. For each initiative, there are points that can be awarded, which equate to a Class when enough points are gained by the community.

Charlotte County and the City of Punta Gorda are active members of the Community Rating System Program. Charlotte County currently stands at a Class 5 and the City of Punta Gorda stands at a Class 6. This equates to a 25% savings on flood insurance for policy holders in the Special Flood Hazard Area (SFHA) in both the City and the County.

Charlotte County Building Construction Services is the coordinator of this program in unincorporated Charlotte County, and Punta Gorda Community Development is the coordinating agency for the City. Both CRS Teams have members from Community Development, Public Works, and Utilities on the Teams to coordinate and work toward maintaining and improving the CRS rating when possible.

C. Tornadoes

GENERAL

Tornadoes are one of nature's most violent storms. In an average year, about 1,000 tornadoes are reported across the United States, resulting in 80 deaths and over 1,500 injuries. Tornadoes have the potential of creating total destruction of homes, especially mobile homes, businesses, and cars, causing many deaths; extensive tree damage along roadways, which may inhibit or block access; extensive damage to electric and telephone lines; utility line breaks; and damaged or destroyed radio and television towers. Tornadoes are hazard events that threaten everyone and every structure in Charlotte County.

The National Weather Service defines a tornado as "a violently rotating column of air in contact with the ground and extending from the base of a thunderstorm. A condensation funnel does not need to reach to the ground for a tornado to be present; a debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado, even in the total absence of a condensation funnel" (National Weather Service, 2003).

The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long (NOAA).

Tornadoes come in all shapes and sizes and can occur anywhere in the U.S. at any time of the year. In the

southern states, peak tornado season is March through May, while peak months in the northern states are during the summer. Tornadoes develop as an outgrowth of thunderstorms. Large, strong, and long-lasting tornadoes are spawned by supercells. Once a thunderstorm has formed, given the right ingredients, a tornado can develop. Tornadoes occasionally accompany tropical storms and hurricanes that move over land, and are most common to the right and ahead of the path of the storm center as it comes onshore (NOAA).

There have been a total of 50 tornadoes officially reported in Charlotte County between January 1, 1950 and March 31, 2009 (National Climatic Data Center of NOAA). These events resulted in 2 deaths and 11 injuries. An estimated \$14.2 million in property damage is attributed to these events.

There is no recorded history of a tornado with a classification greater than F2 striking in Charlotte County. Of the tornado events that have occurred in Charlotte County, 80% of them were F0 tornadoes and 12% of them were classified as F1 tornadoes. This means that the majority of the tornado events that occur in Charlotte County are events that cause only moderate damage.

CURRENT AND FUTURE EXPOSURE

While history shows that the probability of a tornado occurrence in Charlotte County is high, the probability of a severe tornado (F3 or higher) occurring is very low. On the other hand, even an F2 tornado has the potential to cause total destruction wherever it touches down, and it could touch down anywhere in the county. Residents should be aware of what to do, and be prepared to take action should a funnel cloud be sighted or reported. Public education should aim at preparing citizens for such events.

D. Wildfires

GENERAL

Fires are a natural part of the ecosystem in Florida. However, wildfires can present a substantial hazard to life and property in growing communities. There is a potential for losses due to wildland/urban interface (WUI) fires in Charlotte County.

A wildfire is an uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures. They often begin unnoticed, spread quickly, and are usually signaled by dense smoke that fills the area for miles around. Naturally occurring and nonnative species of grasses, brush, and trees fuel wildfires (FEMA guidebook).

A wildland fire is a wildfire in an area which development is essentially nonexistent, except for roads, railroads, power lines, and similar facilities. A wildland/urban interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels (FEMA guidebook).

Charlotte County experiences wildfires and wildland fires annually. The peak times for forest fires are usually January through May of each year. This is the dry season for Charlotte County. During these months, grass, leaves, pine needles, and underbrush is in an optimal burning condition. Wildfires can cause extensive damage to personal property, residences, acres of grasslands and forest, agricultural interests. Wildfires also threaten the health and lives of citizens in or around the fires. Wildfires can be caused by lightning, campfires, uncontrolled burns, smoking, vehicles, trains, arsonists, and equipment use. Citizens and businesses should be made aware of the dangers of brush fires, and the measures that they can take to reduce them.

According to the National Climatic Data Center of NOAA, there have been a total of five wildfire events officially reported in Charlotte County between April 2, 1999 and April 22, 2000. According to Charlotte County Fire/EMS, there were 23 wildfire events between March 27, 2002 and July 17, 2009. These events resulted in no deaths and 1 injury. However, they did cause an estimated \$260,000 in property damage.

CURRENT AND FUTURE EXPOSURE

The threat of wildfires continues to exist in Charlotte County. In assessing physical vulnerability, the most important factor is the extent to which structures get damaged when they are exposed to fire and heat. Structures located near the wildland/urban interface area are at the greatest risk for damage from wildfires. Few people realize that when they move out toward the edges of wilderness, they move into the domain of wildfires. Even though they may live in a thoroughly contemporary suburb, if they can look away into open country, brush, or deep woods, they are vulnerable during hot and dry seasons.

The history of wildfires in Charlotte County mainly shows the burning of brush and timber in comparison to the destruction of structures. However, as development pushes forward into areas that are currently brush and timber, more structures will face the risk of wildfire damage.

E. Droughts

GENERAL

Although not a common occurrence, Charlotte County is susceptible to drought. Drought is a meteorological event that is often overlooked. No region, including the southeast United States, is immune to the possibility of drought. Drought can have an adverse affect on the environment as well as communities. When rainfall is less than normal, there is less water to maintain normal soil moisture, stream flows, reservoir levels, and to recharge ground water. Water quality often decreases as water quantity decreases. Drought may affect the ability of a community to supply safe, clean, ample water to its residents, businesses, and industries.

A drought is defined as "a period of abnormally dry weather sufficiently prolonged for the lack of water to cause serious hydrologic imbalance in the affected area." (Glossary of Meteorology 1959). In easier to understand terms, a drought is a period of unusually obstinate dry weather that persists long enough to cause serious problems such as crop damage and/or water supply shortages. The severity of the drought depends upon the degree of moisture deficiency, the duration, and the size of the affected area. The factors to keep in mind when looking at drought frequency are as follows:

- Approximately 65-70% of the rain in Florida occurs during June through September.
- Rainfall is not uniformly distributed, even during high rainfall months.
- Large quantities of rain run off into the Gulf of Mexico.
- Charlotte County's sandy soil has a very low holding capacity, which is important to agriculture.

There are four different ways that drought can be defined, and Charlotte County is susceptible to them all. A description of these drought types follows:

Meteorological Drought:

A meteorological drought is a measure of departure of precipitation from normal. Due to climatic differences, what might be considered a drought in one location of the country may not be a drought in another location. This type of drought generally ranges from months to years.

Agricultural Drought:

An agricultural drought refers to a situation where the amount of moisture in the soil no longer meets the needs of a particular crop.

Hydrological Drought:

A hydrological drought occurs when surface and subsurface water supplies are below normal.

Socioeconomic Drought:

A socioeconomic drought refers to the situation that occurs when physical water shortages begin to affect people.

Droughts can lead to agricultural damage, shortage of drinking water, environmental damage, and shortage of water needed for utilities and firefighting. While drought does not cause a direct impact on structures that can be measured in terms of numbers of building or total value, it can impact the County. The risk analysis for drought focuses on the agricultural elements of the County.

According to the National Climatic Data Center of NOAA, no drought events were reported in Charlotte County between January 1, 1950 and September 30, 2004.

PRESENT AND FUTURE EXPOSURES

Charlotte County always has been, and always will be, vulnerable to drought. This is hard to believe due to the fact that Charlotte County is adjacent to the Gulf of Mexico and has many waterways. However, this is not drinking water, and when levels are low in both the Peace and Myakka River, water treatment plants and sewer treatment plants lose their resources to draw water from. One way to help prevent a drought is to place water use restrictions during the dry season in areas most vulnerable to drought. This is already done to some extent through ordinances. However, due to budget and staff constraints, these ordinances are not enforced except in extreme situations. In the future, we can expect this problem to become more evident because of the increase in population and therefore, a higher demand on water resources.

F. Freezes

GENERAL

A freeze is a condition that exists when, over a widespread area, the surface temperature of the air remains below freezing (32°F or 0°C) for a sufficient time to constitute the characteristic feature of the weather. A freeze is a term used for the condition when vegetation is injured by these low air temperatures, regardless if frost is deposited. Frost is a cover of ice crystals produced by deposition of atmospheric water directly on a surface at or below freezing.

The Charlotte County assets that are most vulnerable to the threat of freezes are agricultural. According to the Florida Department of Agriculture, Charlotte County contains 20,183 acres of citrus crops, 19,804 head of livestock. Additionally, portions of the county's land are devoted to the production of other fruits and vegetables. Should a severe freeze occur, these assets will be hit the hardest, and the most severe consequence would be a long-term loss in revenue from citrus production.

According to the National Climatic Data Center of NOAA, nine winter storm/freeze events were reported in Charlotte County since 2000.

CURRENT AND FUTURE EXPOSURE

Charlotte County's agricultural production (primarily citrus) is seriously affected when temperatures drop below the freezing point. The damage is not limited to crop loss, but a freeze can also destroy the trees or plants themselves. Charlotte County can expect a moderate freeze at least once every two years. It is estimated that a severe freeze which can destroy all crops can be expected once every 15-20 years on average. Freezes normally occur at night.

While the greatest economic impact of freezes is to agricultural production, freezes may also necessitate the opening of local shelters and the mobilization of personnel and resources for the protection of homeless persons or residents of sub-standard dwellings.

G. Exotic Pests and Diseases

GENERAL

Florida's natural ecosystems are increasingly coming under attack by invading exotic species which displace native species, thereby degrading the diversity of local floral and faunal resources. Florida has ecosystems not found in the other 47 contiguous states, and it also has more nonnative species than any other state (other than Hawaii). Many of these species have become sufficiently abundant or otherwise destructive to be considered pests (UF IFAS).

Because of its sub-tropical climate, unique animal and plant life, and robust \$6 billion agriculture industry, Florida is inherently susceptible to the introduction of foreign plant and animal pests and diseases. The State

has been plagued by repeated outbreaks of exotic pests and diseases over the past few years. USDA and the Florida Department of Agriculture and Consumer Services (FDACS) spent about \$25 million to eradicate Mediterranean fruit fly (Medfly) outbreaks from Tampa and surrounding areas in 1997; efforts to eradicate bacterial citrus canker from Florida currently cost more than \$10 million annually (USDA).

But these eradication expenses alone do not reflect the full impact on Florida growers. The full impact must include lost production areas and lost opportunities to market products in domestic and foreign markets. The costs of controlling and eradicating pest and disease outbreaks are ultimately borne by consumers in the form of higher grocery costs (USDA).

Medfly, citrus canker, and melaleuca are a few examples of alien invasive species that have had a huge impact on Florida's environment, residents, and growers in recent years. Medfly is a devastating pest of more than 200 varieties of fruits, nuts, and vegetables. Citrus canker, a serious disease of most citrus, causes lesions on leaves, stems, and fruit, as well as premature fruit drop. In Florida, not only is there an abundance of commercial citrus crops to serve as hosts, but there is a plethora of backyard citrus as well. Melaleuca and other noxious weeds threaten to crowd out native Florida vegetation and deplete essential natural resources, including unique ecosystems such as the Everglades (USDA). Other significant pests to affect Florida's agriculture have included the brown citrus aphid, plant feeding snails, chrysanthemum white rust, the golden nematode, red ring disease of coconut, pine bark beetle, and the Asian gypsy moth.

CURRENT AND FUTURE EXPOSURE

Florida is a very popular travel destination that attracts visitors from all around the globe, visitors who could unintentionally be carrying objects like fruit infected with communicable diseases or hosting nonnative pests. This, together with the fact that Charlotte County's sub-tropical climate is very pest and disease friendly, lead to the conclusion that the probability of a pest or disease outbreak is high.

The Charlotte County assets that are most vulnerable to the threat of exotic pests and diseases are agricultural. According to the Florida Department of Agriculture, Charlotte County contains 20,183 acres of citrus crops, 19,804 head of livestock. Additionally, portions of the county's land are devoted to the production of other fruits and vegetables. Should a severe pest or disease outbreak occur, these assets will be hit the hardest, and the most severe consequence would be a long-term loss in revenue from citrus production.

III. MITIGATION STRATEGIES

A. Goals

1. Goal 1

Charlotte County shall reduce the vulnerability and exposure of the public by protecting lives and property from the losses of natural disasters.

Objective 1.1

Maximize the protection of the public's health, safety, and welfare as they are related to natural disasters.

Objective 1.2

Reduce the loss of personal and public property due to natural disasters.

Objective 1.3

Require the protection of natural resources (such as environmentally sensitive lands) in order to maximize their mitigative benefits and to safeguard them from damage caused by natural disasters.

Objective 1.4

Ensure that Charlotte County's codes and ordinances are sufficient to protect public safety and property.

Objective 1.5

Develop advance plans for the safe evacuation of coastal residents.

Objective 1.6

Protect coastal resources, marine resources, and dune systems from the adverse effects of development.

Objective 1.7

Ensure mitigation measures are effectively incorporated in the comprehensive system of coordinated planning, management, and land acquisition.

Objective 1.8

Encourage land and water uses which are compatible with the protection of sensitive coastal resources having value and benefits as mitigative measures.

Objective 1.9

Prohibit development and other activities which disturb coastal dune systems, and ensure and promote the restoration of coastal dune systems that have been damaged.

2. Goal 2

In order to enhance hazard mitigation planning and subsequent mitigation actions, the Charlotte County Office of Emergency Management will take a proactive lead to ensure intragovernmental coordination within its own agencies, and intergovernmental coordination between other

government agencies.

Objective 2.1

Implement disaster training programs and exercises.

Objective 2.2

Pre-establish and update a network of state and local contacts to coordinate Charlotte County needs.

Objective 2.3

Establish and protect the essential flow of information before, during, and after a disaster.

Objective 2.4

Encourage cooperation and participation between and among all Charlotte County departments in mitigation planning.

Objective 2.5

Ensure that the Charlotte County Hazard Mitigation Plan incorporates appropriate hazard mitigation measures as reflected in each agency's Emergency Support Function or Departmental Standard Operating Procedures.

3. Goal 3

Reduce the vulnerability of critical and public facilities from natural disasters.

Objective 3.1

Disaster-proof existing and proposed critical facilities, in regards to location and construction.

Objective 3.2

Develop and maintain energy preparedness plans that will be both practical and effective under circumstances of disrupted energy supplies.

Objective 3.3

Incorporate hazard mitigation measures in any rehabilitation or reuse of existing public facilities, structures, and buildings.

4. Goal 4

Strengthen plans for post-disaster, recovery, and mitigation.

Objective 4.1

Analyze, review and update Charlotte County post-disaster, recovery, and mitigation plans.

5. Goal 5

Improve coordination of emergency management information, through the media, to increase public awareness and participation in preparedness, response, mitigation, and recovery.

Objective 5.1

Develop and maintain a comprehensive, multi-media/multi-lingual public education campaign on emergency preparedness, response, mitigation, and recovery.

Objective 5.2

Provide educational programs and research to meet local, state, and regional planning, growth management, and hazard mitigation needs.

Objective 5.3

Establish a standardized format for use in dissemination of information to the media during a disaster.

Objective 5.4

Establish coordinated information and procedures for public information officers and media working in disasters.

6. Goal 6

Charlotte County shall protect and acquire unique natural habitats and ecological systems (such as wetlands, hardwood hammocks, palm hammocks, and virgin longleaf pine forests) and restore degraded natural systems to a functional condition in order to maximize hazard mitigation values.

Objective 6.1

Conserve forests, wetlands, and coastal natural features to maintain their economic, aesthetic, and recreational values.

Objective 6.2

Acquire, retain, manage, and inventory public lands to provide conservation and related public benefits including hazard mitigation.

Objective 6.3

Promote the use of agricultural practices which are compatible with the protection of natural systems.

Objective 6.4

Encourage multiple use of forest resources, where appropriate, to provide for watershed protection and erosion control and maintenance of water quality.

Objective 6.5

Protect and restore the ecological functions of wetland systems to ensure their long-term environmental, economic, and recreational values, including hazard mitigation practices.

Objective 6.6

Develop an implement a comprehensive planning, management, and acquisition program to ensure the integrity of Charlotte County's waterways.

Objective 6.7

Emphasize the acquisition and maintenance of ecologically intact systems in all land and water planning, management, and regulation.

V. MITIGATION RECOMMENDATIONS

The recommendations in this section are to be utilized in hazard mitigation planning activities and development of projects in Charlotte County. These recommendations should be incorporated into all recovery and redevelopment efforts. Although not specifically outlined, some recommendations may require a change in County ordinance, code, or standard. Certain projects may be eligible for funding through the Hazard Mitigation Grant Programs (HMGP) subsequent to a Presidential Disaster Declaration.

Recommendations are organized by issue. Each issue is followed by a brief background explanation and the specific recommendations for hazard mitigation activities. Each recommendation includes the lead agency for implementation and a list of support agencies. The lead agency has the initial responsibility for implementation of the recommendation.

Criteria for Prioritization of Recommendations:

All recommendations are, of course, high priority for implementation as soon as possible in order to limit loss and damages in future disasters. However, in order to prioritize issues and recommendations for inclusion in work plans and funding decisions, the following criteria were used:

- Is it a measure which addresses our highest vulnerability?
- Is it a measure which addresses multiple hazards?
- Is it a measure that addresses common problems found in more than one disaster?
- Does the issue provide a connection or link between programs, issues, or short and long-term mitigation?

Mitigation Recommendations Outline

I. Emergency Management

- Issues:**
- Pre-Disaster Planning for Critical Facilities
 - Evacuation Planning
 - Shelter Strategy

II. Public Education and Awareness

- Issues:**
- Post-Disaster Public Information

III. Land-Use Planning and Growth Management

- Issues:**
- Land-Use, Construction, and Development in High Hazard Areas

IV. Rebuilding, Recovery, and Redevelopment

- Issues:**
- Local Comprehensive Planning
 - Economic Redevelopment
 - Relocation and Land Acquisition
 - Build-Back Policy
 - The Permitting Process

V. Coastal and Floodplain Management

- Issues:**
- Updating FIRMs
 - Cumulative Substantial Improvements
 - Marina Evacuation and Safe Anchorage

VI. Infrastructure

- Issues:**
- Loss of Critical Services
 - Flood-proofing Water and Sewer Facilities

VII. Building Codes and Ordinances

- Issues:**
- Repair and Retrofitting for Hazard Mitigation
 - Protection of the Outside Envelope for Buildings
 - Manufactures and Mobile Homes
 - Hazardous Materials
 - Building Code Enforcement and Inspection

VIII. Natural Resources and the Environment

- Issues:**
- Drought Management Coordination
 - Wildfire Management
 - Landscape Management
 - Exotic Pest and Disease Management
 - Freezes

Recommendations

I. EMERGENCY MANAGEMENT

Issue: Pre-Disaster Planning for Critical Facilities

Certain critical facilities must remain functional or return to functioning very quickly during a disaster in order to: 1) minimize the adverse effects of an event, 2) decrease the likelihood that Charlotte County and the City of Punta Gorda governments will need assistance from State and Federal levels, and 3) enhance the Charlotte County and the City of Punta Gorda’s abilities to respond to a disaster before State or Federal Assistance can be mobilized.

The primary task of emergency management activities is to supplement and/or restart community systems. Community systems are not only the most obvious infrastructure, such as electric power, communications, water, sewer, and transportation, but include the economic, social networks, and support of the community (such as health and medical systems, schools, fire, police, security, EMS, and businesses). Extended disruption of community systems can cause additional losses and suffering beyond the direct impact of a disaster event. Structures and physical infrastructure can be repaired or rebuilt, but in many cases the fabric of a community cannot be repaired with any kind of State or Federal Assistance. Mitigation to assure that these systems continue to function or are resumed very quickly after a disaster is the only realistic approach to reducing certain kinds of damage, loss, or suffering. Mitigation to make these systems less vulnerable to hazardous events is necessary to reduce the amount of time a community will experience the disruption of community systems. Long term recovery includes mitigation to improve these systems.

Charlotte County Office of Emergency Management currently maintains an inventory of all Critical Facilities in Charlotte County. The Facilities are mapped out for use during emergency events.

Recommendation #1:

Encourage disaster resistant facilities by retrofitting or relocating.

Lead Agencies: Charlotte County Agencies, City of Punta Gorda Agencies
Private Utility Companies

Support Agencies: Charlotte County Office of Emergency Management, Private building contractors, county and private engineers, Chambers of Commerce

Notes:

Recommendation #2:

Insure that Charlotte County and city governments maintain their ability to handle local emergencies/disasters in order to remain self-sufficient until state and federal assistance can be mobilized and to minimize the need for state and federal assistance.

Lead Agency: Charlotte County Office of Emergency Management

Support Agencies: Charlotte County Administration, Charlotte County Departments, Private Utility Companies, Chambers of Commerce

Notes:

Recommendation #3:

Develop policy that ensures that all new structures housing critical facilities be built to a standard that will make them flood resistant and wind resistant. This includes health care facilities (hospitals, nursing homes, and assisted living facilities). These particular facilities need to be built as to reduce the need for evacuation.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Charlotte County Office of Emergency Management

Notes:

Issue: Evacuation Planning

When evacuation occurs in and through Charlotte County, it tends to occur on a mass level, but is significant in minimizing the loss of life. In rare but possible instances, an evacuation may occur which involves the entire County. Because of the possibility of a large influx of people evacuating, the time needed to evacuate may increase accordingly. The more people being evacuated, the longer it takes for an evacuee to get to a destination. In Charlotte County, this could be up to 28 hours in a worst case scenario.

A mass evacuation can place stress on the transportation networks in Charlotte County. Portable, programmable signs and barricades can be used to direct traffic to the least congested routes, and should be available for use during re-entry and post-disaster recovery when signs and other landmarks may have been destroyed.

Some evacuation routes may be flooded due to the low roadway elevations and inadequate water flow capacity from existing culverts and bridges. Much of the County transportation infrastructure is not able to handle severe storm events.

Recommendation #4:

Provide policy guidelines on handling evacuees crossing county lines, sheltering people caught on evacuation routes, and ensuring sufficient, reasonably priced fuel locations along evacuation routes.

Lead Agency: Charlotte County Emergency Management

Support Agencies: Private entities, Charlotte County Sheriff's Office, Private Fuel vendors

Notes:

Issue: Shelter Strategy

Charlotte County, as well as the State of Florida has an inadequate number of shelter spaces. Charlotte County only has shelter for any hurricane which is Category 3 or less. The amount of shelter spaces in these shelters is 9,800. With Charlotte County's population being 150,000, this leaves 141,200 people (and potential evacuees) without a shelter space.

A disaster in Charlotte County demands a large number of adequately equipped shelters. A move should be made in Charlotte County to provide incentives for private investors to include shelter provisions in the design and construction of commercial buildings.

Manufactured homes and mobile homes, many of which are used as primary residences, are extremely vulnerable to wind and water damage. Many manufactures home sites are densely populated and do not have shelters or facilities suitable for such use within the immediate community. Residents, therefore, must be evacuated to safe shelters elsewhere.

Recommendation #5:

Develop a strategy which identifies those facilities within Charlotte County which could be used as shelters once retrofitted. These facilities could include churches, condo and apartment area clubhouses, country clubs, large businesses, schools, county buildings, vacant buildings, community colleges, etc. Retrofit as necessary with hurricane shutters and other improvements adequate to fulfill the needs of the shelter.

Lead Agency: Charlotte County Office of Emergency Management

Support Agency: Charlotte County Building Construction Services, Charlotte County Chambers of Commerce, Private Businesses, Charlotte Builders and Contractors Association, Charlotte County GIS

Notes:

Recommendation #6:

Develop standards for future buildings that will be used as shelters to ensure that they are constructed and equipped with sufficient interior space and facilities for use as long term emergency shelters. Minimum features should include bathrooms, supplies, emergency power, and hurricane shutters. Shelters designed for the medically dependent should be staffed with proper personnel and equipment.

Lead Agency: Charlotte County Office of Emergency Management

Support Agency: American Red Cross, Charlotte County Building Construction Services, Charlotte County Health Department

Notes:

Recommendation #7:

Develop design criteria for public schools and community colleges to be used as shelters. Review construction standards and the feasibility of requiring such facilities to be able to withstand, at a minimum, Category 4 force winds.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Charlotte County Engineering, Charlotte County School Board, Charlotte County Office of Emergency Management, Charlotte County Growth Management

Notes:

II. PUBLIC EDUCATION AND AWARENESS

Issue:

There is a strong need for public information efforts to focus on helping people to understand how to retrofit and secure their homes and property so that they will be safe at home, and possibly be willing to remain there. Charlotte County must be concerned with encouraging people not in evacuation zones to not evacuate unless directed to do so. This needs to be done in order to avoid large numbers of people being caught on evacuation routes when a hurricane makes landfall.

In a post-disaster situation, homeowners need to understand the importance of implementing mitigation techniques to their property while making repairs. Air conditioning units, heat pumps, water heaters, etc., should be relocated rather than being placed in the same location as prior to the disaster. Much of the damage that occurs during a disaster could be eliminated by simple mitigation techniques that are implemented immediately following a disaster.

Recommendation #8:

Collect, organize, and maintain an electronic library of information containing current documents and programmatic materials on emergency management and mitigation.

Lead Agency: Charlotte County Office of Emergency Management

Support Agency:

Notes:

Recommendation #9:

Disseminate educational information to homeowners and businesses on mitigation and flood proofing techniques to be used during repair and rebuilding. This information should be made available to disaster victims at Disaster Recovery Centers immediately after the event. Utilize a variety of dissemination methods.

Lead Agency: Charlotte County Office of Emergency Management

Support Agency: American Red Cross, private builders and contractors, State DEM Media

Notes:

Recommendation #10:

Coordinate with telephone companies to have emergency information and instructions that are not subject to change published in the telephone directory.

Lead Agency: Charlotte County Office of Emergency Management

Support Agency: Sprint/Embarq

Notes:

Recommendation #11:

Promote public education programs for boat owners. Educational materials should address boat safety after a disaster, hurricane preparedness, anchorage and mooring techniques, and evacuation plans.

Lead Agency: Charlotte County Office of Emergency Management

Support Agencies: US Coastguard Auxiliary, boat insurance companies, marinas

Notes:

III. LAND USE PLANNING AND GROWTH MANAGEMENT**Issue: Land Use, Construction, and Development in High Hazard Areas**

Because of the desire to locate near the coastline and other bodies of water, a large portion of Charlotte County's population lives in areas currently designated as "Coastal High Hazard Areas". A need exists in Charlotte County to reduce damage to future development by minimizing vulnerability to hazards. A reduction in the amount of public money spent for recovery and redevelopment in these areas is imminent.

Coastal High Hazard Areas have a high vulnerability to hurricane and storm damage. If left undeveloped, these areas can serve as buffers, decreasing the effects of hurricanes. Presently, however, there are few incentives in place to encourage developers to develop outside these areas. The National Flood Insurance Program (NFIP) and the Community Rating System (CRS), which both Charlotte County and the City of Punta Gorda are involved in, provides a reduction in flood insurance premiums for those communities that develop policies for floodplain management.

Recommendation #12:

Develop acquisition and relocation ordinances for storm damaged buildings located in high hazard areas which can be converted into open space or less vulnerable land uses.

Lead Agency: Charlotte County Growth Management

Support Agencies: Charlotte County Office of Emergency Management, private contractors and builders, Charlotte County Administration, Charlotte County Board of County Commissioners

Notes:

IV. REBUILDING, RECOVERY, AND REDEVELOPMENT**Issue: Charlotte County Comprehensive Planning**

After a catastrophic hurricane or other disaster event, Charlotte County will be faced with the challenge of rebuilding devastated parts of the County. Political pressures, including those from local developmental interests are significant during these times. A plan which establishes policies for recovery and rebuilding will maximize the opportunities that exist in the recovery process and limit pressure from outside sources and local development interests. Rebuilding damaged structures in a way that reduces future damage and economic viability is improved should be a key part to redevelopment. Post-disaster redevelopment planning provides an opportunity to redefine the vision of Charlotte County and undo any past planning mistakes which may have occurred.

Although post-disaster redevelopment plans for designated coastal localities, such as Charlotte County, are required under current state planning requirements, few plans exist. Hurricanes are not the only disasters for which redevelopment must be considered. Tornadoes and flooding raise similar post-disaster considerations regarding rebuilding priorities, building code requirements, and development

relocation. As such, a guiding framework for the recovery and rebuilding process would be beneficial following any type of hazard, not just hurricanes and tropical storms.

Recommendation #13:

Develop a Charlotte County Post-Disaster Redevelopment Plan.

Lead Agencies: Charlotte County Growth Management, Charlotte County Office of Emergency Management

Support Agencies: Charlotte County Engineering, Charlotte County Environmental Health, Charlotte County Administration, Charlotte County Board of County Commissioners

Notes:

Recommendation #14:

Include policies, strategies, and measures within redevelopment plans that take advantage of post-disaster opportunities for implementing redevelopment goals.

Lead Agency: Charlotte County Growth Management

Support Agencies: Charlotte County Office of Emergency Management, Charlotte County Public Works, Charlotte County Engineering, Charlotte County Environmental Health

Notes:

Issue: Economic Redevelopment

Charlotte County can expect to be affected by economic hardship after a large hurricane or storm event. Many of the small businesses, as has happened in past events elsewhere, cannot survive the affects of a large hurricane or storm event and many never recover. Large businesses my relocate branches out of the affected area. The need to ensure economic viability in Charlotte County following a major catastrophic event requires the development of public and private economic recovery strategies to guide the recovery process. The necessary strategies should identify economic development options and alternate use plans which are consistent with Charlotte County's resources.

Recommendation #15:

Incorporate economic issues into the Charlotte County post-disaster redevelopment plan with cooperation of the private, state, and federal assistance. Emphasize reconstruction and diversification of the economic base. Support existing small business communities, and encourage business community growth further inland.

Lead Agency: Charlotte County Growth Management

Support Agencies: Punta Gorda Business Alliance, Charlotte County Administration, City of Punta Gorda, Chambers of Commerce within Charlotte County

Notes:

Issue: Relocation and Land Acquisition

Relocation is the permanent evacuation of hazard-prone areas through movement of existing hazard-prone development and population to safer areas. The two common approaches to relocation are physical removal of buildings to a safer area with future use of the vacated area limited to permanent open space, and substitution of existing uses for others that are less vulnerable to the hazard.

Acquisition is the public procurement and management of lands that are vulnerable to damage from local hazards. Following acquisition, land uses more appropriate to the degree of risk may be chosen. Public acquisition had been achieved by purchase at full market value, purchase at less than full market value through methods such as foreclosure of tax delinquent property, bargain sales, purchase and lease back, donation through reserved real estate, and donation by will.

Charlotte County can prepare for post-disaster opportunities for acquisition of high hazard areas by identifying parcels and funding mechanisms in advance. Areas and parcels suitable for density reduction by relocation should be identified in advance.

Recommendation #16:

Identify all land parcels which are located in the Special High Flood Hazard Area.

- Lead Agency:** Charlotte County Growth Management
- Support Agency:** Charlotte County GIS, Charlotte County Office of Emergency Management

Notes:

Recommendation #17:

Where feasible, Charlotte County should pursue the use of public acquisition and relocation within Redevelopment Plans.

- Lead Agency:** Charlotte County Growth Management
- Support Agencies:** Charlotte County Property Appraisers Office, Charlotte County Administration, Charlotte County Board of County Commissioners, Charlotte County Office of Emergency Management

Notes:

Issue: Permitting Process

Regulatory permitting in Florida is currently administered through several agencies at all levels of government. For example, wetland permits are obtained through the Army Corps of Engineers, the Florida Department of Environmental Protection (DEP), and through local governments. In Charlotte County building and developing permits are obtained through the Building Construction Services Department, Permitting and Licensing Division.

Recommendation #18:

Develop a "one stop" plan for obtaining permits with state and local permitting agencies. Include emergency procedures to streamline the regulatory permitting process for post-disaster response and recovery.

- Lead Agency:** Charlotte County Building Construction Services
- Support Agencies:** Charlotte County Office of Emergency Management, Florida DEP

Notes:

V. COASTAL AND FLOODPLAIN MANAGEMENT

Issue: Updating Flood Insurance Rate Maps (FIRM)

Charlotte County is continually generating new floodplain information or revising floodplain boundaries through land development. This information is provided by Charlotte County to FEMA on a consistent basis. However, FEMA has yet to survey the large D, or undetermined flood risk zones in Charlotte County. This large undetermined zone may contain people who are actually at a flood risk. This can pose to be a problem if Charlotte County is affected by another large storm event. People in D zones are not required to buy flood insurance. A large storm event could damage or destroy properties in this zone.

Recommendation #19:

Coordinate further local and private floodplain studies for updating FIRMs.

Lead Agency: Charlotte County Growth Management, Charlotte County Building Construction Services

Support Agency: Charlotte County Office of Emergency Management, Charlotte County GIS, Charlotte County Public Works, Charlotte County Engineering

Notes:

Issue: Cumulative Substantial Improvement

The National Flood Insurance Program (NFIP) program defines substantial improvement as "any reconstruction, rehabilitation, addition, or other improvement of a building when the cost of the improvement equals or exceeds 50 percent of the market value of the structure before the improvement or damage." Chapter 161.52, F.S., Beach and Shore Preservation, provides that in the established Coastal Building Zone, substantial improvement determinations should be based upon the cumulative cost of improvements over a five (5) year period. In those floodplains outside of the Coastal Building Zones, homeowners are permitted to make multiple improvements, each costing less than 50 percent of the market value, and not bring existing structure up to code.

Recommendation #20:

Encourage retrofitting of Pre-FIRM structures that are damaged less than 50 percent of market value. Identify funding sources to assist businesses and homeowners.

Lead Agency: Charlotte County Growth Management

Support Agency: Charlotte County Office of Emergency Management

Notes:

Issue: Marina Evacuation and Safe Anchorage

Many marinas have rules that require boat owners remove their vessels when threatened by hurricanes. Boat owners who do not comply can lose their slips, which can be a significant penalty. Generally, those areas which have been used to moor boats during a hurricane, including tributaries, coves, and canals, have traditionally been viewed as safe. However, they cannot provide adequate protection and may not be accessible to all vessels from exposed facilities. In addition, boaters who attempt to evacuate may not be able to reach or secure an alternate mooring and may place their own safety at risk. Subsequently, many boat owners (especially those from out of town) are motivated to travel into areas being evacuated in order to move their boats, putting their own lives at risk.

Recommendation #21:

Incorporate hazard mitigation practices, including secure moorings and storm worthy anchorages, into marina designs and promote retrofitting of existing facilities for commercial and recreational vessels. Place emphasis on new boat facilities on storm worthy dry stacks and boat ramps to facilitate removal and/or storage of "trailerable" type boats.

Lead Agency: Charlotte County Growth Management

Support Agencies: Charlotte County Office of Emergency Management, Charlotte County Engineering

Notes:

VI. Infrastructure

Issue: Loss of Critical Services

Damaged infrastructure causes significant problems in disaster response activities and creates safety hazards for the public due to loss of critical services. For long-term recovery and mitigation, repair and/or replacement of key facilities will take a significant amount of time and resources.

Water and sewer treatment plants tend to lose primary power to main facilities, pumping stations, and distribution systems. These plants also sustain physical damage, including damage to secondary back-up power units.

Communication infrastructure losses include damage of buildings, switching stations, and underground utilities. Cellular telephone and microwave systems which support communication infrastructure also sustain damage, further reducing the capabilities of communication infrastructure elements.

Potable water distribution systems lose pressure and become contaminated, making water unavailable for many homes. Power plants suffer generation outages and sustained damage from wind, flying debris, and downed trees. Storm water canals get loaded with debris and sustain damage to control systems.

Recommendation #22:

Analyze each form of critical infrastructure (gas, water, sewer, power, sanitation, storm water system, roads, ports, etc.) and prioritize functions based on risk and vulnerability (include cost-effective considerations). Catalog materials, parts, and supplies that can be accessed expeditiously. Identify staging areas for stockpiling.

Lead Agency: Charlotte County Utilities

Support Agencies: Private utility companies, Public Works, Florida Power and Light, Sprint/Embarq, GTE, Comcast Cable, Charlotte County Office of Emergency Management

Notes:

Recommendation #23:

Determine whether critically damaged key infrastructure and facilities should remain in place or be relocated. Include this information in the Charlotte County Comprehensive Plan, and note sites for relocation on the Future Land Use Map.

Lead Agency: Charlotte County Utilities

Support Agencies: Private Utility Companies, Public Works, Charlotte County Office of Emergency Management, Charlotte County Community Development, Charlotte County GIS

Notes:

Recommendation #24:

Provide auxiliary power supply at all key utilities and facilities (water, sewer, and all emergency response agencies).

Lead Agency: Charlotte County Utilities

Support Agencies: Private Utility Companies, Pubic Works, Charlotte County Office of Emergency Management, Charlotte County Engineering

Notes:

Issue: Flood-proofing Water and Sewer Facilities

The design elevation of some water and sewer facilities for the ten-year flood event. In a flooding event, these facilities may become inundated and stretched beyond capacity due to infiltration and inflow. Additionally, effluent disposal (point discharge) limits may be exceeded, and the buildings, lift stations, well hatches, and pump stations may be inundated.

Recommendation #25:

Develop plans to repair and/or restore damaged water and sewer treatment facilities immediately after the storm in order to function consistently within health and environmental plans. Evaluate emergency sewer disposal procedures. Identify and implement long-term cost effective mitigation measures, including flood-proofing operating facilities to the 25 year event and eliminate flood water inflow and infiltration into sanitary sewer systems.

Lead Agency: Charlotte County Utilities

Support Agencies: Private Utility Companies, Charlotte County Environmental Health, Public Works

Notes:

VII BUILDING CODES AND ORDINANCES

Many buildings that are substantially damaged as a result of a storm are repairable. According to the NFIP, substantially damaged buildings are those buildings which have sustained damage greater than 50 percent of the market value of the building. Florida Building Codes require that substantially damaged buildings be brought into compliance with current code requirements during the repair process.

Many county building codes do not require that buildings, which are less than substantially damaged, be brought into compliance with the current code during the repair process. In areas where the buildings have been substantially damaged, many undamaged buildings were built using construction methods and designs similar to those buildings which were damaged. They just happened to not get damaged **this time**. These buildings are susceptible to future damage from similar storm events. These buildings need to be upgraded to avoid future damage.

A large number of homes which have suffered substantial damage in recent disaster will require elevation. Many of these households will face financial difficulty in their efforts to meet the additional costs of bringing structures into compliance with new codes, including elevation. Even with liberal disaster assistance compensation, there is still a shortfall in federal disaster funding sources to help bring their residences up to code when their structures

have been substantially damaged.

Issue: Protection on the outside envelope of buildings:

Many structures have historically failed during wind disasters as the result of inadequate window, roof, and door protection. In many cases, structural integrity lasts only as long as the outside envelope remains intact. Once there is a window failure, many buildings sustain heavy damage or, in some cases, total destruction due to either wind pressure or wind-borne debris. This is true of all construction and/or buildings types. In addition, if new residential structures were built with a "safe room" for example, a center bathroom or large closet, residents may more likely be able to safely stay home during hurricanes, as long as they are not in a storm surge zone, low-lying area, or a mobile home.

Recommendation #26:

Enforce a building code for all new structures which addresses the issues of roof, weather envelope, and window and door failures. Specifically, address requirements and incentives for shutters, improved roof connections, and creation of safe shelter space within the living areas of each residence.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Charlotte County Office of Emergency Management, Private builders and contractors

Notes:

Recommendation #27:

Enforce standards or ordinances critical to the importance of the performance of the weather envelope of buildings, including aggregate flow off built up roofing, asphalt shingles, metal roofing, tile roofing, and other types of roofing materials. Exterior wall systems should be signed and sealed by licensed design professionals.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Private Builders and contractors

Notes:

Issue: Manufactured and Mobile Homes

Mobile homes, due to their low cost and light construction materials, are extremely vulnerable to wind damage. During severe wind events, mobile homes seem to suffer a disproportionately large amount of damage when compared to conventional residential housing units.

Manufactured homes have the same type of vulnerabilities.

Issue: Hazardous Materials

Above ground hazardous materials storage tanks float away from their original containment areas and become floating hazards. The hazard created by these tanks increase the danger faced by emergency workers and individuals attempting to evacuate flooded areas. Tanks containing flammable and explosive materials could ignite or explode in the event of collision with another object. In addition, materials escaping from overturned or damaged tanks are a source of environmental contamination.

Despite the potential dangers associated with these tanks, the placement and anchoring of small hazardous materials storage tanks is currently unregulated by any federal, state, or local laws. Storage tanks of less than 550 gallons are not regulated. Local regulation is recommended.

Recommendation #28:

Enforce ordinances governing the installation of hazardous materials storage containers not currently regulated to minimize the impact of flood and fire hazards. This includes residential propane tanks.

Lead Agency: Charlotte County Fire Department

Support Agencies: Charlotte County Office of Emergency Management

Notes:

Issue: Building Code and Inspection

Damage from Hurricane Andrew focused public attention on numerous allegations of shoddy construction, developer and contractor shortcuts, and negligent inspection practices. After a disaster, there is an immediate need for additional inspectors to do an adequate job of enforcement.

Recommendation #29:

Implement a comprehensive effort to enforce adopted codes, to include the following:

1. Mandatory certification program for inspectors and certification for building inspectors emphasizing wind-resistant construction.
2. Amend all building codes to require the number of inspections necessary to ascertain that all critical load path members and connections comply with code requirements. These include, roof sheathing, framing anchors, tie downs, roof framing (including permanent and lateral truss bracing), wall framing, and wall sheathing.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Private builders and contractors

Notes:

Recommendation #30:

When in need of additional building inspectors, use the Building Officials Association of Florida (BOAF) during reconstruction efforts. Establish mutual aid agreements for use of building inspectors from other cities and counties. Update umbrella liability and insurance to cover temporary inspectors.

Lead Agency: Charlotte County Building Construction Services

Support Agencies: Other County and City inspection agencies

Notes:

VIII NATURAL RESOURCES AND THE ENVIRONMENT**Issue: Drought Management Coordination**

Governmental and private initiatives are primarily responsible for reducing drought and drought situations. The ability for conserving and transferring water from rural to urban areas is essential. The fact that vast amounts of water are held in storage and retained for agricultural use is not something that can be overlooked. In short, in a disaster situation, water allocations must be re-evaluated and prioritized among urban and agricultural uses in a more balanced matter.

Recommendation #31:

Create a countywide task force to develop a county response plan to deal with drought management, including the following elements:

1. Integrate drought management concepts into the planning, design, and implementation of water control projects and systems.
2. Encourage homeowners to landscape using plants that are more drought resistant. Also encourage homeowners to use water saving devices on their plumbing.

Lead Agency: Charlotte County Office of Emergency Management

Support Agencies: Charlotte County Cooperative Extension Service, Charlotte County Utilities, Charlotte County Fire Department, Charlotte County Community Development

Notes:

Issue: Wildfire Management

Several types of disasters contribute to the problem of providing fuel for wildfires. This, of course, serves to exacerbate an already disastrous situation. Fire duration and intensity are directly proportionate to the amount of available fuel (i.e. dead trees, underbrush). A fuel management program should be developed to reduce the risk of wildfires to lives and property by reducing the amount of fuel. At the same time, damaged trees disrupt infrastructure when they pull down overhead power and telephone lines. Uprooted trees can damage pavement and underground utilities.

Recommendation #32:

Implement fuel management programs which include the following programs:

1. Increase the protection of communities.
2. Increase the protection of individual dwellings.
3. Increase the protection of other structures and infrastructure.
4. Promote protection of ecological resources.

Identify damaged areas by aerial photography. Clear fuel breaks, both with land crews and with heavy equipment. Fuel breaks average 20 to 30 feet, but wider zones may be cleared around the structures. Maintain fire breaks by mowing and clearing them.

Primary Agencies: Charlotte County Fire Department, City of Punta Gorda Fire Department, Charlotte County Public Works

Support Agencies: Charlotte County Parks, Recreation, and Cultural Resources, Private contractors

Notes:

Recommendation #33:

Adopt Charlotte County Community Wildfire Protection Plan (CWPP), and encourage residents to follow Firewise practices.

Primary Agencies: Charlotte County Office of Emergency Management, Charlotte County Fire Department, City of Punta Gorda Fire Department, Department of Forestry

Support Agencies: Charlotte County Parks, Recreation, and Cultural Resources

Issue: Landscape Management

Damaged trees tend to pull down overhead power and telephone lines, and tree roots break pavement and underground utilities. Certain trees are more vulnerable to up-rooting when soils are saturated. Landscape architects have historically recommended using trees as windbreaks to reduce wind damage to structures, agricultural crops, and natural areas as a soil conservation effort. Little consideration has been given however, to storm vulnerability, fire tolerance of the species planted, or the non-native exotic pest plan species. Properly placed and maintained storm tolerant and fire resistant trees and shrubs would minimize damage to buildings, roads, utilities, and reduce debris and resulting disposal problems.

Issue: Exotic Pest and Disease Management:

As long as agriculture remains a part of the Charlotte County economy, the threat of exotic pest and disease infestation disaster is ever present. There is no scientific way to provide 100 percent eradication of all pests and diseases. The only alternative is to mitigate their effect and impact upon the industry through an aggressive program of early detection and well designed eradication and control programs. However, the threat of infestation is always present.

Recommendation #34:

Encourage a comprehensive program addressing the impacts of exotic pests and diseases, to include the following:

1. Ensure that viable and effective eradication measures are being implemented.
2. Ensure timely reviews and updates of the various and action plans which detail eradication processes.

Lead Agencies: Charlotte County Environmental Services, Charlotte County Cooperative Extension Service

Support Agencies: Charlotte County Parks, Recreation, and Cultural Resources, Charlotte County Public Works

Notes:

Issue: Freezes

Freezes pose a problem on a recurring basis. There are no current technological advances on a scale that is large enough to prevent significant damage to field crops and citrus groves as a result of a freeze. There are no programs in place to mitigate this problem.

FUNDING FOR MITIGATION ACTIVITIES

After a disaster or catastrophic event, there are many funding sources for mitigation activities that are available. There are eligibility requirements for each program that must be adhered to in order to be able to apply for funding. A listing of eligibility requirements can be found in the Charlotte County OEM library. These programs can include the following:

Public Assistance Mitigation Funds: This program is available to communities who have been affected by a Presidentially declared disaster. The Charlotte County Office of Emergency Management and the Charlotte County Hazard Mitigation and Recovery Team (HMART) will identify potential projects through the impact and damage assessment processes. These projects, along with estimated costs will be forwarded to the Charlotte County Budget & Administrative Services Department, who manages Public Assistance activities for Charlotte County. See the Charlotte County Public Assistance Standard Operating Procedures for more information.

Hazard Mitigation Grant Program: This program is available to communities who have been affected by a Presidentially declared disaster. The Charlotte County Office of Emergency Management will identify projects and work with homeowners to fill out applications for this project. Primary focus for this grant program will be on repetitive loss properties in Charlotte County. However, this will not be the only scope of applications for this program if a need is identified. This program consists of the following breakdown of funds – 75% of the project cost will be paid by the federal government and the remaining 25 % of the project cost will be the responsibility of the homeowner. This is a reimbursable program which requires the homeowner to pay 100% of the project cost, with 75% to be reimbursed back to the homeowner.

The Charlotte County Office of Emergency Management will work with the Charlotte County Budget & Administrative Services Department to set up an account for approved projects. The homeowner will submit receipts to the Charlotte County Budget & Administrative Services Department who will then submit project costs to FEMA, who will in turn reimburse the county for 75% of the project cost.

Flood Mitigation Assistance Program: This program is a program available to active communities in the National Flood Insurance Program. Both Charlotte County and the City of Punta Gorda are eligible for this program. This program runs on an annual cycle and is available for residents of Charlotte County and the City of Punta Gorda who are repetitive loss property owners. This program consists of the following breakdown of funds – 75% of the project cost will be paid by the federal government and the State, and the remaining 25% of the project cost will be the responsibility of the homeowner. This is a reimbursable program which requires the homeowner to pay 100% of the project cost, with 75% to be reimbursed back to the homeowner. The remaining costs will be the responsibility of the homeowner.

The Charlotte County Office of Emergency Management will work with the Charlotte County Budget & Administrative Services Department to set up an account for approved projects. The homeowner will submit receipts to the Charlotte County Budget & Administrative Services Department who will submit project costs to FEMA, who will in turn reimburse the county for 87.5% of the project cost. The remaining costs will be the responsibility of the homeowner.

Emergency Management Preparedness Assistance Trust Fund Competitive Grant: This program is sponsored by the State of Florida Department of Community Affairs which awards funding to jurisdictions that apply for the program and are awarded enough points for their projects in the review process. Jurisdictional applications are categorized and prioritized using the amount of points that the project was awarded. Mitigation projects are eligible for this program. This program is available on an annual basis. The Charlotte County Office of Emergency Management will work with the Charlotte County Budget & Administrative Services Department to administer this program if it is awarded. Charlotte County has experience in dealing with this program and setting up budgetary accounts for it within county procedures.

The Community Development Block Grant: CDBG monies can be used to help supplement required homeowners matching funds in certain cases. Programs which this may be used include FMAP and HMGP (see above).

One Cent Sales Tax Extension Funding: This is a County program, approved by the Board of County Commissioners which supplies funding for retrofitting refuge sites in qualifying mobile home parks, church social halls, schools, and like facilities. This program is subject to the approval of Charlotte County voters when the sales tax extension comes up for vote.

Ad Valorem Tax Breaks: At this time, no such program has been approved by the Board of County Commissioners for retrofitting facilities. However, this option may be explored at some point in the future in order to encourage hazard mitigation in newly built structures.

Technical Assistance Funding: Technical assistance funding is available from the Federal Emergency Management Agency and Technical Assistance is also available from the State of Florida. Technical assistance can assist Charlotte County with project identification, project planning, and project execution.

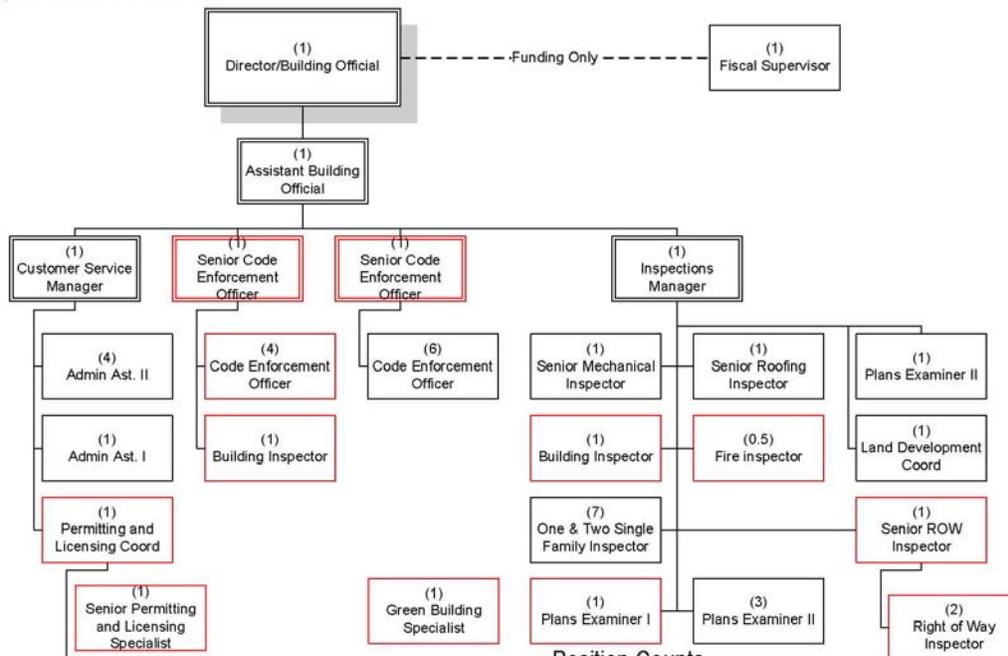
Other Programs: Other programs such as the Florida Communities Trust and the Florida Coastal Management Program have been used to acquire land so that it cannot be developed. These programs will continue to be utilized as long as they are available.

Personnel, data, equipment, and vehicles for mitigation assessment

Date of last revision: 3/2/10

PERSONNEL			
Department	Number of Staff	Location	Comments
Emergency Management	4	26571 Airport Road Punta Gorda, FL 33982	Director, Coordinator, and two Planners
Building Construction Services	51.5	18500 Murdock Circle Port Charlotte, FL	Organizational chart shown on next page
Local Mitigation Strategy Team	46	Various Locations Throughout County	
DATA			
Emergency Management uses WEB EOC			
Building Construction Services uses ACCELA			
Local Mitigation Strategy Team would utilize Microsoft Products (Word & Excel)			
EQUIPMENT			
Emergency Management has 24 laptops available within the EOC (26571 Airport Road, Punta Gorda, FL) plus 4 stand-alone computers in offices. Various printers, copiers, fax machines, 800 MHZ radios, cell phones, and NOAA weather radios also.			
Building Construction Services – all equipment utilized by the staff mentioned above are kept at the Murdock Administration Building located at 18500 Murdock Circle, Port Charlotte, FL. Samples would be laptops/computers/radios/cell phones/safety equipment.			
VEHICLES			
Department	Vehicle	Location	Comments
Emergency Management	Ford Explorer	26571 Airport Road Punta Gorda, FL 33982	Director
Emergency Management	Ford F150	26571 Airport Road Punta Gorda, FL 33982	Coordinator
Emergency Management	Ford F150	26571 Airport Road Punta Gorda, FL 33982	Radio Communications
Building Construction Services	Numerous	18500 Murdock Circle Port Charlotte, FL	

Building Construction Services
Organizational Chart 1-20-2010



Position Counts

Director/Building Official	-	1	Senior Roofing Inspector	-	1
Assistant Building Official	-	1	Fire Inspector	-	0.5
Customer Service Manager	-	1	Plumbing Inspector	-	0
Inspections Manager	-	1	1&2 Single Family Inspector	-	7
Senior Code Enforcement Officer	-	2	Fiscal Supervisor	-	1
Plans Examiner I	-	1	Permitting and Licensing Specialist	-	6
Green Building Specialist	-	1	Senior Permitting and Licensing Spec	-	1
Plans Examiner II	-	4	Permitting and Licensing Coord	-	1
Code Enforcement Officer	-	10	Land Development Coord	-	1
Admin Assistant I	-	1	Senior ROW Inspector	-	1
Admin Assistant II	-	4	Right Of Way Inspector	-	2
Building Inspector	-	1	Total Position Count	-	51.5
Unsafe Building Inspector	-	1			
Senior Mechanical Inspector	-	1			