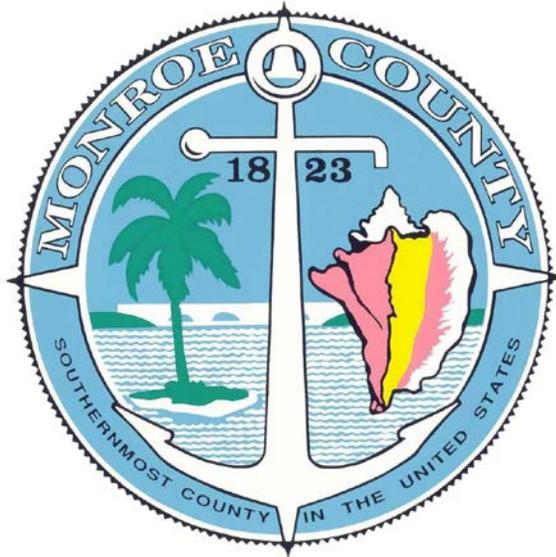


BASIC PLAN

I. Introduction



Monroe County, Florida

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Comprehensive Emergency Management Plan**Basic Plan****I. Introduction****I. INTRODUCTION**

The Monroe County CEMP is an all hazards operations oriented plan, and addresses issues involved in the coordination of local, regional and interregional evacuation, sheltering, post-disaster response and recovery; rapid deployment and pre-deployment of resources; communications and warning systems, annual exercises to determine the ability of local government to respond to emergencies; and clearly defined responsibilities for county departments, organizations and agencies through an National Incident Management System (NIMS) approach to planning and operations along with the integration of the Emergency Support Functions (ESFs). This CEMP describes the basic strategies, assumptions and mechanisms by which the county will mobilize resources and conduct activities during response and recovery operations. This plan is produced in such a manner as to remain consistent with the concept of emergency management as defined by the State of Florida Comprehensive Emergency Management Plan.

A. PURPOSE

The Monroe County Emergency Management Department, in cooperation with County Departments, and other members of our community, and in an effort to maximize the efficiency and effectiveness of available resources, endeavors to mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of Monroe County by:

- a. Reduce the vulnerability of people and communities to loss of life, injury, or damage and loss of property resulting from natural, technological, or man-made emergencies, such as acts of terrorism, civil disobedience, catastrophes, or hostile military or paramilitary action;
- b. Prepare for prompt and efficient response and recovery activities to protect lives and property affected by emergencies;
- c. Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency;
- d. Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies;
- e. Assist in anticipation, recognition, appraisal, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of public and private facilities and land use;
- f. Establish the concepts under which Monroe County government will operate in response to disasters by:
Defining the responsibilities of elected and appointed local government officials and department heads;
Defining the emergency roles and functions of city and county departments and agencies.

B. SCOPE

The Monroe County CEMP establishes official emergency management policy for all agencies and municipalities for response to, recovery from, and mitigation of emergencies and disasters within Monroe County.

- a. The Plan describes procedures for responding to emergencies at all levels, including establishing direction and control and coordination between local, State, and Federal authorities.
- b. The Plan outlines actions necessary for short- and long-term recovery and mitigation efforts following a disaster.
- c. The Plan gives Monroe County a uniform protocol for the establishment and maintenance of a coordinated interface between County agencies, and the State and Federal government during times of emergency.

C. ASSUMPTION

- a. An emergency or disaster may occur with little or no warning, and escalate far more rapidly than it could be managed by a single county resource. The success of rapid response depends on: 1) multi-discipline impact assessment teams; 2) procedures to ensure quick and effective decision making, such as pre-deployment and aggressive training of responders and elected officials on responsibilities and assignments; 3) procedures to rapidly implement local mutual aid agreements, state mutual aid and possibly federal assistance.
- b. Effective public awareness and education programs to allow citizens of Monroe County to take appropriate advanced actions based upon the category of the hurricane expected.
- c. Evacuation, shelter and Refuge of Last Resort strategies are based on citizen cooperation utilizing phased plan evacuation with the best shelter and refuge options available.
- d. The Primary Emergency Operations Center (EOC), located in Marathon, will be activated and staffed accordingly, and the ICS structure will be responsible for coordinating the planning and response activities of the support agencies.
 - Secondary EOC, which is located at the Marathon Government Annex Building, will be staffed for limited activation.
- e. Damage may be broad and many areas could experience property and economic loss, disruption of normal life support systems, physical and social infrastructure and potential casualties.
- f. The extent of the emergency event may be such that effective emergency response may be beyond the County and its municipalities' capabilities. It is presumed that the response organization from neighboring counties will send necessary supplies in response to Monroe County's aid request.
- g. It is presumed that the Department of Homeland Security will request resources from the Department of Defense for instantaneous replication and augmentation of the emergency response and recovery efforts. It is further presumed, that in addition to State and Federal assistance, a timely emergency response will result in a demand for mutual assistance from various other political arenas throughout the state.

D. METHODOLOGY

It is of paramount importance that the methodology utilized within this plan is recognized. As teamwork is essential to the planning process, it is equally important to acknowledge the plan composition team. Identified within the plan are all of the local agencies, departments, boards, associations, and organizations (i.e., public, private and volunteers) that are integral to the Primary and Support ESF's that comprise this document. It is only through a collateral effort and a spirit of cooperation, coordination and unity, by these entities, that successful preparation, response and recovery goals may be executed and attained.

- a. This plan was developed by a planning process coordinated by Monroe County Emergency Management Department.
- b. This plan will be promulgated by Resolution of the Board of County Commissioners.
- c. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are on file with Monroe County Emergency Management Department.
- d. A distribution list containing Department/Agency names and the number of copies of the Comprehensive Emergency Management Plan (CEMP) issued are on file with the Monroe County Emergency Management.
- e. The Director of the Monroe County Emergency Management Department, or his or her designee, is responsible for insuring that the CEMP is maintained, reviewed and developed. Following actual or tabletop exercises, emergencies, or disasters, MCEM conducts After Action Reports (AAR's) or Critiques and determines from these findings which procedures, if any, did not meet the needs of the emergency.
- f. While the MCED is responsible for the maintenance of this Plan, it is the responsibility of all other County departments and non-County organizations having emergency response or recovery assignments to develop and maintain their own Standard Operating Procedures.
- g. The MCED Director will, as an improvement effort, develop additional criteria in the plan, and review the plan to ensure that it reflects current policy with respect to emergency management planning principles. The Director will also review, approve or disapprove requests for material to be included in the CEMP.
- h. The Monroe County Emergency Management Director coordinates the county's preparedness activities. All Monroe County Divisions, Departments, agencies and organizations having primary or support roles and responsibilities are part of the Monroe "preparedness organization."
 - In accordance with State Statute 252, Monroe County Emergency Management Department provides guidance to, and is a conduit between Monroe County Municipalities and the State Division of Emergency Management/EOC. The Monroe County Emergency Management Director will review Municipal CEMPs for consistency with the Monroe County CEMP and provide written approval as appropriate. Additionally, Monroe County Emergency Management takes the county-wide lead in providing appropriate training, exercises, plan development, disaster education, and/or other disaster related requirements to municipalities and private organizations throughout Monroe County.
- i. The Monroe County Emergency Management Director has been active with a county-wide outreach program utilizing a Southeast Urban Area Security Initiative (SEUASI) Compliance Plan template and NIMCAST. The current County NIMCAST incorporates inputs from the Monroe County municipalities.
 - Monroe County Emergency Management will maintain a formal distribution list of individuals and organizations who have copies of the plan. Those on this list will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.

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BASIC PLAN

II. Situation



Monroe County, Florida
Monroe County, Florida

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Comprehensive Emergency Management Plan**Basic Plan****II. Situation****II. SITUATION****A. STATEMENT OF COOPERATIVE INTENT**

It is the intent of the Monroe County, as a governmental enterprise duly instituted under the laws of the State of Florida, to exercise due diligence in assuring and preserving the health, safety and welfare of its citizens, when threatened by natural and technological hazards and terrorist threat.

Pursuant to the powers and duties as prescribed by the County Charter, Florida Statute 252, and delegation of home rule powers by the County Administrator, Monroe County will stand ready to deploy its forces and capital resources - with full faith and commitment - to attempt the prevention of loss life and property to its residents; and to support the mutual-aid pacts with surrounding municipalities.

Furthermore, it is the County's intention to assist Monroe County municipal emergency management operations through the use of the ICS structure, specifically, by allowing the municipalities to establish Incident Command Teams, and the County acting as an Area Command, thereby performing the County's obligations to its citizens and supporting surrounding municipalities during hurricane emergencies and other hazards. It is the desire of the County to be "full partner" with both the County municipalities and adjacent counties in responding to an attack, natural and technological hazards.

B. SITUATION

Severe shortages will be experienced in the aftermath of a major or catastrophic emergency event. There will be severe or total disruption of energy sources and prolonged power outages. Homes, public buildings and other vital facilities and equipment will be damaged or destroyed and roads will not be passable due to the debris. The transportation infrastructure will be disrupted and commercial telecommunication services will be damaged. Communication between governmental and emergency response agencies will be impaired.

Numerous hazardous conditions and other emergencies as a result of the event can be anticipated. Homes and public structures and essential equipment will be damaged or destroyed. Delivery of supplies and necessary resources will be severely impacted. Victims may be forced from their places of residence and massive numbers of injured and/or dead could be anticipated.

Food processing and distribution capabilities will be seriously damaged or destroyed. Damage to fixed facilities which stores/houses or disposes of hazardous materials will, most likely, result in the release of hazardous materials into the environment. Medical and health care facilities will be overwhelmed and medical supplies and equipment will be in short supply.

C. POTENTIAL EMERGENCY CONDITIONS

Hurricanes and tropical storms pose major risks to Monroe County due to high winds and flooding. Other natural hazards that affect the area to a lesser degree are high winds other than hurricane (severe storms/tornadoes), rainfall flooding, drought, and wildfires.

Hazards that do not affect the area include landslides/sinkholes, dam/levee failure flooding, and winter storms; thus, these hazards are not addressed by this Plan. Winter storms and freezes do not pose risks to agricultural interests and property because of the climatological and meteorological characteristics of the Keys. The winter of 1981 was especially cold, with temperatures in the low 40°s. The greatest effect of an unusually low temperature would be a resulting low wind chill factor and the National Weather Service issues wind chill advisories appropriate.

Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.

D. HAZARD ANALYSIS**Hazard Overview:**

Due to its location and geological features, Monroe County is vulnerable to the damaging effects of certain hazards. A list of these hazards is found on page 7. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources, the public should expect and be prepared for a minimum 72-hour delay for emergency response services. A loss of US 1 or one or more of its many bridges could potentially create a delay in resources that would impact Monroe County for days, weeks, or even months.

Monroe County Hazard Analysis**a. Hurricanes/Tropical Storms and Severe Weather**

Monroe County has been named by the National Hurricane Center as an area most prone to the effects from tropical cyclones. Severe weather is often localized to a specific area due to the geographical makeup of the Keys.

b. Hazardous Materials Incidents (Spills)

Monroe County has only one transportation route (US 1) which would be severely impacted in the event of a hazardous material transportation accident/incident. Additionally, Monroe County has identified 29 facilities, which, should a hazardous material incident occur, will severely impact the immediate geographical area. The primary response agency is the Monroe County Fire and Rescue Department.

c. Nuclear Power Plant Emergencies

Florida Power and Light (FP&L) Turkey Point Nuclear Power Plant is located in South Dade County on Biscayne Bay, ten miles east-southeast of Homestead, 25 miles south of the City of Miami. The most vulnerable area adjacent to the power plant is within the plume exposure 10-mile Emergency Planning Zone (EPZ). Because projected radiation levels would exceed Protective Action Guide limits for a worst case scenario, implementation of appropriate protective actions (i.e. evacuation) would be required. Monroe County has its northern most point located within the 10 mile EPZ of Turkey Point Nuclear Power Plant. The largest population is Ocean Reef, which has approximately 7,500 residents, employees

and visitors (4,500 permanent residents, 2,500 contracted personnel and 500 staff and visitors).

d. Mass Migration

Armed violence and civil unrest abroad results in the threat of spontaneous mass migration to Florida, particularly southern Florida. Mass migration increases the need for law enforcement, detention and mass care. Monroe County's unique geographical location makes it easily accessible to migratory population abroad.

e. Coastal Oil Spill

Monroe County's economy is derived from and/or dependent upon tourist oriented, marine-based recreational activities. Additionally, the commercial fishing industry would be severely impacted by such an incident.

f. Brush/Wild Land Fires

The threat of brush and wild land fires is minimal for the majority of Monroe County, with the exception of Everglades National Park, located on mainland Monroe County, and Big Pine and Sugarloaf Keys, located in the lower Keys, and the US. 1 entry corridor from Florida City.

g. Storms, Lightning

Not only does Monroe County experience the yearly threat of ocean borne waterspouts becoming land borne tornadoes, but also severe thunder storms and lightning, thereby threatening the population and property interests of Monroe County. The county's vulnerability to wind is compounded by high concentrations of mobile home residents in various county locations.

h. Flooding

Most of Monroe County has a natural elevation of 4 to 7 feet above mean sea level, and is subject to flooding during hurricanes or heavy rains.

i. Terrorism

Civil Disturbance or Military Conflict. Terrorism is a serious State issue. Florida is vulnerable due to its geographical proximity to Cuba and the Caribbean nations. Military installations, chemical processing plants, highly populated areas are the most susceptible targets for terrorist attacks. Such an act would result in mass casualties and mass evacuation of the affected area.

- A violent foreign situation may result in mass migration to the State and Monroe County. This action would result in extensive need for law enforcement, mass care and detention facilities.
- In the event of civil disturbance, the protective action will be a joint effort between the County Sheriff's Office and the Florida Department of Law Enforcement and the Department of Homeland Security under the Federal Emergency Management Agency (FEMA) and/or the Department of Justice would be the lead Federal agencies.

j. Drought

Drought, as defined here, is a prolonged period of dry weather during, which there is an inadequate supply of water to meet water supply demands. This prolonged lack of water can have severe effects on people, animals, and plants. It will ultimately result in massive impact to life and property. Commerce may be severely affected.

- Lack of rainfall and adequate water supply will result in health problems for humans, animals, and vegetation. Regulations and water restrictions may force residents to stop the waste of any potable water or water supply.
- Department of Transportation is the primary agency for all transportation requests and will coordinate with the appropriate support agencies regarding drought relief efforts.

k. Sinkholes

Sinkholes are depressions in the land surface or holes in the ground caused by subsidence or collapse of surficial material into openings in soluble rock. Sinkholes usually develop in areas underlain by carbonate rock. Sinkholes in Monroe County are extremely rare.

- Sinkholes can cause damage to highways, homes, sewage facilities, utility lines and other structures. Earth-moving equipment may be needed to deal with sinkholes. Should this occur on county property, Department of Public Works would be the primary agency. Should this occur on state property, Florida Department of Transportation would be the lead agency.

l. Freezes

Monroe County, as the southernmost point of the United States, experiences a year round mild climate thereby attracting an inordinate number of seasonal and year round visitors as well as an estimated homeless population numbering approximately 300.

- The County's lowest temperatures occur from late November to early March with the peak number of events occurring in January.
- The risk of an event resulting in a life threatening "freeze" is unlikely. Personal injury or death due to freezes is not to be considered a hazard in this analysis. The greatest effect of an unusually low temperature would be a resulting low wind chill factor. The result of this may be that of a minor drop in the influx of outside visitors to Monroe County.

n. Aircraft Accident

Monroe County has three commercial or military airports that would be severely impacted in the event of a natural disaster or a terrorist attack. Key West Airport is located in the City of Key West; Naval Air Station Boca Chica in Key West, and Marathon Airport, located in Marathon, at U.S. Highway # 1, MM 52. Personnel of Key West Airport and Naval Air Station are the initial responders to situations, which would require emergency response at their facilities. Additionally, there are three small private landing strips located within residential neighborhoods.

Transportation Limitations Though not normally considered a hazard, the simply lack of roadway redundancy creates a hazard for Monroe County. The county is dependant on US 1 and its 42 bridges for ground transportation. This single point of failure requires Monroe County to plan for potential failure.

p. Disease and Pandemic Outbreaks

A disease outbreak happens when a disease occurs in greater numbers than expected in a community or region or during season. An outbreak may occur in one community or even extend to several countries. It can last for days to years. An epidemic occurs when an infectious disease spreads rapidly to many people.

q. Special Events

Large public events lend themselves to being the targets of terrorist activity or civil disturbances. The County and other County entities host several community/civil events open to the general public. One of the largest events is the Fantasy Fest, followed by the 7-mile Bridge Run, Upper Keys Nautical Flee Market, boat races, numerous seafood festivals, mini and regular lobster season, etc. These public assemblies are often an impact to the limited municipal services. The event sponsor/s must coordinate with the government officials to minimize impacts to day to day County and municipal services.

E. HAZARD AFFECTING MONROE COUNTY

HAZARD AFFECTING MONROE COUNTY		
Natural	Technological	Human/Societal
<ul style="list-style-type: none"> • Drought/Water Shortage • Epidemic, Human • Flooding • Heat, Extreme • Hurricane/Tropical Storm • Search/Rescue Emergency, Aircraft, Marine, Medical • Tornado/Thunderstorm <p><i>(Bold = Most Significant)</i></p>	<ul style="list-style-type: none"> • Communication Failure • Coastal Oil Spill • Energy Emergency, Fuel/Resource Shortage • Fire, Explosion • Fire, Structural • Fire, Brush • Hazardous Materials, Fixed Facility • Hazardous Materials, Transportation • Nuclear Power Plant Emergencies • Power/Utility Failure • Transportation Accident, Aircraft, Marine, Motor Vehicle, Railroad (mass casualty) 	<ul style="list-style-type: none"> • Civil Disturbance: Riot, Demonstration, Violent Protest, Illegal Assembly • Hostage Situation • Mass Migration • Military Conflict • Strike • Terrorism: Bomb Blast, Economic, Incendiary, Sabotage, Prolonged/Multiple Hostage • Terrorism, WMD: Biological, Chemical, Nuclear • Workplace violence

HAZARD RATING SUMMARY

<i>Catastrophic</i>	<ul style="list-style-type: none"> • WMD: Nuclear, Chemical, Biological • Terrorism-Explosive 		<ul style="list-style-type: none"> • Hurricane: Category 4 & 5 	
<i>Critical</i>	<ul style="list-style-type: none"> • Nuclear Power Plant Accident • Infrastructure Sabotage 			<ul style="list-style-type: none"> • Hurricane: Cat 2 & 3 • Tornado • Mass Immigration • Transportation Accident
<i>Limited</i>				<ul style="list-style-type: none"> • Hurricane: Cat 1 • Tropical Storm • Extreme Heat • Lightning • Structural Fire • Civil Disturbance – Riot
<i>Negligible</i>				<ul style="list-style-type: none"> • Tropical Depression • Floods • Drought • HazMat: Transportation • Cyber Terrorism
	<i>Not Occurred</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>

Frequency	
High:	At least one occurrence every 1 - 4 years.
Medium:	At least one occurrence every 5 - 10 years.
Low:	At least one occurrence every 11 - 100 years.
N/O:	Has not occurred, but for planning purposes should be evaluated as part of jurisdictions HVA.

Severity	
Catastrophic:	More than 50 deaths/injuries; Complete shutdown of critical facilities for 30 days or more; More than 50% property damage; Severe long-term effects on economy; Severely affects state/local/private sectors capabilities to begin or sustain recovery activities; Overwhelms local and state response resources.
Critical:	10-50 deaths/injuries; Shutdown of critical facilities for 8-30 days; 25-50% property damage; Short-term effect on economy; Temporarily (24-48 hours) overwhelms response resources.
Limited:	Less than 10 deaths/injuries; Shutdown of critical facilities for 3-7 days; 10-25% property damage; Temporary effect on economy; No effect on response system.
Negligible:	Minor injuries, no deaths; Shutdown of critical facilities for less than 3 days; Less than 10% property damage; No effect on economy; No effect on response system.

Note: The category of severity is used if the hazard results in one or more of the qualifiers.

F. SUMMARY OF PROJECTED IMPACT POTENTIAL

SUMMARY OF PROJECTED IMPACT POTENTIAL

Hazard Category	Excessive Wind	Excessive Water	Damaging Hail	Soil/Beach Erosion	Electric Power Outage	Surface/Air Transportation Disruption	Navigable Waterway Impairment	Potable Water System Loss or Disruption	Sewer System Outage	Telecommunications System Outage	Human Health & Safety	Psychological Hardship	Economic Disruption	Disruption of Community Services	Agricultural/Fisheries Damages	Damage to Critical Environmental Resources	Damage To Identified Historical Resources	Fire	Toxic Releases	Stormwater Drainage Impairment
NATURAL																				
Drought							X	X					X		X	X		X		
Epidemic, Human											X	X	X	X						
Flood, Coastal/ Intercoastal		X		X		X	X	X	X		X	X	X	X	X	X				X
Flood, Urban		X				X		X			X	X	X	X		X	X			X
Heat, Extreme					X						X	X	X	X	X	X				
Hurricane	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Landshift, Subsidence (sink Holes)						X		X	X		X		X	X						
Lightning, Thunderstorm	X	X	X		X					X	X							X		
Search/Rescue Emergency, Aircraft, Marine, Medical											X	X								
Tornado	X		X		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Tropical Storm	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Water Shortage								X	X		X	X	X	X						
TECHNOLOGICAL																				
Communication Failure										X	X	X	X	X						
Energy Emergency, Fuel/Resource Shortage					X	X		X	X	X	X	X	X	X						
Fire, Explosion					X	X					X	X	X	X				X	X	X
Fire, Structural					X	X					X	X	X	X				X	X	X
Hazardous Materials, Fixed Facility											X	X	X	X				X	X	X
Hazardous Materials, Transportation						X					X	X	X	X				X	X	
Nuclear Accident						X					X	X	X	X						X
Power/Utility Failure					X	X				X	X	X	X	X						
Transportation Accident: Aircraft, Marine, Motor Vehicle, Railroad (Mass Casualty)						X	X				X	X								
HUMAN/SOCIETAL																				
Civil Disturbance: Riot, Demonstration, Violent Protest, Illegal Assembly					X	X					X	X	X	X				X	X	
Hostage Situation											X	X								
Mass Immigration											X	X	X	X						
Military Conflict					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Strike											X	X	X	X						
Terrorism: Bomb Blast, Economic, Incendiary, Sabotage, Prolonged/ Multiple Hostage					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Terrorism, WMD: Biological, Chemical, Nuclear					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Workplace Violence											X	X								

G. MONROE COUNTY GEOGRAPHICAL INFORMATION**MONROE COUNTY GEOGRAPHICAL INFORMATION**

Monroe County is located at the southernmost tip of the state of Florida. This archipelago is 220 miles in length, and comprises approximately 1,418 square miles. Of these 1,418 square miles, 424 square miles is comprised of water with the remaining 994 square miles consisting of landmass, only 2% of which is developable and inhabitable. Made up of 882 islands with 600 miles of exposed coastline, Monroe County is designated as a State of Florida Area of Critical Concern.

Monroe County supports a population of approximately 76,000 residents and can easily increase to 100,000 by visitors traveling to the Florida Keys on any given holiday weekend.

Monroe County consists of a largely uninhabited mainland section mostly contained within Everglades National Park, and a 220-mile long chain of islands extending from Key Largo to the north, and the Dry Tortugas at the southern and western boundaries. The islands, which comprise the Keys, separate the Atlantic Ocean to the east from Florida Bay and the Gulf of Mexico to the west. The Straits of Florida borders the Keys to the south between the lower Keys and Cuba.

The individual Keys vary greatly in size, with Key Largo being the largest (31 square miles) and Key Haven (0.3 square miles) being the smallest. The average elevation in the Keys is 4 to 7 feet above mean sea level. Generally, the Keys from Big Pine Key south have the lowest average elevation. As The Florida Keys are essentially a string of low coral islands, the majority of Monroe County would be flooded in a Category 5 worst case storm tide. Only one small area in the City of Key West and several coral ridges on Key Largo would be exempt from total flooding.

The majority of the islands are bordered by a mangrove plant system. Unlike many of Florida's coastal barrier islands sandy beaches are uncommon, and mostly restricted to the Atlantic side of the larger islands.

Monroe County's highway transportation system is exceptionally unique in that a single road with connecting bridges forms the backbone of the entire county transportation network, and the sole link to the Florida mainland.

United States Highway One (US 1) also referred to as the Overseas Highway, is a road which runs continuously for 126 miles from Florida City in Dade County to Key West in Monroe County. US 1 is primarily a two-lane highway which is connected by 41 bridges; the bridges have a combined overall length of 19 miles.

In addition to US 1, the state maintains several feeder roads in Key West, and County Road 905A in Key Largo. Additionally, the county has approximately 430 miles of secondary roads. These roads are not substantially used for evacuation purposes, with the exception of Card Sound Road, which connects upper Key Largo to US 1 on the mainland at Florida City. Card Sound Road will be used as an evacuation road when traffic flow is impeded on US1 to attempt to expedite the evacuation process.

Monroe County receives approximately 42 inches of rainfall per year. While the Upper Keys tend to receive more rainfall than the Lower Keys, there are virtually no fresh water sources in the Upper Keys due to characteristics of the underlying limestone base rock. Some small fresh water lenses exist in the Lower Keys, primarily in Big Pine Key and Key West. Consequently, virtually all-potable water comes from the Biscayne Aquifer in Florida City via an aqueduct (pipeline).

H. LOCATION MAP

LOCATION MAP



I. DEMOGRAPHICS

The estimated population of Monroe County is 74,000.

Monroe County's population increases due to the tourist and seasonal population, increasing over the course of the hurricane season. Therefore estimates of the population vary from as low as 74,000 to as high as estimated 105,000 in November.

The county has very small non-English speaking population located primarily in Marathon and Key West. The county has over-75 mobile home/RV parks located throughout the Keys. Additionally, the Keys have over 8,900 hotel and motel facilities utilized by 4 million visitors to the county each year.

A complete listing of mobile home parks locations may be found in the Monroe County Critical Infrastructure Inventory listing on file with Emergency Management Department.

There are over 12,469 persons over the age of 65 with approximately 583 enrolled in the Special Needs Program. The County has over 100 mobile home/ RV parks and over 8,900 hotel and motel facilities.

The 2012 County study indicates that there are 13,665 Tourist Units, 8,134 Mobile Home Units and 44,630 Site-Built Units.

The County Special Needs Registry is at 583 clients.

J. ECONOMIC PROFILE

Monroe County's economy is unique in a number of respects due to its location and geography. The area attracts both seasonal residents and short-term visitors, drawn by the amenable climate and recreational opportunities. The economy is dominated by tourism and the commercial fishing industry.

Services, dominated by hospitality (food and lodging), is the largest segment of the private sector, followed by retail trade. These industries account for nearly 60.4% of total employment, and 67% of private sector employment.

Commercial fishing represents 7% of total employment and 9% of private sector employment. A combination of economic and natural resources factors have lead to a decline in the number of commercial fishing vessels and a long-term downward trend in the total poundage of the harvest.

Two other private sector categories together account for about 15% of total employment: construction and finance/insurance/real estate (May, 2012 indicated 4.9 % unemployment).

Public sector employment accounts for just over 16% of total employment. This category includes the federal government (and military), State and local government agencies, and utilities.

Because the tax base in Monroe County is supplemented by tourism, declines in the number of visitors after major hurricanes lead to reduced revenue associated with the Bed Tax, Sales Tax, and Infrastructure Tax. Historically, damaging storms result in significant loss of revenues.

The average property value in Monroe County is \$250,000 - \$ 350,000. Monroe County has no agricultural areas.

Monroe County houses several hundred inmates in three County jails and one State Correctional Facility located on Big Pine Key. The County jails are situated in Upper, Middle, and Lower Keys.

K. TRANSPORTATION

The transportation network in the Florida Keys is unique in that a single road forms its backbone and the sole link to the Florida mainland. U.S. Route 1, referred to as the Overseas Highway, runs for 126 miles from Florida City in Miami-Dade County to Key West in Monroe County. Maintained by the Florida Department of Transportation, for most of its length U.S. 1 is a two-lane highway with (space) 42 bridges.

U.S. 1 is a lifeline for the Keys, functioning as both highway and “Main Street.” Each day it brings provisions, fuel, equipment, tourists, and various other resources from the mainland.

Approximately 450 miles of roads, including 42 bridges, 27 of which are maintained by the County. Card Sound Road, operated as a toll road, is an alternate to U.S. 1 beginning at MM 106. Mainland Monroe County consists primarily of government-owned parks and preserves, and consequently has few roads. The only County-maintained road is Loop Road (with several families living on Loop Road), a 16-mile excursion off of U.S. 41 crossing the Miami-Dade and Collier County lines.

The cities of Key West, Marathon, Key Colony Beach, Layton, and Islamorada are responsible for the streets within their boundaries.

Air transportation is a viable alternative to highway travel. Monroe County has two airports: Key West International Airport and Marathon Airport. Key West Airport serves major commercial airlines while Marathon Airport is a general aviation only. Four privately-owned community airports are also located in the Keys.

Emergency Transportation – see Annex II – Preparedness – “J”

L. ENVIRONMENTAL & HISTORIC RESOURCES**Environmental Resources**

The Florida Department of Environmental Protection lists the following specific environmentally sensitive areas referred to as “Special Management Areas” (state and federal):

- Florida Keys Marine Sanctuary (comprehensive designation).
- Bahia Honda State Park.
- Fort Zachary Taylor State Historic Site.
- Indian Key State Historic Site.
- John Pennekamp Coral Reef State Park.
- Lignum Vitae Key State Botanical Site.
- Long Key State Park.
- Windley Key Fossil Reef State Geological Site.
- Curry Hammocks State Park.
- San Pedro Underwater Archaeological Preserve.
- Key Deer National Wildlife Refuge.
- Great White Heron National Wildlife Refuge.
- Looe Key National Marine Sanctuary.
- Key Largo National Marine Sanctuary.
- Everglades National Park (primarily mainland Monroe).

M. EMERGENCY MANAGEMENT SUPPORT RESOURCES

1. The elements listed on the "Essential Services, Critical Facilities and Infrastructure" chart, comprise the likely available emergency management support facilities. Monroe County has identified certain "critical facilities" that may be either emergency incident sites due to disaster impacts, or could be used as emergency management support facilities given that they are not impacted. Monroe County will strive to maintain certain "essential services" and maintain/restore the community's "infrastructure" during times of disaster.

2. The chart on the following page provides a "master situation summary" of essential services, critical facilities and infrastructure. These are defined as follows:
 - Essential Services: Community services normally provided on a daily basis. Each of these services are dependent upon certain critical facilities and infrastructure. Monroe County will also strive to provide these services during disasters through activation of Emergency Support Functions (ESFs) as appropriate.
 - Critical Facilities: Specific Monroe County structures or facilities that support the delivery of essential services. Critical facilities generally should be functional within 24 to 72 hours after a declared disaster depending on the severity of the event.
 - Critical facilities can also be defined as locations having large concentrations of people either temporarily or permanently such as high occupancy structures, special population facilities, or special community events. These situations can cause an "overload" on the community's essential services (special events themselves could be considered a hazard), or cause an immediate focusing of essential services when disaster occurs (response to schools, day care centers, hospitals, etc.). We have included community support to these situations as an "essential service." A "Critical Facility List" is attached as Annex X to this plan.
 - Infrastructure: "Systems" upon which essential services are dependent.

3. The Monroe County Local Mitigation Work Group has determined that the following listed facilities and infrastructure meet the definition of "critical facility":
 - a. Hospitals/Nursing Homes
 - Florida Keys Health Systems (DePoo Hospital and Lower Keys Medical Center).
 - Marathon (Middle Keys) – Fishermen’s Hospital.
 - Tavernier (Upper Keys) – Mariners Hospital.
 - All hospitals must evacuate Monroe County in a storm of Category 3 or greater.

Nursing Homes.

 - Bayshore Manor, Assisted Living Facility, Key West (Monroe County owned and operated).
 - b. Schools/Shelters

Monroe County has 4 in-county shelters for Category 1-2 hurricanes only. For Category 3 or higher storms, all residents must evacuate out of the county and may shelter in Miami-Dade County.

The in-county shelters are:

 - Key West High School, 2100 Flagler Ave., KW.
 - Sugarloaf Elementary School, Mile-Marker 19, Sugarloaf Key.
 - Marathon High School, Marathon.
 - Coral Shores High School, Mile-Marker 90 Plantation Key

4. Selected Infrastructure**a. Bridges**

- There are 42 bridges in Monroe County
- One drawbridge Snake Creek Bridge at Mile-Marker 86, opens for marine traffic; drawbridge operations and possible breakdowns will interrupt traffic flow.

b. Water Lines

- Primary supply pipeline on mainland in Florida City (managed by Florida Keys Aqueduct Authority).
- Some distribution pipeline connected to roads and bridges.
- Contingency and redundancy:
 - Primary pipeline serving Upper Keys is sub-aqueous and does not depend on roads and bridges.
 - Reverse Osmosis Plant located in Marathon serves Middle Keys.
 - Reverse Osmosis Plant located in Stock Island (Key West) serves Lower Keys.

c. Power Lines

- Electric Power is supplied by Florida Keys Electric Cooperative (FKEC) for the Upper Keys to Marathon.
- Electric Power is supplied by Keys Energy for Marathon to Key West.
- The majority of electric lines are above ground.
- No power poles are located on bridges. To prevent loss if bridges are damaged, transmission line power poles are pile-driven into the water along roads and bridges.
- Subsequent to Hurricane Andrew poles re-designed to withstand serious storm conditions were installed in certain areas such as along the 18-mile stretch. Old equipment is being replaced with newer, more resilient materials.

d. Telephone Service

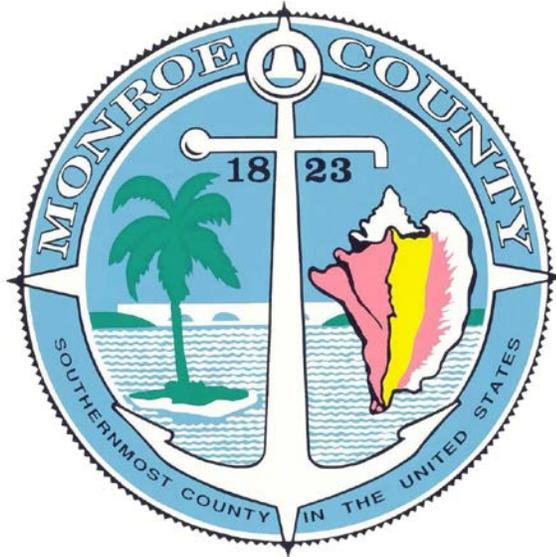
- To provide redundancy, two major trunk fibers are provided from Homestead on the mainland to Key West. One is buried and the other is aerial.
- Most cable lines located along underside of fixed bridges, therefore vulnerable if bridges fail.
- Digging not feasible because of rock substructure.
- Environmental considerations inhibit underwater installations.

e. Helicopter Landing Zones

- Monroe County Sheriff's Office has identified emergency landing zones throughout the County and the zones are on file with Emergency Management.

BASIC PLAN

III. Concept of Operations



Monroe County, Florida

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Comprehensive Emergency Management Plan**Basic Plan****III. CONCEPT OF OPERATIONS****A. GENERAL**

Monroe County Government exists for the purpose of providing for the welfare of Monroe County residents and guests. Therefore, Monroe County Government assumes the responsibility for developing an effective response to an emergency and acts as the agent through which the response will be coordinated and implemented.

The primary objective for Emergency Management in Monroe County is to provide a coordinated effort from all supporting County divisions/departments, municipalities, independent authorities, and constitutional offices in the preparation for, response to, and recovery from either a localized or widespread disaster. The Monroe County Emergency Management Director is the focal point for County Emergency Management activities. However, Emergency Management responsibilities extend beyond this office, to all County government division/department, municipalities, independent authorities, and constitutional offices and ultimately, to each individual citizen.

Effective disaster preparedness and response must also involve coordination and pre-planning between all County public entities and volunteer organizations with emergency responsibilities.

A basic responsibility for family emergency planning and response lies with individuals and heads of households.

A County emergency exists when the situation exceeds the capabilities of the County and Municipal emergency services. County and Municipal officials will implement emergency plans and procedures to alleviate the emergency. Pre-existing mutual-aid agreements between the various government jurisdictions could be invoked as appropriate. County officials may declare a State of Local Emergency (Florida Statutes, Chapter 252.38 (2)) to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster situation exists. The County may further ask for a gubernatorial declaration and State assistance. The Governor, in turn, has the option of asking for Federal aid when it appears that the combined resources of municipal, county and state agencies will be inadequate.

Disasters will require County divisions/departments to perform extraordinary functions (as per Florida Statutes 252.38 (3)). In these situations, every attempt will be made by County management to preserve the County's organizational integrity and to assign emergency tasks to County employees that parallel their normal duties. However, it may be necessary to re-assign County employees and use them in functions or areas of greatest need. County daily functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. County personnel and resources that would normally be required to perform those daily functions may be redirected to accomplish emergency tasks.

The Board of County Commission and County Administrator, through the Monroe County Emergency Management Director, are responsible for the direction, control, and coordination of emergency management activities in Monroe County.

B. EMERGENCY MANAGEMENT PHASES

The County will meet its responsibility for protecting life and property from the effects of emergency and disaster events by acting within each of the following four phases of emergency management.

1. Mitigation

- a. Mitigation efforts include activities that will prevent or reduce the impact of emergency/ disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Any actions accomplished to prevent an emergency/disaster from occurring or to reduce the effects of an emergency/disaster is mitigation.
- b. County divisions/departments will enforce all public safety mandates of the County laws, regulations and ordinances to include land use management and building codes, and will recommend to the County Commission and County Administrator, legislation required to improve the "disaster resistance".

2. Preparedness

- a. Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. (See Annex II; Preparedness Programs.)
- b. County Divisions/Departments will remain vigilant to crises within their areas of responsibility. County government will prepare for emergencies by maintaining existing or developing detailed emergency plans and procedures to enable first responders to accomplish the tasks expected of them. County management will ensure that their employees are trained to implement emergency and disaster procedures and instructions. Other government jurisdictions within and outside County boundaries encouraged to participate in various county exercises. Exercise results will be documented and used in a continuous planning effort to improve the County's emergency readiness posture. This continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

3. Response

- a. Response is the use of resources to address the immediate and short-term effects of an emergency or disaster. Emergency and disaster responses are designed to minimize suffering, loss of life, and property damage, maintain essential government services (continuity of operations) and to speed recovery and restoration of essential services.
- b. When any County division/department, municipality, independent authority, or constitutional office receives information about a potential emergency or disaster, it will conduct an initial assessment and report such information to the Emergency Management Department who will then determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in division/departmental plans and procedures, and may involve activating the Emergency Operations Center (EOC) for coordination of support.

- c. County divisions/departments, municipalities, independent authorities, and constitutional offices may be called upon to assist with warnings and emergency public information, support first responder efforts to save lives and property, assist with supplying basic human needs, assist with the maintenance or restoration of essential services, and assist with protecting vital resources and the environment. Responses to declared emergencies and disasters will be guided by this plan.
4. Recovery
 - a. Recovery efforts aim at returning to pre-disaster community life. Recovery activities include detailed damage assessments, debris management, restoration of essential services, critical facilities and infrastructure, rebuilding of homes and businesses and financial assistance.
 - b. There is no definite point at which response ends and recovery begins. However, generally speaking, some recovery efforts will occur after the emergency organization is deactivated and County division/department have returned to pre-disaster operation, while other many longer term recovery programs will often be integrated with day-to-day functions.

C. EMERGENCY/DISASTER RESPONSE AND MANAGEMENT OBJECTIVES

1. Response actions of Monroe County are based on the accuracy of all data concerning county vulnerability and risk issues.
2. The objectives of the Monroe County Emergency Management program are to protect public health and safety and preserve public and private property. During emergencies and disasters, the County will endeavor to:
 - a. Save Lives
Save human lives; Treat the injured; Warn the public to avoid further casualties; Evacuate people from the effects of the emergency; Direct people to shelter and congregate care; Save animals.
 - b. Protect Property
Save property from destruction; Take action to prevent further lose; Provide security for property, (especially in evacuated areas), should situation call for such action, and prevent contamination to the environment.
 - c. Restore the Community to Normal
Restore essential utilities; Restore community infrastructure; Help restore economic basis of the community.

D. ORGANIZATION

1. Daily Operations (pre-disaster)
 - a. The County is governed by an elected five member Board of County Commissioners and is chaired by the County Mayor, a County Commissioner selected by a Commission majority vote.
 - b. The County Administrator has overall responsibility for the daily operations of County Government, except for Constitutional Officer functions. The County Administrator administers the daily routine business of Monroe County Government in a manner consistent with policy established by the Board of County Commissioners. The County government is organized into functional divisions and departments created for the delivery of essential governmental services.

2. Emergency Organization

- a. Chapter 252.38 of the Florida Statutes requires political subdivisions to develop emergency plans for the safeguarding of life and property of its citizens. Each local Emergency Management Department shall have jurisdiction over and serve an entire county. Monroe County is responsible for emergency management activities within the county.
- b. This CEMP establishes the County Emergency Management program and emergency organization. All officers and employees of the County are part of the emergency program and organization.
- c. The County's Emergency Management Director duties include the ongoing planning for, and coordination of, those actions necessary for the creation and maintenance of an effective emergency response capability and emergency organization to prepare for and manage emergency conditions.

3. National Incident Management System (NIMS) and Incident Command System (ICS)

- a. This plan formalizes the County's use of NIMS principles and concepts, and the ICS organization and structure. When necessary, municipalities and independent authorities may establish Incident Management Teams which will be overseen by an Area Command System established by Monroe County.

E. CONTINUITY OF GOVERNMENT AND EMERGENCY OPERATIONS

Continuity of Government is the preservation, maintenance or reconstruction of the civil government's ability to carry out its constitutional responsibilities. Consequently, if a unit of government is not prepared, most, if not all of its critical governance ability could be severely degraded.

1. Responsibilities**a. Governor:**

Florida Statute 252.36 directs the Governor as the responsible party for meeting the dangers presented to the state and its citizens by emergency events. In the event of an emergency beyond local control the Governor or his/her legal designee may assume direct operational control over all or any part of the emergency functions within this state, and she or he shall have the power through proper process of law to carry out the provisions of this section. The Governor is authorized to delegate such powers as she or he may deem prudent.

b. Board of County Commissioners:

Florida Statute 252 holds the Board of County Commissioners responsible for safeguarding the life and property of the population of Monroe County, and to provide effective governmental control and coordination of emergency operations. For the purpose of effectively carrying out these emergency responsibilities the Board of County Commissioners has delegated these powers to the County Mayor.

c. Emergency Management Director:

Florida Statute 252.38 directs each County to establish an Emergency Management Agency and select a Director to carry out the provisions of Sections 252.31 through 252.60. The Monroe County Emergency Management Director is the designated party for the County.

2. The line of succession (non emergency) for the County Mayor due to death or absence for any reason is:
 - a. By County ordinance, the County Mayor is delegated executive authority for all emergency operations and powers of emergency government.
 - b. Temporary absence or disability:
 - Mayor Pro-Tem
 - County Administrator
3. In the event the County is involved in a disaster, the chain of authority shall be as follows:
 - County Mayor.
 - Mayor Pro-Tem.
 - County Administrator
 - Emergency Management Director
4. The County Administrator or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications.
 - a. All appointments and work assignments in an emergency situation shall be documented. Department Heads will submit various emergency operational plans as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Department.
5. The line of succession for the Emergency Management Director is:
 - a. Designated by Emergency Management Director
 - b. Appointed by County Administrator
6. The lines of succession for each County division/department heads shall be in accordance with the SOPs established by those divisions/departments.
7. Safeguarding Essential Records
 - a. Preservation of Records
 - Each division/department within the county is responsible for the preservation of essential records within their respective division/department. The Emergency Management Department keeps records of the emergency response in hard copy and/or disk back up.
 - In general, vital public records include those: considered absolutely essential to the continued operation of County government; considered absolutely essential to the County's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the County; and, essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.
 - Specific vital public records include: vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records.

F. LEVELS OF DISASTER

1. Minor

2. Any emergency that is within the capabilities of local government and results in minimal need for State or Federal assistance Major

Any emergency that will exceed the capabilities of local response organizations and will require State and Federal assistance Tropical Cyclones of the following categories):

<i>Category 1</i>	74 - 95 Mph	64-83 Knots	Minimal damage
<i>Category 2</i>	96 - 110 Mph	84-96 Knots	Moderate damage

3. Catastrophic

Any emergencies that will require extensive State and Federal assistance, not excluding military support (Level 3 or 4 or 5 category, including the following categories of Tropical Cyclones):

<i>Category 3</i>	111 - 130 Mph	97-113 Knots	Extensive damage
<i>Category 4</i>	131 - 155 Mph	114-135 Knots	Extreme damage
<i>Category 5</i>	> 155 Mph	> 135 Knots	Catastrophic damage

4. Graduated Response

Most disasters will require a graduated response involving only those persons necessary to handle the situation. For this purpose, the three levels of response utilized at the Monroe County Emergency Operation Center are:

- a. Level III - This is typically a Monitoring phase. Notification will be made to those agencies and ESFs who would need to take action should emergency situation escalate.
- b. Level II - This is Partial EOC activation. All relevant ESFs are notified. The EOC will be staffed by Emergency Management personnel and those ESF personnel necessary for partial activation.
- c. Level I - Full-scale activation of the MCEOC with 24 hour staffing.

G. EMERGENCY SUPPORT FUNCTIONS (ESFs)

Monroe County utilizes a NIMS ICS structure in its EOC. The traditional Emergency Support Function (ESF) roles still occur, but are organized based on ICS function. For example, the traditional firefighting function of ESF 4 still exists, but falls under the Emergency Services Branch of the Operations Section.

- 1. Emergency Support Functions (ESFs) represent groupings of types of assistance activities that Monroe County's citizens are likely to need in times of emergency or disaster. During emergencies, the Monroe County Emergency Management Director determines which ESFs are activated to meet the disaster response needs.
- 2. The State Comprehensive Emergency Management Plan, and the National Response Plan, are organized by related emergency functions, commonly known as "emergency support functions (ESFs)."

The State and Federal governments will respond to Monroe County requests for assistance through the ESF structure. State and Federal efforts will be in "support" of Monroe County.

3. This plan is based upon the concept that the Emergency Support Functions (ESFs) for the various Monroe County divisions/departments and organizations involved in emergency operations will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases. The day to day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.
4. The lead department/entity for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed by the emergency and disaster response.
5. Monroe County will respond to requests for assistance through the Incident Command process. Within the EOC, requests for assistance will be tasked to the appropriate ESFs and/or the State for completion. The lead agency will be responsible for coordinating the delivery of that assistance.

H. EMERGENCY AUTHORITIES

1. Delegation of Authority/Emergency Actions
 - Under Monroe County Ordinance No. 028-1987, which allows the Mayor, Mayor Pre-Tem, or the County Administrator to declare a State of Local Emergency, the Emergency Management Director, or their designee, is directed to implement emergency procedures and actions necessary to protect the health, safety and welfare of the community.
2. Municipalities
 - Municipalities must declare their State of Local Emergency prior to requesting and receiving county, State and/or Federal assistance. Requests for State and/or Federal assistance will be processed through the County EOC.
3. The Mayor, Mayor Pre-Tem, or the County Administrator may issue an order or proclamation declaring a Local State of Emergency, per the Emergency Management Director, if he/she finds an emergency affecting Monroe County has occurred or that the occurrence or the threat of an emergency affecting the Monroe County is imminent. The duration of each State of Local Emergency declared is limited to 7 days; it may be extended, as necessary, in 7-day increments until the Mayor, Mayor Pre-Tem, or the County Administrator, per the Emergency Management Director, finds that the emergency conditions no longer exist and he/she terminates the State of Local Emergency.
4. An order or proclamation of Local State of Emergency activates the County Emergency Management plan. Declaration is ordered by the Mayor, Mayor Pre-Tem, or the County Administrator In addition to any other power conferred upon the Mayor, Mayor Pre-Tem, or the County Administrator by the Monroe County Charter and notwithstanding anything in the Monroe County Charter to the contrary, upon the declaration of a Local State of Emergency the County, the County Administrator may:
 - a. Appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes.
 - b. Appoint, employ, remove or provide, coordinators, rescue teams, fire and police personnel, and other emergency response personnel.
 - c. Establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and control of emergency operations.

- d. Assign and make available for duty the offices and agencies of the Monroe County, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue health, medical and related services, police, transportation construction, and similar items or services for emergency operations.
- e. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community. Under a "State of Emergency" the County may: enter into contracts; incur obligations; employ temporary workers; utilize volunteer workers; rent equipment; acquire and distribute, with or without compensation, supplies, materials and facilities.

I. DIRECTION AND CONTROL

The Command and Management structures described in this section, as well as roles and responsibilities defined throughout this CEMP pertain to all types of disasters that may impact Monroe County.

1. General

- a. The County Mayor or Mayor Pro-Tem is responsible for authorizing emergency orders and recommendations, setting policy and authorizing the issuance of protective action recommendations.
- b. The County Administrator (or designee) will provide overall direction of the response activities of Monroe County divisions/departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
- c. The EOC Incident Commander (Emergency Management Director) is in charge of the EOC.
- d. The Emergency Management Director is responsible for the proper functioning of the EOC and will also serve as a liaison with State and Federal emergency agencies and regional jurisdictions. The Emergency Management Director will advise other emergency officials on courses of action available for major decisions.
- e. The "field" Incident Commander(s), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site(s) and report activities to the EOC.
- f. Level of Authority is as follows:
 - Mayor
 - County Administrator
 - EOC Incident Commander (Emergency Management Director)
- h. The Monroe County EOC serves as the liaison and coordinating agency between the County, local governments, private not for profit (PNP) agencies, State and Federal government.
- i. If State and/or Federal resources are made available to Monroe County, they will be under the operational control of the Monroe County's EOC Incident Commander.

2. Monroe County's On-Scene Incident Command System (ICS)

- a. Monroe County's on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS).
- b. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.
- c. Monroe County or municipal emergency responders are likely to be the first on the scene of an

- emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where and when appropriate.
- d. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System and serve as the Incident Commander until relieved by a more senior or more qualified individual.
- e. Upon arriving at an incident scene, the Incident Commander shall:
- Make initial notifications to Central Dispatch.
 - Establish an incident command post, and direct the on-scene response.
 - Isolate the scene.
 - Assess the situation and identify hazards.
 - Make initial notifications to Central Dispatch.
 - Warn the population in the area of the incident; provide emergency instructions.
 - Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident.
 - Implementing traffic control arrangements in and around the incident scene.
 - Develop objectives (tasks to be done).
 - Ensure appropriate safety and personnel protective measures.
 - Develop an action plan and priorities.
 - Determine the need to activate the EOC to support field operations and make that request through the County EOC.
 - In coordination with Emergency Management contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
 - Coordinate, as appropriate, with other first responder agencies.
- f. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency's objectives are identified and coordinated.
- g. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident Command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the County EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.
- j. In emergency situations where other jurisdictions or the State or Federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
3. Emergency Operations Center - Activation
- a. The Emergency Operations Center (EOC) is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.

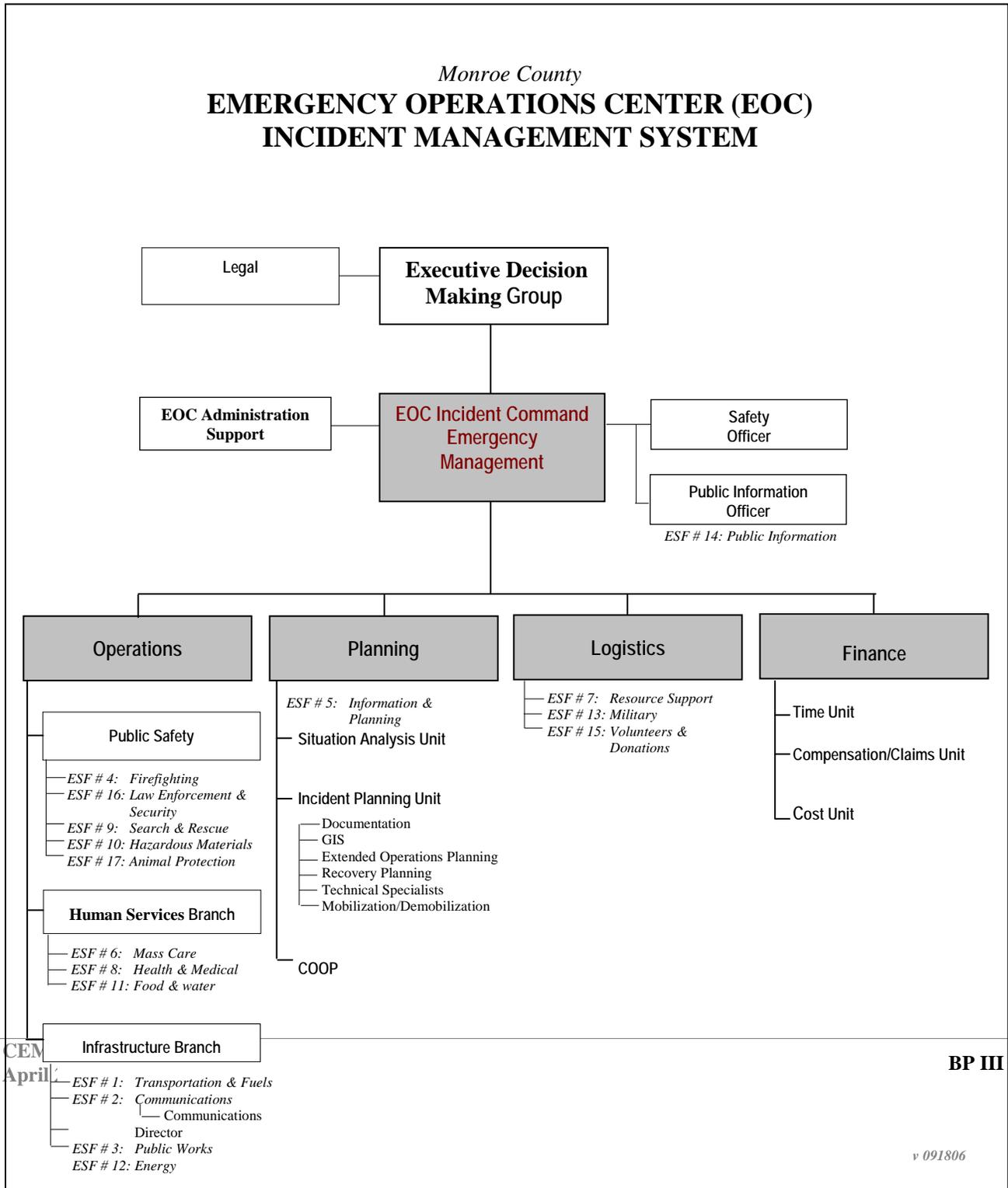
- b. The Monroe County's EOC serve as the main base for response and recovery. The EOC will be activated when emergency situation requirements exceed the ability to be managed individually by the Emergency Management Director and/or County Administrator.
 - c. EOC operations will be maintained until the Emergency Director issues a directive to deactivate.
 - d. The following individuals are authorized to activate the EOC:
 - Mayor/Mayor Pro-Tem.
 - County Administrator
 - Emergency Management Director
 - Emergency Services Division Director
 - e. When the decision is made to activate the EOC, notification will be made to the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers which they are responsible for coordinating.
 - f. Additional notifications are made to the State EOC as appropriate.
 - g. When the EOC is activated, common EOC tasks include:
 - Assemble accurate information on the emergency situation and current resource data to allow Monroe County officials to make informed decisions on courses of action.
 - Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - Provide resource support for the Incident Command operations.
 - Issue warning.
 - Issue instructions and provide information to the general public.
 - Organize and implement large-scale evacuation (if necessary).
 - Organize and implement shelter arrangements for evacuees.
 - Coordinate traffic control for evacuations.
 - Request assistance from the State and other external sources (if necessary).
4. Emergency Operations Center (EOC) - Operations and Staffing
- a. Overview
 - The EOC Management Structure is intended to be flexible and should be tailored by the “EOC Incident Commander” and the “EOC Section Chiefs,” to meet the demands of any particular situation.
 - The EOC Incident Commander (Emergency Management Director) is responsible to the County Administrator and County Mayor and will implement policy directives. The Incident Commander has the overall management responsibility for the incident.
 - b. Use of the National Incident Management System (NIMS) Incident Command System (ICS).
 - The Monroe County EOC uses the ICS Structure.
 - Monroe County EOC utilizes the scalable organizational structure of the NIMS ICS in the context of both pre-incident and post-incident management activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and organizational structure: management, operations, planning, logistics, and finance/administration. Additionally, the ESFs have been incorporated into the system to allow smooth coordination with the State EOC and Federal agencies.
 - In Monroe County, the EOC is normally activated in a command role for County-wide disasters. but

could be also activated in support of localized incidents.

c. Executive Decision Making Group

- County Mayor
- County Administrator
- County Sheriff
- County Fire Chief
- County Emergency Management Director

d. Emergency Operation Center (EOC) Structure



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e. County Mayor/County Commission

- The County Mayor/County Commission ensures the necessary direction and policy decisions in support of response actions to save lives and protect property.

f. County Administrator

- The County Administrator reports to the County Mayor, ensures all relevant divisions/departments participate in response and recovery operations, authorizes EOC activation.

g. Legal Officer

- The "Legal Officer" function is staffed by the Monroe County Attorney who:
 - Provides legal analysis of the emergency management program.
 - Reviews existing plans and procedures.
 - Advises on emergency declarations, resolutions, and ordinances.
 - Provides legal advice.

h. EOC Incident Commander and Staff

- The "EOC Incident Commander" position is staffed by Emergency Management and reports to the County Administrator. The EOC Incident Commander (Emergency Management Director) is in charge of the EOC, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and approving the ordering and releasing of resources.
 - The EOC Incident Commander ensures that the EOC is staffed and that the appropriate ESFs are activated to meet the emergency tasks and demands. The EOC Incident Commander implements the County Mayor's and County Administrator's decisions through the EOC process and ensures that the EOC is structured to meet the emergency/disaster impacts.
 - This element may include such staff as required to perform or support the EOC Incident Commander function, and includes the Public Information Officer, Safety Officer, Liaison Officer, Communications Director, and EOC Support Officer.
 - Unless a Deputy EOC Incident Commander is appointed, the EOC Incident Commander also supervises the Section Chiefs.
- The "Public Information Officer (PIO)" reports to the EOC Incident Commander, is staffed by the Sheriff's Office and is in charge of implementing ESF # 14: Public Information. The PIO Section includes the following units: Emergency Information Hotline; Public Enquiries; Media Enquiries; Information and Instruction.
 - The information flow within the EOC will follow a predetermined protocol. Adhering to Incident Management System guidelines, it will be the responsibility of the Planning Chief, or his/her designee, to collect and process information, through information gained in meetings and or

briefings, about the current situation and input this information into an Incident Action Plan for use by the Incident Commander. Public information Press Releases are then developed from this information approved by the Incident Commander and distributed to the media.

- Within the Office of Emergency Management, the Director and the MCSO PIO are the official spokespersons for the release of any public information. Prior to release, the Director of the MCEM (Incident Commander) must approve all information.
 - The “Liaison Officer” is assigned by the Emergency Management Director and is the point of contact with the county's municipalities.
 - The “Safety Officer” advises the EOC Incident Commander (Emergency Management Director) on EOC and operational safety issues.
 - The “EOC Administrative Support Lead” maintains the EOC readiness, is staffed by Emergency Management personnel, and provides/coordinates the EOC administrative, logistical support, and communication support required during EOC operations.
 - The Deputy EOC Incident Commander is appointed as needed. If activated, the Deputy EOC Incident Commander supervises the Section Chiefs.
- i. EOC Section Chiefs
- There are four EOC Sections: Operations; Planning; Logistics; Administration & Finance.
 - Each of these sections will have branches or units that will generally be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.
- j. EOC Operations Section
- The EOC Operations Section is responsible for all tactical command and coordination of incident response assets.
 - The Operation Section consists of the following branches:
 - The "Public Safety Branch," is staffed by appointment and has charge of implementing: ESF # 4: Firefighting; ESF # 9: Search and Rescue; ESF # 10: Hazardous Materials; ESF # 16: Law Enforcement; ESF # 17: Animal Protection.
 - The "Human Services Branch," is staffed by appointment and has charge of implementing: ESF # 6: Mass Care; ESF # 8: Health and Medical; ESF # 11 Food and Water.
 - The "Infrastructure Branch", if activated, is staffed by appointment and has charge of implementing: ESF # 1: Transportation; ESF # 2: Communications; ESF # 3: Public Works; ESF # 12: Energy.
- k. EOC Planning Section (ESF # 5: Information and Planning)
- The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans.
 - The Planning Chief position is staffed by the Emergency Management Department and supported by the Division of Growth Management.
 - The Planning Section may consist of the following units if activated:
 - The "Incident Planning Unit," staffed by appointment and consists of the following sub-units: Documentation; GIS; Extended Operations Planning; Mobilization/Demobilization Recovery

Planning and Technical Specialists.

1. EOC Logistics Section

- The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.
- The Logistics Chief position is staffed by the Public Works Department.
- The Logistics Section coordinates the following Emergency Support Functions:
 - ESF # 7: Resource Support; ESF # 13: Military Support; ESF # 15: Volunteers & Donations.

m. EOC Finance Section

- The EOC Finance Section is responsible for monetary, financial, and related administrative functions.
- The Finance Chief position is staffed by the Office of Management and Budget.
- The Finance Section addresses the following:
 - Time Tracking
 - Compensation and Claims
 - Expended Personnel and Resources Cost

5. Controls, Continuity of Operations

- a. During emergencies, decision making authority and control of the emergency is retained by Monroe County. The Field Incident Commanders are Monroe County or municipal officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by Monroe County officials, and delegated as appropriate.
- b. In a single site emergency, the County or municipal department with lead agency / primary operational control, being best qualified to conduct the rescue, recovery and control operations, will have jurisdiction for on-scene control. The department's Incident Commander will become the emergency on-scene commander and will be responsible for the overall operation.
- c. The County EOC, once activated, directs and controls a response to an emergency or disaster.
- d. The EOC may be activated to coordinate support for an on-scene Incident Commander, without activating the full County emergency organization.
- e. During the effective period of any declared emergency, the Emergency Management Director directs and controls all emergency response activities and employs all necessary emergency resources according to the provisions of this plan.
- f. Monroe County recognizes the potential for the loss of emergency response vehicles. This may lead to long term equipment shortfalls. Therefore, in order to balance the risk of loss with the potential inability to respond to short-term search and rescue and recovery needs, equipment will be staged at pre-designated areas upon the suspension of emergency services.
- g. Continuity of Operations
 - The EOC may be required to operate on a 24 hour basis for the duration of an incident or disaster.
 - During a 24 hour operation, shifts will normally be 12 hours in length.
 - Each position in the EOC must have a total of at least two people designated for staffing during 24 hour operations.

h. EOC Standard Operating Procedures

- Operating procedures for the EOC are located at the EOC and maintained by the Emergency Management Department. The SOPs are updated on the anniversary of this plan, or as needed.

6. Facilities

a. Emergency Operations Center

- The Primary County EOC is located on the Second Floor, Regional Government Center, 2798 Overseas Highway, Marathon.
- Secondary EOCs are located at:
 - 490 63rd Street in Marathon.
 - Tavernier Volunteer Fire Station, 151 Marine Ave, Tavernier, FL 33070 MM #92
 - Key West EOC located at KWPD, 1604 N. Roosevelt Blvd.
- Additionally, per our request, other EOC facilities would be made available should situation require it. Any or all of these Operations Centers may be activated in response to any emergency event(s).

b. Joint Field Office (JFO)

- The JFO is a federal multi-agency coordination center established locally. It provides a central location for coordination of federal, state, local, tribal, nongovernmental, and private-sector organizations with primary responsibility for threat response and incident support. The JFO enables the effective and efficient coordination of federal incident-related prevention, preparedness, response, and recovery actions.

c. Joint Information Center (JIC)

- The JIC is a physical location where public information/affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.

d. Disaster Recovery Center (DRC)

- When established in coordination with state and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state, local, tribal, private-sector, and voluntary organizations.

7. Communications

a. General Overview

- The Monroe County primary communications system is as follows: 24 hour Stand Alone Line Identification system throughout the Keys, which rings at the appropriate 911 Primary System

Answering Point (PSAP) located in Marathon. A similar system is located in Key West.

- These primary PSAPs control the transfer of 911 calls to the County's one – (1) secondary PSAP, which is the gated Community of Ocean Reef. All primary and secondary PSAPs are manned by emergency personnel 24 hours per day.
 - The Monroe County Sheriff's Department utilizes an 800 MHz radio communications system.
 - Fire Department, Emergency Medical Services, Emergency Management and Fire Marshall an UHF multiple repeater system, which is countywide.
 - There are multiple phone services available throughout Monroe County including the primary local provider AT&T and numerous wireless telephone providers.
 - In the event of an emergency at the Turkey Point Nuclear Power Plant, the primary communications system is the Hot Ring Down Telephone System. The system provides the primary means of communication from the nuclear power plant, Monroe County, State Warning Point and the Florida Power and Light Emergency Operations Facility.
 - Additional Communication Systems utilized in the County are: Amateur Radio (ARES), Mobile Radio Command Vehicle, Mobile Antenna and Repeater Vehicle, Commercial Paging Systems, Wireless Phone Systems, NOAA Weather, State E-Satcom, Satellite Telephone and Marine Radio.
 - Monroe County has in place an Emergency Alert System (EAS) for public information.
 - Monroe County Emergency Management, is responsible for the personnel notification lists, including SEOC/FDEM. Notifications are based on the event status, county policy.
- b. Fire and Police responders involved in disaster operations will maintain operations through their Communications Centers.
 - c. Any divisions/department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.
 - d. All divisions/departments are responsible to ensure that communication systems are in place between EOC representatives and their divisions/departments.
 - e. Each division/department will bring to the EOC their own portable radio, charger, spare batteries, headsets, and cellular phones. The EOC is equipped with land-line phones.
 - f. Communications to the general public will be through the media, coordinated by the on-scene Public Information Officers (PIOs) and the EOC Information Officer. The Emergency Alert System (EAS) is accessed through the County Communications Department.
 - g. An Emergency Information Hotline located at the EOC will be used to respond to public requests for assistance and information.
8. Dispatch Centers located in Monroe County Florida. These emergency communications centers are at the following locations.
- a. Monroe County Sheriff's Office Central Dispatch
2796 Overseas Highway
Marathon, Florida 33050
* Primary Public Safety Answering Point
 - b. The City of Key West Police Department
1604 North Roosevelt Blvd.
Key West, Florida 33050
* Primary Public Safety Answering Point
 - c. Ocean Reef Public Safety

110 Anchor Drive
Key Largo, Florida 33037
* Secondary Public Safety Answering Point

- d. Monroe County Emergency Operation Center (EOC) – during emergency events activation only
2798 Overseas Highway
Marathon, Florida 33050
* Back-up Site for 911 Dispatch
9. Auxiliary power at primary and secondary 911 and EOC sites:
- a. Monroe County Sheriff's Office Central Dispatch - Aux Power Equipment Connectivity:
- Connected to a dedicated Uninterruptible Power System.
 - Uninterruptible Power System interfaces to the designated State of Florida Monroe Regional Service Center building generator system.
- b. The City of Key West Police Department – Aux Power 911 Dispatch Equipment Connectivity:
- Connected to a dedicated Uninterruptible Power System
 - Uninterruptible Power System interfaces to the designated Key West Police Department building generator system.
- c. Ocean Reef Public Safety – Aux Power 911 Dispatch Equipment Connectivity:
- Connected to a dedicated Uninterruptible Power System
 - Uninterruptible Power System interfaces to the Ocean Reef Public Safety building generator system.
- d. Monroe County Emergency Operation Center (EOC) - Aux Power 911 Dispatch Equipment Connectivity:
- Connected to a dedicated Uninterruptible Power System.
 - Uninterruptible Power System interfaces to two (2) EOC building generator systems.
10. Administration
- a. Monroe County Administration is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established Monroe County fiscal policies and standard cost accounting procedures.

J. ALERT AND WARNING

1. Primary and back-up warning systems for Monroe County's System Answering Points are as follows:
- a. The notification, warning and event updates are based upon the nature, status, and required response for any particular event. In the case of the most likely event, a tropical storm or hurricane, the MCEM staff begins the notification process three to five days required prior to the anticipated arrival of tropical storm conditions. Advance warning is provided to Monroe County's divisions/departments, agencies and municipalities as far in advance as possible in order to allow them to consult and activate their Emergency Plans and to prepare both internally and in support of the MC EOC. The Monroe County Emergency Management Department conducts county conference calls to keep all appropriate response entities informed, as well as obtain the response

partners preparedness/action reports.

- b. Where the issuance of a warning is not expeditious or feasible and an event demands immediate response(s), MCEM utilizes landlines (telephones) and radios. Further immediate dissemination of information to the public is available via the Emergency Alert System (EAS) (will transmit to local radio & TV Stations, as will Miami TV channels).
- c. Monroe County apprises and notifies the State EOC and Regional Emergency Management Departments of all of its emergency events and situations through conference calls. via the E-SATCOM system and the Turkey Point Hot-Ring-Down system as well, if needed.
- d. The Monroe County Tourist Development Council will issue a "Blast Fax" to all hotel, motel, and resort industries warning them of impending severe weather events, allowing them to activate the appropriate sections of their Emergency Plans.
- e. For commercial and recreational marine interests, Marine Specific warnings are broadcast by the United States Coast Guard on Channel 16, Marine Band Radio, and NOAA All Weather Radio transmission frequencies.
- f. All residents, schools, organizations, and business are encouraged to obtain NOAA All Weather Radio Receivers by which they may monitor the NOAA all Weather Radio transmission frequencies for severe weather warnings.
- g. In the event of a severe weather event posing an imminent threat to low lying populations and public parks, Monroe County will dispatch Fire Rescue units to notify residents and visitors of the threat.

2. Fan Out Alert

- a. The fan out alert, when initiated, will be made by Emergency Management Department. Fan out methods could include:
 - Telephone
 - Email blast list.
 - Emergency Alert System (EAS) broadcasts.
 - Door-to-door notification.
 - Portable speaker systems.
 - Various media outlets

Communication with emergency responders and partners will be done through a county conference call conducted by the Emergency Management Director.

- b. In the event of an imminent or actual disaster, the Monroe County will initiate actions to warn local residents and visitors by all means available.

3. Notification

- a. Upon the receipt of notification of any significant event the Emergency Management Department will:
 - Activate the alert warning system (through the Monroe County Communications Department).
 - Notify the state warning point.
 - Notify designated Monroe County personnel and agencies.
 - Initiate a partial or full fan out alert.
 - Notify the State Warning Point
 - Notify Regional Emergency Management Departments
- b. Significant incidents include but are not limited to the following:

- Any incident which may require a substantial evacuation and/or relocation of a given area.
- Any event posing a potential threat for a mass casualty incident.
- Any weather related watch or warning advisory.
- Any formation of tropical weather systems.
- Any incident which close or significantly block major roadways .
- Any large or multiple structure fires.
- Any prolonged shutdown of public utilities.
- Any incident where public resources within Monroe County are being deployed out of the County except for emergency services mutual aid or any event posing a major environmental threat.

4. Warning

- a. In the event of an imminent or actual disaster the Emergency Management Director will:
 - Activate the Alert Warning System.
 - Notify the State Warning Point.
 - Notify designated Monroe County personnel and agencies.
 - Initiate a partial or full fan out alert.
- b. Monroe County will initiate actions to warn citizens and visitors by all means available. The general public receives warning information by:
 - Local broadcasts (Emergency Alert System) or printed media.
 - Door-to-door notification by emergency services personnel.
 - Mobile sirens and public address systems.
 - Weather alert radios.
 - County TV Ch. 76
 - Monroe County Website
 - Monroe County Information Hotline
- c. Upon notification of a warning (imminent or spontaneous event), each division/department will initiate internal notification actions to:
 - Alert employees assigned to emergency duties.
 - As appropriate to the situation:
 - Suspend or curtail normal business activities.
 - Recall essential off-duty employees.
 - Send non-critical employees home.
 - Secure and evacuate the department's facilities.
 - If requested, augment Monroe County's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going door to door, etc.
- d. Special Needs clients receive information by telephone notification by the Department of Social Services.

K. EMERGENCY EVENT ESCALATION

1. Emergency Event Escalation

- a. The initial response to any routine emergency will follow standard operating protocol for first response agencies. Emergency notifications originate through the 911 answering point and are transferred to Police and/or Fire Rescue for response action. If a routine emergency advances beyond normal response capability and meets any of the following trigger points, then the Monroe

County Emergency Management Director is notified, triggering an escalation of the emergency event:

- Local resource capabilities may be exhausted and a request for external support is anticipated.
- An evacuation of multiple structures and/or areas is required.
- Damage caused by the emergency event warrants a damage assessment.
- Augmentation of the command and control capability to coordinate multiple responding agencies or multiple impacted jurisdictions.
- A legal/statutory threshold has been reached that requires notification of outside agencies.

- b. Weather events that can be forecast and become a potential threat to Monroe County include tropical storms, hurricanes, storm surge, and flooding events. Based upon the potential threat to Monroe County, these events (and others) also may trigger an emergency declaration, implementation of the CEMP, and activation of the County EOC.
- c. When Monroe County Emergency Management Department receives notification of a threat or emergency event, each county agency with emergency support function responsibility will begin mobilization in accordance with the established protocols.
- d. Monroe County personnel who are designated as “essential personnel” will be released from the daily duties at an earlier time to prepare their homes and property for tropical storm or hurricane conditions, as well as prepare their families for evacuation and/or shelter.

2. Activation of the Monroe County CEMP

- a. In the event of a major or catastrophic emergency event, the Mayor may declare a Local State of Emergency. This declaration will immediately activate the CEMP. In the Mayor’s absence, the Director of Emergency Management may activate portions of this plan in accordance with the above levels of mobilization to facilitate response readiness.
- b. Portions of the CEMP (certain ESFs) may be activated in support of a field incident commander for smaller, single site, emergency events, without a formal emergency declaration by the Mayor.
- c. The resources of all Monroe County divisions/departments and agencies are considered to be available to minimize the effects of a disaster. Voluntary assistance to support Monroe County efforts may come from:
 - Volunteer Organizations
 - Adjoining communities.
 - Private business and industry.
 - All other groups or individuals.
- d. Any additional assistance required at the State or Federal level will be requested through County Emergency Operations Center (EOC).

3. EOC Activation

- a. When the decision is made to activate the EOC, the Emergency Management Director will notify the appropriate staff members to report to the EOC. When notified, divisions/departments assigned to an EOC function will:
 - Call-up and dispatch their personnel to the Emergency Operations Center (EOC) as per their department Standard Operating Procedure (SOPs).

- Activate and ensure their emergency communication systems are functioning, especially internally to their key personnel (as per their SOPs) and from their key operating locations to the EOC.
4. Emergency Declaration
 - a. A “Declaration of a State of Local Emergency” is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A Declaration allows for the emergency appropriation of monies, emergency use of resources (County personnel, supplies, equipment, materials, facilities), the by-passing of time consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A Declaration is usually a prerequisite for State and/or Federal assistance and made at the onset of a disaster.
 - b. In preparing a Declaration, a description of the event and the necessary emergency authorizations need to be documented. The state EOC and local municipalities are informed, and a news release is made as soon as Emergency Declaration is signed.
 - c. The County Mayor/Mayor Pro-Tem or the County Administrator may declare a State of Local Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The County Mayor or Mayor Pro-Tem may further ask for a gubernatorial declaration and State and Federal assistance.
 5. Request for State and Federal Disaster Assistance
 - a. If the situation is beyond local capability, a request for State assistance is made through the County EOC and request for Federal assistance would be requested through the State EOC.
 - b. At the State level, decision making authority and commitment of state resources is retained at the state EOC (SEOC) or by the State Emergency Response Team (SERT) leader. The SERT leader may issue mission assignments to State agencies (state ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the State, are tracked in the SEOC by staff reporting to the SERT Leader.
 - c. Through the Statewide Mutual Aid Agreement, the SERT can coordinate mutual aid requests for the affected county. When utilizing this service, Monroe County will attempt to locate the desired resource, and, when requesting assistance from the SERT, will identify the location, contact name and telephone number of the resource to the SERT.
 - d. Rapid Impact Assessment Teams (RIAT) are deployed to assist in the damage assessment of the affected area(s). After coordinating with the Monroe County Damage Assessment Team, which is comprised of local officials, an assessment of transportation, communications and utility systems will be completed to determine required resources.
 - e. This system is designed to ensure that adequate resources are provided for the County and its municipalities. In order to execute this successfully, the County will forward reports to the SEOC as the emergency situation develops.
 - f. Should Federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations.
 - g. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate Federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts.
 - Federal Assistance Programs for impacted jurisdictions are available upon Presidential Disaster

Declaration. The assistance is available in the areas of Individual Assistance, Public Assistance and Hazard Mitigation.

6. Mutual Aid

- a. Mutual aid agreements and memoranda of understanding are essential components of emergency management planning and operation. These agreements provide reciprocal emergency assistance during emergency events (Memoranda of Understanding between Monroe County Emergency Management Department and applicable (participating) agencies may be referenced in the MCEM/MOU manual, located in the office of Emergency Management.
- b. Monroe County is part of the Statewide Mutual Aid Agreement for Disaster Response and Recovery. Requests for mutual aid under this agreement are made in writing via the Florida Division of Emergency Management, or the Assisting Party.
- c. Monroe County Emergency Management Department has Memorandums of Understanding and Inter-Local Agreements with various entities to assist during emergencies. Those documents are on file. Inherent in this participation process is the understanding that all participating entities must submit their requests for mutual aid through the Monroe County Department of Emergency Management.
- d. The Emergency Management Director, or designee, is responsible for the oversight, and annual review, of the Mutual Aid / Memorandum of Understanding Program (s).

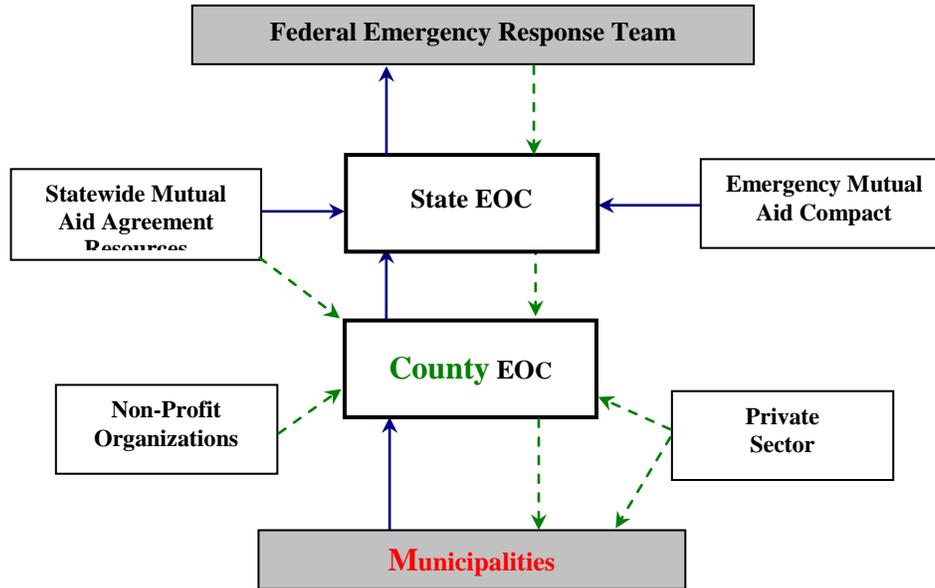
7. Resource Requests

- a. The County EOC must validate and approve all municipal and/or county resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated on the following page.
- b. The County EOC will attempt to support all requests for resource support from locally available resources, until these too have been exhausted. Municipal and County resource requests will be consolidated and forwarded to the State. Resource/mission requests from the County EOC to the State EOC are submitted by the EOC Administrative Support Lead in conjunction with (if necessary) the State Emergency Response Team (SERT) liaison assigned to the County EOC.

8. Decision Making and Resource Allocation Process

- a. Initial Response by Monroe County Divisions/departments.

- Tactical (departmental) operations are expected to be managed by the various Monroe County Divisions/Departments controlling their personnel and resources in accordance with their Departmental SOPs. Monroe County divisions/departments are directed to include the Monroe County Departmental Initial Response Tactical Guidance and Policy” (see Attachment 2 - Departmental Initial Response Tactical Guidance & Policy) in their “emergency plans” to their personnel.



L. EVACUATION

- Monroe County is the most vulnerable area in the United States to the threat of the tropical cyclone. The Florida Keys, upon which nearly all of Monroe County's population resides, is a series of low-lying islands, 125 miles in length and connected by 42 bridges with one single thoroughfare, the Overseas Highway, US 1. Based on data generated from the SLOSH (Sea, Lake, and Overland Surges from Hurricanes) Model, used to predict the height and inundation of storm surges, the National Hurricane Center has determined that the Keys would be inundated by storm surges from all categories of hurricanes, and some tropical storms. Monroe County Hurricane Evacuation strategy that for a Category 3 or greater storm, evacuation to the mainland, by all Monroe County residents, is mandatory.
- A careful evaluation is made regarding the evacuation of the Special Need population. If the weather conditions predict a Tropical Storm only, with confidence of the storm not developing above Category I, the County Emergency Management Department and the Monroe County Department of Health may shelter the population in a designated Special Needs shelters located at the Harvey Government Center in Key West and/or a designated facility in Plantation Key.
- Based on data collected from histories of previous tropical storms, the base clearance time for the evacuation of the Florida Keys is 24 to 48 hours. Depending upon intervening factors, actual clearance times may vary from a minimum of 12 hours to a maximum of 30-plus hours. Some of these factors are:
 - Maximum available daylight working hours;
 - Unpredictable variations in forward speed, intensity, and the radius of the system's tropical storm conditions;
 - The development of a system within the time frames for initiating protective actions;
 - The depletion of manpower resources as a result of a “spontaneous evacuation.”
 - The actual clearance time as calculated by the decision assistance tools (HURRETRAK, GDS, etc.);

- The ultimate decision to respond to a Category 2 or less storm, or a Category 3 or greater storm scenario.
- d. In Monroe County, the time of year in which the storm arrives is an important factor to consider when planning for evacuation and sheltering. The population may range from 76,000 in July to about 105,000 in November. When planning for evacuation and sheltering this population variation would be a significant factor.
- e. Monroe County has 5 primary Evacuation Objectives:
 - The return of non-residents to the mainland;
 - To promote early voluntary evacuation;
 - To relocate the vulnerable populations;
 - The selective evacuation of specific zones;
 - The phased, general evacuation to the mainland.
- f. Recommendation to implement the phased evacuation system would be made by Emergency Management Director after a consultation with and an agreement from, the County Decision Making Group. Recommendation to evacuate each of the designated Monroe County 5 evacuation zones would be based on the most recent National Hurricane Center and the Key West National Weather Service Advisories.

Due to the limited highway, it is imperative that evacuation of all visitors, residents, hospitals and Special Needs clients occurs in a timely and controlled manner.

Category 1 and 2 Storms:

All visitors (tourists, campers, day-trip travelers, etc), will be asked to evacuate out-of-the county. This is necessary due to their and residents safety, in the event of a rapidly escalating storm which would result in a general evacuation to the mainland.

Special Needs Clients will, generally, be evacuated to the Monroe County Shelter at the Florida International University. In the event of a Tropical Storm only or a low Category 1 storm which would not indicate further development, we may shelter Special Needs clients in our designated in-county locations.

Mobile home residents will be directed to shelter in-county or evacuate to the mainland.

Category 3 or higher Storms:

All visitors (tourists, campers, day-trip travelers, high profile vehicles, etc), hospitals, Special Needs and general population are mandated to evacuate out-of-the county to the County shelter at FIU, or destination of their choice.

During this time the phased evacuation protocol would be implemented and the order of the strategic plan would be; the Lower Keys first, Middle Keys second and Upper Keys third. This is, of course, dependent on the storm's projected path. Population would be ordered to evacuate at the below specified manner:

- All visitors
- High profile vehicles/campers/RVs
- Low lying areas/mobile homes residents
- Special Needs Clients
- Hospitals
- General Population

Wind threshold and vehicles

The following entities will remove their vehicles off the road when the wind speed reaches (these are considered *sustained* wind thresholds...not gusts). This information also includes the threshold for high profile vehicles, campers, TVs, etc.

- 12 mph** - Mosquito Control prefers to halt ground spraying due to loss of effectiveness
- 15 mph** - Mosquito Control prefers to halt a real spraying due to loss of effectiveness
- 16 mph** - Delta Airlines will cancel Boeing 737 service in Key West - crosswind (north or south only)
- 20 mph** - FKAA discontinues under-bridge inspection with their special vehicles
- 25 mph** - Bridge tenders may not open drawbridges for marine traffic – per FDOT authorization
- 35 mph** - School buses service; high profile vehicles; RVs; campers; County Fire/Rescue limits operations; FKEC and KES will not permit electric "big boom" trucks to be raised to fix power
- 40 mph** - Law Enforcement; Public Works, Fire Rescue and all FKAA terminate services & Field Operations
- 45 mph** - Electrical service (non-boom) trucks cease service at KES, Routine EMS/Fire response ends (critical fire/rescue service continues on a case-by-case and NWS-consulted basis)
- 46 mph** - Key West and Marathon Airports will be closed to air traffic
- 60 mph** - Critical emergency fire/rescue services end.

Factors which may cause an adjustment to these protocols:

- Maximization of available daylight and working hours
 - Variations in the forward speed, intensity and the radius of tropical storm winds or the track of the system imposing the threat
 - Phased evacuation orders will be adjusted, reflecting a rapid or slow response and change of forecast track
- g. From the EOC, the Monroe County Sheriff's Office and the Florida Department of Transportation (FDOT) monitor traffic flow both to and from the evacuation zones by use of Evacuation Traffic Counter Software Program. These traffic counters consist of a series of three photo-voltaic telephones located at geographically strategic locations on US 1, Monroe County. The Traffic Count Boxes containing the traffic counters are at the following locations:
- Upper Keys: Key Largo adjacent to US1, southbound lane, MM # 106;
 - Middle Keys: Grassy Key adjacent to US1, southbound lane, MM # 53.7;
 - Lower Keys: Shark Key adjacent to US1, northbound lane MM # 11.3.
- h. The Director of Emergency Management is informed of this traffic flow.
- i. Monroe County has been divided into five zones to allow for selective evacuation, phase in evacuation, in county shelter assignments, and an orderly transition from evacuation operations to Refuge of Last Resort operations:
- Zone 1** City of Key West, including Stock Island, and Key Haven, to Boca Chica Bridge (MM 1- MM 6)
 - Zone 2** Boca Chica Bridge (MM 6) to the West end of the 7-Mile Bridge at MM 40
 - Zone 3** The West end of the 7- Mile Bridge (MM 40) to the West end of the Long Key Bridge (MM 63)
 - Zone 4** The West end of the Long Key Bridge (MM 63) to the confluence of CR 905 and 905A (MM 106)
 - Zone 5** CR 905A to and including, Ocean Reef
- j. Mainland Monroe
- There is limited population on Mainland Monroe. Population consists of the National Park Service employees and their families, and the Native American population, which occupies their tribal land and private citizens (Loop Road). The National Park Service employees and their families would evacuate to hurricane rated hotels/motels and/or to the facility designated for hurricane sheltering at

Flamingo Park. Private residents residing on mainland Monroe would evacuate to Miami-Dade shelters.

k. Municipalities

- Municipality’s Government shall, through their Emergency Managers, consult with Monroe County Emergency Management Department regarding all evacuation decisions. Emergency Management will advise the Regional Emergency Management Departments and the State Emergency Management of all evacuation relevant matters. Evacuation process includes all municipalities to ensure that all residents are safe.
- Municipalities must comply with the County’s Comprehensive Emergency Management Plan.
- In the event there is not a declared disaster, municipality will not receive State assistance, unless those requests are made through the County’s Emergency Management.
- If necessary, disaster assistance would be requested from the State.

l. Schools and Businesses

- Since local schools are utilized as shelters, it is imperative to maintain close communications with the school officials, not only to prepare for sheltering activities but, also, to close school facilities to academic functions and transport students out to provide for their safety. The school officials participate in the development of the evacuation schedule and approve closure times for all schools prior to the issuance of an evacuation order.
- Consideration will be given to specific time designation when asking businesses located within the evacuation area to close and evacuate their personnel.

m. Mobile Home Parks and Campgrounds

Attachment # 5 to this Section lists names, population, and contact information for Monroe County mobile home parks and campsites which are subject to evacuation

o. Special Needs

- It is the intention of Monroe County, to the best of its ability, to provide for the safety of the elderly and handicapped (Special Needs population) whose safety is not provided for through affiliation with another organization. Transport for evacuation of the Special Needs population is the responsibility of Monroe County Social Services and care of the clients is the responsibility of the Monroe County Department of Health.
- Identify and register persons with special needs that are not included in the provision for evacuation and shelter of various hospitals, nursing homes and other facilities.

p. Evacuation Timeline

The evacuation procedures shall be the phased evacuation procedures set forth below, which have been adopted by the Local Governments:

1. Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, recreational vehicles (RV’s), travel trailers, live-aboards (transient and non-transient), and military personnel from the Keys shall be initiated.
2. Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys will be initiated.
3. Approximately 24-30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone (described below) shall be initiated.

The actual sequence of the evacuation by zones will vary depending on the individual storm. The concepts embodied in this staged evacuation procedures should be embodied in the appropriate County operational Emergency Management Plans. The evacuation plan shall be monitored and updated on an annual basis to reflect increases, decreases and or shifts in population; particularly the resident and non-resident populations.

q. Sheltering

Liability Protection for Shelter Operations (category 1 and 2 only); Chapter 252.51, Florida Statutes, states that any person or organization allowing their premises to be used as a shelter, without compensation, are not liable for the death, injury, or loss of property for anyone in or about the shelter, unless there is gross negligence or willful and wanton misconduct on behalf of the building owner/manager.

Refuge of Last Resort Operations will be employed when evacuees are not able to reach the mainland or safe evacuation shelters prior to the onset of tropical storm force winds.

Shelter operations are conducted to protect the lives and health of the residents and visitors of Monroe County. Upon notification by the EOC Incident Commander the Monroe County Shelter Coordinator will activate the designated Monroe County shelters. These shelters will be available to the general public for tropical storms and Category 1 and 2 hurricanes. Basic medical care will be provided by Monroe County Fire Rescue. Every possible/available accommodation will be provided to persons with a disability arriving at the general population shelter.

Communications: At a minimum, provide effective communication devices or methods in order to communicate essential information messages (i.e., picture boards and note taking supplies).

Food/Water: At a minimum, provide a variety of snacks and water to shelter clients. Those with special dietary requirements should be prepared to bring their own supplies.

Billeting: At a minimum, 20 Sq. ft. standard space allowance/person. Shelter clients are encouraged to bring their own billeting supplies. To the extent possible, additional space accommodations will be made based on need.

First Aid/Medical/Medication: Basic first aid and basic medical supplies will be available. Individuals are responsible for bringing their own medications to the shelter. The shelter will provide reasonable accommodation for those medications that require refrigeration. Anyone with a deteriorating medical condition will be treated and transported as appropriate via the community's EMS system, hazard condition permitting.

Staffing: The sheltering agent will provide staffing (e.g., shelter manager(s), registrars, support staff/volunteers, etc.) that meet the needs of the shelter population to the extent possible.

Animals: Service dogs must be allowed access to shelters. Handlers should be prepared to bring their own supplies. All other animals should be referred to a pet-friendly shelter. Pets should be accompanied with veterinary records, kennels, leashes, and food.

Personal Assistance Services: Those requiring assistance with activities of daily living should be prepared to bring their own caregiver. At a minimum, emergency managers and shelter agents should plan for providing assistance with basic, essential activities of daily living such as eating, drinking etc.

Monroe County Shelters are listed in Attachment # 3 to this Section.

Special Needs Shelters are provided for disabled and handicapped residents who would require such services during a major emergency. Staff, supplies and equipment are planned for a period of 96 hours (4 days) minimum. The Monroe County Department of Health provides nursing staff to care for the

Special Needs clients.

Pet friendly hotels in Monroe County are listed in Attachment # 6 to this Section. All other Monroe County hotels are assumed to be no-pets hotels. All Monroe County General Population Shelters are also Pet Friendly shelters and residents may bring their pets (properly caged) to the shelter. Animals will be shelter on the same grounds, but in a separate location.

r. Out-of-County Sheltering

- The Florida International University South Campus, in Miami-Dade, is Monroe County's designated Out-Of-County Special Needs Shelter. Residents seeking public shelters will be integrated into the Miami-Dade sheltering system. Other counties would make additional shelters available, should Monroe County Emergency Management make such request.

s. Refuges of Last Resort

- A Refuge is not a substitute for evacuation, nor is there any assurance that the structure will withstand the ravages of a storm. Citizens seeking refuge at these facilities do so at their own risk. Shelter rules will apply to all Refuges.
- Due to limited space (9 sq.ft. per person), personal belongings brought into the Refuge must be prioritized and minimal. These facilities have been identified as the best structures in the area, which are least susceptible to storm surge and winds effects from major hurricanes.

t. Cold Weather Shelters

- In the event of severe cold weather conditions, Monroe County Emergency Management will make every effort to contact local volunteer agencies/churches/civic centers, etc., regarding the availability of facilities for sheltering due to the weather conditions. Monroe County's threshold for contacting those agencies is when external temperatures reach 45 degrees or less. Monroe County Emergency Management would disseminate public notifications accordingly.

u. Mass Care

- The Salvation Army is the primary agency responsible for providing general mass care (shelter staff, feeding etc.) as part of a wide disaster relief program. In Monroe County, The American Red Cross provides Post-Storm assistance only.

v. Animal Protection

- Florida Keys SPCA is the agency in charge of animal care and animal protection from MM 0 to MM 16.7. Safe Harbor Animal Rescue of the Keys, Inc (SHARK) is in charge from MM 16.7 to MM 70. Humane Animal Care Coalition is in charge from MM 70 to MM 112. Veterinary care needs of animals in the aftermath of an event will be identified and met and the status of veterinary and hospital services capabilities will be maintained. Whenever feasible, animals will be captured and returned to owners.

M. RE-ENTRY

1. A strict re-entry control procedure will be implemented in the aftermath of a major emergency event. Re-entry into Monroe County's evacuated areas will be restricted until roadways are cleared and satisfactory levels of services and infrastructure are available to support the returning population.
2. The effects of the emergency event will result in considerable damage to various areas, which will limit the public entry. In order to permit a safe reentry into the affected areas, particular tasks will have to be

completed e.g., damage assessment, debris removal, utilities restoration, etc.

3. Damage Assessment and Search and Rescue Teams will be dispatched into the affected areas to provide assessment of the damage and search for survivors. Representatives from the fire, law enforcement, medical response, public works, building and other applicable entities will respond in their capacity. Private sectors and other government bodies will not be permitted to re-enter the affected areas until the initial assessments and actions are completed.
4. Affected jurisdictions will be competing for relief supplies and assistance in the aftermath of the disaster. Aid and provisions will be at a premium, and will need to be prioritized and allocated to the most needed areas. All emergency relief efforts will be coordinated through the County EOC (as specified in Chapter 252, Florida Statute).
5. Re-entry into the affected area is the responsibility of ESF #16 and will be limited to emergency personnel, and other authorized individuals, until it is determined that threat to public safety no longer exists.

N. RESPONSE TO RECOVERY TRANSITION PERIOD

1. There is a marked difference between response actions and recovery operations, so is there a distinct difference in the level(s) of recovery, i.e., Immediate, Intermediate, and Long Term Recovery Phases.
2. In an effort to restore the infrastructure to the pre-event level of habitability and functionality, a host of essential services will be required to be restored. These services will take, among many, the form of demolition and debris removal to the repair and reconstruction of private properties.
3. It is through these various phases of infrastructure reconstruction that the Joint Field Office (JFO) will be active in the submission, approval, and prioritization of these activities. Until all requested recovery projects are addressed, the Local, State, and Federal Officials representing the various areas regarding the specific recovery actions will operate. Operating under Federal Response Plan Guidelines, the JFO will provide the required staffing as the magnitude and nature of the disaster demands.

O. INITIAL RECOVERY ACTIONS (See Annex IV: Recovery for detailed information.)

1. The Emergency Management Director is responsible for the coordination of short-term recovery efforts within Monroe County.
 - a. In the event of a declared incident or disaster which requires the establishment of a Joint Field Office (JFO) the Director/staff of the Monroe County Emergency Management Department will act as liaison between the County, its municipalities, and the State and Federal JFO representatives.
2. Once the emergency has passed, coordination of recovery operations will be in such as search and rescue operations, mass casualty activities, provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The Monroe County EOC will continue to direct management and coordinating of all Emergency Support Functions. The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the Monroe County will be the Emergency Management Department. County, State and Federal Emergency Response Teams will be established, and sent as soon as possible following the emergency. Ideally, these Emergency Response Teams will be located at or near the Monroe County EOC and will carry out all State coordination and assistance functions until the federal Joint Field Office (JFO) is established.
3. Disaster Recovery Centers (DRCs)
 - a. Monroe County Emergency Management has designated sites that are strategically located

throughout the County and will serve as Disaster Recovery Centers (DRCs). The purpose of these centers is to provide disaster relief information and referral services to the affected County residents. If the disaster is of a catastrophic nature causing widespread damage throughout several segments of Monroe County, the information and referral services may be augmented to include other disaster relief services such as distribution of food, water, disaster relief supplies and donated goods.

4. The recovery phase will begin during the response phase, and will focus on:
 - Damage assessment.
 - Recovery, restoration of Monroe County.
 - Administration of programs to mitigate the consequences of future disasters.
5. Initial actions that will be taken include:
 - Finalize Search and Rescue efforts
 - Assemble, brief and deploy damage assessment teams.
 - Compile, analyze disaster impact.
 - Work with State and Federal representatives to identify locations for the Joint Field Office (JFO) and Disaster Recovery Centers (DRCs).
 - Obtain information on current recovery program, eligibility requirements, etc.
 - Identify recovery support divisions/departments, personnel.
 - Maintain liaison with the state EOC.
 - Identify any mutual aid and private resources needed to support the recovery.
6. Continuing actions will include:
 - Coordination with State, and Federal recovery staff regarding requests for disaster assistance
 - Support and staff JFO and DRCs.
 - Monitoring of post disaster conditions.

P. FEDERAL INVOLVEMENT INITIAL OVERVIEW

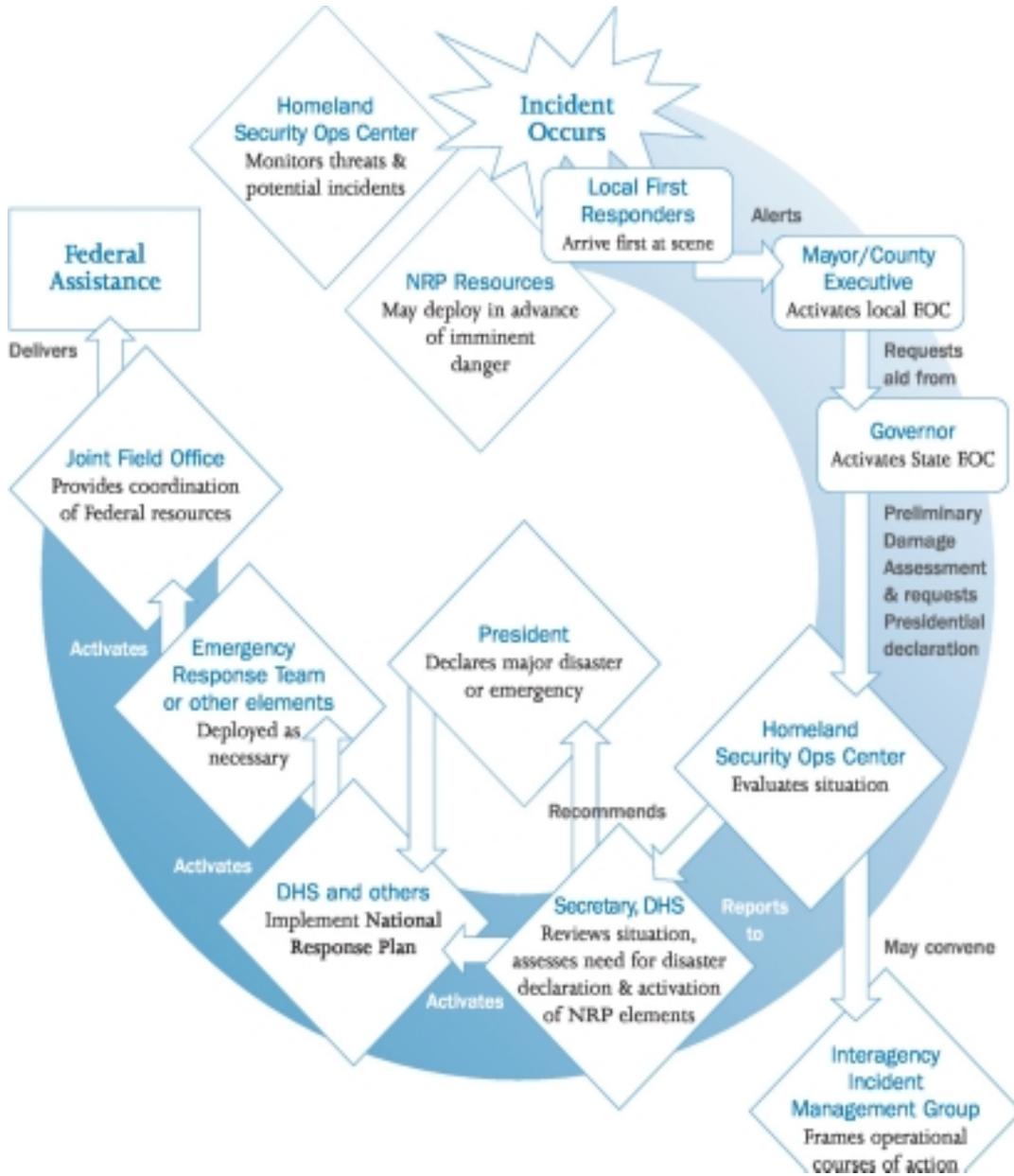
1. The Department of Homeland Security Operations Center (DHS OC) continually monitors potential major disasters and emergencies. When advance warning is possible, DHS may deploy and may request other Federal agencies to deploy liaison officers and personnel to a State Emergency Operations Center (EOC) to assess the emerging situation. A Regional Response Coordination Center (RRCC) may be activated, fully or partially. Facilities, such as mobilization centers, may be established to accommodate personnel, equipment, and supplies.
2. Immediately after an incident, local jurisdictions respond using available resources and notify State response elements. As information emerges, they also assess the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the DHS/EPR/FEMA Regional Office of actions taken. The Governor activates the State Emergency Operations Plan, declares a State of Emergency, and requests a State/DHS joint Preliminary Damage Assessment (PDA). Based upon the results of the PDA, the Governor may request a Presidential declaration and defines the kind of Federal assistance needed. At this point, an initial assessment is also conducted of losses avoided based on previous mitigation efforts.
3. A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates Federal support activities. The FCO works with the State Coordinating Officer (SCO) to identify requirements. A Principal Federal Official (PFO) also may be designated as the Secretary's representative to coordinate overall Federal interagency incident management efforts.

4. Teleregistration activates a toll-free telephone number individuals can call to apply for disaster assistance. A toll-free disaster helpline is established to answer common questions. One or more DRCs may be opened where individuals can obtain information about disaster assistance, advice, and counsel. Individual applicants are processed at the DHS/EPR/FEMA National Processing Center. Inspectors verify losses and provide documentation used to determine the types of disaster assistance to be granted to individuals and families.
5. Public Assistance Applicant Briefings are conducted for local government officials and certain private nonprofit organizations to inform them of available assistance and how to apply. Applicants must first file a Request for Public Assistance. Eligible applicants will be notified and will define each project on a Project Worksheet, which details the scope of damage and a cost estimate for repair to a pre-disaster condition. The Project Worksheet is used as the basis for obligating funds to the State for eligible projects.

Q. ATTACHMENTS

1. Federal Involvement.
2. Departmental Initial Response Tactical Guidance & Policy
3. Monroe County Shelters
4. Monroe County EOC Seating Chart
5. Mobile Home Parks and Campgrounds
6. Monroe County Pet Friendly Hotels
7. Monroe County NIMS Resolution

Attachment 1
FEDERAL INVOLVEMENT



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Attachment 2

DEPARTMENTAL INITIAL RESPONSE TACTICAL GUIDANCE & POLICY

Departmental Initial Response Tactical Guidance & Policy

Tactical (departmental) operations are expected to be managed by the various Monroe County divisions/departments controlling their personnel and resources in accordance with their Departmental SOPs. Monroe County divisions/departments are directed to include the following in their “emergency plans” to their personnel:

1. General information to be reported from the field (or incident sites) should include:
 - What has happened?
 - What can be done?
 - What is needed?
 - Should Emergency Operations Center (EOC) be activated? Partial or full activation?

Note: Recommendation should be made to the County Administrator.

2. Additionally, immediate, specific information should include the status of all Monroe County divisions/departments:
 - Personnel.
 - Equipment.
 - Vehicles.
 - Communications capabilities.
 - Facilities.

County Division and Department Directors are expected to report this information (above) and information on damages, and tasks to be done (if applicable) to the County Administrator.

3. As soon as possible, County divisions/departments will do a “role call” of all personnel to determine status.
4. On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick “windshield survey” of their area. Communicate this information to Division and Department Directors and the EOC by any means available.
5. If a unit is unable to communicate with their command or dispatch, they should:
 - Attempt to contact other mobile units by any means available.
 - Contact Emergency Operations Center (EOC), by any means available.
 - OR report in person to the EOC or other pre-determined location(s).
6. If required, off-duty personnel will be recalled to duty through normal or emergency pre-determined methods.

If it is apparent that a major disaster has occurred, disrupting normal communications channels, off-duty personnel are instructed to make contact with the Monroe County EOC by any means available, or to another pre-determined location for instructions.

Note: Employees are encouraged to make provisions ahead of time for the safety and well-being of their family and home.

7. Further detailed response instructions and action checklists will be found within each County Division/department’s response plans/procedures.
8. Mutual Aid- External (With entities outside of Monroe County): It is the policy of the County that Monroe County personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction’s personnel who respond to requests for assistance from Monroe County will operate the same way.
9. Public Information: The various County Public Information Officers may act as spokespersons for their agency, but will take direction and coordinate with the Emergency Operations Center (EOC) Public Information Officer
10. Other Issues.
 - a. At the incident site, if the “command” function is transferred, there must be both a formal declaration that the “command” is being transferred, and a formal acceptance by the person/agency assuming “command.”
 - b. All County divisions/departments will track, compile documentation of their disaster costs for potential reimbursement from state or federal disaster assistance.
 - c. List/detail any operational policies specific to your department.

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Attachment 3
MONROE COUNTY SHELTERS

Zone	Location	Capacity
Zone 1	• KEY WEST HIGH SCHOOL* : 2100 Flagler Ave., Key West	352
	• PONCIANA* : 1212 14 th Street, Key West	249
Zone 2	• SUGARLOAF ELEMENTARY SCHOOL* : Crane Blvd., MM19	307
Zone 3	• MARATHON HIGH SCHOOL* : 350 Sombrero Blvd., MM 50, Marathon	122 122
Zone 4	• CORAL SHORES HIGH SCHOOL* : US1 Oceanside, Plantation Key, MM90	236
Zone 5	• ST. JUSTIN CATH. CHURCH : US1 Gulf side, Key Largo, MM105.5	136
	• KEY LARGO ELEMENTARY SCHOOL : US1 Oceanside MM105	178

SPECIAL NEEDS SHELTERS

NOTE : To be utilized when threatened by Tropical Storms ONLY

Zone	Location	Capacity
Zone 1 <i>Area Only</i>	• HARVEY GOV'T CENTER (BOCC Conf. rm.) : 1200 Truman Ave., Key West	35
	• GATO BUILDING (Conf. rms. 1,2 &3) : 1100 Simonton St., MM 3, Key West	13

RADIOLOGICAL EVENT SHELTER

Zone	Location	Capacity
Zone 5	• KEY LARGO ELEMENTARY : 104801 Overseas Highway, Key Largo, MM105	100

Color Key:

- Red :** Primary
- Blue:** Secondary
- Asterisk (*):** Enhanced Hurricane Preparedness Area (EHPA) designated schools
- Purple:** In-County Special Needs Sheltering Facilities

Cold Weather Shelters

In the event of severe cold weather conditions, Monroe County Emergency Management will contact local volunteer agencies/churches/civic centers, etc., regarding the availability of facilities for sheltering due to the weather conditions. Monroe County's threshold for contacting those agencies is when external temperatures, wind chill inclusive, would reach 45 degrees (at a sustained 3 hours before sunrise) or less. Monroe County Emergency Management will request the latest weather advisories indicating the predicted low temperatures, associated winds and the estimated low temperature duration.

When the Weather Service predicts such conditions, Monroe County Emergency Management would disseminate public notifications regarding the locations of available shelter facilities. Such information will disseminate available cold weather shelter locations to the local media outlets, County TV Ch. 76, Monroe County Website at www.monroecounty-fl.gov and will be recorded on the Monroe County Emergency Information Hotline at 800-955-5504.

Monroe County Emergency Management will continue a communication dialogue with the Cold Weather Shelters staff.

General Populations Shelters

There are four (4) in-county general population shelters, which are strategically located throughout the County. Services provided at the shelters are limited to sustainability for 72-hours. Should a longer sheltering measures need to be undertaken, that effort will be coordinated by the American Red Cross (the primary agency in the aftermath of a disaster) and will include the assistance of The Salvation Army, Emergency Management Department and any other entity as deemed necessary.

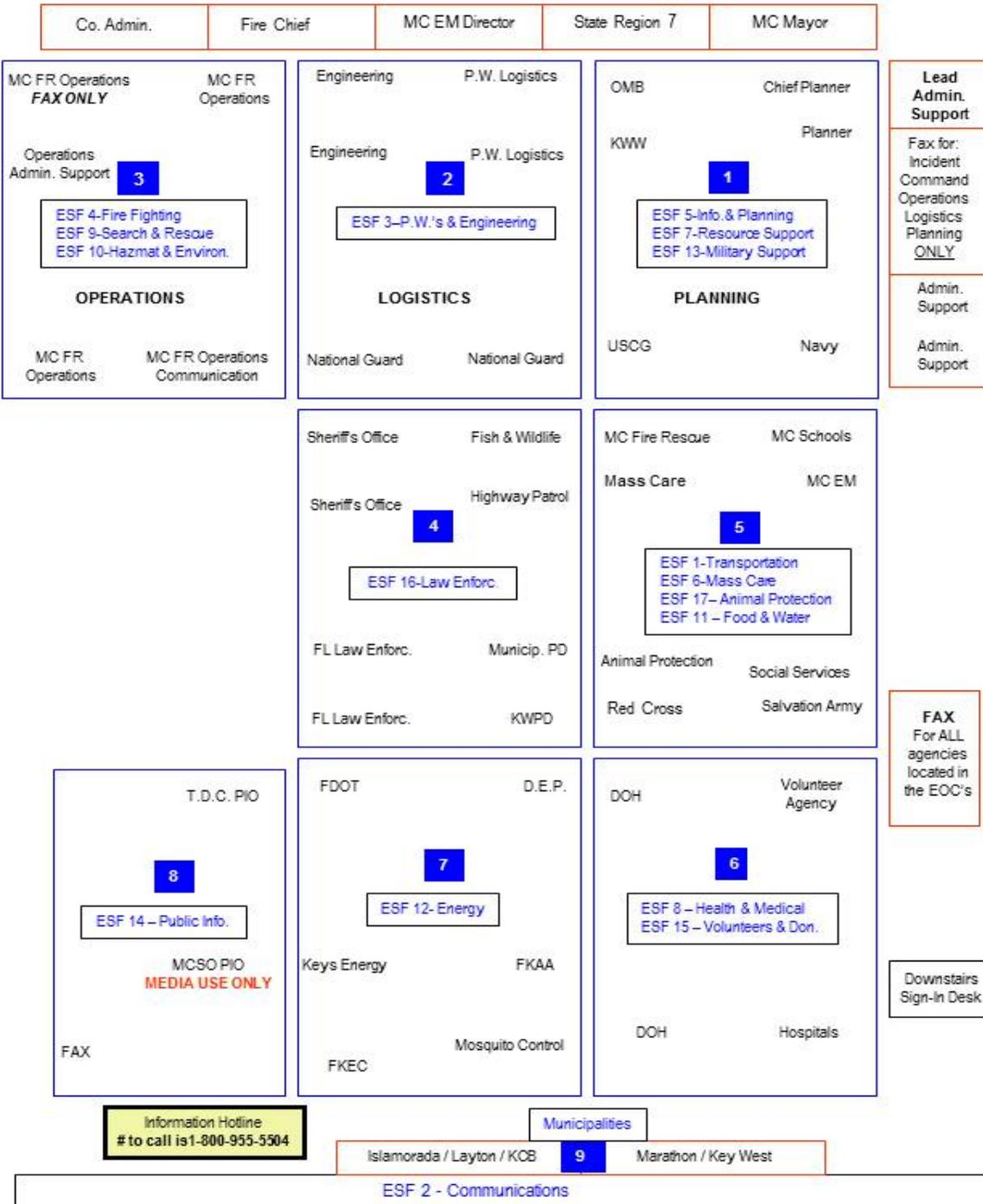
Should a person with “special need” seek sheltering at a general population shelter, every effort will be made to accommodate that person/s needs. That would include providing appropriate means of communications (picture boards, written messages, etc.), refrigeration of their medications (should they bring medications with them); assistance with toileting needs (limited assistance with bathroom needs) and transport from the shelter to other location should the situation call for such movement (i.e. transport to Special Needs shelter, hospital, etc.) and any other assistance as necessary and available.

Since county shelters are open during Category I and Category II storms only, and hospitals remain open, should medical emergency arise with a person in the shelter, that individual would be transported by the appropriate ambulance service to the hospital nearest to the shelter location.

Special Needs Population Shelters

Special Needs population may be sheltered in-county during Tropical Storm conditions only – such decision would be made at the appropriate time. The Special Needs shelter is located at the Harvey Government Center and/or the Gato Building in Key West. For Category I and higher, Special Needs clients are sheltered at the Florida International University campus in Miami. Care for those residents is provided by the Monroe County Department of Health.

Attachment 4
MONROE COUNTY EOC SEATING CHART



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**Attachment 5
MOBILE HOME PARKS AND CAMPGROUNDS**

District	Type	Property	Address	City	Phone	MM	Units
		Zone # 1:	Mile Markers 1-6				
1	4	Boyd's Key West Campground	6401 Maloney Avenue	Key West	(305) 294-1465	5-O	203
		Zone # 2:	Mile Markers 6-40				
2	4	Bahia Honda State Park	36850 Overseas Hwy	Big Pine Key	(305) 872-2353	36.5-O	86
2	4	Big Pine Key Fishing Lodge	PO Box 430513 / MM 33 US 1 Ocean	Big Pine Key	(305) 872-2351	33-O	97
2	4	Bluewater Key / Clark's RV Lot Rentals	MM 14 PO Box 5490	Key West	(305) 744 0999	14-O	
2	4	Bluewater Key Rv Resort	2950 Overseas Hwy.	Key West	(305) 745-2494	14.5-O	81
2	4	Breezy Pines Rv Estates	29859 Overseas Hwy/PO Box 430191	Big Pine Key	(305) 872-9041	30-B	96
2	4	Geiger Key Marina	5 Geiger Road	Key West	(305) 296-3553	10-O	36
2	4	Sugarloaf Key Koa Kampground	251 County Rd. 939 MM 20	Sugarloaf Key	(305) 745-3549	20-O	200
2	4	Sunshine Key RV Resort & Marina	38801 Overseas Hwy	Big Pine Key	(305) 872-2217	39-B	398
		Zone # 3:	Mile Markers 40-63				
3	4	Key R.V. Park	6099 Overseas Hwy	Marathon	(305) 743-5164	50.5-O	190
3	4	Knight's Key Campground	Po Box 500525 / # 1 Knights Key Blvd.	Marathon	(305) 743-4343	47-O	199
3	4	Ocean Breeze RV Park & Marina	1337 Ocean Breeze	Marathon	(305) 743-6020	47.8-O	55
3	4	Pelican Trailer Park	59151 Overseas Hwy	Marathon	(305) 289-0011	59-B	85
		Zone # 4:	Mile Marker 63-C.R. 905A				
			MM 70 PO Box 618	Fiesta Key			
4	4	Fiesta Key K.O.A.	67400 Overseas Highway MM 67.5	Long Key	(305) 664-4922	70-B	271
4	4	Long Key State Park	97450 Overseas Hwy	Long Key	(305) 664-4815	67.5-O	60
5	4	Blue Fin - Rock Harbor	325 Calusa St.	Key Largo	(305) 852-2025	97.5-O	16
5	4	Calusa RV Resort	106003 Overseas Hwy Po Box 487	Key Largo	(305) 451-0232	101.5-B	367
5	4	John Pennekamp Coral Reef State Park	101551 Overseas Hwy	Key Largo	(305) 451-1202	102.5-O	48
5	4	Key Largo Kampground & Marina	103620 Overseas Hwy	Key Largo	(305) 451-1431	101.5-O	80
5	4	Kings Kamp RV Park, Motel & Marina		Key Largo	(305) 451-0010	103.5-B	60
		Zone # 5:	C.R. 905 A to, & Including, Ocean Reef				
		Nothing					

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Attachment 6
MONROE COUNTY PET FRIENDLY HOTELS

SANDS OF ISLAMORADA - US 1, mile marker 80

MTL

80051 Old Highway
Islamorada, FL 33036
Tel (305) 6642791
Fax: (305) 6642886

Pets (\$15 extra charge)

CENTER COURT HISTORIC INN - Between Duval & Simonton Old Town

B&B

916 Center Street
Key West, FL 33040
Tel (305) 2969292
Fax (305) 2944104

Pets (\$10 extra charge)

CHELSEA HOUSE - Corner of Elizabeth & Truman

B&B

707 Truman Ave
Key West, FL 33040
Tel (305) 2962211
Fax (305) 2964822

Small pets only (\$15 extra charge)

CURRY MANSION INN - Old Town, 1 block North of Duval Street

B&B

511 Caroline Street
Key West, FL 33040
Tel (305) 2945349
Fax: (305) 2944093

Small pets only

COURTNEY'S PLACE HISTORIC GUEST - Old Town

Cottages

720 Whitmarsh Lane
Key West, FL 33040
Tel(305) 2943480
Fax(305) 2944321

Pets (Owner's pets on premises)

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Attachment 7
MONROE COUNTY NIMS RESOLUTION**Emergency Management****RESOLUTION NO. 451 -2004****A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA, ADOPTING THE NATIONAL
INCIDENT MANAGEMENT SYSTEM.**

WHEREAS, the National Incident Management System (hereinafter "NIMS") will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents; and

WHEREAS, NIMS was established for the purpose of preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies; and

WHEREAS, the Secretary of Homeland Security is the principal Federal official for domestic incident management, responsible for coordinating the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President; and

WHEREAS, the Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas, and is required to establish appropriate relationships and mechanisms for cooperation and coordination between the departments of State and Homeland Security; and

WHEREAS, The Secretary of Homeland Security was required by Homeland Security Presidential Directive #5, issued on February 28, 2003, to develop, submit for review to the Homeland Security Council, and administer a NIMS to provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, Homeland Security Presidential Directive #5, requires Federal departments and agencies to make adoption of NIMS a condition for Federal

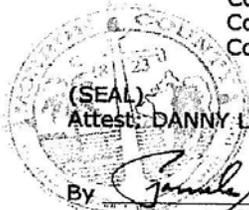
preparedness assistance through grants, contracts, and other actions beginning in the federal Fiscal Year 2005;

NOW, THEREFORE, BE IT RESOLVED, THAT

- 1. The Board of County Commissioners of Monroe County hereby adopts the National Incident Management System, a copy of which is attached hereto as Exhibit A.
- 2. This Resolution shall become effective upon the date of its adoption herein.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida at a regular meeting of said board held on December 15, 2004.

Mayor Spehar	<u>yes</u>
Mayor Pro Tem McCoy	<u>yes</u>
Commissioner Nelson	<u>yes</u>
Commissioner Neugent	<u>yes</u>
Commissioner Rice	<u>yes</u>



By *Gerald Hancock*
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By *Legie M. Spehar*
Mayor/Chairperson

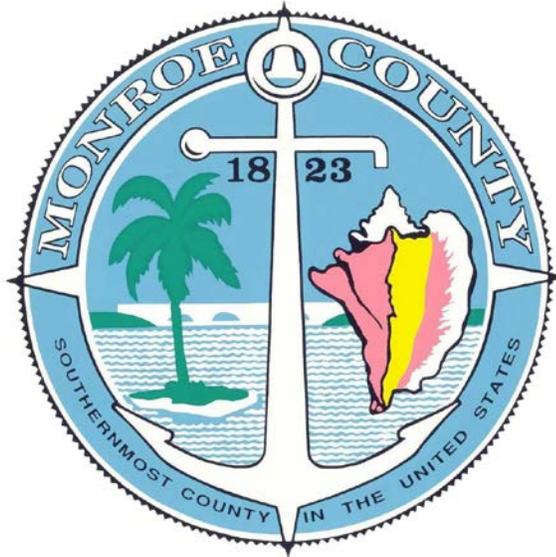
MONROE COUNTY, FLORIDA
 DEPARTMENT OF RECORDS
 THIS IS TO CERTIFY THAT A COPY OF THIS RESOLUTION WAS FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA ON DECEMBER 15, 2004.
 DANNY L. KOLHAGE
 CLERK OF THE BOARD OF COUNTY COMMISSIONERS

MONROE COUNTY ATTORNEY
 APPROVED AS TO FORM
Suzanne A. Hutton
 SUZANNE A. HUTTON
 ASSISTANT COUNTY ATTORNEY
 Date 11/19/04

11/18/04 11:43

BASIC PLAN

IV. Responsibilities



Monroe County, Florida

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Comprehensive Emergency Management Plan**Basic Plan****IV. Responsibilities****IV. RESPONSIBILITIES****A. GENERAL PREPAREDNESS RESPONSIBILITIES**

County Divisions and Departments may have emergency-related functions in addition to their normal daily functions. Each Division and Department Director is responsible for the development and maintenance of their respective Emergency Plans and Procedures.

- Create an emergency plan for their division/department.
- Incorporate the National Incident Management System (NIMS) principles into emergency plans and daily operations
- Create and maintain a department "Calling Tree" for notification.
- Develop site specific plans for division/department facilities as necessary.
- Train staff to perform emergency duties/tasks as outlined in the CEMP or individual division/department plans.
- Identify, categorize and inventory all available division/department resources.
- Develop procedures for mobilizing and employing additional resources.
- Ensure communication capabilities with the county EOCs.
- Fill positions in the emergency organization as requested by the Emergency Management Department Director, acting in accordance with this plan.

B. GENERAL RESPONSE RESPONSIBILITIES (All Monroe County Departments.)

The following common responsibilities are assigned to each division/department listed in this plan.

- Upon receipt of an alert or warning, initiate notification actions to alert employees on assigned response duties.
- As appropriate:
 - Suspend or curtail normal business activities.
 - Recall essential off-duty employees.
 - Send non-critical employees home.
 - Secure and evacuate departmental facilities.
- As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
- Keep the EOC informed of field activities, and maintain a communications link to the EOC.
- Maintain events log, and report information to the EOC.
- Report damages and status of critical facilities to the EOC.

- If appropriate or requested, send a representative to the EOC.
 - During response and recovery phases of an incident, Division/Department Directors may be assigned by the County Administrator per the request of the Emergency Management Director to serve in an Emergency Operations Center function not otherwise assigned during normal everyday operation.
 - **ENSURE STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES.**
- Submit reports to the EOC detailing division/department emergency expenditures and obligations.

Division/Department Directors Responsibilities:

- Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
- Be responsible for the safety of records, files and equipment assigned to their respective divisions/departments.
- Ensure that records are maintained upon the announcement of a “Watch” (i.e. Hurricane) or following a major disaster (i.e., tornado). These records are normally comprised of time sheets, supplies and equipment, and include expenses over and above normal operating expenses that are directly related to an incident or when the “Watch” is announced.
- Ensure that activity logs are initiated as a matter of record upon announcement of a Hurricane “Watch” or following a major disaster.
- Coordinate, where appropriate, to ensure that each of their facilities and buildings are secure before a disaster strikes.
- Assign a safety coordinator for each division/department.

C. SPECIFIC RESPONSIBILITIES BY COUNTY DEPARTMENT

This Section provides a general summary emergency responsibilities. See Annex III, Emergency Functions (ESFs) for specific details and tasks.

1. County Administrator/Deputy County Administrator

- Reports to the County Mayor.
- Ensures participation of all relevant County divisions/departments in County disaster preparedness planning and operations.
- Responsible for disaster preparedness needs in County capital budget improvement and planning.
- Keeps County Commissioners informed of event progression.
- Authorizes EOC activation.
- Implements emergency policies.
- Authorizes the issuance of protective action recommendations.

2. County Attorney

- Advises on legal options for emergency operations, options for emergency operations, emergency powers of County government and procedures for invoking those measures.
- Reviews emergency proclamations, agreements, contracts, and disaster related documents.
- Advises Emergency Management Director during EOC operations, as requested.
- Provides legal advice, assistance as required to County Departments.
- Reviews and advises County officials on possible legal issues arising from disaster operations.
- Advises County officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- Reviews recovery contracts.

3. **Budget and Finance Division**

Office of Management and Budget (OMB)

- Establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
 - Maintains accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
 - Directs divisions/departments to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
 - Ensures that divisions/departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
- Assists divisions/departments with impending emergency purchasing procedures and maintaining records.
- Ensures supply of vouchers, receipts, and other forms.
- Establishes and maintains a system to meet finance, payroll and other payment obligations during emergency/disasters.
- Provides for security and protection of records and equipment.
- Coordinates financial relief efforts with state and federal agencies.
- Coordinates reimbursement efforts with state and federal agencies.
- Determines which administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property.
 - Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used.
 - Determines need to depart from “business-as-usual” and issue emergency administrative procedures as appropriate

Purchasing

- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establishes emergency purchasing procedures and coordinate emergency procurements.
- Maintains records of emergency-related expenditures for purchases and personnel.
- Assists divisions/departments with expediting emergency purchasing procedures and maintaining records.
- Processes orders and facilitates emergency purchases.
- Facilitates emergency contracting of goods and services.
- Maintains records.

Grants

- Assists with damage assessment activities.
- Assists with disaster grant applications for public and private emergency grant programs.
- Municipalities must submit their reports to County (through Emergency Management) for submission to the State.

4. **Clerk of the Courts**

- Provides for the securing of County records, and audits financial expenditures

5. **Communications Department** – Monroe County Sheriff’s Office

- Identifies communications facilities and resources available for use (800 MHz., VHF Radios, etc.).
- Advises on communications capabilities and limitations.

- Ensures necessary backup power generation.
- Develops inventories of equipment, including telephone, radio and data.
- Maintains list of radio frequencies; Develops frequency use procedures and protocols.
- Determine condition, status of County communication systems.
- Ensures EOC internal communications are adequate.
 - Manages the emergency communications section in the EOC to include radio, telephone, repair crews, runners, amateur radio, backup resources, etc.
 - Prepares and implements the Incident Radio Communications Plan.
 - Sets up EAS system.
 - Ensures all communication systems are installed and tested.
 - Establishes equipment accountability.
 - Provides technical information as required.
 - Supervises Communications unit activities.
 - Maintains records on all communications equipment.
 - Recovers equipment from released units.
 - Monitors all communications equipment transmissions, e.g., Traffic Center, Ham radio, Sheriff's Department, National Weather Service, Marine, Florida Department of Law Enforcement.
- Establishes communications from EOC with operational units and field incident commanders.
- Coordinates, acquire and deploys communications resources (RACES), equipment and personnel technicians to establish point-to-point communications as required.
- Obtains, coordinates communication resources as requested by field Incident Commanders.

6. Community Services Division*Social Services**Community Support Services**Transportation*

- Provides personnel and equipment as needed.
- Responsible for Special Needs Registry
- Responsible for transportation of Special Needs clients

Social Services

- Supports the distribution of food, water and other disaster goods and services.
- Provides personnel and equipment as needed.
- Special Needs Registry

7. Elected Officials

- Responsible for the safety and protection of the people and property located within the County per County Code and Florida Statutes, Chapter 252.
- Monitors situations and developments that would alter the normal functions of County government.
- The County Mayor, serves on the EOC Decision Making Group
- Ratifies agreements with state and federal disaster relief agencies, as required.

8. Emergency Services, Division*Fire Rescue**Emergency Management**Fire Marshal*Fire Rescue

- Emergency Function (ESF) duties include: Lead department for ESF # 4, ESF # 9 and ESF # 10.
- Coordinate all response operations for fire, search, rescue, emergency medical services and hazardous materials response. Emergency tasks to be performed include:
 - Fire prevention activities.
 - Fire detection and control.
 - Hazardous material and oil spill response.
 - Terrorist incident response.
 - Evacuation support.
 - Post-incident reconnaissance and damage assessment.
 - Fire safety inspection of temporary shelters.
 - Prepare and maintain fire resource inventory.
 - Coordinate emergency medical services.
- Member of the Crisis Action Team.
- Determines areas at risk and which public protective actions, if any, should be implemented.
- Initiates evacuation orders when necessary.
- Assists with evacuation operations.
- Directs on-scene evacuations as a result of fire, hazardous materials spill, transportation accidents, etc., as necessary, whenever there is immediate threat to life and safety; Assists with other evacuation operations.
- Orders “shelter-in-place” (hazardous material incidents).
- Performs those support duties and functions required to assist County emergency operations as appropriate.
- Coordinates initial public disaster assessment.
- Assists with transportation, damage assessment, information and planning, and mass care.
- Stages and places vehicle and equipment resources in effective positions throughout the county as determined by the County Mayor, County Administrator and/or Emergency Management Director.
- Provides personnel and equipment as needed.
- Conducts inspections and enforces fire safety codes, regulations, and laws.

Emergency Management

- Responsible for the County's Emergency Management Program.
- Develops and maintains the Monroe County Comprehensive Emergency Management Plan (CEMP).
- Prepares and maintains a resource inventory.
- Performs day-to-day liaison with municipal, and State and Federal Emergency Management staff and regional emergency management personnel.
- Coordinates local planning and preparedness activities; Provides emergency preparedness information.
- Provides information on hazard mitigation.
- Develops and presents emergency training programs.
- Arranges appropriate training for local emergency management personnel and emergency responders.
- Coordinates periodic all hazard emergency exercises to test the plan and training.
- Member of the Crisis Action Team.
- Recommends declaration of emergency pursuant to County Ordinance and State Statutes. Informs the County Mayor and County Administrator of the reasons for the status of events requiring the declaration.
- Keeps municipal officials informed of events progression

- Coordinates requests for emergency assistance.
- Plans, develops, maintains an emergency operations center (EOC) to include equipment, staffing, and operational procedures necessary for the management and control of emergency conditions.
- Activates the EOC when required.
- Develops incident action plans during EOC operations.
- Provides coordination among local, state, federal, private and volunteer organizations.
- Coordinates dissemination of emergency warning information; Disseminates emergency warning information from state and federal agencies; Disseminates warnings initiated at local government level.
- Coordinates with businesses regarding emergency operations.
- Recommends and subsequently orders the implementation of evacuations.
- Identifies and publicizes shelter locations.
 - Develops and implements procedures to solicit, register, screen, receive, and deploy volunteers.
- Develops system and forms for tabulating damage assessment.
 - Activates, deploys damage assessment teams.
 - Receives and consolidates all damage reports and submits to appropriate county department for processing, as well as to the State DEM (submission of damage assessment reports to State DEM is within the first 24 hours of emergency event)

9. Employee Services**Human Resources**

- Establishes and staffs a personnel recruiting center for temporary labor after the emergency.
- Provides information and assistance to County management regarding the County's personnel policies during emergencies.
- Assists County departments by soliciting the appropriate human resources (temporary County hires or volunteers) to meet the needs identified by those departments.
- Assists County departments to accomplish their mission during an emergency by maintaining a roster of available County employees in non-essential positions who can be assigned to perform tasks required in other departments.
- Provides for employee psychological and other support through the County's Employee Assistance Program, or other programs that may be required.
- Provides coordination for employees working the disaster, and for those who return following the event.

Risk Management

- Administers insurance and self-insurance programs and claims.
- Notifies insurance carriers of damages.
- Advises the County Mayor, County Administrator and Emergency Management Director on insured and uninsured damage losses and other like issues.

10. Engineering & Public Works***Engineering Services.******Facilities Development.***

- Support initial damage assessment of critical facilities to EOC.
- Provides personnel and equipment as necessary.
- Supports damage assessment of County facilities.
- Provides engineering services for the temporary repair of critical facilities.
- Administer and manage contracted services.
- Provides temporary repair of critical facilities and coordinates the repairs of County facilities

- Assesses damage to public facilities.
- Provides specialized equipment to support emergency operations.
- Provides EOC with updated comprehensive lists of County equipment.
- Stages vehicles and equipment resources in effective positions throughout the community as necessary.
- Stores equipment and vehicles in a safe place.
- Monitors recovery activities of privately owned utilities.
- Provides transportation support.
- Provides support for search and rescue activities.
- Support initial damage assessment of critical facilities and assessment activities to EOC. Coordinates and supports debris clearance.
- Supports evacuation and traffic control management efforts
- Ensures necessary backup power generation.
- Responsible for Debris Management process.
- Assists with set-up of shelters activation (delivering cots and assist with set-up).

Detention Facilities

- Provides personnel and equipment as needed.

Fleet Management

- Operates County fleet repair facility.
- Provides motor fuels for all County vehicles and fuel driven equipment.
- Stores equipment and vehicles in a safe place.
- Provides Emergency Management with updated comprehensive lists of County vehicles and equipment.
- Provides personnel and equipment as needed.
- Provides transportation support.
- Ensures necessary backup power generation for fuel dispensing.
- Supports Police and Fire Rescue operations.
- Supports evacuation and traffic management activities.

Facilities Maintenance

- Provides personnel and equipment as needed.
- Secures County buildings by established priorities.
- Coordinates with County Departments to establish a building priority list for the repair of buildings, electrical systems, air conditioning and heating units.
- Determines unsafe facilities.
- Provides damage assessments on County buildings to the EOC.

Roads and Bridges

- Supports damage assessment.
- Assesses damage to streets, bridges, traffic control devices, signage, and other public facilities.
- Provides temporary repair of critical facilities.
- Restores County damaged roads, bridges and signage.
- Supports evacuation and traffic control management.
- Provides specialized equipment to support emergency operations.
- Develops and maintains a Debris Management Plan.
- Provides debris clearance, restoration of facilities, areas as needed, and maintenance of County streets.
- Coordinates emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.
- Recommends disposal sites for debris; Coordinates debris collection and disposal.

Solid Waste Management

- Coordinates continuation/resumption of trash and garbage collection throughout the County.
- Oversees private waste haulers.
- Provides personnel and equipment as needed

11. Growth Management*Code Enforcement**Building**Planning**Marine Resources*

- The Growth Management Damage Assessment Team develops system for tabulating damage assessment.
 - Conducts damage assessment of public and private property to determine the extent of damage.
 - Activates, deploys damage assessment teams.
 - Receives, records and consolidates all damage reports.
- Provides personnel and equipment as needed.
- Determines the geographical and structural extent of damage to public and private property.
- Monitors environmental impacts to County resulting from disaster (Method of coordination and consultation with staff and Federal entities may be found within the Growth Management Comprehensive Plan on file within that Division).
- Makes available building plans and records for determination of public and business damages.
- During recovery phase, provides land use and policy planning services.
- Survey construction sites for control of debris hazards.
- Coordinates emergency repair process and related building codes and standard procedures.
- Develops and administer emergency code and licensing standard.
- Maintains pre-disaster maps, photos, and other documents.
- Determines unsafe facilities.
- Conducts inspections and enforces building safety regulations and laws.
- Provides guidance for post-disaster mitigation and re-development opportunities.
- Coordinates emergency permitting procedures.
- Supports recovery and redevelopment planning.

12. Health Department

- Coordinates health care and Special Needs issues during emergency situations
- Provides public health information and education.
- Provides inspection of food and water supplies.
- Develops emergency public health regulations and orders.
- Supports collection, identification, and interment of deceased victims.
- Coordinates the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster
- Responsible for staffing at the Special Needs shelters

13. Mayor, County

- Proclaims a State of Emergency when necessary.
- When necessitated by localized disaster, authorizes the evacuation of sections of the County to protect the lives of citizens, per the Decision Making Group recommendation
- Authorizes declaration of County as disaster area
- Authorizes the County Administrator to ensure appropriate orders.

- Authorizes the County Administrator to execute agreements with federal and state relief agencies.
- Interfaces with media
- Coordinates activities with the Emergency Management Director.
- Makes emergency policy decisions and issues executive orders related to an in-progress emergency operation.
- Responsible to the County Commission for the coordination and operation of all services of all county department and agencies.
- Executes agreements with Federal and State disaster relief agencies.
- Authorizes return of population to evacuated zones, per recommendation of the Emergency Management Director

14. Medical Examiner

- Implements and coordinates the County Mass Fatality Incident Plan.
- Establishes facility collection areas to facilitate recovery operations.
- Identifies mass burial sites.
- Protects the property and personal effects of the deceased.
- Notifies relatives (in conjunction with applicable Law Enforcement agency/ies)
- Establishes and maintains a comprehensive record keeping system for continuous updating and recording of fatality numbers.

15. Monroe County Television Channel 76

- Supports public information bulletins and broadcasts.

16. 911 Dispatch (Police and Fire)

- Establish communications with EOC with operational units and field Incident Commanders.

17. The Salvation Army

- Performs emergency shelter and mass care planning.
- Coordinates mass care (feeding, potable water, shelter, sanitation facilities, clothing, commodities) with churches, volunteer groups and other relief agencies
- Coordinates relief efforts with the American Red Cross post-disaster – the ARC does not respond prior to, or during, an actual severe weather emergency in the County

18. School Board

- Emergency Function (ESF) duties include: One of the Leads department for ESF # 1.
- Provides EOC with updated comprehensive lists of School Board vehicles and equipment.
- Provides personnel and equipment as needed.
- Supports evacuation activities.

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BASIC PLAN

V. Financial Management



Monroe County, Florida

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Comprehensive Emergency Management Plan**Basic Plan****V. Financial Management****V. FINANCIAL MANAGEMENT****A. GENERAL**

During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs are properly documented, certain reimbursements from State and Federal sources may be possible.

Municipalities must declare their State of Local Emergency prior to requesting and receiving county, State and/or Federal assistance.

B. POLICIES

Divisions/Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing Monroe County emergency purchasing procedures.

During the emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

Each Division/Department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

C. ADMINISTRATION

Monroe County's financial management, in a disaster situation, is the responsibility of the Office of Management and Budget (OMB), and the Finance Department. These departments guide their activities according to their respective procedures and policies. Through the Resource Tracking System, which is part of the Incident Management System, the Planning Section Lead along with the Logistics Section Lead, will provide a daily account of the resources and personnel involved on the event, to the Finance Section Lead (OMB Director). Should the county become overtaxed by the nature of the event, the county will contact State DEM for assistance. Documentation is the key element in the reimbursement process.

During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Divisions/Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Emergency Services officers have independent authority to react to emergency situations.

Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures, which depart from "business-as-usual", will be described in department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.

Divisions/Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

All allocation and disbursements records affiliated with the emergency response activities must be maintained in conformity with State and Federal codes. Strict attention must be given to the maintenance of logs, records and file copies of all expenditures in order to provide clear accountability for reimbursement requests.

Monroe County employs a FEMA compatible daily activity report for the maintenance of force account labor and materials. All non-force account labor and materials are covered by competitive bid contract in accordance with Florida State Procurement laws. These arrangements have been promulgated in order to comply with the regulations set forth by the State and Federal government as criteria for recovery of funds under the Stafford Act.

D. FISCAL

Purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of authorized County personnel, divisions and/or departments.

When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the County's Purchasing Division representative at the EOC. A record of all purchases shall be reported to Purchasing in accordance with County purchasing policies. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.

Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Divisions/Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Division/Department Directors will be held responsible for deviations from the emergency purchasing procedures.

Monroe County may qualify for reimbursement of certain emergency costs from State, Federal disaster recovery programs, and may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance. All County divisions/departments are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.

E. LOGISTICS

Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s).

Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims.

All departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in County inventory as an asset will not be eligible for reimbursement.

F. INSURANCE

Monroe County is Self-Insured.

Insurance coverage will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”. Information on the County’s insurance policies will need to be available following a disaster.

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BASIC PLAN

VI. References & Authorities



Monroe County, Florida

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Comprehensive Emergency Management Plan

Basic Plan

VI. References & Authorities

VI. REFERENCES AND AUTHORITIES

A. STATUTES AND AUTHORITIES

1. Monroe County

- a. Monroe County Laws, Regulations, and Ordinances Manual, Volumes I and II
- b. Comprehensive Emergency Management Plan
- c. Division/Departmental Plans, SOPs
- d. Local Mitigation Strategy (*Annually*)

2. State of Florida

- a. Chapter 14, F.S., Governor.
- b. Chapter 23, Florida Mutual Aid Act, as amended by Chapter 93-211, Laws of Florida.
- c. Chapter 90-6, Florida Administrative Code.
- d. Chapter 90-7, Florida Administrative Code.
- e. Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; f.
- f. Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
- g. Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
- h. Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- i. Chapter 187, State Comprehensive Plan.
- j. Chapter 252, Emergency Management.
- k. Chapter 380, Land and Water Management.
- l. Chapter 870, Affrays, Riots, Routs, Unlawful Assemblies.

3. Federal

- a. Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, allows for federal assistance through a Presidential Disaster Declaration.
- b. Public Law 93-288, as amended, which provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- c. Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability-building at the federal, state and local levels for all hazards.
- d. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA), which governs hazardous materials planning and right-to-know.

- f. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- g. Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- h. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- i. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- j. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- k. Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- l. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- m. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program.
- n. National Flood Insurance Act of 1968, 42 USC 4001 et seq.

B. ADMINISTRATIVE RULES**1. State of Florida**

- a. Florida Department of Community Affairs Administrative Rules 9G-2, 6, 7, 11, 12, 14, 16, and 17.
- b. Florida Department of Community Affairs Administrative Rules 9J-2 and 5.

2. Federal

- a. 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
- b. 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- c. 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- d. 44 CFR Part 10, Environmental Considerations.
- e. 44 CFR Part 14, Audits of State and Local Governments.

C. EXECUTIVE ORDERS**1. State of Florida**

- a. Executive Order No. 30-29, Disaster Preparedness.
- b. Executive Order 80-29 (Disaster Preparedness), dated April 14, 1980.
- c. Executive Order 87-57 (State Emergency Response Commission), dated April 17, 1987; as updated by Executive Order 093-242.

2. Federal

- a. Executive Order 11988, Floodplain Management.
- b. Executive Order 11990, Protection of Wetlands.
- c. Executive Order 11795 dated 7/11/1974, as amended by Executive Order 11910, dated 4/13/1976.

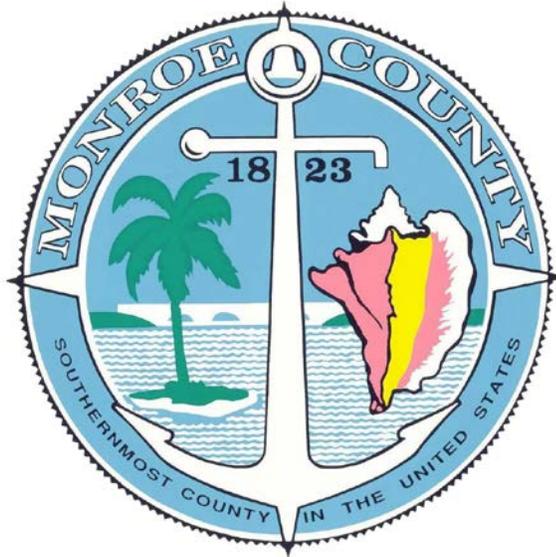
D. MONROE COUNTY EMERGENCY MANGEMENT MEMORANDUMS OF UNDERSTANDING & MUTUAL AID AGREEMENTS

Memorandums of Understanding and Mutual Aid Agreements are on file in Emergency Management

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BASIC PLAN

VII. Attachments



Monroe County, Florida

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Comprehensive Emergency Management Plan

Basic Plan

VII. Attachments

VII. ATTACHMENTS

- A. Primary/Support Matrix
- B. Acronyms
- C. Declaration of Emergency Comparison of Florida Statutes
- D. Monroe County Organizational Chart

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**Attachment A
PRIMARY/SUPPORT MATRIX**

Departments, Agencies & Organizations	Transportation & Fuels	Communications	Public Work & Engineering	Firefighting	Information and Planning	Mass Care	Resource Support	Health & Medical	Search and Rescue	Hazardous Material	Food and Water	Energy and Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement and Security	Animal Protection
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
MONROE COUNTY																	
Administrator																	
• Airports							S										
• Technical Services		S			S												
• Veterans Affairs						S											
• Website Communications														S			
Communications Department		P															
Office of Management and Budget							S										
Division of Community Services					S											P	
• Libraries					S												
• Social Services	S							S			S						
Division of Emergency Services																	
• Fire Rescue	S			P		S	S	S	P	P						S	
• Emergency Management					P								P	S			
Department of Engineering			S														
Division of Growth Management			S		S												
Division of Public Works			P			S	P										S
• Detention Facilities																	S
• Fleet Management	S																
• Solid Waste Management			S														S
Health Department						S		P		S				S			
Medical Examiner								S									S
Monroe County Television														S			
School District	P	S				S					S						
Sheriff's Office	S	S				S			S	S				P		P	S
OTHER																	
Alliance on Aging						S											
City of Key West	S																
City of Key West Fire Department				S					S	S							
City of Key West Police Department																	S
Fishermen's Community Hospital								S									
Florida Department of Children and Families						S		S									
Florida Department of Corrections			S														S
Florida Department of Environmental Protection (DEP)										S							
Florida Department of Law Enforcement									S								S

VII. ATTACHMENTS

Departments, Agencies & Organizations	Transportation & Fuels	Communications	Public Work & Engineering	Firefighting	Information and Planning	Mass Care	Resource Support	Health & Medical	Search and Rescue	Hazardous Material	Food and Water	Energy and Utilities	Military Support	Public Information	Volunteers & Donations	Law Enforcement and Security	Animal Protection
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Florida Department of Military Affairs													S			
Florida Department of Transportation (FDOT)	S															S	
Florida Division of Forestry				S					S								
Florida Fire Chief's Association				S													
Florida Highway Patrol (FHP)																S	
Florida Keys Aqueduct Authority			S								S	S					
Florida Keys Electric Cooperative			S									P					
Florida Keys Society For The Prevention Of Cruelty To Animals (SPCA)																	P
Florida Keys VOAD						S									S		
Florida National Guard (FLNG)											S		S			S	
Florida Park Service									S								
Florida Power and Light												S					
Florida Wildlife Conservation (FWC)									S							S	
Habitat for Humanity						S					S				S		
Humane Animal Care Coalition																	S
Islamorada Fire/Rescue				S													
Joint Task Force 4													S				
Key Colony Beach Police Department (KCBPD)																S	
Key Largo Animal Clinic																	S
Key Largo Fire District				S													
Key Largo Volunteer Ambulance								S									
Keys Energy Services			S									P					
Lower Keys Medical Center								S									
Marathon Fire/Rescue				S													
Mariner's Hospital								S									
Naval Air Station (NAS) Key West				S						S			S				
Ocean Reef Public Safety (ORPS)				S				S	S							S	
Organized Fishermen of Florida									S								
Project H.O.P.E.						S											
Rural Health Network						S											
Stand Up for Animals, Inc.																	S
State Fire Marshal									S							S	
The American Red Cross						S					S				S		
The Salvation Army						P					P				S		
Tourist Development Council														S			
U.S. Environmental Protection Agency (EPA)										S							
United States Coast Guard (USCG)									S	S			S			S	
United States Customs																S	
United States NAVY (USN)									S	S			S			S	

Attachment B**ACRONYMS****- A -****Agency**

A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources

Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness

The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

- B - C -**Catastrophic Incident**

Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command

A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff

In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Comprehensive Emergency Management (CEM)

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

Comprehensive Emergency Management Plan (CEMP)

Contains policies, authorities, concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.

Consequence Management

Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Crisis Management.

COOP

Continuity of Operations Plan

Credible Threat

A potential terrorist threat that, based on a threat assessment, is credible and likely to involve Weapons of Mass Destruction (WMD).

Crisis Action Team (CAT)

A flexible, supporting/coordinating service that could be: One person at home facilitating the coordination of personnel and resources to an incident scene; Several people convening in the Emergency Operations Center (EOC) or on-scene to assist the "Incident Manager" as needed.

Crisis Management

Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Consequence Management.

Critical Infrastructures

Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources

Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Cyber

Pertaining to computers and their support systems, such as servers, routers, and switches, that support critical infrastructure.

- D -

Damage Assessment

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

Defense Support of Civil Authorities (DSCA)

Refers to Department of Defense (DOD) support, including Federal military forces, DOD civilians and DOD

contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Disaster

Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a Natural, Technological, and / or National Security incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters.

Disaster, Catastrophic

Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. A Catastrophic Disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

Disaster, Major

As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Disaster Analysis

The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.

Disaster Recovery Center (DRC)

A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. Disaster Recovery Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

D & C

Direction and Control.

- E -

Emergency

“Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, acts of terrorism - foreign or domestic, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (PL 93-288); Any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

Emergency Alert System (EAS)

Formally the Emergency Broadcast System. Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during

emergencies.

Emergency Function (EF)

A functional area of response activity established to facilitate the delivery of City of Hialeah assistance required during the immediate response phases of a disaster to save lives, protect property and public health, and to maintain public safety.

Emergency Management

The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress; Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

Emergency Management Plans. Those plans prepared by federal, state and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency Operations Center (EOC)

An **Emergency Operations Center** is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of a company, political subdivision or other organization. An EOC is responsible for the strategic overview, or "big picture", of the disaster, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to lower commands. The common functions of all EOC's is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. In the EOC there is one individual in charge, and that is the Emergency Management Director as the Incident Commander.

Emergency Protective Measures

Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.

Emergency Public Information

Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes.

Emergency Response Team (ERT)

An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal Departments and agencies as needed.

Emergency Support Function (ESF)

A grouping of government and various other entities' capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

Emergency Support Team (EST)

An interagency group operating from the Federal Emergency Management Agency (FEMA) headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies in supporting Federal response requirements in the field.

Evacuation

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise

Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and / or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of CEMP.

- F -

Federal Assistance

Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.

Federal Coordinating Officer (FCO)

The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Hazard Mitigation Officer (FHMO)

Person appointed by the FCO responsible for managing federal hazard mitigation programs and activities.

Federal Interagency Hazard Mitigation Team (I-Team)

Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate federal, state, and local government representatives to identify opportunities for hazard mitigation.

Federal/State Agreement. The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

FEMA

Federal Emergency Management Agency.

Florida Division of Emergency Management (FDEM)

A division of the State Department of Community Affairs. FDEM is responsible for the direction and control of a state response and recovery organization.

Fujita-Pearson Tornado Scale

Measures tornado strength.

Rating	Winds	Damage
F0	40- 72 mph	Light
F1	73 112 mph	Moderate
F2	113 mph	Considerable
F3	158 mph	Severe
F4	207 - 260 mph	Devastating
F5	261-318mph	Incredible

- G -

Governor’s Authorized Representative (GAR)

That person named by the Governor in the Federal / State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.

Grantee

The state agency (DCA) that is eligible to receive federal dollars in a Presidential Disaster.

- H -

Hazard

Any situation that has the potential for causing damage to life, property, and / or the environment.

Hazard Mitigation

Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Grant Program

Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster. (Stafford Act, Sec. 404)

Hazard Mitigation Plan

Section 409 of the Stafford Act requires the state and affected local governments to prepare a hazard mitigation plan that evaluates the natural hazards within the disaster area(s) and recommends appropriate measures to reduce the risks from future disasters.

Hurricane

Tropical Storm Category 1-5. A large cyclone storm accompanied by high winds, extreme rainfall and storm surge.

	Winds
Category 1:	74 - 95 m.p.h.
Category 2:	96 - 100 m.p.h.
Category 3:	111 - 130 m.p.h.
Category 4:	131 - 155 m.p.h.
Category 5:	> 155 m.p.h.

Hurricane Advisory

A method for disseminating hurricane and storm data to the public every six (6) hours.

Hurricane Eye

The relatively calm area near the center of the storm. In this area winds are light and sky often partly covered by clouds.

Hurricane Season

The portion of the year having relatively high incidence of hurricane. In the Atlantic, Caribbean and Gulf of Mexico it is usually regarded as the period from June 1 through November 30.

Hurricane Watch

An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins and be ready for quick action in case a warning is issued for their areas.

Hurricane Warning

A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) Sustained winds 74 miles per hour (64 knots) or higher; (b) Dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

- I -

Incident

An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander (IC)

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP)

The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS)

A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the

management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Management Team (IMT)

The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation

Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident Period

For Emergencies or Major Disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.

Individual Assistance

Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

Individual Assistance Officer

State Human Services officer designated to coordinate individual assistance programs.

Infrastructure

The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions

The actions taken by those responders first to arrive at an incident site.

Initial Response

Resources initially committed to an incident.

- J -

Joint Field Office (JFO)

A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA Disaster Field Office (DFO), and the JIC within a single Federal facility.

Joint Information Center (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS)

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC)

The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Official (SFLEO). The JOC becomes a component of the JFO when the NRP is activated.

- K - L -

LEPC

Local Emergency Planning Committee. A committee appointed by the State emergency response commission (SERC), as required by Title II of SARA, to formulate a comprehensive emergency plan to deal with Hazardous Materials for its district. (See SARA)

Liaison Officer

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency

The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or his/her designee and would normally be issued concurrent with a county declaration by the board of County Commissioners prior to requesting state and / or federal assistance.

Local Government

Any county, city, village, town, district or other political subdivisions of the state, any Indian tribe or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the state or political subdivision thereof.

- M -

Mitigation

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization

The process and procedures used by all organizations-Federal, State, local, and tribal -for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center

An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Monroe County Emergency Operations Center (EOC). A County facility that serves as a central location for the coordination and control of all county emergency preparedness and response activities.

Multiagency

Command Center (MACC). An interagency coordination center established by Department of Homeland Security (DHS)/U.S. Secret Service (USSS) during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all National Special Security Events (NSSES) related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multiagency Coordination System

Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

Multijurisdictional Incident

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement. Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

- N -

National Disaster Medical System (NDMS)

A coordinated partnership between Department of Homeland Security (DHS), Health & Human Services (HHS), Department of Defense (DOD), and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Hurricane Center (NHC)

The US National Hurricane Center is the division of National Weather Service's Tropical Prediction Center responsible for tracking and predicting the likely behavior of tropical depressions, tropical storms and hurricanes. When tropical storm or hurricane conditions are expected within 36 hours, the center issues the appropriate watches and warnings via the news media and NOAA Weather Radio. Although an agency of the United States, the World Meteorological Organization has designated the NHC as Regional Specialized Meteorology Center for the North Atlantic and eastern Pacific. As such, the NHC is the central clearinghouse for all tropical cyclone forecasts and observations occurring in these areas, regardless of their effect on the US.

National Incident Management System (NIMS)

A system mandated by Homeland Security Presidential Directive-5 (HSPD-5) that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NRP

National Response Plan.

- O - P -**PL**

Public Law (federal).

Preparedness

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention

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

Principal Federal Official (PFO)

The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector

Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations (PVOs).

Public Assistance Program

The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health

Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO). A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works. Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Public Facility. Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road or highway, and any other public building, structure or system including those used exclusively for recreation purposes.

- R -**Rapid Response Teams (RRT)**

Teams comprised of trained individuals in specific fields (law enforcement, fire, public works, building officials, etc.). RRT's are organized from local governments when activated, operates under the state as an operating unit of the State Emergency Response Team.

Recovery

The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Regional Director

Director of a Regional Office of the Federal Emergency Management Agency (FEMA).

Resources

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response

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

- S -**Saffir-Simpson Hurricane Scale**

Measures hurricane strength.

SARA

Superfund Amendments and Reauthorization Act of 1986 (PL 99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SERC

State Emergency Response Commission, designated by the Governor, responsible for establishing hazardous material planning districts and appointing / overseeing Local Emergency Planning Committees. (See SARA)

Situation Assessment. The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.

Situation Report

A document that contains confirmed or verified information and explicit details (who, what, where, when and how) relation to an incident.

Squall

A sudden increase of wind speed by at least 18 miles per hour (15 knots) and rising to 25 miles per hour (22 knots) or more, and lasting for at least one minute.

Stafford Act

("Robert T. Stafford Disaster Relief and Emergency Assistance Act" P.L. 93-288, as amended). Provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

State Coordinating Officer (SCO)

The person appointed by the Governor for the purpose of coordinating state and local disaster assistance efforts with those of the federal government.

State of Emergency

A state of emergency is a governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans.

The Florida State law allows the Governor to declare a State of Emergency during significant weather events and natural disasters. The emergency declaration is a tool used by the government officials who are managing the emergency. It allows State agencies to quickly respond to needs of citizens, reassign personnel, and deploy vehicles, trucks, and equipment to respond to the incident. A State of Emergency allows the government to act more quickly than it can during non-emergency times.

State Emergency Plan

As used in Section 201(b) of PL 93-288; that State Plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. (Known as the Comprehensive Emergency Management Plan or State Emergency Operations Plan) Execution of the State Comprehensive Emergency Management Plan is a prerequisite to the provision of federal assistance authorized by PL 93-288.

State Emergency Response Team

S.E.R.T

State Hazard Mitigation Officer (SHMO)

State official responsible for coordinating the preparation and implementation of the State Hazard Mitigation Plan (pursuant to Section 409 of the Stafford Act) and implementation of the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford Act).

State Hazard Mitigation and Recovery Team (SHMART)

Representatives from key state agencies, local governments, and other public and private sector organizations that influence development and hazard management policies within the state.

State Wide Mutual Aid Agreement

A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the SERC.

Standard Operating Procedure (SOP)

A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan; Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

Storm Surge

The high and forceful dome of wind driven rising tidal waters, sweeping along the coastline near where the eye makes landfall or passes close to the coast.

Sustained Wind

The wind obtained by averaging observed value over a one minute period.

- T -

Terrorism

Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Tornado

A relatively short-lived local storm, that is composed of violently rotating columns of air that descend in the familiar funnel shape from a thunderstorm cloud system.

Tornado Warning

Indicates a tornado has been sighted or is spotted on radar. Warnings will give the location of the tornado and the area immediately affected by the warning.

Tornado Watch

Indicates that the weather conditions are favorable for a tornado to develop and that the sky should be watched.

Tropical Cyclone

A non-frontal cyclone of synoptic scale, developing over tropical or sub-tropical waters and having a definite organized circulation.

Tropical Depression

A tropical cyclone in which the maximum sustained surface wind is 38 miles per hour (33 knots) or less.

Tropical Disturbance

A moving area of thunderstorms in the tropics.

Tropical Storm

A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34-63 knots) inclusive.

Tropical Storm Warning

A warning of sustained winds in the range of 39-73 miles per hour (34 to 63 knots) inclusive.

Tropical Wave

A westward moving trough of low pressure embedded in the deep easterly current. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

Title III (or SARA)

The “Emergency Planning and Community Right-To-Know Act of 1986.” Specifies requirements for organizing the planning process of the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC cannot, sec. 11001, et. seq.-1986)

- U -

Unified Command (U.C.)

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Urban Search and Rescue (U.S.A.R.)

Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

- V - W - X - Y - Z -

Weapon of Mass Destruction (WMD)

As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Attachment C

DECLARATION OF EMERGENCY COMPARISON OF FLORIDA STATUTES

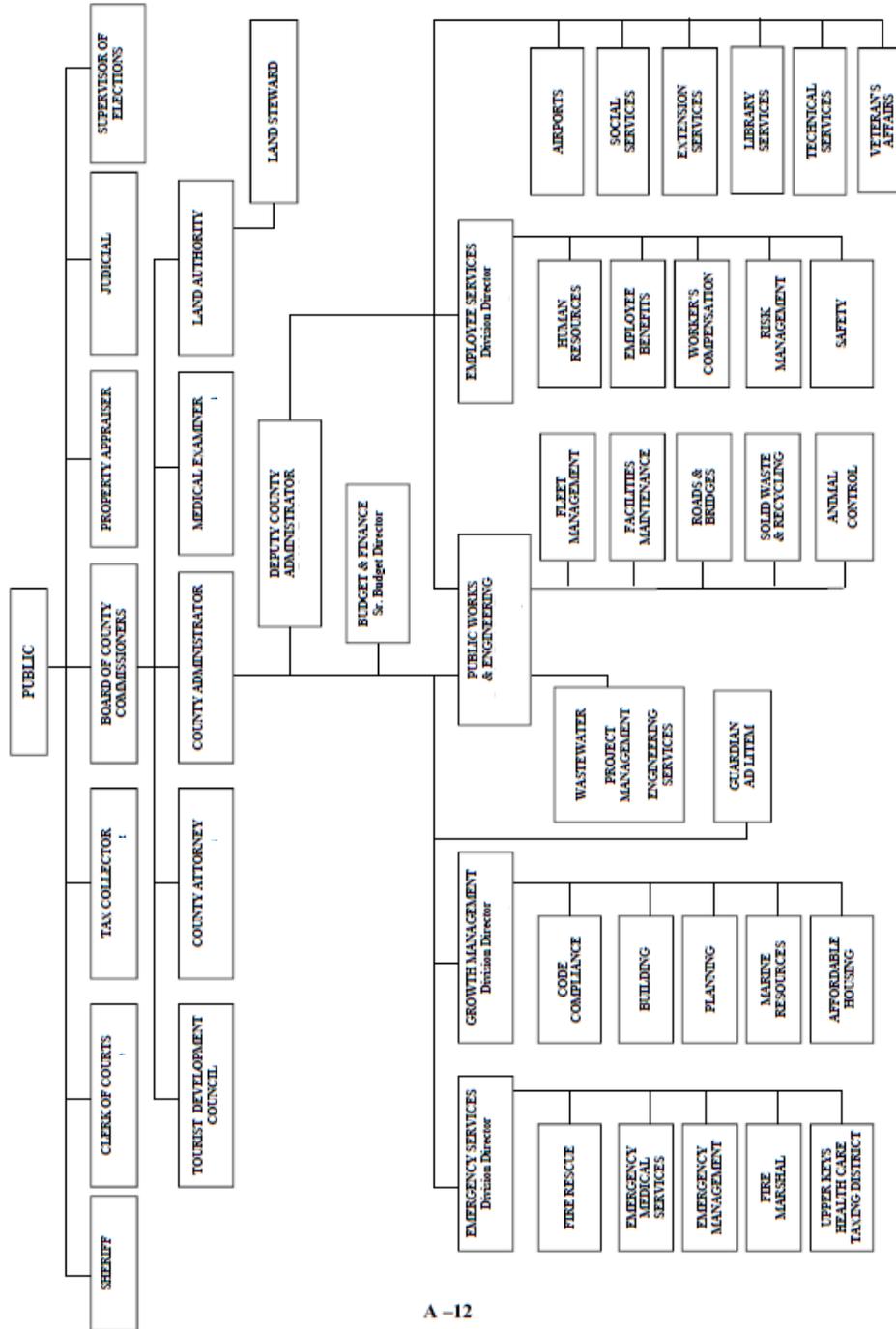
<p>A Declaration of Emergency Comparison Of Florida Statutes Chapter 252.38 (3) (Emergency Management) and Florida Statutes Chapter 870.043 (Law Enforcement-Affrays; Routs; Unlawful Assemblies)</p>	
<p>F/S 252.38 (3) Emergency Management</p>	<p>F/S 870.043 Law Enforcement</p>
<p>DECLARATION: "State of Local Emergency".</p> <p>BY: Does not say. Implied head of government. County Mayor or Mayor Pro Tem (in Monroe County).</p> <p>DURATION: 7 days. Extended in 7 day increments.</p> <p>WHAT DOES IT DO: Authorizes City to request county and state assistance and/or to invoke emergency related mutual aid.</p> <p>SPECIFIC POWERS & AUTHORITIES: To waive the procedures and formalities required by law to:</p> <ul style="list-style-type: none"> • Performance of public work and taking whatever prudent action necessary to ensure the health, welfare and safety of the community. • Enter into contracts. • Incurring obligations. • Employment of permanent or temporary workers. • Utilization of volunteer workers. • Rental of equipment. • Acquisition and distribution with or without compensation of supplies, materials and facilities. • Appropriation and expenditure of public funds. 	<p>DECLARATION: "State of Emergency".</p> <p>BY: Specific. Either Mayor or Chief of Police.</p> <p>DURATION: 72 hours maximum. Extension of 72 hours by resolution or ordinance.</p> <p>WHAT DOES IT DO: Protects citizens from clear and present danger.</p> <p>SPECIFIC POWERS & AUTHORITIES: <u>AUTOMATIC EMERGENCY MEASURES PROHIBITS:</u></p> <ul style="list-style-type: none"> • Exchange of any type of firearms or ammunition. • Intentional display of firearms and ammunition. • Intentional possession of a firearm in a public place except for law enforcement officers and military personnel. <p><u>DISCRETIONARY EMERGENCY MEASURES:</u></p> <ul style="list-style-type: none"> • Establish curfews. • Prohibit sale or distribution of alcohol. • Prohibit possession of alcohol in a public place. • Authorizes closing of public places (with exceptions). • Prohibits sale or the transfer of gas or other flammable or combustible liquids (except normal delivery). • Prohibit possession of portable containers of gas, etc. in a public place.

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Attachment D

MONROE COUNTY ORGANIZATIONAL CHART

Adopted Monroe County Organizational Chart



A-12

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