

BASIC PLAN

I. Introduction



Monroe County, Florida

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RESOLUTION NO. 182 -2022

A RESOLUTION BY THE MONROE COUNTY BOARD OF COUNTY
COMMISSIONERS ADOPTING THE MONROE COUNTY
2022 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

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

WHEREAS, Monroe County is subject to natural and man-made hazards including hurricanes, tornadoes, floods, droughts, fires, and chemical releases, and faces potential damage to life, property, natural resources and the local economy; and

WHEREAS, Rule 90-6.0023, Florida Administrative Code, requires each county emergency management agency to prepare a county Comprehensive Emergency Management Plan as a precaution for protecting the citizens of the county from emergencies; and

WHEREAS, the Monroe County Comprehensive Emergency Management Plan has been prepared in accordance with the requirements of Rule 27P-6.0023, Florida Administrative Code; and

WHEREAS, Rule 27P-6, Florida Administrative Code (FAC) requires the State of Florida Division of Emergency Management (DEM) to review and approve the Comprehensive Management Plan; and

WHEREAS, in June of 2022, DEM reviewed the Monroe County Comprehensive Emergency Management Plan in accordance with the provisions of Rule 27P-6, FAC, and determined the plan to be in compliance with the criteria for such plans; and

WHEREAS, the Monroe County Comprehensive Emergency Management Plan establishes a framework through which Monroe County may realistically prevent or mitigate the impacts of, prepare for, effectively respond to, and recover from a wide variety of emergencies which may or do occur either naturally or as a result of technical or man-made causes; and

WHEREAS, the Monroe County Comprehensive Emergency Plan is designed to be a process oriented document with review and revision procedures that allow the Emergency Management Director to meet new or changing conditions including hazard event frequency, perceived local needs and funding opportunities; and

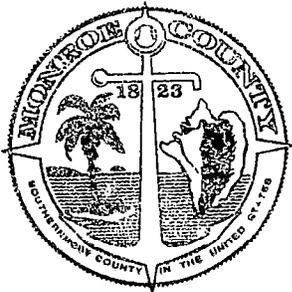
WHEREAS, Rule 27P-6.006(11), FAC, states that after a determination that a County Comprehensive Emergency Management Plan is in compliance with the terms of the Rule, the approved plan must be adopted by resolution of the governing body of the jurisdiction within ninety (90) days of receiving notification of compliance from DEM before the Comprehensive Emergency Management Plan becomes the Comprehensive Emergency Management Plan for such local government.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:

Section 1. The 2022 Monroe County Comprehensive Emergency Management Plan is hereby adopted.

Section 2. The Monroe County Emergency Management Department is directed to notify the State Division of Emergency Management (DEM) of the adoption date of the Monroe County 2022 Comprehensive Emergency Management Plan.

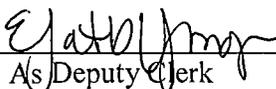
PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting held on the 20th day of July 2022.



Mayor David Rice	<u>Yes</u>
Mayor Pro Tem Craig Cates	<u>Yes</u>
Commissioner Michelle Coldiron	<u>Yes</u>
Commissioner James Scholl	<u>Yes</u>
Commissioner Holly Raschein	<u>Yes</u>

By: 
David Rice, Mayor

ATTEST: Kevin Madok, CLERK


As Deputy Clerk

MONROE COUNTY ATTORNEY'S OFFICE
James D. Molenaar Digitally signed by James D. Molenaar
Date: 2022.07.20 12:55:54 -04'00'

Approved for form and legal sufficiency
James Molenaar, Assistant County Attorney

FILED FOR RECORD

2022 AUG -- 1 PM 3: 49

CLERK C.R. CT.
MONROE COUNTY, FL



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

June 29, 2022

Shannon Davis-Weiner, Director
Monroe County Emergency Management
490 63rd Street, Ocean E #150
Marathon, FL 33050

Dear Director Davis-Weiner:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Monroe County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.

Dir. Shannon Davis-Weiner
June 29, 2022
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If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Glen Hammers, at (850) 591-9947 or by email: Glen.Hammers@em.myflorida.com.

Sincerely,

Andrew Sussman,
Preparedness- Plans Manager

LM/AS/gh/

RELEVANT STAKEHOLDERS:

David Rice, Mayor, Monroe County BOCC
Claudia Baker, DEM Regional Coordinator
Christina Miskis, RPC Representative
Melissa Shirah, DEM - Recovery
Laura Waterman, DEM - Mitigation
Glen Hammers, DEM – CEMP Planner

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 Monroe County Emergency Management or his or her designee, is responsible for ensuring 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 MCEM 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 MCEM 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 using 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 utilities 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 because 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 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 result 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, 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 thunderstorms 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 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 dependent 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 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 • Cyber Attack • 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"> • Infrastructure Sabotage 		<ul style="list-style-type: none"> • Nuclear Power Plant Emergency 	<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.

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.

II. SITUATION

Monroe County,
Florida

N/O: Has not occurred, but for planning purposes should be evaluated as part of jurisdictions HVA.

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			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	

II. SITUATION

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
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 82,874 residents and can easily increase to over 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, except for 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 freshwater 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 82,874.

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 77,000 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 and vacation rentals utilized by over 5 million visitors to the county each year.

A complete listing of mobile home parks locations may be found on file with Emergency Management Department.

There is over 19,061 persons over the age of 65 with approximately 150 enrolled in the Special Needs Program.

The 2012 County study indicates that there are 13,665 Tourist Units, 4,876 Mobile Home Units and 44,630 Site-Built Units.

The County Special Needs Registry is at 150 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 led 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 (December 2021 indicated 2.1 % 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 an estimated \$725,000. Monroe County has no agricultural areas.

Monroe County houses several hundred inmates in three County. 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 and nursing homes must evacuate Monroe County in a storm of Category 3 or greater.

 - 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

Blank Intentionally

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/departments, 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. Monroe County has a State and FEMA approved Local Mitigation Strategy, which expires on January 19th, 2026. A Senior Emergency Management Planner will serve as Chair of the Local Mitigation Strategy Working Group.
- 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 5category, 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.

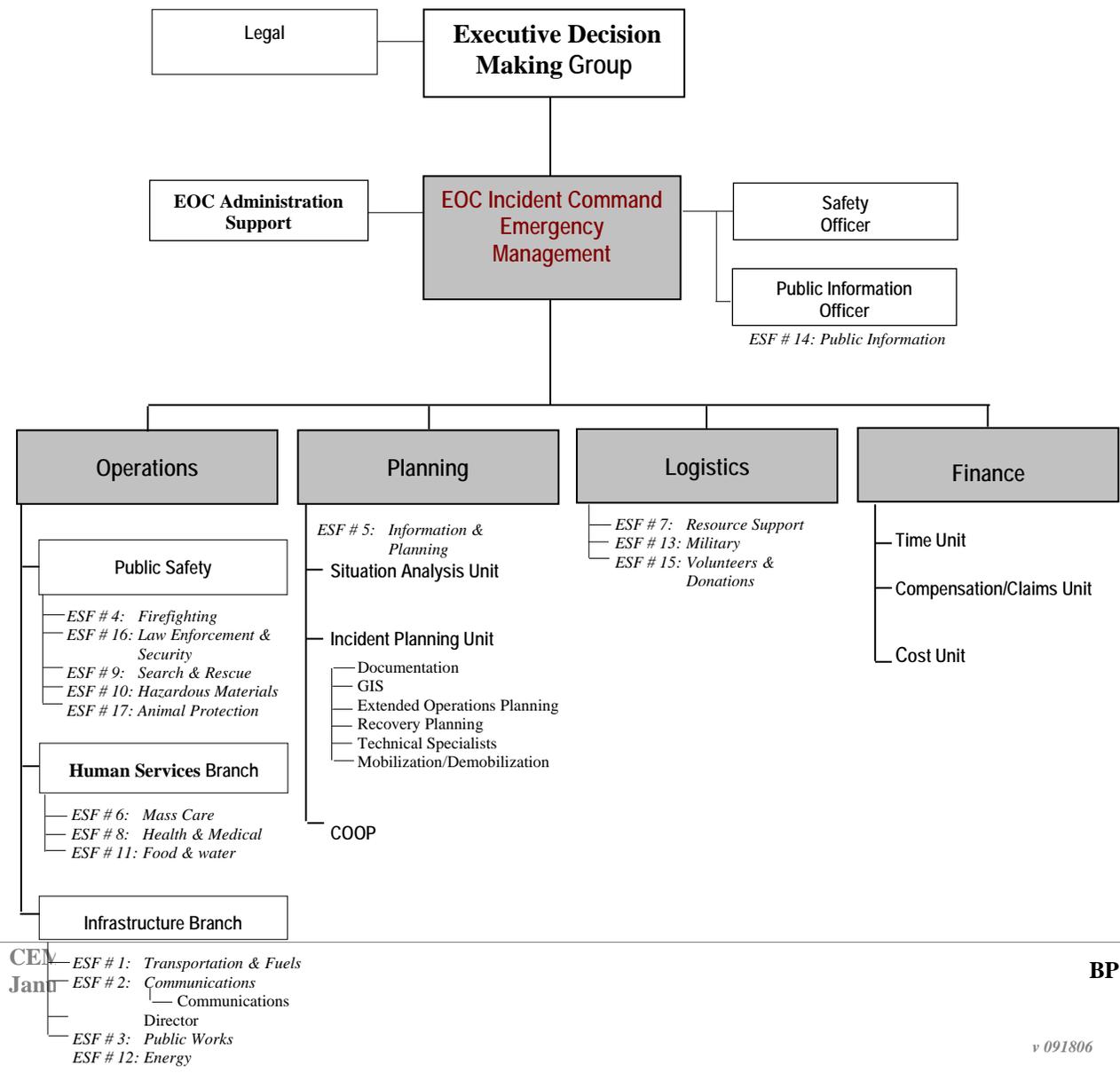
- In Monroe County, the EOC is normally activated in a command role for County-wide disasters. but could be also activated in support of localized incidents.

c. Executive Decision Making Group

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

d. Emergency Operation Center (EOC) Structure

Monroe County
**EMERGENCY OPERATIONS CENTER (EOC)
INCIDENT MANAGEMENT SYSTEM**



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 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 Notification" 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 multiple actions to warn citizens and visitors 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-evacuation zones and routes to shelters are posted
 - 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 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).

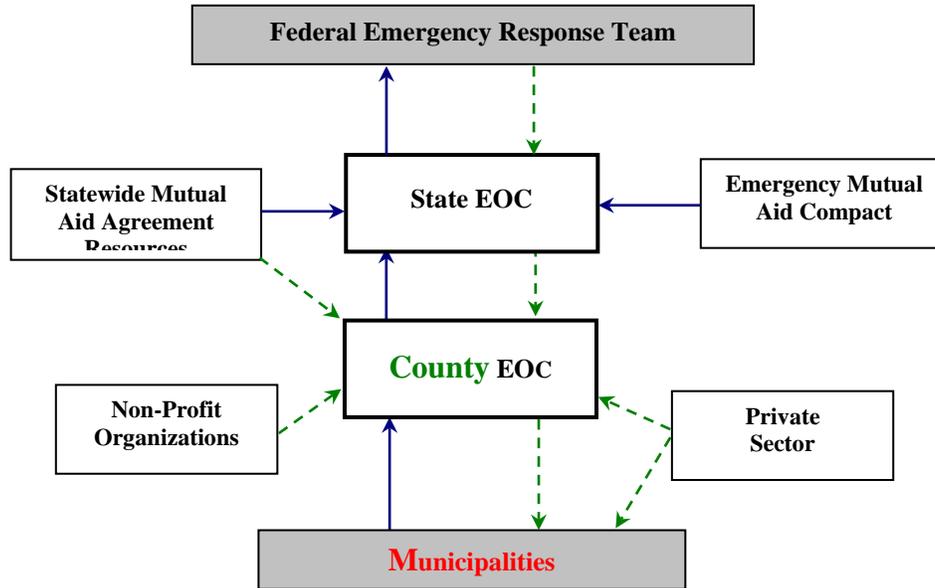
7. Resource Requests

- 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** - FCAA 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 FCAA 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

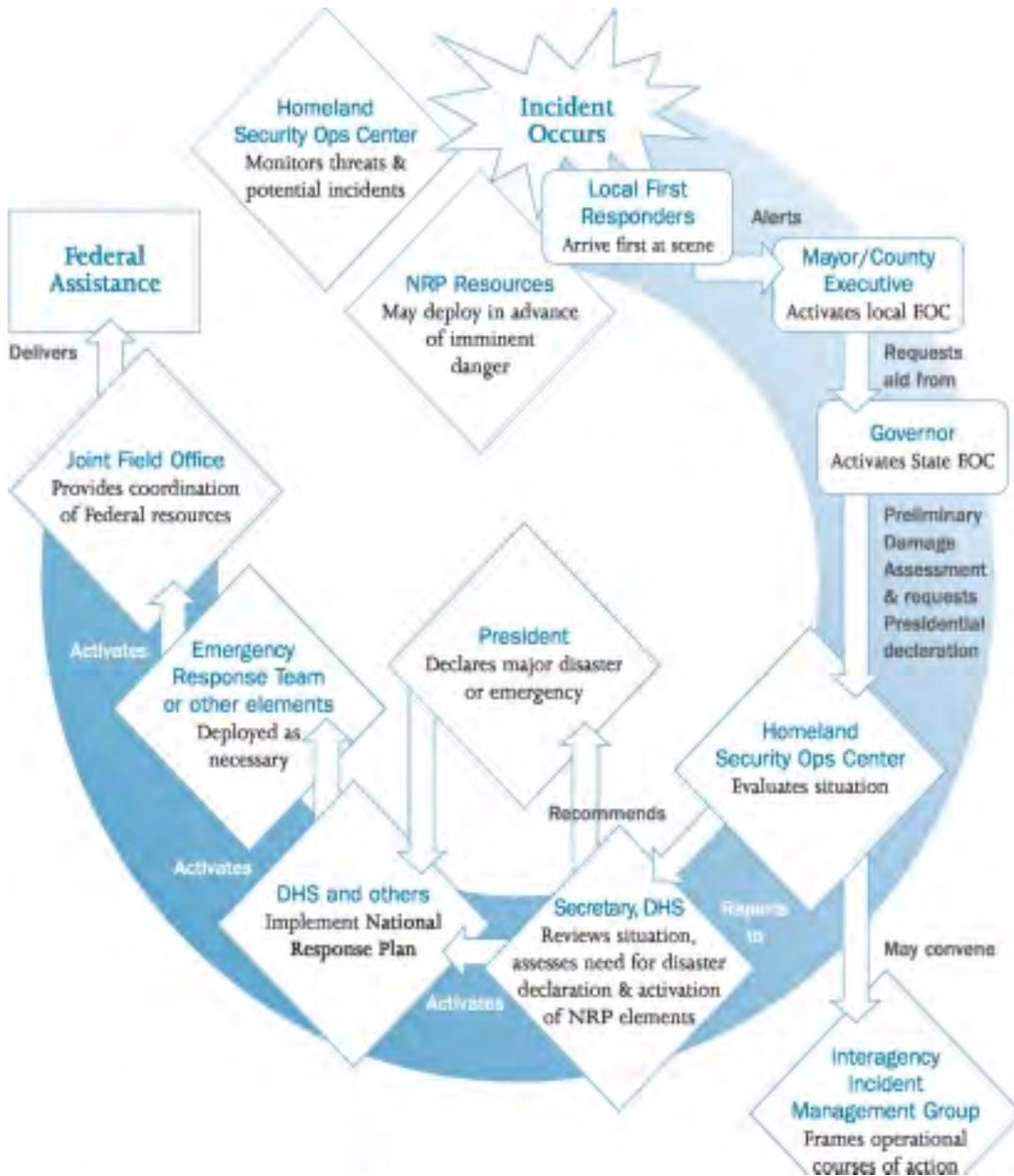
1. The Department of Homeland Security Operations Center (DHS OC) continually monitors potential major disasters and emergencies. When advance warning is possible, DHS may deploy and may request other Federal agencies to deploy liaison officers and personnel to a State Emergency Operations Center (EOC) 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. Tele-registration 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. Eligible applicants may include the municipalities of Key West, Marathon, Key Colony Beach, Layton, and Islamorada; Monroe County School District, as well as public utilities, and certain non-profits. Lists and participation of potential applicants are maintained via regular and as-needed coordinating calls, including but not limited to quarterly meetings of the Monroe County Local Mitigation Strategy Working Group.

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:

- | | |
|---|--|
| <p>1. General information to be reported from the field (or incident sites) should include:</p> <ul style="list-style-type: none"> • What has happened? • What can be done? • What is needed? • Should Emergency Operations Center (EOC) be activated? Partial or full activation? <p>Note: Recommendation should be made to the County Administrator.</p> | <p>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.</p> <p>Note: Employees are encouraged to make provisions ahead of time for the safety and well-being of their family and home.</p> |
| <p>2. Additionally, immediate, specific information should include the status of all Monroe County divisions/departments:</p> <ul style="list-style-type: none"> • Personnel. • Equipment. • Vehicles. • Communications capabilities. • Facilities. <p>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.</p> | <p>7. Further detailed response instructions and action checklists will be found within each County Division/department’s response plans/procedures.</p> |
| <p>3. As soon as possible, County divisions/departments will do a “role call” of all personnel to determine status.</p> | <p>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.</p> |
| <p>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.</p> | <p>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</p> |
| <p>5. If a unit is unable to communicate with their command or dispatch, they should:</p> <ul style="list-style-type: none"> • 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). | <p>10. Other Issues.</p> <ul style="list-style-type: none"> 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. |
| <p>6. If required, off-duty personnel will be recalled to duty through normal or emergency pre-determined methods.</p> | |

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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.

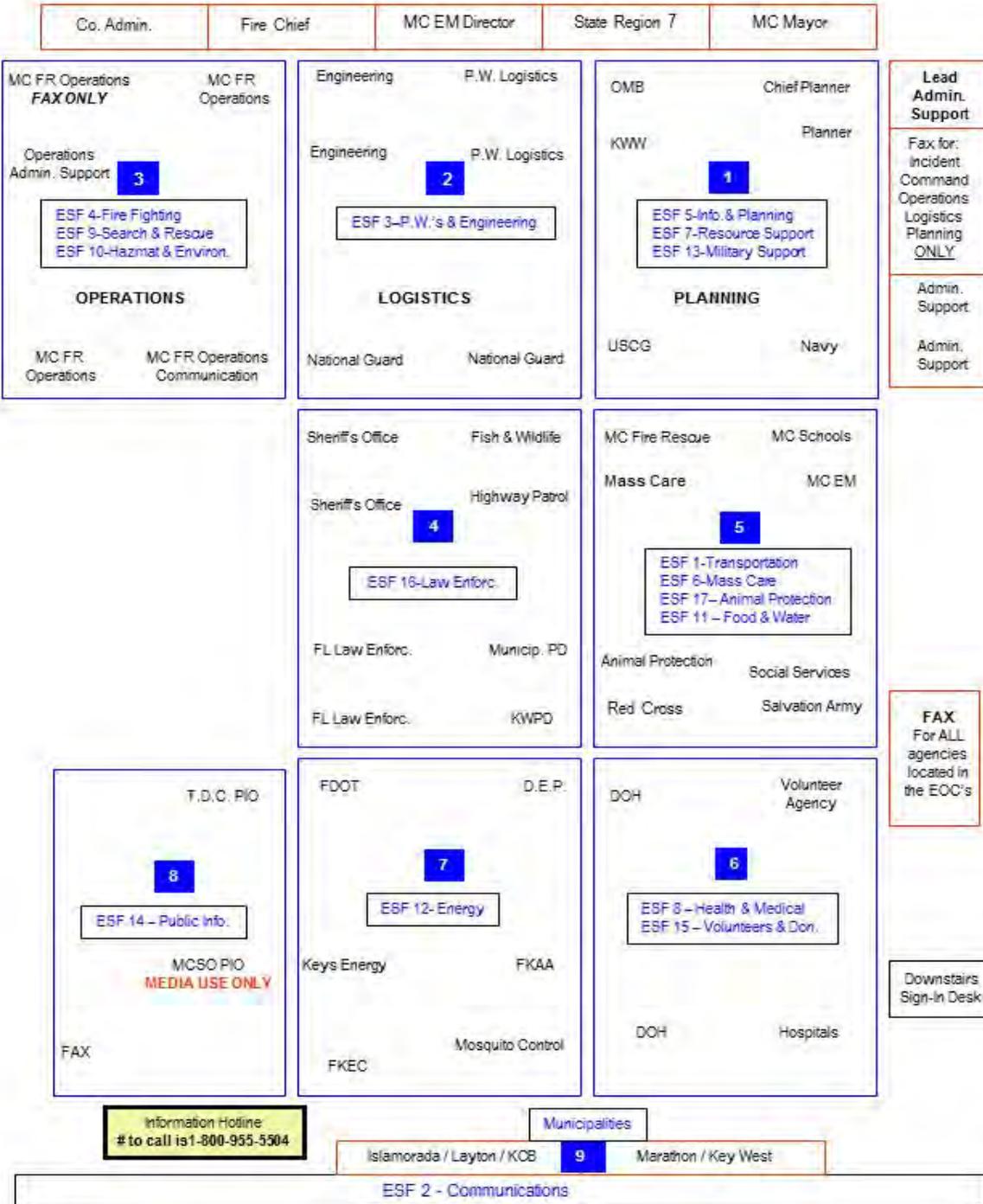
Should a person with “special need” seek sheltering at a general population shelter, every effort will be made to accommodate that person/s needs. That would include providing appropriate means of communications (picture boards, written messages, etc.), refrigeration of their medications (should they 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>



(SEAL)
Attest: DANNY L. KOLHAGE, Clerk

By *Danny L. Kolhage*
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By *Legie M. Spehar*
Mayor/Chairperson

RECEIVED
 DEPARTMENT OF COUNTY CLERK
 MONROE COUNTY, FLORIDA
 12/15/04

MONROE COUNTY ATTORNEY
 APPROVED AS TO FORM
Suzanne A. Hutton
 SUZANNE A. HUTTON
 ASSISTANT COUNTY ATTORNEY
 Date 11/29/04

12-15-04

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 employee's 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 responsibility. 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 includes 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 and trains 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: 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 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 RULES1. 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 ORDERS1. 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		
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								
Rural Health Network						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

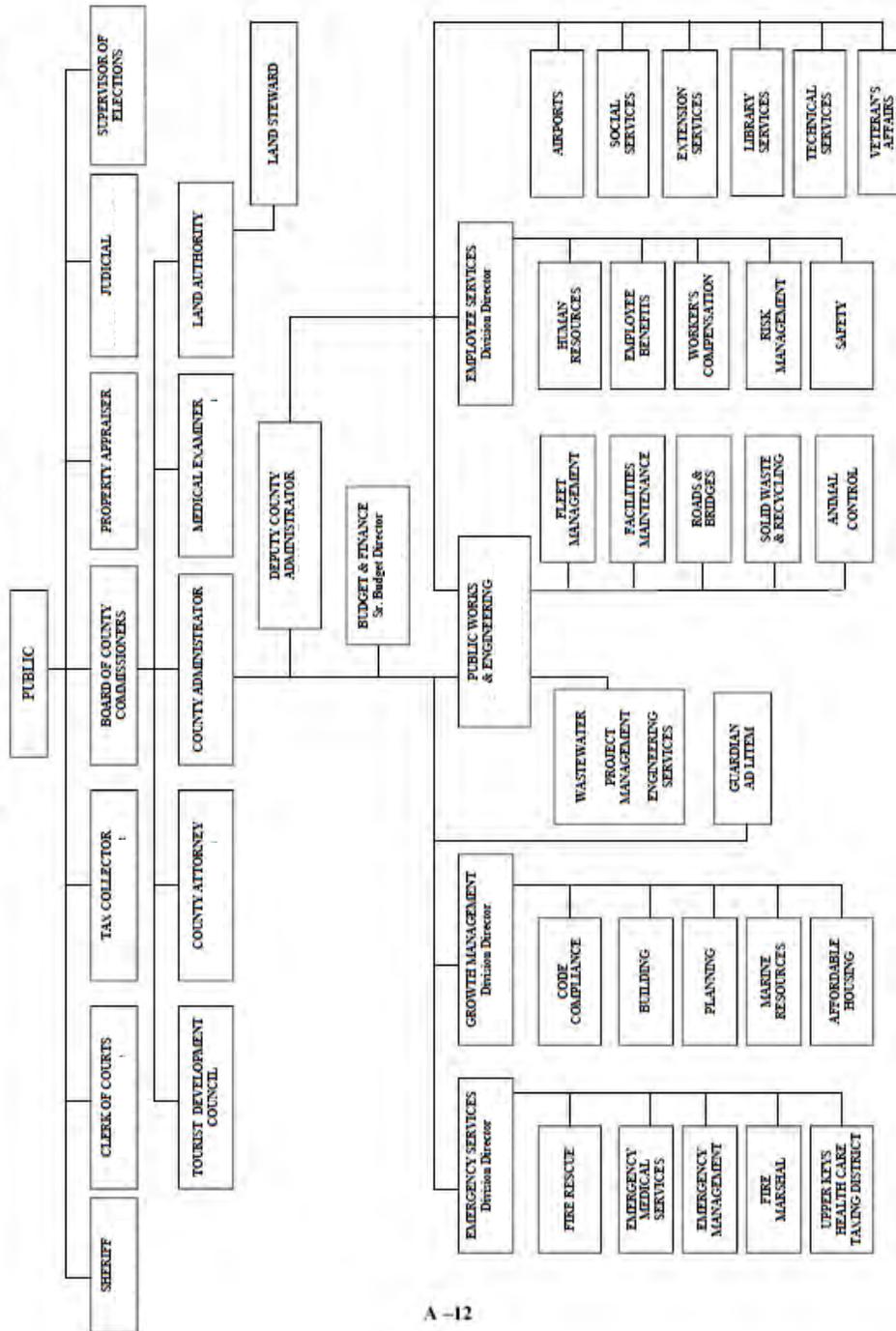
<p>A Declaration of Emergency Comparison Of Florida Statutes Chapter 252.38 (3) (Emergency Management) and Florida Statutes Chapter 870.043 (Law Enforcement-Affrays; Routs; Unlawful Assemblies)</p>	
<p>F/S 252.38 (3) Emergency Management</p>	<p>F/S 870.043 Law Enforcement</p>
<p>DECLARATION: "State of 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



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CEMP

Annex I - Mitigation



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

I. Mitigation

I. MITIGATION

A. GENERAL

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. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received. This program requires:

- Working knowledge of related Federal regulations, guidelines, reports.
- Significant follow through for the duration of the recovery phase.
- Ability to implement this structure during emergencies.
- Ability to effectively manage the system during the response and recovery phases.

Philosophically, there are three things we can do to mitigate. We can:

- Act on the hazard (the cause of the emergency).
- Act on the people (the population effected by the emergency).
- Act on the interaction between the hazard and the people.

Mitigation activities may be undertaken before a hazard event or afterwards. Pre-event mitigation activities are highly desirable, since the period immediately following a hazard event is often a difficult one in which to make mitigation decisions. If put in place soon enough, these activities can sometimes reduce future damages. Also worth noting is that mitigation can break the cycle of repeated destruction resulting from hazard events. Mitigation typically is a difficult, long-term task, but ultimately is well worth the effort.

Monroe County has a number of responsibilities regarding the development and implementation of local Emergency Management Programs. Inherent in these efforts are initiatives which are intended to avoid or reduce (mitigate) the effects of the recognized hazards to which the County is vulnerable to.

- All County and Municipal Governmental Divisions/Departments and agencies are responsible for the development of the necessary plans with which they will perform such functions as may be required to effectively cope with and recover from, any natural or man-made disaster affecting their respective areas of responsibilities.
- Primary, with reference to the coordination of Hazard Mitigation activities within Monroe County, are the Emergency Management Department, Building Department, and Planning and Environmental Departments.

- Monroe County and all of its municipalities are participating members of the State Mutual Aid agreement. The comprehensive list of county, municipal, and organizational agreements for post disaster assistance is too lengthy to address in this document. The Monroe County Emergency Management Department maintains a list of participants.
- Monroe County Emergency Management Department will be the primary agency with responsibility for identifying mitigation opportunities prior to and after an event. Damage Assessment Teams and reports, Human Needs Assessment Teams and reports, reports from emergency response agencies, unmet needs committee, and any other relevant sources will provide this information. This information will be compiled by Emergency Management Department. Monroe County Planning and Environmental Services will have direct oversight of all redevelopment activities. Through its Long Term Redevelopment and Recovery Plan, Planning and Environmental Services will identify and implement mitigation practices that are in accordance with the LMS, as well as State and Federal mandates.
- Mitigation activities in post-disaster situations will be handled through the Planning and Environmental Services Department and the Emergency Management Department.

B. LOCAL MITIGATION STRATEGY

The LMS serves as a tool for directing ongoing efforts of the County to reduce community vulnerability to the impacts of identified natural and man-made hazards. The ultimate objectives of the LMS are:

- Preservation of sustainability of life, health, safety and welfare;
- Preservation of infrastructure, including power, water, sewer and communications;
- Maintenance and protection of roads and bridges, including traffic signals and street signs;
- Protection of critical facilities, including public buildings
- Preservation of property and assets;
- Preservation of economy during and after disaster, including business viability;
- Preservation and protection of the environment, including natural and historic resources.

Monroe County and its incorporated municipalities undertook development of the *Local Mitigation Strategy (LMS)*, because of its awareness that natural and man-made hazards, especially hurricane and flooding hazards, may affect many people and property. LMS participation is a requirement associated with receipt of certain federal mitigation grant program funds administered by the Florida Department of Emergency Management or Department of Economic Opportunity (SB 5126 as of 10.1.11) and the Federal Emergency Management Agency.

The LMS revision was prepared in compliance with the Florida Division of Emergency Management or Department of Economic Opportunity requirements (Florida Administrative Code Chapter 9G-22) and the provisions of the federal Hazard Mitigation and Pre-Disaster Mitigation Programs (44 CFR Parts 201 and 206), and the Flood Mitigation Assistance Program (44 CFR 78.6). Communities and the non-profit organizations located within them must participate in the mitigation planning process that results in an adopted strategy that is approved by FEMA in order to qualify for certain federal mitigation funds.

In order to develop a unified LMS Plan, the Monroe County LMS Working Group was established pursuant to authorization by the Monroe County Board of County Commissioners (BOCC). It is through this working group, via the utilization of Inter-local Agreements with the incorporated municipalities and Monroe County that the necessary tasks will be formulated which will allow the development of the strategies on guiding principles, hazard identification and vulnerability assessment and mitigation initiatives.

The most recent update of Monroe County's Local Mitigation Strategy was completed in 2021. Monroe County's LMS is approved by FEMA and Florida DEM, and expires on January 19th, 2026.

The LMS working group, representing a diversity of interests capable of identifying the specialized needs of Monroe County, has pre-identified the appropriate vulnerabilities and, through this, shall develop, through further meetings, the appropriate mitigation initiatives. Monroe County acts as a facilitator with each municipality in this plan's development.

- a. The work products resulting from the efforts of the LMS working group, and the subsequent evaluation of the collective and prioritized vulnerability assessment(s), while mutually interdependent, will determine the resulting local mitigation strategy and initiatives. Prioritization of these initiatives may determine the success of the mitigation application with regard to the attention gained from the Florida Division of Emergency Management or Department of Economic Opportunity and the appropriate funding source(s).

C. POLICY

It is the policy of the Monroe County to support mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long term development and hazard mitigation plans of the County. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement and enhancement of existing codes, and the mitigation requirements within the permit process.

Monroe County Divisions/Departments are encouraged to support mitigation efforts that fall within their respective missions. The County has a system of Boards and Commissions that have the ability to effectively address many mitigation issues.

It is the policy of Monroe County that County agencies will enforce all public safety mandates of the Monroe County Code to include land use management and building codes, and recommend to the Mayor/County Commission legislation required to improve the emergency readiness of the community.

Each County Division/Department Director shall be knowledgeable regarding mitigation issues and opportunities and develop departmental mitigation strategies that may apply to that department.

D. MITIGATION ACTIONS

The County Local Mitigation Strategy identifies a list of current and future projects to be implemented as notices of funding become available. Improving resistance to the impacts of hurricanes is routine in Monroe County. Many actions are not dependent on external funding but are part of the normal course of business and compliance with various regulations.

The following County-initiated codes and resolutions evidence other specific strategies incorporated into the mitigation efforts of Monroe County:

- Hurricane Shutter Requirements: Monroe County Ordinance 004-1990, effective 3/22/90, mandates the use of hurricane shutters on all new construction and all existing structures that are undergoing substantial improvements (except RVs and Mobile Homes);
- Special Structure Requirements: Monroe County Resolution 236-1994, adopted 7/21/94, requires all College of Florida Keys buildings be constructed to withstand a Category 5 hurricane;
- Monroe County Resolution "121"-2003, adopted 8/20/03, requires that all new, habitable buildings of 2,000 square feet or more (constructed for use by the County) be constructed to withstand a Category 5 hurricane. This translates to the use of a 170-mph "fastest mile" wind speed, pursuant to ASCE standard #7;

- Design Wind Speed: As of March 1, 1986, all construction within the coastal building zone shall meet minimum standards for construction in this area: In accordance with s. 1205 of the 1986 revisions to the 1985 Standard Building Code, The Florida Coastal Barrier Act (FS 161.55), using a fastest mile-wind velocity of 110 mph except for the Florida Keys which, according to ASCE 795 minimum wind speed, equates to a 130 mph fastest mile.

Hazard Studies and Mapping.

- Planning and Environmental Services staff has developed GIS maps of public facilities for disaster recovery.

Other Pre-disaster Mitigation Strategies.

- County Divisions/Departments and the Florida Division of Emergency Management or Department of Economic Opportunity work together to identify potential mitigation projects that will reduce future damage and expenditure of disaster recovery funds.
- Monroe County will establish project funding priorities and will make application to State and Federal funding sources. Should an award be received, Monroe County will establish procedures and adhere to State, Federal guidelines in the use of the funds.

E. FEDERAL, STATE AND LOCAL GOVERNMENTAL ENTITIES

The Federal, State and local entities that perform hazard mitigation functions are almost too numerous to name. However, some of the more prominent ones are the Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), U. S. Army Corps of Engineers (USACE), Natural Resources Conservation Service (NRCS), Florida Division of Emergency Management or Department of Economic Opportunity, Florida Department of Transportation (FDOT), South Florida Water Management District (SFWMD) and many more.

The government entities which are located in and affect Monroe County and its municipalities that perform hazard mitigation functions are varied and represent all levels of government: federal, state, county and local.

The Federal Emergency Management Agency has funded hundreds of hazard mitigation projects following Hurricane Andrew and to a lesser extent following the 1993 March windstorm or "Storm of the Century," the February, 1998 "Groundhog Day" storms and more projects have been implemented following Hurricane Irene in 1999 and the October 3, 2000 floods (pre-Tropical Storm Leslie), the tornados of March 27, 2003, the hurricanes of 2004 (Charley, Frances, Ivan and Jeanne) and Katrina, Rita and Wilma of 2005, and Irma in 2017. FEMA also delves deeply into mitigation as administrator of the National Flood Insurance Program.

The U. S. Army Corps of Engineers is responsible for the restoration and re-nourishment of most of the county's beaches and maintenance of the Inter-coastal Waterway.

The United States Forestry Service and the Florida Division of Forestry both keep fire trails and fire breaks open, conduct controlled or prescribed burns and assist with debris clearance, all of which mitigate and facilitate fire control by keeping fuel levels low.

The Florida Department of Environmental Protection oversees considerable flood plain management and also controls the state park system within Monroe County. State parks are particularly vulnerable to hurricanes and storm surge because of their locations.

The Florida Department of Transportation must be a major participant in any transportation infrastructure related mitigation endeavors undertaken throughout the county. The FDOT is responsible for US 1 and the Counties 42 bridges.

The Florida Division of Emergency Management's Recovery and Mitigation Section works to reduce long term risk associated with disasters. Assistance for recovery is provided through the federal infrastructure assistance, human services assistance, and the hazard mitigation grant program. The Flood Mitigation Assistance Program is administered by this Section.

The Florida Division of Emergency Management's Preparedness and Response Section provides educational, training and exercise opportunities to communities throughout the State.

The Florida Division of Emergency Management's Compliance Planning and Support Section reviews county emergency management plans to insure consistency.

The Florida Housing and Community Development Division administers the local mitigation strategy program through the Long Term Redevelopment Section as well as the mitigation Showcase Community Project. This Division provides a resource identification mechanism for mitigation projects through its web site, encourages residential mitigation by the Residential Mitigation Construction Program and Incentives Committee. Promotes business mitigation activities by the Open for Business Project and may provide Community Development Block Grants (CDBG) and other sources of funding for mitigation projects.

The Florida Department of Insurance acts as a liaison between the insurance industry and the residents and businesses within Monroe County, and provides information and educational tools to citizens about current insurance issues.

The Florida Division of Historic Resources promotes the protection of historical structures and sites, and provides grants for the preservation and protection of designated historical sites and provides historical information.

F. **FEDERAL MITIGATION**

Federal government mitigation programs are numerous, varied, and are often hazard specific. Funding to local government varies. A Presidential Declaration will require mitigation planning as a requirement of receiving federal assistance.

G. **POST DISASTER**

Hazard Mitigation Reports

- When the President signs a Disaster Declaration, the Disaster Relief Act of 1974, Section 408, as amended, sets forth certain conditions for receiving any federal disaster loans or grants, specifically that mitigation measures will be taken to prevent such damages from reoccurring. The ability of Monroe County to comply with these requirements will depend on manpower requirements and funding availability.
- Monroe County will use the Disaster Declaration to highlight geographic and subject areas (infrastructure, human services, mitigation) that need further addressing.

Interagency Hazard Mitigation Team

- An Interagency Hazard Mitigation Team is established consisting of representatives from federal, state, and local government. The Florida Department of Community Development will assist the Monroe County Emergency Management Department in coordinating mitigation efforts.
- The role of the Monroe County Emergency Management Department is to provide local coordination and to identify geographic areas for survey tours.

- The Interagency Hazard Mitigation Team prepares three reports at different time intervals after the disaster to document mitigation needs, recommendations for actions, and progress on mitigation activities to reduce future impacts in the disaster area. The Federal Emergency Management Agency (FEMA) provides guidance for these reports through the Florida Division of Emergency Management after a Presidential Declaration of Disaster.

Mutual Aid

- Monroe County is a signatory to the ~~State of Florida~~, Division of Emergency Management, Statewide “Mutual Aid Agreement”.

Long-term Redevelopment

- A local task force will be established to guide long-term redevelopment.
- Monroe County will establish new procedures and policies, as required, to ensure compliance with State and Federal requirements.
- Monroe County will work closely with the Florida Division of Emergency Management or Department of Economic Opportunity Division of Emergency Management in preparing a post-disaster redevelopment plan.

H. REFERENCES AND AUTHORITIES

County:

- a. Board of County Commission Resolutions.
 - Resolution No. 003-2031, which adopts the 2021 Revised Local Mitigation Strategy for Monroe County.
 - Ord. 005-2016: Year 2030 Comprehensive Plan
 - Resolution 003-2018, which adopts Comprehensive Emergency Management Plan

Municipal Resolutions:

- a. City of Key Colony Beach Resolution No.2021-02. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.
- b. City of Marathon Resolution No. 2021-10. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.
- c. City of Layton Resolution No. 2021-01-01 Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.
- d. City of Key West Resolution No21-027. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.
- e. Islamorada, Village of Islands Resolution No. 21-02-10 Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

CEMP

Annex II - Preparedness



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

II. Preparedness

II. PREPAREDNESS

A. GENERAL

The Monroe County Comprehensive Emergency Management Plan (CEMP) contains Divisional and Departmental emergency responsibilities and tasks, which translate to actions found within the CEMP's "Emergency Support Function (ESF)" schedule and within each division/department's emergency plans and standing operational procedures. Monroe County Divisions and Departments having emergency/disaster responsibilities will need to educate, train, and equip their personnel to ensure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self-reliant.

B. POLICIES

Each division/department will budget for adequate training on such topics as necessary to ensure that they and their personnel are prepared to carry out their stated responsibilities and tasks.

Monroe County Emergency Management formalizes and maintains the majority of applicable emergency plans and standard operating procedures. Additionally, DEM maintains various supportive documents applicable to diverse county agencies and departments for their utilization.

Monroe County Emergency Management Department conducts annual training for all relevant agencies and personnel which includes, but is not limited to EOC operations, divisional/departmental and personnel preparedness.

Review of departmental plans and procedures are to be conducted annually. Agencies who have emergency support functions will provide Emergency Management Department with their operation procedures and applicable revisions.

Monroe County Emergency Management Department has developed a five-year strategic plan based on a self-assessment of its capabilities. Strategies with measurable milestones to identify and correct deficiencies are outlined in the strategic plan and will be reviewed annually to include new trends and initiatives related to Monroe County.

Each Division/Department Head is responsible for the preservation of vital records and documents deemed essential for continuing government functions and conducting post-disaster operations.

C. GENERAL PREPAREDNESS ACTIVITIES

On-going community emergency preparedness activities coordinated by the Director of Emergency Management Department include:

- Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.
- Response resource development.
- Equipment, supply acquisition for emergency response to include terrorism.
- Disaster drills.
- Emergency communications tests.
- Emergency public information tests.
- Emergency power tests.

The Monroe County Emergency Management Director provides numerous public outreach projects that may include presentations to community groups, mail-outs, cable TV presentations, and seminars to encourage the citizens to prepare for a disaster.

D. SPECIFIC HAZARD PREPAREDNESS ACTIVITIES

Southeast Florida Urban Area Security Initiative (UASI).

a. The Southeast Florida UASI program is designed to enhance and quantify the preparedness of the Area to combat terrorism and to address the unique equipment, training, planning, and exercise needs of the Southeast Florida Urban Area which has been defined to include the Monroe County, Miami-Dade, Palm Beach and Broward Counties. Specific objectives include:

- Promoting community preparedness to Weapons of Mass Destruction (WMD) incidents/threats.
- Standardizing procedures and integrating response systems.
- Improving coordination of mutual aid response.
- Providing the necessary equipment & interoperable communications to support local response efforts.
- Utilizing existing organizations and systems to ensure coordination and involvement of all first responder disciplines in all Urban Area jurisdictions.
- Utilizing all available federal, state, local and private resources to meet the objectives of the strategy.
- Promoting Regional Collaboration

b. Federal UASI grant funding provides assistance to build an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism in the Southeast Florida Urban Area.

The County is participating in other County, State, and Federal terrorism programs as they are available.

The County participates in State and Federal Hurricane preparedness programs.

E. GENERAL TRAINING**1. State and Federal**

They offer a variety of training and education programs available to local government. Training opportunities are provided, coordinated by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA), and include:

- Emergency management training and education programs for first responders, emergency workers, emergency managers, public/private officials, and others.
- Preparedness information/programs for the general public.

2. Monroe County Emergency Management Department:

- This department is the primary department responsible for the training and public awareness as it relates to disaster preparedness.
- Encourage Divisions and Departments to provide personnel training in specific emergency management skills and related professional development.
- Ensure training for the Emergency Operations Center (EOC) staff.
- Encourage public education efforts for schools, community groups, businesses, County employees, and the general public.
- Coordinate drills and exercises.
- Promote and conduct Community Emergency Response Training (CERT) Training.

3. Monroe County Divisions and Departments are expected to:

- Ensure that their employees are trained in the concepts of the County's Comprehensive Emergency Management Plan (CEMP), and in their particular department/agency emergency plans and Standard Operational Procedures.
- Encourage their employees to develop personal preparedness plans and supplies.
- Encourage department public education programs to include emergency preparedness and emergency management information.

4. Other:

- The Monroe County Chamber of Commerce promotes business emergency preparedness and planning.
- The Fire-Rescue Department provides public information on first aid, Cardio Pulmonary Resuscitation (CPR), emergency prevention, and disaster preparedness.

F. TRAINING

1. Training Programs

- Emergency Management conducts an annual training program for all County departments (including Volunteer Fire Departments), agencies (including the American Red Cross and The Salvation Army) and personnel which includes, but is not limited to EOC operations and departmental and personnel preparedness.
- The Emergency Management Department has the primary responsibility, as funding permits, in the provision of applicable training sessions to personnel within county, municipal, or private organizations that have a designated and assigned response function within the EOC. Due to the relatively small contingency of MCEM personnel, the Emergency Management Director relies to a great degree on the assistance provided by State Division of Emergency Management in the development of the training programs and exercises. As regards statewide procedures and complex operations involving a multiple agency response, the FDEM will provide additional training seminars. Designated personnel from all participating county agencies and departments are provided training for disaster response by the county.
- A joint State/county exercise is held annually by FDEM, wherein the level of emergency preparedness training is evaluated. MCEM personnel with disaster related responsibilities are offered courses and annual exercises that will support the MCEM in emergencies and disasters.

The training currently in place is that which is required of all MCEM staff and personnel of County and Municipal agencies that serve a policy or coordination role in emergencies and disasters.

Monroe County has limited HazMat training program offerings. All Hazards training reflects an approach to educating personnel in a format that applies the information on all types of potential hazards to the aspects of mitigation, preparedness, response and recovery. It is the goal of MCEM to provide State and Federal programs (see 10.2.2) and augment such training with other county/state programs.

- The various levels of local and municipal government, as well as private enterprise(s), will participate in emergency and disaster training according to the type of exercise and which aspect of the plan is being addressed. For statewide exercises, involving the activation of the EOC, all agencies may be expected to participate.
 - Participants will vary again, with reference to a Nuclear Power Plant Drill and a local airport aircraft crash scenario.
 - Monroe County Emergency Management facilitates training through FDEM, LEPC and other various training venues.

2. National Incident Management System (NIMS)

- Monroe County’s response to emergencies follows the concepts of NIMS and appropriate training is provided as shown in the following table:

NIMS Training Guidelines	
Audience	Required Training
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Entry level first responders & disaster workers</i></p> <ul style="list-style-type: none"> • Emergency Medical Service personnel • Firefighters • Hospital staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels 	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement)
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement) • ICS-400: Advanced ICS or equivalent (FY07 Requirement)

3. Resource Credentialing

- The creation of a nationwide credentialing system is a fundamental component of the NIMS and the National Mutual Aid and Resource Management initiative. This system recognizes the availability and capability of response personnel and equipment, including qualifications, certifications and accreditations. This system will reinforce state-to-state relationships in existing mutual aid systems. In addition, a national credentialing system will incorporate existing standards of all disciplines into a "national standard". This will allow the nation to adopt a uniform credentialing system that facilitates immediate and routine identification and dispatch of appropriate and qualified personnel and equipment resources to any incident. The credentialing initiative will focus initially on the following disciplines:
 - Emergency Management
 - Emergency Medical Services
 - Fire Fighting and Hazardous Materials Response
 - Law Enforcement
 - Health Care
 - Public Health
 - Public Works
 - Search and Rescue
- To adhere to the Federal (NIMS) credentialing requirements, all Monroe County Divisions/Departments will keep appropriate records of all personnel and equipment involvement and achievements in training, exercises, courses completed, and activities during actual emergency situations. These records will measure the levels of qualifications prescribed by the NIMS program.

G. EXERCISES

1. Monroe County will adhere to the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.
2. The Monroe County Emergency Management Director will coordinate involvement of the County administration, divisional/department heads, and key staff in situational drills & table top or functional exercises to test the Comprehensive Emergency Management Plan, & the County's capability to respond to emergencies.
3. Monroe County conducts annual drills and exercises in, but not limited to, hurricane response, nuclear power plant response, airport disaster response, mass migration, cruise ship emergencies, and oil spill response. These exercises are usually scheduled in conjunction with the State Division of Emergency Management, and other various County, State, and Federal Entities.
4. Agencies, both governmental and private, which participate in the various levels of exercises, could be:
 - Utility Companies.
 - County Communications.
 - FDOT
 - FDLE
 - FWC
 - Florida Department of Health
 - Florida Department of Children and Families.

- FHP
 - Hospital Representatives
 - EMS
 - Fire/Rescue
 - Public Works
 - School District
 - Sheriff's Office
 - Social Services
 - State Parks
 - ARC
 - South Florida Water Management District.
 - Department of Military Affairs.
 - Municipalities
6. Monroe County is a member of the Southeast Florida Regional Domestic Security Task Force (RDSTF) and will participate in any regional exercise that group plans and conducts, as warranted. See the South-east Florida RDSTF Plan (Restricted) for additional information.
 7. All agencies that would be responding in an actual event participate in annual exercises and drills.
 8. Communications Department conducts quarterly communication drills to test all applicable systems.
 9. All exercises and drills will be evaluated utilizing the criteria set forth by HSEEP and the State Division of Emergency Management. State and Federal Training evaluations are provided from within their respective organizations. Exceptions apply in the monitoring and evaluation of Radiological Emergency Preparedness Drills and Exercises.
 10. All exercises are followed with a written request to the participants requesting a feedback with suggestions, observations, notice of deficiencies, etc.. An After Action Report (AAR) will be issued following receipt of participants comments. The Director will incorporate the appropriate corrections to these noted inadequacies and implement them in the CEMP. The department may hold a follow-up meeting, should one be necessary.
 11. Emergency Management personnel, as part of their professional development, are encouraged to attend State/FEMA courses applicable to Emergency Response.

H. PUBLIC AWARENESS AND EDUCATION

1. The Emergency Management Department works closely with other local agencies to keep the public informed of the status of emergency recovery efforts, relay emergency instructions and advise the public of the availability of services and other types of assistance. Brochures such as Mobile Home, Travel Trailer and R.V. Hurricane Procedures and local shelter information, along with the Monroe County Hurricane Preparedness Brochure, are distributed to the public in various locations (e.g., U.S. Post Office, Court Houses, Hospitals, Libraries, Financial Institutions, supermarkets, etc. Frequently called Emergency Management Public Information telephone numbers are:
 - MCEM: 305-289-6018 / 800-427-8340
MCEM , Emergency Information Hotline: 800-955-5504
 - MC Social Services Transportation Assistance:
 - Upper Keys: 305-852-7125
 - Middle Keys: 305-743-1616
 - Lower Keys: 305-292-4408

2. To provide information for seasonal visitors Monroe County Emergency Management Department is working closely with the Tourist Development Council (TDC) in emergency information dissemination. Public information is transmitted via local radio and television stations:
 - Cable Television Stations: Channels 5, 16 and 52, MCTV Ch. 76
 - Radio Stations:
 - A.M. – 1300, 1600 and 610
 - F. M. – 92.7; 93.5; 94.3; 99.5; 102.1; 102.5; 103.1; 104.7; 106.3 and 107.1
 - NOAA Weather Radio: – 162.55 MHz; 162.40 MHz
3. Emergency Management personnel conduct seminars, presentations and public education programs throughout the year regarding emergency preparedness. Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, business-es, and Monroe County employees.
4. Shelter locations are found within their respective evacuation zones, and may be found in: Brochure A: Monroe County Local Shelter Information.
5. Mitigation Opportunities. (See ANNEX I – MITIGATION for additional information.)
 - Details for pre and post-storm/disaster opportunities are contained Annex I of this Plan and in the Monroe County Local Mitigation Strategy, 2005 Revision.
 - Mitigation opportunities for the general public and disaster victims will be announced through the County EOC through workshops, public meetings, and radio/television public service announcements.
6. Evacuation Zones
 - Evacuation Zone 1– The City of Key West, including Stock Island, and Key Haven, to Boca Chica (MM #6)
 - Evacuation Zone 2– Boca Chica Bridge (MM 6) to the west-end of the 7-Mile Bridge at MM 40
 - Evacuation Zone 3– The west-end of the 7-Mile Bridge (MM 40) to the west-end of the Long Key Bridge (MM 63)
 - Evacuation Zone 4– The west-end of the Long Key Bridge (MM 63) to the confluence of CR 905 and 905A
 - Evacuation Zone 5– CR 905A to, and including, Ocean Reef
7. **REGISTRATION OF PERSONS WITH SPECIAL NEEDS**
 1. It is the intention of Monroe County to provide for the safety of the elderly and handicapped whose safety is not provided for through affiliation with another organization. The Emergency Management Department is responsible for the registration, notifications, and evacuation of Special Needs clients during any category storm or other disaster requiring evacuation and special shelter.
 - Persons with special needs are encouraged to register with the Emergency Management Department through County sponsored public education, the print media, and radio and television public service announcements.
 - Individuals are eligible to be registered with the Special Needs Registry if they are frail, elderly, medically needy, and/or disabled and are not served in or by a residential facility program. Eligible clients are required to complete and sign the Special Needs Registry Application as well as the

HIPAA Disclosure of Information and HIPAA Privacy Act forms before they will be placed on the registry.

- Special Needs population may access all relative information (contact numbers, registration form information, etc.) on the Monroe County website – www.monroecountyem.com
- Special Needs population will be sheltered in-county for Tropical Storms. For Category 1 and higher storms, Special Needs clients will be evacuated to Special Needs Shelter at the Florida International University in Miami.

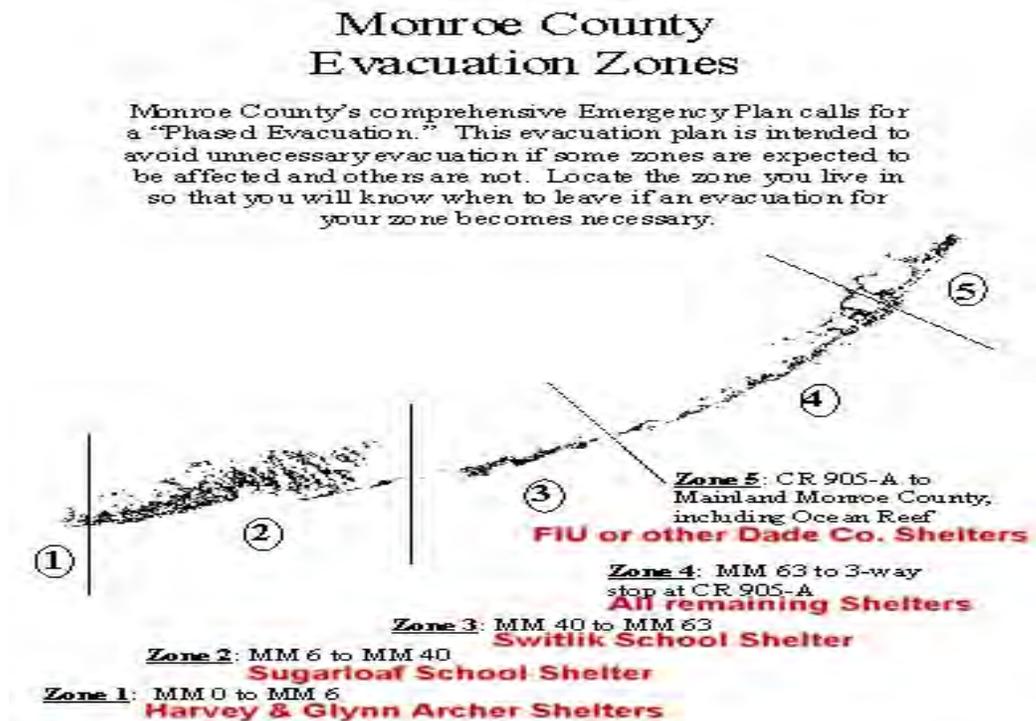
Every possible/available accommodations will be provided to persons with disability arriving at the general population shelter.

J. EMERGENCY TRANSPORTATION

Monroe County Emergency Management will activate specific Emergency Evacuation Bus Pick-Up Sites along US 1 Highway as directed by the Monroe County Sheriff Office. In addition to the zones, mobile home parks are vulnerable to high winds and residents are encouraged to take buses at nearest designated stop if unable to provide their own transportation. It is the responsibility of the residents to get to designated pick up site.

These Emergency Evacuation Bus Pick-Up Sites are identified by the attached Monroe County Sheriff list. The buses placed into service for the evacuation will have displays that read “EMERGENCY EVACUATION” and these buses will only travel between the Emergency Evacuation Bus Pick-Up Site and the Hurricane shelter in and out of the county. Please note that the evacuation zones are pre-determined individually for each storm.

To learn which Emergency Evacuation Bus Pick-Up Sites are active during a particular storm you should listen to the local media, monitor the County’s Emergency Management website at <http://www.monroecountyem.com/> or contact 305-289-6018.



Bus Assingment: Run			
Stop Time	Mile Marker	Key	Stop Location
NOTE	4.6	Stock Island	Vacant Lot North of Burger King
	10	Big Coppitt	Circle K
	15	Saddlebunch	Baby's Coffee
	17	Sugarloaf	Sugarloaf Blvd & US1
	20	Sugarloaf	Alamo Bldg.
	21	Cudjoe	County Building
	22	Cudjoe	BC Marine
	25	Summerland	Professional Bldg (North of Dion's)
	27	Ramrod	Looe Key Resort
	28.5	Little Torch	Dolphin Marina
	29.5	Big Pine	Keys Sea Center
	31.5	Big Pine	St. Peter's Church
	47.5	Knights Key	Knights Key
	48.7	Marathon	Fisherman's Hospital
	50	Marathon	Kmart
	51.7	Marathon	South Wind Bldg.
	53.2	Marathon	San Pablo Church
	58	Grassy key	Wild Bill's
	59	Grassy key	JoJo's
	61	Hawks Cay	Water's Edge Restaurant
	62.9	Coral Key	Coral Key
	68.5	Layton	City Hall
	70	Fiesta Key	Aqueduct authority
	73.8	Lower Matecumbe	Caloosa Cove Marina
	75	Lower Matecumbe	Columbus Drive
	80	Upper Matecumbe	Hampton Inn / Majestic Gas Station
	81.5	Upper Matecumbe	Hurricane Monument
	84.2	Plantation Key	Holiday Isle
	86	Plantation Key	DOT Scale House
	88.4	Plantation Key	Professional Bldg.
	90	Plantation Key	Coral Shores High School
	92.6	Tavernier	Corner of US1 and Burton
	96	Key Largo	Silver Shores
	99.5	Key Largo	Waldorf Plaza
	101.5	Key Largo	Kmart Plaza
	102.8	Key Largo	Entrance to Penne Kamp
	106	Key Largo	Rear of Circle K 106

NOTE: Stops timeline will be determined based on situation response needs.

K. VOLUNTEERS

Monroe County Emergency Management believes that “strengthening the Florida Keys communities through volunteerism and service” is not just a mission statement; it’s a way of life. Now, more than ever, the Florida Keys residents of all ages are ready to answer the call and lend a hand.

In order to accomplish this mission, it was recognized that a clear message needed to be formulated by Monroe County Emergency Management Department and anyone interested in becoming members of Monroe County Volunteers may do so by contacting the Emergency Management Department. The Department will ensure that all volunteers are part of various applicable emergency preparedness meetings, training and workshop sessions as well as exercises. The Department is utilizing volunteers to fill positions at the Monroe County Emergency Operations Center during activations and the REP EOC Tavernier during Radiological Emergency Preparedness exercises. Volunteers are also shelter managers in activated in-county shelters.

Volunteer organizations are included in the countywide teleconference calls in the onset of an emergency. It is important for us to know their state of readiness, as well as them being informed of emergency conditions and our needs of their services. Volunteers are included in all exercises, meetings, workshops and training sessions relative to emergency response and to assist Emergency Management in various roles. Volunteers are primarily mobilized to assist at the designated Disaster Recovery Centers, Emergency Operations Center, Distribution Centers, Etc. Volunteers are also utilized for beach clean-ups and various other missions and are partners in our Radiological Program and regularly participate in our REP drills and exercises. All are trained accordingly.

ANNEX

III. Emergency Support Functions (ESFs)



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

III. Emergency Support Functions (ESFs)

ANNEX III: EMERGENCY SUPPORT FUNCTIONS (ESFS).

ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Information and Planning
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health and Medical Services
ESF 9	Search and Rescue
ESF 10	Hazardous Materials
ESF 11	Food and Water
ESF 12	Energy
ESF 13	Military Support
ESF 14	Public Information
ESF 15	Volunteers and Donations
ESF 16	Law Enforcement and Security
ESF 17	Animal Protection
ESF 18	Business and Industry – Pending
ESF 19	Damage Assessment - Pending

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CEMP

Annex IV - Recovery



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

IV. Recovery

IV. RECOVERY

A. MONROE COUNTY CONCEPT OF RECOVERY OPERATIONS

Monroe County Emergency Management Department is responsible for the coordination of recovery efforts within the county. In the event of a declared incident or disaster requiring the establishment of a Disaster Field Office (DFO), the Emergency Recovery Coordinator or his/her designee will provide a liaison between the County and its Municipalities and the State and Federal DFO representatives. The liaison between the State Division of Emergency Management Recovery Staff and Monroe County Emergency Management Department is the Florida Division of Emergency Management (FDEM) Region 7 Coordinator.

The recovery priorities within a community are based on the impact severity, geographical location, highway access to and from the impacted area, current population in the affected area, structural hazard and health hazard, lack of utility access (electricity, water), etc.

1. Recovery Phases

- a. A community response to disaster impacts follows a “phased approach that includes three general phases: Immediate Recovery (Humanitarian Relief), Intermediate Recovery (Restoration), and Long Term Recovery (Reconstruction)
 - The recovery phase begins during the response phase and initial focus is on impact assessment.
- b. Immediate Recovery operations will begin during the response phase of the emergency. The goals of Immediate Recovery are life safety issues and to restore local government services to at least minimal capacity. Immediate recovery activities could include:
 - Search and Rescue.
 - Emergency Medical Care.
 - Safety-Security-Traffic Control.
 - Food and Water
 - Restoration of essential services (utilities –electricity/water)
 - Initial Impact Assessment.
 - Implement Legal and Financial Procedures.
 - Emergency Debris Clearance.
 - Transportation.
 - Sheltering and Mass Care.
 - Public Information/Education.
 - Response Coordination with Municipalities.
 - Mutual Aid Response.
 - Volunteer Resource Response.

- Emergency Communications.
 - Temporary Building and Rebuilding Moratoriums.
 - Enactment of Special Ordinances.
- c. Intermediate Recovery (Restoration). Typically, activities beginning after life-safety issues and ranging from days to months, and in some cases up to a year plus. Intermediate recovery activities could include:
- Reentry
 - Detailed Community Damage Assessment
 - Debris Clearance and Removal
 - Federal Assistance Programs (Individual/Public)
 - Resource Distribution
 - Relief Services
 - Temporary Repairs to Damaged Facilities
 - Restoration of Public Health Services
- d. The goal of long-Term Recovery (Reconstruction) is to restore facilities to pre-disaster condition. The major objectives of Long-Term Recovery activities could include:
- Environmental Management
 - Evaluation of Development Regulations
 - Evaluation of Construction Designs
 - Evaluation of Infrastructure Designs and Standards
 - Permanent Repair and Reconstruction of Damaged Facilities
 - Complete Restoration of Services
 - Debris Disposal
 - Economic and Community Redevelopment
 - Hazard Mitigation
 - Risk Assessment/Review
 - Acquisition/Relocation of Damaged Property
 - Coordinated delivery of long-term social and health services.
 - Improved land use planning.
 - Re-establishing the local economy to pre-disaster levels.
 - Recovery of disaster response costs.
 - The effective integration of mitigation strategies into recovery planning and operations.

2. Recovery Functions

- a. Recovery Functions (RFs) represent groupings of types of recovery activities and programs that the County and its citizens are likely to need following disaster. County RFs include:

- RF #1: Impact Assessment (Disaster Assessment)
- RF #2: Continuation of Government
- RF #3: Public Information; Community Relations
- RF #4: Human Services (Short-term)
- RF #5: Individual Assistance
- RF #6: Volunteers and Donations
- RF #7: Unmet Needs
- RF #8: Debris Management
- RF #9: Reentry, Security
- RF #10: Health
- RF #11: Safety

- RF #12: Repair and Restoration of Public Infrastructure, Services, Buildings (Public Assistance)
- RF #13: Building Inspections and Permits
- RF #14: Rebuilding, Construction, Repairs, Restoration
- RF #15: Housing
- RF #16: Redevelopment (Planning and Community Development)
- RF #17: Economic Restoration and Development
- RF #18: Environmental Concerns
- RF #19: Mitigation
- RF #20: Recovery Administration and Finance
- RF #21: Mutual Aid

3. Recovery Responsibilities

a. All County Divisions/Departments:

- Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post disaster development .
 - Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
 - Recommend and implement an economic recovery program focusing on local community needs.
 - Recommend zoning changes in damaged areas.
 - Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
 - Initiate recommendations for relocation and acquisition of property in damage areas.
 - Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
 - Evaluate damaged public facilities and formulate reconstruction, mitigation, or replacement recommendations.
 - Participate in the preparation of a community redevelopment plan.
 - Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
- b. Certain County Divisions/Departments, Agencies and Organizations will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each “primary” agency will be responsible for coordinating the implementation of their recovery function (RF) and will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities.
- c. The recovery process involves various county departments having a particular task. This is a joint effort with municipal governments, volunteers, utilities, DOH, and FDOT.

The following county departments are crucial to the county recovery process:

- *Public Works and Solid Waste* have a responsibility for debris collection sites, fuel supply control, county facilities clearing and restoration back to functionality. Public Works holds an agreement with debris clearing contractor and coordinates all recovery activities.
- *Planning and Environmental Services* is responsible for issuing short term/temporary permits to allow residents to make minimal necessary repairs to their homes to make them habitable.
- *Code Enforcement* is the lead agency to do the initial damage assessment and works closely with the permitting group to efficiently and timely begin the recovery process for county residents.

- *Volunteers* are vital to the recovery process, especially after oil spill emergency event – they are trained in beach clean-up and would be activated should such disaster occur. After a natural disaster, volunteers work closely with the American Red Cross, State, FEMA, SBA, etc, to assist those affected by the disaster.
- *Utilities* Have the essential role of restoring power to the county residents and businesses.
- *DOH* has the responsibility, along with Code Enforcement staff, to inspect affected homes for all safety related issues.
- *FDOT* has a role in inspecting all county bridges for safety issues and, in conjunction with the County PW Roads and Bridges for any hazards threatening our State and County roads.

Detailed recovery responsibilities are depicted in the Monroe County Recovery Plan on file with Emergency Management.

4. Recovery Incident Action Plan

- a. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the County Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.
- b. As the emergency response phase stabilizes, the Emergency Management Director/EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Plan as appropriate.
- c. Responsibilities may include, but not limited to:
 - Preparing a redevelopment plan.
 - Developing procedures to carry out build back policies.
 - Develop policies that promote mitigation from future damage.
 - Develop priorities for relocating and acquiring damaged property.
- d. The Recovery Task Force will develop a specific, more refined recovery incident action plan based on the first draft developed by the EOC Plans Section. This event specific Recovery Incident Action Plan (RIAP), in part, will specify which “recovery functions” are to be activated. The RIAP also defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:
 - Eliminate life-threatening conditions.
 - Restore utility and transportation services.
 - Provide and restore suitable housing conditions.
 - Resume normal economic activity.
 - Expedite the securing of financial assistance from both the public and private sectors.
 - Restore other important County services to normal levels.
 - Restore the community’s physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
 - Return of all essential services (i.e., water, sewage, electricity, gas, refuse pickup, etc.).
 - Return personnel to normal work schedules and assignments.

B. FEDERAL RECOVERY SUPPORT

The National Response Plan Emergency Support Function (ESF) #14 - Long-Term Community Recovery and Mitigation.

- a. The National Response Plan Emergency Support Function ESF#14 - Long-Term Community Recovery and Mitigation provides a framework for federal government support to state, regional, local, and tribal governments, nongovernmental organizations (NGOs), and the private sector designed to enable

community recovery from the long-term consequences of an Incident of National Significance. This support consists of available programs and resources of federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

- b. The transition from response to recovery will evidence itself through the establishment of the appropriate number and location of Disaster Recovery Centers (DRC). Within these DRC's will be all appropriate personnel (Building inspectors, Code Enforcement, etc.), Federal (FEMA, Florida Windstorm, Small Business Administration, etc.), State (Department of Health, American Red Cross, etc.). These emergency facilities will have advertised dates and times of operations. In the initial phases of recovery, there will be established at predetermined locations, Points of Distribution (POD's) from which food, water, and ice will be distributed until the grocery stores and other food delivering establishments are re-established and up and running. Here too, dates and times of operation will be advertised to the affected population.
 - c. The county will coordinate its efforts with FEMA and any State teams through a variety of means. Such coordination efforts will be conveyed through:
 - (1) Continued, preplanned conference calls
 - (2) The periodically distributed Situation Reports and Incident Action Plans
 - (3) Communications through the appropriate Emergency Support Function groups from either the Primary or Secondary Emergency Operations Center.
 - d. Recovery efforts for undeclared disasters will be local in nature with resources, and funding derived from local venues. Should the appropriate/adequate resources are not available at the local level, a State assistance will be requested.
 - e. The federal ESF Coordinator is the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency.
 - f. Primary federal agencies include: Department of Agriculture; Department of Commerce Department of Homeland Security; Department of Housing and Urban Development; Department of the Treasury; Small Business Administration
 - g. Federal support agencies include: Department of Commerce; Department of Defense; Department of Energy; Department of Health and Human Services; Department of Homeland Security; Department of the Interior; Department of Labor; Department of Transportation; Environmental Protection Agency; Tennessee Valley Authority; American Red Cross
1. Federal Recovery Policies
 - a. Federal ESF #14 recognizes the primacy of affected state, local, and tribal governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities.
 - b. Federal agencies continue to provide recovery assistance under independent authorities to state, local, and tribal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF #14 coordinator.
 - c. Federal ESF #14 excludes economic policymaking and economic stabilization. The National Economic Council, the Council of Economic Advisors, and the Department of the Treasury develop all national economic stabilization policy.
 - d. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.
 - e. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.

- f. The federal government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
- g. Federal ESF #14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure.

2. Requesting Federal Assistance

- a. Based on a joint federal and state preliminary damage assessment (PDA) that the ability to recover is beyond local and state capability, the Governor may request federal assistance through a Presidential Declaration. Request packages are prepared by the FL Division of Emergency Management from the damage assessment data.
- b. Other requests may be made to federal agencies under their own authority from existing or emergency programs, such as the U.S. Small Business Administration (SBA) or the U.S. Department of Agriculture (USDA). The Governor's request for assistance from federal agencies under their own authorities from existing or emergency programs is transmitted directly to the agency or agency administrator involved. The specific assistance, if declared, is then provided directly from the federal agency.
- c. The request made to the President through the Federal Emergency Management Agency (FEMA) for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration.
 - If the President denies Federal assistance, the cost of recovery would be borne by local and state governments.
 - If the request is approved by the President and an "emergency" declaration is made, limited assistance will be provided per PL 93-288, as amended. See Section D, this section.
 - If the request is approved by the President and a "major disaster" declaration is made, a federal-state agreement on commitment and assistance is agreed upon, and various assistance programs are provided. See Sections D, E and F, this section.

3. Recovery Facilities

- a. A Joint Field Office (JFO) is established to facilitate federal-state coordination of private and public disaster assistance. The Governor appoints (or has previously appointed) a "Governor's Authorized Representative (GAR)" to work in partnership with Federal officials and to represent the state's interests. The President appoints a federal coordinating officer (FCO) to coordinate federal assistance and requests the Governor to designate a state coordinating officer (SCO). The SCO coordinates state and local efforts, working closely with the FCO.
- b. Disaster Recovery Centers (DRC's) may be established to manage the cooperative effort between the local, State, and Federal government for the benefit of disaster victims (individuals, families and small businesses). Agencies and organizations offering assistance provide representatives to the DRC where disaster victims, through an "entrance/exit interview" process, may receive information and referral to the specific agencies/organizations that can best meet their needs. Application for assistance should initially be made through the national tele-registration hot-line (1-800-462-9029 or TDD 1-800-462-7585). FEMA, State and local emergency management will jointly determine the locations, dates and times for the operation of DRC's.
 - (1) The Emergency Management Administrator has lead responsibility for coordination with State, pre and post event, on establishment of a Disaster Recovery Center.
 - (2) The Emergency Management Administrator will work with appropriate County staff to identify individuals and groups who will have a support role and/or involved in the establishment of a Disaster Recovery Center.
 - (3) If needed or required the County may request State participation in the establishment of a Disaster

Recovery Center. The request will be in the form of a “Mission Request” per State guidelines.

- c. Monroe County maintains a Critical Facilities Inventory list. This list is updated annually by Monroe County Emergency Management. ESF 5 consults this list to determine locations appropriate for establishment of a Disaster Recovery Center (DRC). After the event, several potential sites are chosen for a DRC, and ESF 5 designates a team (normally comprised of county, state, and federal representatives) to do an on-site analysis for damages and suitability for a DRC. The County will include, in their Mission Request for the establishment of DRC, mission’s request reason, location, availability of resources and point of contact.
4. Temporary Housing
- a. Housing in the Florida Keys, Monroe County, is a serious on-going issue, whether it be temporary housing, affordable housing or housing of any kind. Monroe County Emergency Management has identified geographically suitable sites for large-scale temporary housing operations, such as tent cities. Planning and Environmental Services recommends sites for temporary placement of mobile homes. The decision to establish large-scale temporary housing sites will be made by the County Administrator, in consultation with the BOCC, should the need arise. The Senior Emergency Management Planner for Special Needs and Mass Care will serve as or designate a coordinator to work directly with the Disaster Housing Task Force to coordinate all local temporary housing operations. The American Red Cross provides temporary/emergency housing for a limited period of time after an event. The American Red Cross places disaster victims in need of temporary/emergency housing in a local hotel for a maximum of seven days.

C. **DAMAGE ASSESSMENT FUNCTIONS**

1. Phase 1: Situation Reports, “A Quick Overview of What Happened.”
 - a. During the first 24 hours following the occurrence of disaster, the Emergency Operations Center (EOC) will be the focal point for the initial situation/damage reports as provided by Monroe County, County entities and various other disciplines. These initial reports form the basis for the County’s emergency proclamations, and requests for assistance from the State and Federal government. Critical information includes: locations of injuries, deaths, damages; types and extent of damages; local resources available; assistance needed.
2. Phase 2: Damage Assessment Teams, “A Closer Look at What the Needs and Priorities Are.”
 - a. Pre-planning for damage assessment is an ongoing process. Procedures and teams must be in place before the disaster event occurs. Successful damage assessment begins immediately and continues through the recovery phase. Damage assessment is conducted separately from life saving and property protection operations.
 - b. Methods of damage assessment include:
 - Spot Reporting, Initial Reports: Key information as to the nature and extent of the disaster and a description of the affected area allows the EOC to map, record and direct response to critical areas. Information may be obtained by radio and telephone from emergency personnel on scene (rescue, law, fire, public works), home owners, businesses, etc.
 - Aerial Inspection (Fly Over): Weather permitting, aircraft are utilized for initial damage assessments (“spot reporting”), and later for more detailed assessments. Input can be written observer logs, photos, or video.
 - Drive-by Survey: Disaster assessment teams drive through all affected areas visually gathering data on the number of individual homes, apartments, mobile homes, businesses, public buildings, public infrastructure, critical facilities, etc. that have been damaged or destroyed.
 - Detailed Survey of Areas: A more detailed assessment of the damaged areas through telephone, mail or personal interviews.

3. Phase 3: State/Federal Damage Assessment Teams, “Validation of Damages, Repairs, and Costs.”
 - a. Because Federal funding may be involved, and as part of the Public Assistance application process, State and Federal damage assessment teams will identify and validate damaged property in public infrastructure, define the scope of repairs, and determine repair or replacement costs. A timely and well-managed Monroe County damage assessment will demonstrate Monroe County leadership, and will enable the state/federal assessments teams to do their job faster, maximizing public assistance benefits.
4. Monroe County Damage Assessment Procedures
 - a. Organization for preliminary damage and impact assessment will be made in preparations of the appropriate teams to enter the affected area(s) as quickly as possible.
 - b. Impact assessment teams will be deployed into the affected area(s) to assess damage to critical facilities and services. Damage assessment teams will be deployed into the affected area(s) to assess damages to residential dwellings, public facilities and businesses to validate and support a request for a presidential disaster declaration.
 - c. The damage assessment process starts with an initial damage assessment performed by Monroe County Damage Assessment Team in cooperation with other organizations and resources within the county, such as the American Red Cross. Only after it has been determined that the county does not possess the resources, is a mission request for support sent to the State. The executive determination to request assistance outside the county is made by the Emergency Management Department Director.
 - In some cases of a catastrophic disaster, the internal emergency operations system performs the first damage assessment. If a local disaster declaration is issued, the Emergency Management Department Director may submit a request for assistance to the Governor via the State DEM.
 - If the Governor determines the State will require Federal assistance in dealing with an incident or disaster, a request is submitted to FEMA Region IV. FEMA, in cooperation with the State DEM, then assembles a preliminary damage assessment team. The County, in conjunction with both the FEMA and State teams, assembles a team to provide direction and logistical support. The tripartite team then verifies the extent of damage attributed to the incident and submits a recommendation to the FEMA Regional Director, who, in turn, submits the recommendation to the FEMA National Director in Washington. The National Director then prepares a Memorandum of Recommendation for the President, who makes the Federal Declaration.
 - d. Requests for aerial assessment teams to perform aerial inspection of the affected County’s area(s) will be submitted immediately following hazard conditions submission. Aerial reconnaissance will be used for damage assessment when the damaged area is extensive enough to make it the most viable means for large-scale observation. Ordinarily a County representative will take part in the aerial reconnaissance, and will report back to the EOC with details of damaged areas and any special situations noticed during the flight.
 - A Drive-by inspection is used to survey a relatively large area at close range. Car, TV, airboat, outboard, or whatever type of ground-based transportation is most appropriate to the area being assessed will do these inspections. Drive-by county assets and other resources within the county, such as the American Red Cross, Fire Rescue, Law Enforcement, etc., will initially conduct assessments. State and Federal assessment teams will be used once they arrive in the county. ESF 5 will coordinate damage assessment teams from all sources.
 - Walk-through assessments are often necessary when the assessment needs to be detailed and specific. ESF 5 coordinates walk-through assessment teams from county, state, and federal resources as necessary.

- e. Short term recovery starts with the initial damage assessment. In this phase, temporary measures are put in place to protect the fabric of society and impose a community structure, which enables the population to assume some sort of normalcy. The second phase is called long term recovery, and begins with the first permanent repair to the infrastructure.
 - The Monroe County Damage Assessment Teams are responsible for gathering initial assessment information and reporting it to ESF 5 and Emergency Management Department.
- f. Economic injury is first assessed on a regional scale when aerial and windshield damage assessment teams deploy and report back to ESF 5. A rough assessment is made regarding structural damage to businesses and residences, as well as public facilities.
 - Economic injury is assessed on an individual scale on a case-by-case basis, as individuals contact local, state, and federal agencies for assistance. ESF #5 coordinates with ESF #15 and all state and federal representatives to document the types of assistance being requested and the number of people and dollar amounts of assistance that are made available to them.
- g. Long-term economic injury is assessed and addressed after recovery operations begin. The MCEOC provides damage assessment information to the county leadership; this information includes resources needed for debris clearance; damage to water control facilities; damage to transportation routes (roads, streets, bridges); damage to public and private utilities; damage to recreational areas. The county leadership also looks at the number and types of businesses and residences that have sustained major damage. In Monroe County, if a home sustains damage equal to or greater than fifty-percent of its value, it must be rebuilt to current, more stringent codes.
- h. Information regarding the severity of the disaster and the public's needs is obtained during aerial reconnaissance, windshield assessments, and walk-through assessments. The information is essential for requesting federal assistance and for allocation of local resources for recovery operations.
- i. After the M.C. Damage Assessment Team conducts an initial damage assessment, a report is generated and forwarded to the State EOC. At that point, a joint state and local preliminary damage assessment is scheduled, and may include the Federal Emergency Management Agency. This joint assessment validates the initial assessment and is the basis used for a Presidential Disaster Declaration request.
 - When Preliminary Damage Assessments have delineated the areas and extent of damage, ESF 5 will establish locations for Disaster Recovery Centers (DRCs). The number and composition of county, state, and federal agencies appropriate for each DRC will be determined accordingly, and ESF 5 will coordinate with all appropriate ESFs to ensure resources are available at all DRCs to support operations. ESF 2 will establish communications for all DRC sites. ESF 14 will notify the public, using press releases and local radio stations, of the locations of the DRCs and the assistance available.
 - Monroe County maintains a critical facilities inventory list, which includes sites appropriate for DRCs, landing zones for Rapid Impact Assessment Teams (RIATs), staging areas, and sites appropriate for other types of coordinated assistance.

D. GENERAL

When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property will be required for each affected political subdivision in the county to determine the extent of damage. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of county and local government resources in the disaster area during the early stages of the recovery effort. The damage assessment process will expedite relief and assistance if promptly implemented (Preliminary damage assessment must be

completed within the first 24 hours of the emergency event and reported to the EOC or the Emergency Management Department).

1. Types of damage assessment:

- a. Immediate - for rapid assessment of what has happened jurisdiction-wide to prioritize initial response activities and determine the immediate need for outside assistance; and
- b. Post-disaster - to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance.

2. The collection of damage information begins with the initial response phase to an event and continues long after the response is over. During and after any major event, it is very important that timely and accurate assessments of damages, remaining capabilities and needs are received by the EOC. This information is used to manage immediate response as well as short and long term recovery issues.

Damage assessment is conducted separately from life saving and property protection operations.

- a. Municipalities in Monroe County are full partners in the damage assessment process for the County. Policy, and mutual training provide mutual damage assessment coordination. Municipalities report their damage and needs assessments to the County EOC or the County Emergency Management Department. The County EOC provides appropriate feedback to the municipalities.

4. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.

E. TYPES OF FEDERAL ASSISTANCE

1. Assistance under a declaration of "EMERGENCY" is specialized assistance to meet a specific need and is generally limited to those actions which may be required to save lives and protect property, public health, safety, or to lessen the threat of a more severe disaster. (Note: Under 44 CFR, subpart E, a five (5) million dollar cap for debris removal and emergency management measures.) Examples of emergency assistance are:

- Emergency mass care, such as emergency shelter, emergency provision of food, water, medicine, and emergency medical care.
- Clearance of debris to save lives and protect property and public health and safety.
- Emergency protective measures, including: Search and rescue; Demolition of unsafe structures; Warning of further risks and hazards; Public information on health and safety measures; Other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or to private property when in the public interest.
- Emergency communications.
- Emergency transportation.
- Emergency repairs to essential utilities and facilities.

2. Assistance under a declaration of "MAJOR DISASTER" provides a wide range of assistance to individuals and/or to local and state governments and certain non-profit organizations. See Sections E and F this section.

F. INDIVIDUAL ASSISTANCE HUMAN SERVICES-

Following a Presidential Declaration, authorizing Individual Assistance, an Individual Assistance Officer will coordinate, with a federal counterpart, all related individual assistance programs as defined in the state and federal administrative regulations.

Applications for Individual Assistance are made through the National Tele-registration Program or at the designated Disaster Recovery Center(s) (DRCs).

Community Outreach Representatives, Florida DEM and FEMA personnel operating out of Disaster Recovery Centers will visit impacted areas and victims of eligibility and available assistance.

Disasters that do not warrant a request for Individual Assistance as part of a Presidential Disaster Declaration may meet criteria for various other assistance, such as SBA Disaster Loans.

1. Individual Assistance Programs

- Temporary housing, until alternative housing is available, for disaster victims whose homes are uninhabitable. Home repair funds for uninsured losses may be given to owner-occupants in lieu of other forms of temp. housing assistance, so that families can quickly return to their damaged homes. Other forms of assistance include rental assistance up to 18 months and/or use of mobilehomes.
- Disaster unemployment assistance and job placement assistance for those unemployed as result of a major disaster and who have used up their regular unemployment benefits.
- Individual and family grants to help meet disaster-related necessary expenses or serious needs when those affected are unable to meet such expenses or needs through other programs or other means.
- Legal services to low-income families and individuals.
- Crisis counseling and referrals to appropriate mental health agencies to relieve disaster-caused mental health problems.
- Loans to individuals, businesses, and farmers for repair, rehabilitation or replacement of damaged real and personal property and some production losses not fully covered by insurance.
- Agricultural assistance, including technical assistance; payments covering a major portion of the cost to eligible farmers who perform emergency conservation actions on farmland damaged by the disaster; and provision of federally owned feed grain for livestock and herd preservation.
- Veterans assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Department of Veterans Affairs (VA) if a VA-insured home has been damaged.
- Tax relief, including held from the Internal Revenue Service in claiming casualty losses resulting from the disaster, and state tax assistance.
- Waiver of penalties for early withdrawal of funds from certain time deposits.
- The Cora Brown Fund, to assist victims of natural disasters for those disaster-related needs that have not been or will not be met by other programs.

2. Other programs can include:

- Low Interest Deferred Payment Loan Program, available to home owners and rental property owners for repair or reconstruction of real property damaged or destroyed in a natural disaster. Applicants must first exhaust insurance or all other federal and state disaster assistance in order to qualify.
- Housing and Urban Development Program, offered to low income applicants. Program will pay a percentage of rental costs for a maximum of eighteen months.
- Social Security Assistance, help in expediting delivery of checks delayed by the disaster, and in applying for social security disability and survivor benefits.
- Emergency Individual and Family Needs, emergency food, clothing, shelter, and medical assistance may be provided to individuals, families having such needs as a result of the disaster.
- Contractor's Licensing, guidance in obtaining licensed contractors to assist home owners in repair or restoration of damaged property.
- Insurance Information, advice to persons on insurance requirements, claims, and problems with settlement.

- Consumer Fraud Prevention, a program to obtain consumer advice, and to report consumer fraud and price gouging.
- Hurricane Andrew Trust Fund.

Note: See Attachment 1, "Disaster Programs for Homeowners, Renters, and Business Owners" for further details.

G. PUBLIC ASSISTANCE -INFRASTRUCTURE

The Public Assistance Program is intended to help repair or replace damaged/destroyed public property and infrastructure. After a Presidential Disaster Declaration, FL Division Emergency Management and Federal Emergency Management Agency (FEMA) will join Monroe County in determining the extent of damages and will conduct "Applicant's Briefings" to clarify public assistance requirements, procedures, and eligible projects. Typically, the federal government can provide a minimum of 75% of the funding for the recovery work that FEMA rules as eligible, while the State may provide 12.5 % reimbursement.

Other eligible projects can be found in the Florida Department of Community Affairs: Handbook for Disaster Assistance, Section V. A.

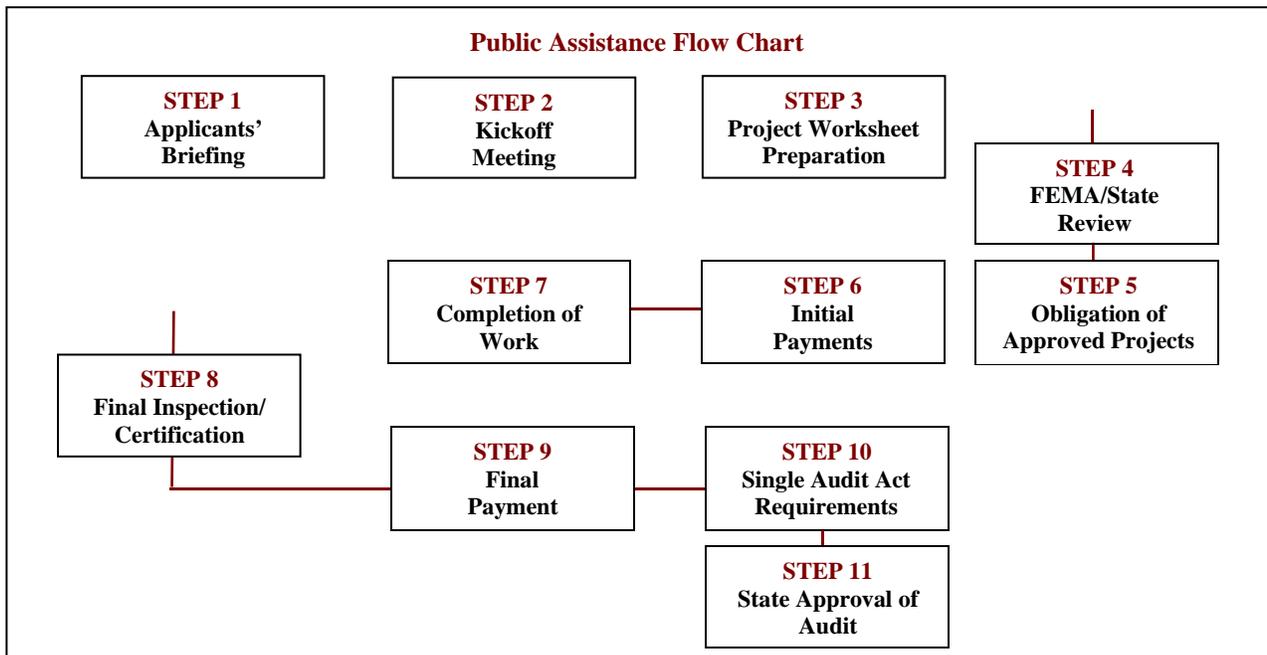
1. Project Applications

The Project Application is the document which summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Monroe County, the FL Division Emergency Management and the Federal Emergency Management Agency. Details on eligible projects are found in the Florida Department of Community Affairs: Handbook for Disaster Assistance, Section V. A.

2. Project Worksheets

The basis for Project Applications are the "Project Worksheets" which identify the damaged property, define the scope of work, and establish the cost of repair or replacement. These are prepared by a Monroe County/state/federal team. The Project Worksheets may be supported by engineers or contractor estimates, photographs, maps, and other appropriate data. The scope of work, as outlined on the Project Worksheet, is the guideline for determining eligibility.

3. Public Assistance Flow Chart



4. Monroe County responsibilities include:
 - Compiling a list of all sites where damage occurred.
 - Documenting all the damage.
 - Coordinating the damage survey team(s).
 - Reviewing and signing all Project Worksheets.
 - Selecting project funding options.
 - Project management.
 - Preparing reports and documentation.
 - Participating in final inspections.
 - Participating in audits.
 - Providing insurance for approved projects.

5. Other forms of Public Assistance which may be made available under a Presidential declaration of a major disaster include:
 - Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.
 - Community disaster loans, payment of school operating expenses, repairs to federal-aid system roads, repairs to projects.

6. Federal requirements tied to financial assistance:
 - The Disaster Relief Act of 1974 requires that an applicant, for assistance for the repair or restoration of damaged public or private nonprofit facilities, shall purchase and maintain such insurance as may be reasonably available, adequate and necessary to protect such facilities against future loss.
 - The applicant must also comply with appropriate hazard mitigation, environmental protection, flood plain management & flood insurance regulations as a condition for receiving federal disaster assistance.

7. Monroe County Emergency Management Department will have the lead responsibility for local coordination of all Individual and Public Assistance functions including the Public Assistance Kick-Off Meeting with the federal government. A Planner will serve as liaison to FDEM and FEMA to facilitate implementation of the Public Assistance process including project, grant, and financial management.
 - Information and assistance from the appropriate agencies (i.e., OMB, Growth Management, Public Works, etc.) will support this process.

H. UNMET NEEDS

During the Recovery and Long-Term Recovery phases, immediate life safety needs have already been addressed. Mutual Aid, voluntary organizations and other private sector groups continue to augment or extend the abilities of Monroe County to assist disaster victims by providing donated goods and volunteer services.

Monroe County Emergency Management Department is responsible for the coordination of identifying UNMET NEEDS within the County and its entities and the coordination of requisite actions.

- Identify any disaster-related losses experienced by County disaster victims that cannot be provided for by the programs available from local, state, or federal government agencies due to the victim's ineligibility for such services or the unavailability of the goods or services.
- Refer families and individuals who have unmet needs to appropriate persons or agencies.

- As appropriate, coordinate with ESF # 6 to provide donated goods and volunteer services to supplement governmental assistance.
 - Sources of resources include:
 - Governmental agencies
 - Voluntary agencies: VOAD, FIND, ARC, Salvation Army
 - Churches
 - Nonprofit organizations: United Way
 - Businesses and corporations
- Monroe County Social Services maintain Special Needs registry and is responsible for the contact, pick-up, transportation and safe return of all individuals listed with them. Monroe County Health Department is responsible for providing care for Special Needs clients. Listing is separated into county geographical area (Upper Keys, Middle Keys, and Lower Keys) and contains the number of clients in those areas. After an emergency event, Social Services obtains a damage assessment report on which they base their decision to return, or continue to shelter, those residents that are in their care. If resident's home is safe, the person is transported back home. Power and water must be also restored to the residence, prior to the person's return. Additionally, if the client has a caregiver is notified of the client's return.

I. NATIONAL FLOOD INSURANCE PROGRAM(NFIP)

The NFIP is a federal program enabling property owners to purchase insurance protection against losses from flooding. This insurance is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods. Until recently, such coverage was generally unavailable from private-sector insurance companies.

Participation in the NFIP is based on an agreement between local communities and the federal government which states that if a community will implement and enforce measures to reduce future flood risks to new construction in special flood hazard areas, the federal government will make flood insurance available within the community as a financial protection against flood losses which do occur.

No assistance for any facility will be available in future disasters, unless the required insurance has been obtained and maintained.

J. HAZARD MITIGATION PROGRAM

Should Monroe County receive public disaster assistance, a Hazard Mitigation Program will be required to pursue mitigation measures to help ensure against similar damage in the future.

K. RECOVERY IN EMERGENCY CONDITIONS**1. Information**

- The delivery of information to the affected population regarding portability of water, relief assistance, return to evacuated areas, etc., is essential to assure that resources and services reach those who need them. Therefore, it is important that this type of information is centralized, before multiple organizations or governments release any potential misinformation. All emergency information announcements from all agencies will be made through the Monroe County EOC.

2. Ordinances

- Regulatory controls will, most likely, be necessary to protect the health and safety, and to limit activities which would otherwise be permissible (i.e., curfews, sales of particular items, control of vendors' pricing

of essential merchandise, etc.) Specific ordinances will be required to accomplish these objectives to further circumscribe and support the Governor's executive orders regarding these concerns.

3. Prohibition

- a. In the aftermath of a major emergency, many areas will be devastated and unprotected. Many high priority emergency operations will be performed during the relief phase of emergency response. Strong control over access, ingress, and egress to the affected area will be implemented, in order to confine the security risk to the affected locations, and to minimize the impact on response operations by reducing road traffic.
- b. A very stern prohibition and control policy will be implemented in the immediate aftermath of a major emergency event, and will be maintained until adequate levels of services and infrastructure are obtainable to support the returning population.

4. Support Facilities

- a. There are 3 airfields within Monroe County that would enable aircraft landings, and 8 military facilities, 2 of which would be able to assist in landing efforts. There are 36 designated staging areas in the county.
- b. Refer to the "Monroe County Critical Facilities Inventory" manual for detailed information.

5. Infrastructure

- a. State Division of Emergency Management representatives will provide detailed instructions regarding the requirements and responsibilities of being an eligible applicant. Upon completion of this applicant session each potential applicant will submit a Notice of Interest (NOI) which is then sent to the State capitol for review and approval. Upon its approval, an applicant number will be assigned and the application will be returned.
- b. At a pre-designated time, the eligible applicants will be reassembled and asked to sign a contractual agreement, which outlines the performance requirements. Upon completion of the contract signing the responsibilities of the EOC terminate relative to the individual grants.

6. The Monroe County Risk Management Department handles all insurance coordination procedures.

7. All administrative procedures are coordinated, processed through, and regulated by and through, the Monroe County Department of Management and Budget (OMB).

8. The Monroe County OMB coordinates the development of support staff.

9. Procedures for employing temporary staff are found within the MC Employment Guidelines Procedures and are initiated by the Employee Services Director or County Administrator.

10. Building inspectors utilization procedures may be found within DEM and FEMA Survey/Reporting Procedures. State/FEMA-appointed and authorized engineers perform such certification or damage substantiality.

11. Collections of information for the preparations of Damage Survey Reports is the responsibility of the Monroe County Growth Management through the Monroe County Damage Assessment Team.

L. RECOVERY SERVICES RESTORATION

Monroe County has designated debris staging areas and contracts are in place for the emergency removal and disposal of debris in each of these areas. Staging, sorting, and disposal sites have been identified throughout the County. Debris removal in Monroe County is the responsibility of the Monroe County Division of Public Works

1. DEBRIS REMOVAL / CLEANUP**a. Monroe County Public Works(PRIMARY)**

Monroe County Public Works has developed and maintains a detailed Debris Management Plan. This plan describes roles and responsibilities associated with debris removal and management, including the roles of contract and private agencies. It also details the procedures necessary to ensure compliance with federal reimbursement; legal and environmental issues, record keeping, and coordination with state and federal agencies. The plan specifically identifies debris storage areas, and provides standard operating procedures to describe collection and separation, storage, and removal/disposal of debris.

- County Recovery Function:

To properly separate and dispose of debris from construction or demolition of dwellings.

b. Monroe County Engineering(SUPPORT)

- County Recovery Function:

Engineering is responsible for securing the necessary environmental waivers and legal clearances for debris removal and disposal for public property only.

c. Monroe County Solid Waste(SUPPORT)

- County Recovery Function:

The removal of debris from private properties.

2. ENERGY INFRASTRUCTURE RESTORATION**a. Keys Energy Services and Florida Keys Electric Cooperative(PRIMARY)**

- County Recovery Function:

Florida Keys Electric Cooperative (FKEC) and Keys Energy Services (KES) will be responding to and conducting recovery efforts regarding power shortages and disruptions in the supply and delivery of electricity, and other forms of energy and fuels. These utilities will determine the extent of electric power and fuel systems' damage, energy supply, and needs assessment and identification of required resources.

b. Florida Power and Light(SUPPORT)

- County Recovery Function:

Will communicate with FKEC and KES as to the extent of any damage to the Tie Line from the mainland and provide estimates of the time needed to restore electrical service to the residents serviced by FKEC and KES.

3. COMMUNICATIONS

a. The Monroe County Emergency Communications Department (PRIMARY)

- County Recovery Function:

This department will determine the extent of damage to the existing communications system(s), provide an inventory of available communication equipment and resources, identify and implement necessary emergency communications systems, and coordinate the deployment of trained operators and technicians to pre-determined staging areas to assist state, federal, and local emergency communication resources.

M. RECOVERY PUBLIC INFORMATION AND EDUCATION PROGRAMS

1. Through the designated MC Public Information Officer, efforts to educate the public as to the current status of the recovery effort and available assistance will be comprised of information releases, such as:
 - The types and locations of emergency assistance available, the personnel contacts, telephone numbers, location(s), and the hours of operation of the various services, e.g., Disaster Recovery Centers, Small Business Administration, Rumor Control, missing persons information, etc.;
 - The State of Florida Department of Health mental and physical health services such as crisis counseling, medical and physical “health notices,” e.g., boil water orders;
 - Monroe County Sheriff’s Office notifications of current restricted areas, curfew orders, travel restrictions, etc.;
 - Local church organizations, the Salvation Army, and the American Red Cross will provide information regarding their respective locations and contact numbers for such services as food disbursement (mobile canteens), voucher distribution centers, counseling services, shelter status, etc.;
 - The Monroe County utility companies (the Florida Keys Electric Cooperative and the Keys Energy Services) and the Florida Keys Aqueduct Authority will provide information regarding the current status of their respective services, as well as the estimated times of power or water supply restoration.
 - Procedures for providing local assistance to the State and Federal Government relative to the implementation of DCAs, RIAT teams, staging areas, and other sites for coordinated assistance may be found within the appendix regarding Critical Facilities.
 - Monroe County has established sites, strategically located throughout the County, which may serve as Disaster Recovery Centers (DRCs). Each DRC will be set up with resources that parallel those at the EOC. The Monroe County Social Services Department maintains a list of special populations. Each DRC Administrator will act as liaison with the EOC regarding all issues related to the individual Disaster Recovery Center (DRC) operations.

2. The local resources that may provide information and referral in the Disaster Recovery Center (DRC) are:
 - Monroe County Emergency Management
 - Volunteer County Employees
 - Monroe County Health Department
 - American Red Cross
 - Monroe County Social Services
 - Salvation Army

N. EMERGENCY HOUSING

Housing in the Florida Keys, Monroe County, is a serious on-going issue, whether it be temporary housing or affordable housing of any kind. Monroe County Growth Management has identified geographically suitable sites for large-scale temporary housing operations, such as tent cities or temporary housing mobile home parks. (Refer to the list of State Parks and Campgrounds.) The decision to establish large scale temporary housing sites will be made by the Growth Management Director and County Administrator, in consultation with the BOCC and Emergency Management, should the need arise. The American Red Cross provides temporary/emergency housing for a limited period of time after an event. The American Red Cross places disaster victims in need of temporary emergency housing in a local hotel for a maximum of seven days.

O. COMMUNITY RELATIONS

The overall County Community Relations Coordinator is the Monroe County Emergency Management Senior Planner. Monroe County has its' own unique responsibilities due to the government structure.

Monroe County Social Services has the responsibilities to oversee the Special Needs community needs. The Special Needs coordinator maintains the Special Needs Registry and ensures that all those registered are contacted prior to the emergency event regarding their transportation, sheltering or other needs. They also have a list of those clients' caregivers which they communicate with after the emergency event and coordinate the safe return of all evacuated/sheltered.

The Emergency Management Sr. Planner communicates with the volunteer agencies regarding donations and serves as liaison between those agencies and County and State, He/she also coordinates any community relations needs with municipalities and various other county entities critical to the county recovery efforts.

The County FEMA coordinator, in conjunction with the Emergency Management Department, is responsible for communication with the State and FEMA after an emergency event regarding all PA/IA issues. He/she also keeps clear and open communications with the five municipalities.

Emergency Management will contact municipal Emergency Managers as well as the City Managers requesting they coordinate all needs and activities with the County EM. Municipal EM Managers and municipal managers are the designated community leaders for emergency preparedness, response and recovery efforts.

P. ATTACHMENTS

1. Emergency Response Agencies
2. Recovery Phase Levels

Attachment 1

EMERGENCY RESPONSE AGENCIES

The following agencies are those which, are part of the emergency response teams and those which, may be asked to report to the Emergency Operations Center to coordinate with Emergency Management in assistance efforts:

Communications Department		Florida Highway Patrol
Sheriff's Office		City of Marathon
Fire Marshal		State Parks Representatives
Fire/Rescue		Fish and Wildlife Conservation
EMS		The Salvation Army
Tourist Development Council		AT&T
Safety Manager		Florida Keys Aqueduct Authority
Public Works		Florida Keys Electric Cooperative
Technical Services		Keys Energy
Department of Public Health		Port and Transit Authority
Growth Management		Wireless Communications Providers
Environmental Management		Florida Power and Light
Community Services Division		Fuel Distributors
Management Services Division		TCI Cable
Purchasing		NAS Boca Chica
Office of Management and Budget		Social Services
Airport Management		County Attorney
Ocean Reef Public Safety		School District
Mosquito Control		Federal Emergency Management Agency
City Of Key West		Military Branches
City of Key Colony Beach		US Customs
Department of Professional Regulations		US Coast Guard
City of Layton		Florida Keys National Marine Sanctuary
Village of Islamorada		The American Red Cross
RACES Operators		Florida Department of Forestry
Florida Division of Emergency Management		Florida Department of Transportation
Florida Department of Law Enforcement		

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Attachment 2
RECOVERY PHASE LEVELS

A. IMMEDIATE RECOVERY (HUMANITARIAN RELIEF)

- Search and Rescue
- Emergency Medical Care
- Safety-Security-Traffic Control
- Initial Impact Assessment
- Implement Legal and Financial Procedures
- Emergency Debris Clearance
- Transportation
- Sheltering and Mass Care
- Public Information/Education
- Response Coordination with Municipalities
- Mutual Aid Response
- Volunteer Resource Response
- Emergency Communications
- Temporary Building and Rebuilding Moratoriums
- Enactment of Special Ordinances

B. INTERMEDIATE RECOVERY (RESTORATION)

- Reentry
- Detailed Community Damage Assessment
- Debris Clearance and Removal
- Federal Assistance Programs (Individual/Public)
- Resource Distribution
- Restoration of Essential Services
- Relief Services
- Temporary Repairs to Damaged Facilities
- Restoration of Public Health Services

C. LONG TERM RECOVERY (RECONSTRUCTION)

- Environmental Management
- Evaluation of Development Regulations
- Evaluation of Construction Designs
- Evaluation of Infrastructure Designs and Standards
- Permanent Repair and Reconstruction of Damaged Facilities
- Complete Restoration of Services
- Debris Disposal
- Economic and Community Redevelopment
- Hazard Mitigation

* Risk Assessment/Review

* Acquisition/Relocation of Damaged Property

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CEMP

**Annex V - Continuity of
Operations (COOP)**



Monroe County, Florida

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Comprehensive Emergency Management Plan**Annex****V. Continuity of Operations (COOP)****V. CONTINUITY OF OPERATIONS PLAN (COOP)****A. OVERVIEW**

Monroe County requires each division/department to develop a COOP to ensure the continued performance of minimum essential functions during a wide range of potential emergencies or a situation that might disrupt normal operations. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, inoperable communications, and vital records/databases. Each Division/department will make an independent determination of their mission-essential functions and will prepare the documents and procedures applicable to their COOP based on their unique organization operations and functions.

B. DEVELOPMENT OF DIVISION/DEPARTMENT COOP

Monroe County Division/Departments are directed to develop and maintain a division/department COOP and program that:

- Is compatible with this CEMP
- Ensures the division/department is prepared to respond to emergencies, recover from them, and mitigate against their impacts
- Assures that the division/department is prepared to provide its critical services in an environment that is threatened, diminished, or incapacitated
- Ensures the safety and welfare of all employees both during and after an emergency situation
- Provides a means of information coordination to ensure uninterrupted communications to and from elected officials, division/department management, critical customers, employees and citizens
- Provides timely direction, control and coordination of division/department critical functions before, during and after an event
- Provides a mechanism for the prompt notification of all division/department personnel during an emergency situation
- Establishes time-phased implementation procedures to ensure operational capability within 12 hours of activation, and continued performance of mission essential functions for up to 30 days
- Identifies alternate facilities and outlines procedures for relocation
- Identifies vital records and outlines procedures for protection and reconstitution
- Facilitates the return of division/department critical functions to normal operating conditions as soon as practical based on circumstances and the threat environment
- Coordinates with the County's Information Technology department to reconstitute, as rapidly as possible, IT systems that are adversely affected due to an emergency or disaster.

Sensitive information (such as special County/division/department vulnerabilities, personnel information, etc.) will be available only to the applicable Division/Department Head, the County Administrator, and Emergency Management Department. Such information will not be otherwise disseminated without approval of the County Administrator or other office having responsibility for the collection and protection of this information.

A division/department COOP is activated anytime an emergency event impacts the division/department and/or a division/department's facility is declared unusable for normal operation.

C. DELINEATION OF MISSION-ESSENTIAL FUNCTIONS

Mission-essential functions are those actions required by law or statute that must be provided regardless of the mission-limiting event. For purposes of this COOP, mission-essential functions are those critical activities of the County that cannot withstand a 30-day hiatus. Neither all division/departments nor all functions within a division/department are necessarily mission-essential under this definition; however each division/department will create their list of prioritized, mission-essential functions that will be provided to the County Administrator for review and incorporation into this plan.

D. COUNTY PERSONNEL

Personnel in affected buildings will report to pre-designated off-site locations for personnel accountability.

Essential staff personnel report to appropriate pre-determined location(s) to recover mission-essential functions in accordance with their Division/Department COOP.

- During COOP contingencies the County Administrator will determine the hours of work for essential staff.

Personnel not directly involved in response, recovery, and mission essential functions fall under two broad categories:

- (a) Standby Personnel. Personnel who will be directed to remain at home in standby status (at current rate of pay and benefits) until provisions are made for their return to work.
- (b) Disaster Assistance Personnel: Those who are identified as having special skills that can be used in support of response, recovery, and other functions in accordance with their skills.

E. COOP ACTIVATIONS

Emergencies, or specific threats of emergencies, may affect the ability of Monroe County Government to perform mission-essential function from any or all County facilities. Such emergencies fall into two general categories:

- Single County government facility closed to normal business activities as a result of an event or credible threat of an event that precludes access to or use of that facility, or;
- A geographical area closed to normal activities as a result of a widespread utility failure, natural disaster, hazardous material event, civil disturbance, or terrorist attack. If one or more facilities are located within this affected geographic area, activation of the COOP may be required.

The decision to activate the COOP will be made based on the nature and severity of the incident or threat. Short duration events such as building evacuations may not require activation of the COOP.

In an event so severe that normal County government operations are interrupted or, if such an event appears imminent which requires evacuation and reconstitution at an alternate facility or facilities, the COOP will be activated at the discretion of the County Administrator who will immediately inform the County Commission and Emergency Management Director.

The Emergency Management Director will notify the State Warning Point, the EOC staff, all allied county agencies, and municipalities.

Division/Department Heads will notify their personnel.

Designated staff will gather at the Emergency Operations Center (EOC) or pre-designated location. The County Administrator will direct and ensure that mission-essential functions of the closed facility are maintained and capable of being performed until normal operations are re-established.

The County Administrator, supported by the Emergency Management Director and the COOP Coordinator, will ensure proper direction and support is provided to implement the COOP and other emergency actions required to ensure degraded mission-essential functions are identified within 2 hours, restored within 12 hours, and continued, as necessary, for up to 30 days.

All staff necessary to perform mission-essential functions will need to be contacted and advised to report to the primary facility, an alternate facility, a predetermined secure location, or other location.

As incidents may occur with or without warning, during or outside of normal working hours, the County Administrator and Division/Department Heads must be ready to implement the COOP under a full range of possibilities.

Should the County or individual division/department receive a warning prior to the event then full execution of the COOP with a complete and orderly alert, notification, and deployment of the assets should occur.

The ability to execute the COOP following an event without warning will depend on the nature and severity of the event, the number of survivors, the effects on available personnel, equipment loss, and the infrastructure and resources remaining.

Accurate personnel accountability throughout a COOP event is paramount, especially if the incident occurs without warning and during normal working hours. Individual building evacuation plans must provide for complete accountability of staff and authorized visitors.

F. TRANSITION TO ALTERNATE SITES

When a non-emergency transition to alternate operations is possible, Division/Department Heads will cease operations at the primary facility when operations are capable of being performed at the alternate location.

Readiness to conduct mission-essential functions at an alternate location will be transmitted to the EOC who will, in turn, notify appropriate officials (Mayor, County Administrator, County Commission, State Warning Point, allied agencies, etc.) of the alternate location and contact information.

Media releases will be prepared in order to notify County employees, the public, County customers and vendors of the alternate location and extent of capability to conduct mission-essential functions and which

non-mission-essential functions have been curtailed for the immediate and foreseeable future.

Following notification that a relocation of any County government function has been ordered or is in progress, the EOC staff, Director of Technical Services, Communication and the Director of Public Works will take necessary action to implement site-support at the alternate location.

G. COOP TERMINATION

Division/Department Heads will report their status to the EOC on a set schedule to allow development of a time line for reconstitution and termination of the COOP. Appropriate plans and schedules will be developed by each division/department that will allow an orderly return to normal operations. The County Administrator will approve all plans and schedules for implementation.

CEMP

**Annex VI -
Mass Migration Plan**



Monroe County, Florida

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Comprehensive Emergency Management Plan**Annex****VI. Mass Migration Plan****VI. MASS MIGRATION PLAN****A. OVERVIEW**

The control of immigration into the United States is the responsibility of the United States Department of Homeland Security (DHS). The Department of Homeland Security has created the “Operation Vigilant Sentry” plan to react to any large movement of migrants towards U.S. shores from the South. The plan, developed, maintained and implemented by the Homeland Security Task Force South East, synchronizes response from Local, State, and Federal Officials.

Monroe County must be prepared to respond to local reactions resulting from political changes in Caribbean Government. A change in any Caribbean Government particularly that of Cuba has the potential of creating multiple disruptions within Monroe County. Monroe County seeks to protect the rights and safety of residents who wish to respond openly, while also ensuring the normal conduct of commerce, delivery of county services, and daily life in Monroe County.

The Monroe County Emergency Management Department has developed a plan with assistance of various agency representatives including the Monroe County Department of Health, Monroe County Sheriff’s Office, hospitals and Municipalities.

In short, this plan is in place to help mitigate mass migration and control it until it returns to “Normal” levels. This plan is on file with the Monroe County Emergency Management Department.

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CEMP

**Annex VII
Re-Entry Plan**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

VII. Re-Entry Plan

SECTIONS

I. INTRODUCTION

- A. Purpose
- B. Objective
- C. Situation
- D. Preparedness
- E. Response
- F. Recovery
- G. Process

II. STAGING AREA

- A. Staging Area For Essential Personnel
- B. Essential Personnel In Marked Official Vehicles
- C. Staging Procedure For Trucks And Other Delivery Vehicles
- D. Provisions For Essential Personnel (Once Back In The County)
- E. Re-Entry for Returning Residents
- F. Staging Area for Returning Residents
- G. Telephone Number For Re-Entry Information

III. RESPONSIBILITIES

- A. Division/Department Responsibilities

IV. ATTACHMENTS

- A. Re-Entry Plan Emergency Phone Contacts.
- B. Monroe County Sheriff's Office.
- C. Memorandum.

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490 63RD Street
Ocean Suite 150
Marathon FL. 33050

Bus: (305) 289-6018
Fax: (305) 289-6333

EMERGENCY MANAGEMENT DEPARTMENT

MISSION STATEMENT

Protecting lives and property through effective partnerships, planning and response to mitigate the impact of natural, technological and human-related emergencies.

The Monroe County Emergency Management Department (MCEMD) is the lead department for coordination of comprehensive emergency preparedness, training, response, recovery and mitigation services in order to save lives, protect Monroe County's economic base and reduce the impact of emergencies. MCEM is a department within the Emergency Services Division and is authorized by Florida Statute 252: Emergency Management.

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I. INTRODUCTION

The Monroe County Emergency Management Department Re-entry Plan is an operations-oriented plan, and addresses issues involved in the coordination of post-disaster county re-entry of designated essential personnel. The Re-entry Plan describes the basic strategies, assumptions and mechanisms by which the appropriate agencies will mobilize resources and conduct activities within response and recovery operations. This plan is produced in such manner as to remain consistent with the Monroe County Sheriff's Office Re-entry Plan. This plan also addresses the re-entry protocol for returning residents (page 10).

A. PURPOSE

To provide the policies and procedures necessary to protect the lives and ensure a safe re-entry for the citizens of Monroe County after an emergency event.

To establish a procedure for Monroe County Essential Personnel re-entry immediately after an emergency event.

B. OBJECTIVE

PUBLIC SAFETY is Emergency Management's primary concern. It is imperative that we ensure safe conditions for the return of all of our citizens.

This plan is established for personnel who would be called upon to return into the county immediately after an emergency event (within 24 hours).

This special group is comprised of various organizations employees, whom are considered "essential" in their line of work. Their sole purpose is to begin immediate restoration to the county, and/or provide essential services.

C. SITUATION

Potential man-made and natural disasters that may occur in Monroe County include:

- Hurricanes
- Floods
- Tornadoes
- Civil Disorders
- Terrorism
- Radiological Incidents
- Hazardous Materials Incidents
- Other

A disaster condition may result from any emergency or significant event causing wide spread damage.

A disaster event which calls for a "mandatory evacuation" of all citizens and visitors.

A disaster event which may result in:

- Power failure
- Roads damage
- Bridges damage
- Structures damage (possible total destruction)
- Water shortage
- Provisions shortage

- Medical assistance shortage
- Medical supplies shortage
- Mass casualties
- Spread of infection/disease
- Other

D. PREPAREDNESS

Preparedness involves those activities, procedures, and actions that governments, organizations, and individuals have developed to protect and save lives and to minimize damage. Preparedness is an “insurance policy” against emergencies since we cannot mitigate against every disaster. It is undertaken because mitigation activities cannot keep an emergency from occurring. Preparedness activities include planning, training and exercising to ensure that the most effective and efficient response efforts minimize damages and the loss of life.

E. RESPONSE

Response is the first phase that occurs after the onset of a disaster. It includes activities that reduce the probability or extent of injuries or damage such as search and rescue, sheltering, medical care, etc.

F. RECOVERY

Recovery activities continue beyond the emergency period immediately following a disaster. Their purpose is to return all systems to normal and/or “near” normal conditions. They can be broken down into short-term and long-term activities.

- a. Short-term activities attempt to return vital human systems to minimum operating standards. Examples may include crisis counseling to help victims of catastrophic loss and debris removal operations.
- b. Long-term activities stabilize all systems. These include such functions as debris removal, reconstruction of infrastructure, redevelopment loans, legal assistance, hazard mitigation planning, etc. Long-term activities can last for years after a disaster.

Essential Personnel Activities are part of a Short-term recovery. This particular assignment will enable the short-term process to continue and once the essential tasks are completed, long-term process to begin.

G. PROCESS

The Emergency Management Department created special badges and car signs, which will be distributed to all essential employees.

- Badges range from # 001 to # 1900. Car signs will not be numbered. Each organization has a Point of Contact (POC) who will be responsible for the distribution of badges and signs.

Emergency Management Department will maintain a computerized list, which will include the POC’s name, address and all relevant phone and pager numbers. The list will include the total number of badges and car signs given to a particular organization and the number sequence (see sample below).

ABC Department
Mr. John Smith
123 Any Street
Anywhere, USA 01234
Ph# 555-1234
Pager # 123-4567
Badge #s: 010 – 035 / Car Signs 15 total

II. STAGING AREA

A. STAGING AREA FOR ESSENTIAL PERSONNEL

The Emergency Management Department, in conjunction with the Monroe County Sheriff's Office, City of Homestead, and Florida City has selected several sites in the vicinity of Homestead and Florida City, as the staging areas for essential personnel.

Returning personnel (those utilizing private or unmarked official vehicles), who will be traveling on the Florida Turnpike, will be directed by Law Enforcement Officers to get off at the designated exit, and proceed to appropriate staging area (signs will be posted along all routes, and Law Enforcement Officers will be directing traffic).

Personnel traveling on US 1 or any other road will be directed to proceed to the same location via appropriate roadways. All vehicles utilized by essential personnel must display the car sign on the vehicle dashboard. Signs must be in clear view so those Law Enforcement Officers may direct them to the appropriate staging location. Additionally, green badges assigned to the individuals must be attached to their clothing in a clearly visible manner.

Any individual riding in a vehicle displaying the designated sign that does not have the assigned badge WILL NOT BE ALLOWED back into the county (i.e. car has a sign on the dashboard and has 4 passengers. Only 3 passengers have a badge. The vehicle will not be allowed to enter, or the individual without the badge will have to exit the vehicle, and stay behind). THERE WILL BE NO EXCEPTIONS TO THIS RULE.

Once at the staging location, personnel will await for their departure back to Monroe County. The Monroe County Sheriff's Office Deputies will be providing information relevant to the return, and will be responsible for escorting cars back in groups, and at designated time intervals.

Once back in the county, the essential personnel will proceed to their job locations.

B. ESSENTIAL PERSONNEL IN MARKED OFFICIAL VEHICLES

Essential personnel returning back into the county in marked official vehicles, and traveling on the Florida Turnpike will exit the turnpike in Florida City (Exit 1), and once past the law enforcement checkpoint, proceed to re-enter the county.

In the event of traffic overflow at the entrance into the county, vehicles will be directed to pre-designated staging areas in Florida City.

Note: The Sheriff's Office may use the pre-designated staging areas for any traffic overflow.

C. STAGING PROCEDURE FOR TRUCKS AND OTHER DELIVERY VEHICLES

Large trucks will be directed to the south end of the railroad right-of-way, where DOT law enforcement will weigh the truck and determine the type of cargo carried. Weighing of the trucks is necessary due to weight constraints on certain bridges connecting Overseas Highway. The trucks will be prioritized based on type of cargo most critical to recovery efforts.

D. PROVISIONS FOR ESSENTIAL PERSONNEL (ONCE BACK IN THE COUNTY)

Food, water, shower accessibility, and lodging if necessary will be provided for responding personnel by the Emergency Operations Center.

- The assigned 800 # will be THE number to call for directives regarding the above mentioned issues.

E. RE-ENTRY FOR RETURNING RESIDENTS

It is important for all residents to obtain their “resident re-entry vehicle decal” in order to be allowed back into the county after an emergency event.

There are three (3) types of decals:

- Yellow – Upper Keys residents
- Blue – Middle Keys residents
- Red – Lower Keys residents

Decals may be obtained at any DMV or Monroe County Sheriff’s Office sub-station locations. In order to obtain the vehicle re-entry decal, proof of residency is required (deed, utility bill, driver’s license, etc.).

F. STAGING AREA FOR RETURNING RESIDENTS

The Homestead Racetrack has been designated as the staging area for returning residents. All vehicles traveling on the Florida Turnpike will be directed, by the Law Enforcement, to that site by exiting at Exit 6 and will be staged according to their re-entry decal (yellow, blue, red). It is recommended that all residents call the Monroe County Emergency Information Hotline at 800 955-5504 for the county readiness to accept them back.

If the roads are clear of debris and it is determined that it is safe to travel on US 1, all vehicles will be allowed in without having to be pre-staged at the racetrack. However, if the roads are not clear, or parts of US1 are flooded, no one will be allowed back in. It is not advisable to head back without calling the information hotline, as the staging area provides minimal services/comfort. The American Red Cross will provide water, and there will be portal-potties available, but, other than that, no other services will be provided.

Returning vehicles will be able to return based on their residential conditions – i.e., if the Upper Keys are not affected and it is deemed for all to come back, anyone displaying the designated Upper Keys vehicle decal (yellow), will be directed, by the Law Enforcement, to re-enter. Others (blue and red decals) may be held back until those areas are clear for re-entry. The Law Enforcement personnel at those locations (Exit 6, Homestead Racetrack, Florida City and Homestead) will be in close communications with the County Operations Center Incident Command and ESF 13 at the EOC to ensure an orderly and safe return of all is coordinated properly.

G. TELEPHONE NUMBER FOR RE-ENTRY INFORMATION

An 800 number will be given to all responding personnel. That number is to be called PRIOR to personnel departure for Monroe County.

Personnel will be given instructions relative to the reporting time, place, etc. This is also the number to be used once back in the county, for provision information.

It is imperative that this number will NOT be given out to anyone other than the responding individual. That individual is NOT to give this number to anyone else, including family members. FAMILY MEMBERS OR NON-DESIGNATED PERSONS WILL NOT BE GIVEN ANY INFORMATION REGARDING COUNTY, RE-ENTRY OR RESPONDING PERSONNEL STATUS.

- Relatives and friends may obtain information relative to Monroe County situation by calling the Emergency Information line (800-955-5504) or the State Information Line (800-342-3557).

III. RESPONSIBILITIES

A. DIVISION/DEPARTMENT RESPONSIBILITIES

1. Monroe County Emergency Management

- Identification of Monroe County essential personnel.
- Distribution list maintenance.
- Badges and car signs distribution to the appropriate Point of Contacts.

2. Monroe County Sheriff's Office

- Traffic control for returning personnel and citizens.
- Staging of personnel at the designated sites.
- Vehicle escort from the staging area to the last checkpoint (county line).
- Vehicles access back into the county.

Note: See Attachment B– Monroe County Sheriff's Office Re-entry Plan.

3. Point of Contact

- Provision of total number of essential personnel to the MCEM.
- Distribution of badges and car signs to their personnel.
- Notification of changes in their personnel totals (need of additional or the return of extra badges and/or car signs) to the MCEM.
- Collection of badges and car signs, and maintenance of same after the event.

IV. ATTACHMENTS

1. RE-ENTRY PLAN EMERGENCY PHONE CONTACTS
2. MEMORANDUM
3. MONROE COUNTY SHERIFF'S OFFICE
4. VISITOR RE-ENTRY

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Attachment 1**RE-ENTRY PLAN EMERGENCY PHONE CONTACTS**

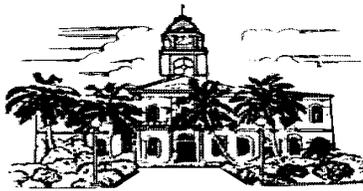
Emergency Information Line	(800) 427-8340 (800) 955-5504
Monroe County Emergency Management	(305) 289-6018

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Attachment 2

MEMORANDUM

490 63RD Street
Ocean Suite 150
Marathon FL. 33050
Bus: (305) 289-6018
Fax: (305) 289-6333

**BOARD OF COUNTY COMMISSIONERS**

Mayor David Rice, District 4
Mayor Pro Tem Craig Cates, District 1
Michelle Coldiron, District 2
Vacant, District 3
Holly Raschein, District 5

MEMORANDUM

DATE:

TO:

FROM: Shannon Davis Weiner, Director
Emergency Management

SUBJECT: Re-Entry 800 Telephone Line

Dear

Please inform your personnel to call prior to their departure for staging area. This number is for their use only, and is NOT to be given out to relatives, friends, etc. Anyone utilizing this number to obtain information relevant to the county status, citizens re-entry, etc., will not receive a satisfactory response, as this is a designated emergency number. Family members may obtain the latest and up-to date information by calling the Monroe County Emergency Information Hotline 1-800-955-5504.

Thank you for your cooperation, and I am looking forward to working with you.

Attachment 3

MONROE COUNTY SHERIFF'S OFFICE



RE-ENTRY PLAN

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June, 2001-Version 1
Reformatted September 2006

Introduction

One of the lessons learned from Hurricane Georges in 1998 was the need for not only an evacuation plan, but also a re-entry plan for traffic returning to Monroe County after the storm. The main traffic artery for Monroe County, U.S.1, had to be evaluated to ascertain structural integrity, and several devastated neighborhoods were cordoned off for damage evaluation and prevention of looting. The importance of this was emphasized again after Hurricane Irma in 2017.

A traffic control point was established in Florida City at the north end of the 18 Mile Stretch, but this proved to be untenable. The roadblock bottlenecked traffic so that essential goods and services needed to begin recovery efforts were delayed. The traffic situation also proved frustrating to the citizens of Monroe County, who were understandably anxious to return to their property.

I. PURPOSE

The Purpose of this plan is to identify available resources, articulate the deployment and staging of personnel, provide an effective screening process for vehicles re-entering Monroe County, and establish an orderly flow of traffic once an “all-clear” is given.

II. DISCUSSION

A. PRE-HURRICANE

This plan will be activated when an evacuation of Monroe County is ordered. Personnel assigned to the re-entry detail will report to their designated supervisors for instructions on necessary preparations.

Re-entry personnel will be tasked with the transport of critical equipment to a “safe” area, which will be determined in conjunction with Emergency Management personnel. Equipment storage will be coordinated with a law enforcement agency with which MCSO has a Mutual Aid Agreement. (MCSO has agreements with the City of Homestead, Florida City, and all Sheriff’s Offices in the State of Florida.) Re-entry personnel may also be tasked with assisting in the evacuation, specifically traffic control duties as requested by the Florida City Police Department.

B. PRE-HURRICANE STAGING

Personnel will be notified on when and where they will stage prior to storm landfall. The staging areas will be in secure facilities or out of the probable hurricane area of impact, depending on the intensity of the storm. Personnel will remain in their staging area during the storm and be deployed to their assignment as soon as conditions are deemed safe. Several out-of-county staging areas have been identified:

- a. Florida City Police Department (FCPD).
- b. Florida Highway Patrol(FHP)Snapper Creek Station (Turnpike, approximately 16 miles north of Fl. City).

Other sites may be used as needs dictate.

C. POST STORM DEPLOYMENT

The on-site commander will coordinate with officials at the Monroe County Emergency Operations Center (EOC) to determine if the re-entry plan should be activated. It is assumed that except for a minimal storm, activation of the plan will occur.

The decision on when to deploy will be at the discretion of the on-site commander. MCSO policy states that personnel will not be deployed if wind speeds are 40 MPH or over. Even if winds abate below that speed, care should be taken as “feeder bands” may still impact the area at intermittent times. It should be realized that some civilian vehicles may venture out during unsafe conditions and proceed southbound on US 1 from the mainland prior to the establishment of a roadblock.

Personnel will leave the pre-hurricane staging area and proceed, in convoy fashion, to their assigned post in the Homestead/Florida City area.

D. COMMUNICATIONS

It is assumed that the standard communications infrastructure may be impacted negatively by the storm. The personnel assigned to the Florida City checkpoint area and the surrounding traffic control points will be issued a compact FM band handheld radio which will allow communications in the re-entry area. The on-site Command Post will have a satellite telephone to ensure communications with the Emergency Operations Center.

These communications devices will ensure failsafe communications abilities and are integral to the success of the re-entry effort.

III. TRAFFIC CONTROL POINTS

The present traffic flow plan promulgated by the Florida Department of Transportation (FDOT) calls for all southbound Turnpike traffic to be diverted onto Campbell Drive at Turnpike Exit #2. All Monroe County traffic will be directed westbound on Campbell Drive, then southbound on US 1 to Davis Parkway in Florida City. (Marked emergency vehicles will be diverted southbound on the turnpike) Traffic will then be channeled west on Davis Parkway to the checkpoint area. Any traffic attempting to circumvent the detour area by going southbound on Krome Ave. or US 1 will be routed into the checkpoint area at the Davis Parkway intersections.

Some traffic can be diverted southbound on the Turnpike to Palm Ave. in Florida City should conditions warrant. The traffic will then flow west on Palm Ave. to a secondary staging area at the Fl. Keys Mall.

In addition, a hard checkpoint will be maintained on US 1 at the beginning of the 18 mile stretch. Monroe Sheriff’s Office personnel may be deployed to supplement other law enforcement agencies at the traffic control points. The Florida Highway Patrol (FHP) and the Homestead and Florida City Police Departments have committed personnel for the traffic control points.

IV. CHECKPOINT

Florida City has committed the use of several city-owned properties to be used as a checkpoint area for vehicles re-entering Monroe County.

The areas are as follows:

- a. Vacant land located on the southwest corner of Krome Avenue and Davis Parkway
- b. A trailer park located on the northwest corner of Krome and Davis Parkway.

- c. A former railroad right-of-way adjacent to the aforementioned, extending north from Palm Dr. for approximately ¼ mile.
- d. The parking lot of the Fl. Keys Discount Mall, Palm Ave., just east of US 1 (Capacity +/- 1,200 vehicles).

B. HURRICANE RE-ENTRY

1. Monroe County has issued color-coded hurricane re-entry decal for resident's vehicles denoting the area of the county in which they reside.
2. The color code is as follows:
 - White-Key West City
 - Orange-Lower Keys
 - Blue-Middle Keys
 - Yellow-Upper Keys
3. Monroe County Emergency Management has also issued a type of re-entry identification. A green placard indicates a County Essential Personnel.
 - All vehicles, except for emergency vehicles, will be routed to the checkpoint area and directed to a zone designated for the applicable color coded re-entry decal.
 - Persons possessing Monroe Emergency Management identification placards will be directed southbound at the checkpoint.
 - In the event that US 1 and Card Sound Road are physically impassable, emergency vehicles and those possessing ID placards will be directed to a separate staging area to facilitate immediate re-entry when able.
4. A secondary checkpoint area at the 'Outlets' of Florida City can be activated should the need exist. Certain traffic, as determined by on-site personnel, can be directed to that site for staging.
5. Persons claiming Monroe County residency but not in possession of a re-entry decal will need to produce some proof of residency and will then be directed to the applicable staging area.
6. Large trucks will be directed to the south end of the railroad right-of-way where FDOT law enforcement will weigh the truck and determine the type of cargo carried. Weighing of the trucks is necessary due to weight constraints on certain bridges on the Overseas Highway. The trucks will be prioritized on type of cargo most critical to recovery efforts.
7. No southbound traffic will be permitted from the checkpoint area unless authorized, or until an "all clear" is given from the Monroe County EOC. Vehicles will be permitted to leave the checkpoint area and proceed northbound out of the checkpoint area if conditions permit.
8. If only certain areas of Monroe County have been cleared, a determination will be made as to which, if any, vehicles will be permitted entry.
9. The fact that ingress to Monroe County is closed will be conveyed to everyone entering the checkpoint area to discourage large numbers of vehicles congregating in the area. Efforts will be made to convey all known information, particularly any information pertaining to the estimated length of the highway closure.

V. LOGISTICS

During the initial stages of the re-entry, it will be incumbent upon MCSO command personnel to locate shift relief for the personnel assigned to the traffic control points and the staging area. This will be determined by the in-county law enforcement needs of the MCSO and by which agencies covered by an MOU are able to provide personnel.

Blanket Purchase Orders (BPO's) have been instituted with several large retailers in Florida City. Supplies and refreshments for personnel will be acquired as deemed necessary by on-site command staff. These retailers have sites outside Florida City so supplies can still be acquired in the event that the stores have been closed due to the storm. Gasoline credit cards will be obtained from MCSO Finance.

VI. SUMMARY

1. The two (2) keys aspects to the successful implementation of the hurricane re-entry plan are:
 - a. Having physical asset and personnel needs identified and having those resources available for deployment.
 - b. Responding to changing conditions and shifting priorities.
2. The critical variables to which we will be responding are:
 - a. Storm track and intensity
 - An intense storm that affects a large swath of South Florida will siphon off many of the resources on which our plan depends. Agencies that may have committed resources will be dealing with responsibilities in their own jurisdictions. Our ability to draw resources from outside the hurricane's impact area should mitigate this factor, but the MCSO may have to bear the burden of any re-entry effort until the other resources can be identified and deployed. The checkpoint area itself may be unusable for some time should the storm severely impact South Miami-Dade County as did Hurricane Andrew.
3. Number and timing of vehicles re-entering Monroe County.
 - a. The population of Monroe County is approximately 76,000, with 82,882 registered vehicles. The number of people evacuating Monroe County will be predicated upon the storm's track and intensity. Estimates of 45,000 returning civilian vehicles have been used in drafting this plan. An undetermined number of emergency vehicles and cargo carriers will add to traffic flow and checkpoint issues.
 - b. A massive influx of returning Monroe County citizens during a short time span may overwhelm the capacity of the checkpoint and staging area. This will be exacerbated if the road closing is of an unknown duration and citizens elect to remain in the Homestead/Florida City area to await re-entry.
4. Duration of road closure
 - This plan was formulated on an 18 to 24 hour infrastructure damage assessment by Monroe Emergency Management. A more protracted road closure will entail major revisions and additional resources.
5. This plan does not attempt to be all encompassing, nor is it meant to be construed as inviolable policy. The re-entry situation will be very fluid and calls for dynamic decision making on the part of all the personnel involved. Circumstances may render parts of this plan unworkable, and the on-site personnel must evaluate the situation and react accordingly.
 - a. It must be recognized that any post-hurricane re-entry includes a certain amount of delay, discomfort, and confusion, ranging over a wide spectrum of scenarios determined by the storm's strength, track, and magnitude.
 - b. The Monroe County Sheriff's Office recognizes the needs of its constituents and will make all efforts to minimize the disruptions caused by a hurricane impact.

Attachment 4

Visitors Re-Entry Plan

POST-TROPICAL CYCLONE PROCEDURES



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

Visitors Re-Entry Plan
POST-TROPICAL CYCLONE PROCEDURES

SECTIONS

- A. INTRODUCTION
- B. PURPOSE
- C. EXECUTIVE SUMMARY
- D. ASSUMPTIONS
- E. RISK ANALYSIS
- F. CONCEPT OF OPERATIONS
- G. VISITOR RE_ENTRY
- H. ROLES AND RESPONSIBILITIES
- I. ALERT AND NOTIFICATION
- J. FACILITY READINESS CHECK LIST
- K. DESTINATION (DISTRICT) READINESS CHECK LIST

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A. INTRODUCTION

This Monroe County Emergency Management Guide is an all-hazards operations oriented plan, and addresses issues involved in the safe and timely return of tourists into the County after an emergency event. It deals with communications protocol to determine the ability of tourist entities readiness to receive their clientele.

This document is produced in such manner as to remain consistent with the concept of emergency management as defined by the Monroe County and State of Florida Comprehensive Emergency Management Plans.

B. PURPOSE

Reduce the vulnerability of people to loss of life, injury, or damage to the hotel, motel, or any other transient lodging facility, while endeavoring to re-activate commerce to the Florida Keys as soon as possible following a visitor evacuation due to a hurricane threat or impact.

C. EXECUTIVE SUMMARY

The Emergency guide is an operational document designed to establish the communication framework to foster the successful return of tourism flow to the Florida Keys following a hurricane threat and/or impact. This document has been created following several meetings with representatives of Emergency Management, Law Enforcement, elected officials, Chamber of Commerce, Lodging Association and the Monroe County Tourist Development Council.

D. ASSUMPTIONS

An emergency or disaster may occur with little or no warning, and may escalate far more rapidly than anticipated. Effective internal and external communications will allow for the appropriate actions to be implemented in a timely and efficient manner.

E. RISK ANALYSIS – HURRICANES/TROPICAL STORMS AND SEVERE WEATHER

Monroe County has been named by the National Hurricane Center as one of Florida's most vulnerable counties to effects from tropical cyclones. Severe weather can be often localized to a specific area due to the geographical makeup of the Florida Keys.

Due to this fact and the unpredictability of the severe weather (i.e., storm's intensity escalation, etc.), policy to evacuate tourists, day-visitors and high profiles vehicles out of the county, for any category storm, have been established. This policy enables the provision of safety to all visiting population and to lessen the impact on residents if they are required to evacuate.

F. CONCEPT OF OPERATIONS

The three basic scenarios for planning of visitors return:

a. A hurricane or tropical storm misses or brushes the Keys

It is most evident the infrastructure will be all or mostly restored within 0 to 48 hours. With this scenario, it is crucial to be able to communicate a date for return of visitors as soon as possible and in conjunction with a directive for the return of residents, if they were evacuated.

Infrastructure includes power, water, roads, airports, marinas, availability of medical facilities, law enforcement, gasoline, food stores as well as the ability for tourism-based businesses to effectively service Keys visitors.

b. Hurricane significantly impacts one or more regions of the Keys and it is evident the area will require several days to several weeks for enough recovery to appropriately support tourism

- In this scenario, it is important to be able to quickly communicate a timeframe as to which regions of the Keys might be ready to accommodate visitors following the completion of appropriate damage assessments are completed.

c. Hurricane leaves major damage or devastation in one or more regions of the Keys and it is evident the area will require months or much longer of recovery to appropriately support visitor commerce.

- In this scenario, it is important to be able to communicate which areas of the Keys might be ready to receive visitors after damage assessments are complete. For those areas that require serious recovery efforts, it would be appropriate to be able to communicate an estimated date for return of visitors, after a recovery timeframe is established. Depending on the progress of the recovery, that visitor return timeline might be advanced or delayed. Continuous updating of region(s') re-opening timeframe to the public and travel markets should be a priority.
- In all scenarios, clear and frequent communications is paramount. Equally imperative is a need to be sensitive to the goals of recovery from all perspectives.

G. VISITORS' RE-ENTRY PROTOCOL

It is the intent of the Monroe County Sheriff's Office to re-open roadway access the County as soon as possible after an emergency event. That decision is based on the damage assessment reports received by the Monroe County Emergency Management and the Monroe County Sheriff's Office from the field damage assessment teams.

The main elements of this report are the determination of the road clearance, debris not obstructing U.S. 1 and bridges, live wires removed from public right away and the restoration of utilities (electricity, water and communication systems).

This information will be related to the Monroe County TDC liaison. The TDC will gather information from Monroe County Chamber of Commerce, accommodations associations and other resources regarding the state of tourism facilities and relay the facilities' readiness and timeframe to accept visitors to the Sheriff's Office and Emergency Management.

H. ROLES AND RESPONSIBILITIES

1. Monroe County Sheriff's Office

Damage assessment (in conjunction with Emergency Management, Public Works, Municipalities and FDOT). Initiations of re-entry and traffic control

2. Monroe County Emergency Management

Gathering of all damage assessment reports and close coordination with the Sheriff's Office and the TDC Liaison in the initiation of tourists' return. Emergency Management will coordinate with the County and municipal officials to determine final decisions regarding the return of visitors.

Following hurricane events, that significantly impact all, or portions, of the Keys, a dedicated conference call to discuss return of visitors should be scheduled. This call would be conducted following the countywide conference call addressing emergency needs of the County residents.

It should be noted that there is high likelihood that one region of the Keys may be ready to service visitors prior to another. In that case, County and municipal officials will need to collaborate and be certain that the return of visitors does not impact negatively on recovery efforts.

3. Tourism/Business Organizations (including Chambers of Commerce, Lodging Associations and other visitor-based entities.

Gather data on the status of visitor facilities and transmit information to the TDC Liaison to help determine the readiness of the Keys tourism industry they serve.

4. TDC Liaison

Maintain communication with all tourism entities, Monroe County Sheriff's Office and Monroe County Emergency Management

I. NOTIFICATION

Once the County was determined to be safe for visitor's return, the TDC Liaison will make the appropriate notification to the tourism entities, local municipalities, as well as to the local and mainstream media.

J. FACILITY READINESS CHECKLIST

- structurally sound
- fire inspection
- electricity restored
- water restored
- phone service restored
- adequate staffing
- amenities restored

K. DESTINATION (DISTRICT) READINESS CHECKLIST

- ___ lodging facilities are open to service visitors
- ___ most basic infrastructure (electricity, phone, etc.) restored
- ___ transportation (ie: roads, airports and cruise port) restored
- ___ Law Enforcement is operational
- ___ medical facilities (including EMS) up and running
- ___ adequate fuel supplies for auto, aviation and marine use
- ___ most attractions (including parks and Sanctuaries) in operation
- ___ restaurants, groceries and retail shops operational
- ___ Chamber office/visitor center operational (office or remote)
- ___ TDC visitor assistance hotline operational

CEMP

**Annex VIII -
Emergency Management Plans
& Procedures Manuals**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

**VIII. Emergency Management Plans & Procedures
Manuals****VIII. EMERGENCY MANAGEMENT PLANS AND PROCEDURES MANUALS****A. MONROE COUNTY PLANS AND PROCEDURES** (Supplements the CEMP for specific and unique situations.)1. Tropical Cyclones/Hurricanes

- State of Florida Coordinated Hurricane Protective Action Plan
- Monroe County Hurricane Evacuation, Shelter, and Refuge of Last Resort Plan
- Monroe County Medevac SOPs
- Monroe County EOC SOPs, with reference material
- Monroe County Recovery Plan
- Monroe County Critical Facility Inventory
- Monroe County EMS Hurricane Plan
- Monroe County Public Works Hurricane Plan
- Monroe County Mutual Aid Agreements and Memoranda of Understanding
- Monroe County Public Information Program
- Monroe County Emergency Management Training Program

2. Coastal Oil Spill

- State of Florida Coastal Pollutant Spill Contingency Plan
- Monroe County Hazardous Material Plan
- Monroe County EOC SOPs, with reference material
- Monroe County Oil Spill SOP
- Monroe County Recovery Plan
- Monroe County Mutual Aid Agreements and Memoranda of Understanding

3. Major Spill or Leak Involving Hazardous Materials

- Monroe County Hazardous Material Plan
- Monroe County EOC SOPs, with reference material
- Monroe County Oil Spill SOP
- Monroe County Recovery Plan
- Monroe County Resource Inventory
- Monroe County Mutual Aid Agreements and Memoranda of Understanding
- Emergency Management Training Program
- Monroe County Communications Plan
- Monroe County RACES Plan
- Public Information and Rumor Control SOPs

4. Mass Migration

- State of Florida Mass Immigration Emergency (MIE) Plan
- Monroe County EOC SOPs, with reference material
- Monroe County Mass Migration SOPs
- Monroe County Resource Inventory
- Monroe County Mutual Aid Agreements and Memoranda of Understanding
- Emergency Management Training Program
- Monroe County Communications Plan
- Monroe County RACES Plan

5. Airports

- Marathon Airport Manual
- Key West Airport Manual
- Monroe County EOC SOPs, with reference material
- Monroe County Mutual Aid Agreements and Memoranda of Understanding
- Emergency Management Training Program
- Monroe County Communications Plan
- Monroe County RACES Plan
- Monroe County Resource Inventory

6. Dams

- Monroe County has no dams, nor are there any adjacent counties with dams, which might pose a hazard to Monroe County.

7. Nuclear Power Plants

- Turkey Point Nuclear Power Plant Nuclear Emergency Response Plans and Procedures
- Monroe County EOC SOPs, with reference material
- Monroe County Communications Plan
- Public Information and Rumor Control SOPs
- Monroe County Resource Inventory

8. Ports and Marinas

- Monroe County EOC SOPs, with reference material
- Monroe County Recovery Plan
- Monroe County Critical Facility Inventory
- Monroe County Mutual Aid Agreements and Memoranda of Understanding
- Monroe County Public Information Program
- Monroe County Public Information and Rumor Control SOPs
- Monroe County Communications Plan

CEMP

**Annex IX -
CEMP Distribution List**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

IX. CEMP Distribution List

IX. CEMP DISTRIBUTION LIST

Control Copy	Holder
1	Florida Department of Transportation
2	Monroe County Public Works
3	Monroe County Sheriff's Office
4	Monroe County Community Services
5	Monroe County Communications Department
6	Monroe County Office of Management and Budget
7	M.C. Fire/Rescue
8	Lower Keys Medical Center
9	Key West Fire/Rescue
10	Ocean Reef Public Safety
11	US Navy, Boca Chica
12	Tax Collector Office
13	The Salvation Army
14	Monroe County School District
15	Monroe County Department of Health
16	Key West Airport
17	Commissioner, District 1
18	Commissioner, District 3
19	Monroe County Administrator
20	Commissioner, District 2
21	Commissioner, District 4
22	Commissioner, District 5

Control Copy	Holder
23	Mariners Hospital
24	American Red Cross
25	Growth Management
26	Solid Waste Management
27	Safety Department
28	Monroe County Library - Key West
29	Monroe County Library - Big Pine Key
30	Monroe County Library - Marathon
31	Monroe County Library - Islamorada
32	Monroe County Library - Key Largo
33	City of Marathon
34	SF LEPC
35	Key West Police Department
36	FKAA
37	Islamorada, Village of Islands
38	Keys Energy Services
39	Fire Chiefs Association President
40	Florida Keys SPCA
41	Florida National Guard
42	U.S. Coast Guard
43	City of Key West
44	City of Key Colony Beach
45	City of Layton
46	Fisherman's Community Hospital
47	National Weather Service

All recipients receive a copy of the Plan accompanied by a transmittal noting their control copy, which they have to sign acknowledging the receipt of the plan and return back to Emergency Management for filing.

CEMP

**Annex X –
Critical Facilities**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

X. Critical Facilities

Critical Facilities list is found on the following pages.

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A. MONROE COUNTY CRITICAL FACILITIES

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
12	AIRPORT	Upper	25.32136	-80.2777	Ocean Reef Club Airport	Barracuda Lane	Ocean Reef	FL	33036
84	AIRPORT	Lower	24.55369	-81.7555	Key West International Airport	3491 S Roosevelt Blvd	Key West	FL	33040
97	AIRPORT	Middle	24.72555	-81.0496	Marathon Airport	9400 Overseas Hwy	Marathon	FL	33050
164	AIRPORT	Lower	24.39448	-81.26577	Summerland Airport	Summerland Key		FL	33042
0	COUNTY	Middle	24.71045	-81.0956	M. C. Library Marathon	3251 Overseas Hwy	Marathon	FL	33050
16	COUNTY	Upper	25.11129	-80.4239	Friendship Park Key Largo	US 1 and Hibiscus Lane	Key Largo	FL	33037
87	COUNTY	Lower	24.554880	-81.80477	M. C. Courthouse	302 Fleming ST	Key West	FL	33040
90	COUNTY	Middle	24.71038	-81.0962	Monroe County Tax Collector	3101 Overseas Hwy	Marathon	FL	33050
122	COUNTY	Upper	24.98014	-80.5506	Jerry Ellis Building (Plantation Key Govt. Center)	88820 Overseas Highway	Plantation Key	FL	33070
130	COUNTY	Upper	24.91753	-80.6367	Islamorada County Library	81830 Overseas Highway	Islamorada	FL	33036
145	COUNTY	Lower	24.550401	-81.797331	Gato Building	1100 Simonton St	Key West	FL	33040
155	COUNTY	Upper	25.534602	-80.262422	Vacant Parcel	After Laguna Ave & before Atlantic Blvd.	Key Largo	FL	33040
181	COUNTY	Lower	24.554659	-81.804533	Courthouse Annex , Key West	310 Fleming St.	Key West	FL	33040
181	COUNTY	Middle	24.710669	-81.096225	Marathon Courthouse	3117 Overseas Highway	Marathon	FL	33050
181	COUNTY	Upper	24.979555	-80.54984	Plantation Key Courthouse	88820 Overseas Highway	Tavernier	FL	33037
83	COUNTY	Lower	24.55610	-81.7905	Harvey Government Center	1200 Truman Ave	Key West	FL	33040
15	EBS	Upper	25.12261	-80.4157	Bell South (AT&T) Key Largo	10280 Overseas Hwy	Key Largo	FL	33037
19	EBS	Upper	25.02754	-80.5072	WFKZ FM 103.1	93351 Overseas Hwy	Tavernier	FL	33070
22	EBS	Upper	25.04543	-80.4907	Bell South (AT&T) Key Largo	94930 Overseas Hwy	Key Largo	FL	33037
33	EBS	Upper	24.66916	-81.3581	WWUS US1 Radio 104.7	30336 Overseas Highway	Big Pine Key	FL	33043
66	EBS	Lower	24.66028	-81.5226	Bell South (AT&T) Sugarloaf	MM 20 Overseas Hwy	Sugarloaf Key	FL	33042
126	EBS	Middle	24.66978	-81.3511	Big Pine Key Bell South (AT&T)	30769 Avenue A	Big Pine Key	FL	33043
181	EBS	Middle	24.710247	-81.097987	Dispatch 911 Center	2796 Overseas Highway - STATE Bldg.	Marathon	FL	33050
181	EBS	Lower	24.576301	-81.74937	Sheriff's Office Main Switch Board	5525 College Rd	Key West	FL	33050
9	ENERGY	Upper	25.16506	-80.3793	FKEC Moody Facility Key Largo	105901 Overseas Hwy	Key Largo	FL	33070
18	ENERGY	Upper	25.08224	-80.4530	FKEC Key Largo Substation	98401 Overseas Hwy	Key Largo	FL	33070
23	ENERGY	Upper	25.00666	-80.5202	FKEC Operations Complex	9160 Overseas Hwy - Bayside	Tavernier	FL	33070
48	ENERGY	Upper	24.90535	-80.6484	FKEC Ellis Facility Islamorada	80571 Old Highway	Islamorada	FL	33070
65	ENERGY	Lower	24.67813	-81.4990	Keys Energy Services Facility Cudjoe Key	22916 Overseas highway	Cudjoe Key	FL	33042

X. CRITICAL FACILITIES

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
69	ENERGY	Lower	24.59811	-81.6534	Keys Energy Services Facility Big Coppitt	MM 10 Overseas Hwy	Big Coppitt Key	FL	33041
72	ENERGY	Lower	24.569997	-81.736200	Keys Energy Services 2nd st. Substation	6444 2 St	Stock Island	FL	33040
75	ENERGY	Lower	24.562464	-81.734118	Keys Energy Services Generating Plant	6900 Front St.	Stock Island	FL	33040
81	ENERGY	Lower	24.56620	-81.7673	Keys Energy Services Substation Key West	1007 Kennedy Drive	Key West	FL	33040
82	ENERGY	Lower	24.56135	-81.7980	Keys Energy Services Main Office	1001 James Street	Key West	FL	33040
89	ENERGY	Upper	25.00644	-80.5195	FL Keys Electric Cooperative (perations Center)	91605 Overseas Hwy - Ocean	Tavernier	FL	33070
95	ENERGY	Middle	24.71098	-81.0926	FKEC Generating Plant	3421 Overseas Hwy	Marathon	FL	33050
4	ENVIRONMENTAL	Lower	24.57468	-81.7491	M.C. Mosquito Control Stock Island	5224 College Road	Key West	FL	33040
52	ENVIRONMENTAL	Middle	24.73026	-81.0399	M. C. Mosquito Control Marathon	503 107th st. (GULF)	Marathon	FL	33050
181	ENVIRONMENTAL	Upper	25.010774	-80.515903	M. C. Mosquito Control Key Largo	100701 Overseas Highway	Key Largo	FL	33037
181	ENVIRONMENTAL	Lower	24.550401	-81.797331	Monroe County Health Department - GATO Building	1100 Simonton St	Key West	FL	33040
181	ENVIRONMENTAL	Upper	25.121101	-80.416096	Monroe County Health Department - MURRAY NELSON Building rm 228	102050 Overseas Highway	Key Largo	FL	33037
37	EOC	Middle	24.71678	-81.0689	Marathon Government Center Annex (Veteran's Affair & EM)	490 63rd Street Ocean	Marathon	FL	33050
60	EOC	Middle	24.711090	-81.0972	Marathon Govt. Center & EOC	2798 Overseas Hwy	Marathon	FL	33050
80	EOC	Lower	24.55460	-81.8006	KW Emergency Operations Center	1600 N Roosevelt	Key West	FL	33040
10	FIRE	Lower	24.57269	-81.7360	Stock Island Fire Station #8	6180 2nd Street	Stock Island	FL	33040
11	FIRE	Upper	25.31838	-80.2798	Ocean Reef Club Fire Station #26	100 Anchor Drive	Ocean Reef	FL	33037
14	FIRE	Upper	25.17337	-80.3730	North Key Largo Fire Station #25	220 Reef Drive	Key Largo	FL	33037
20	Fire	Upper	25.08993	-80.4451	Key Largo Fire Station #24	East Drive	Key Largo	FL	33037
34	FIRE	Lower	24.56285	-81.7910	Naval Facility Fire Station	Trumbo Point	Key West	FL	33040
50	FIRE	Middle	24.82500	-80.8144	Layton Volunteer Fire Dept #18	68260 Overseas Hwy	Layton	FL	33001
71	FIRE	Lower	24.64718	-81.5641	Lower Sugarloaf Fire Station #10	17175 Overseas Highway	Sugarloaf Key	FL	33042
85	FIRE	Lower	24.55781	-81.7871	Key West Central Fire Station #1	1600 North Roosevelt Ave	Key West	FL	33040
93	FIRE	Lower	24.55490	-81.8002	Key West Fire Station #2 Angela Street	525 Angela Street	Key West	FL	33040
101	FIRE	Middle	24.67462	-81.3597	Big Pine Vol Fire Station #13	Key Deer Blvd	Big Pine Key	FL	33043
102	FIRE	Lower	24.56159	-81.7656	Key West Fire Station #3 - Kennedy Drive	1525 Kennedy Ave	Key West	FL	33040
103	FIRE	Lower	24.553476	-81.755962	Key West International Airport Fire Station #7 - Roosevelt Dr.	3471 S Roosevelt Blvd	Key West	FL	33040

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
129	FIRE	Lower	24.58671	-81.6905	Navy Air Station Boca Chica - Fire Station	P.O. Box 9043, Naval Air Facility, K.W.	Key West	FL	33040
181	FIRE	Lower	24.665007	-81.504892	Cudjoe Fire Station # 11	20950 Overseas Highway	Cudjoe Key	FL	33042
5	FIRE / EMS	Upper	25.083970	-80.4518	Key Largo Ambulance	98600 Overseas Hwy	Key Largo	FL	33037
51	FIRE / EMS	Middle	24.78941	-80.8898	Conch Key Fire Station/EMS #17	rte 1, box 438, 10 South Conch Avenue	Conch Key	FL	33001
55	FIRE / EMS	Upper	24.91780	-80.6361	Islamorada Fire / South /EMS #20	81850 Overseas Hwy	Islamorada	FL	33060
73	FIRE / EMS	Lower	24.59782	-81.6557	Big Coppitt Fire Station/EMS #9	28 Emerald Drive	Big Coppitt Key	FL	33041
107	FIRE / EMS	Upper	24.855280	-80.731466	Islamorada FireStation \EMS #19	74070 Overseas Highway	Islamorada	FL	33036
127	FIRE / EMS	Upper	24.995154	-80.539337	Islamorada Fire Station, North / EMS #21	89990 Overseas Highway	Islamorada	FL	33036
128	FIRE / EMS	Middle	24.769732	-80.941272	Marathon Fire Station (Grassy Key) /EMS #15	59275 Overseas Highway	Grassy Key	FL	33050
181	FIRE / EMS	Lower	24.559854	-81.781939	Key West Fire Rescue (AMR)	1980 N Roosevelt Blvd	Key West	FL	33040
36	FIRE / EOC	Upper	25.01094	-80.5174	Tavernier Vol Fire Dept & EOC #22	151 Marine Ave	Tavernier	FL	33070
53	FIRE / EOC	Middle	24.72471	-81.0519	Marathon Fire Station/EMS #14	8900 Overseas Hwy	Marathon	FL	33050
30	FUEL	Upper	24.96961	-80.5589	Plantation Key Public Works Garage	186 Key Heights Dr	Plantation Key	FL	33070
31	FUEL	Middle	24.73133	-81.0412	M. C. Public Works & Garage, Marathon	10600 Aviation Blvd	Marathon	FL	33050
64	FUEL	Lower	24.55335	-81.7530	M. C. Public Works & Garage Key West	3583 S Roosevelt Blvd	Key West	FL	33040
94	FUEL	Lower	24.56564	-81.7967	NAVY Fuel Storage Facility	Trumbo Point	Key West	FL	33040
26	HEALTH CARE	Upper	24.98159	-80.5508	Plantation Key Nursing Center	48 Highpoint Road	Tavernier	FL	33070
27	HEALTH CARE	Upper	24.97984	-80.5519	Plantation Key Children's Shelter	73 High Point Road	Tavernier	FL	33070
104	HEALTH CARE	Lower	24.57351	-81.7495	Bayshore Manor Convalescent Center	5200 College Road	Key West	FL	33040
108	HEALTH CARE	Lower	24.58084	-81.7439	Key West Health and Rehab.	5860 College Road	Key West	FL	33040
131	HEALTH CARE	Middle	24.718947	-81.065729	Lifeline Home Health	13367 Overseas Highway	Marathon	FL	33050
132	HEALTH CARE	Upper	25.013160	-80.513849	Fountains of Living, Inc. Lillie's House Assisted Living Facility #10409	119 Harborview Drive	Tavernier	FL	33070
133	HEALTH CARE	Middle	24.668495	-81.357015	Caregivers of the Keys, Inc.	P.O. Box 430067 (30383 Quail Roost Trail)	Big Pine Key	FL	33043
134	HEALTH CARE	Middle	24.729568	-81.013650	The Heron-Peacock House	1320 Coco Plum Drive	Marathon	FL	33050
135	HEALTH CARE	Lower	24.562346	-81.758888	Griswold Special Care	3434 Riviera Drive	Key West	FL	33040
136	HEALTH CARE	Lower	24.580852	-81.743654	Senior Care Group	5860 College Road	Key West	FL	33040

X. CRITICAL FACILITIES

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
137	HEALTH CARE	Upper	25.004790	-80.524196	Hospice Care of Southeast Florida	91256 Overseas highway	Plantation Key	FL	33070
138	HEALTH CARE	Middle	24.550203	-81.792534	hospice of the florida keys, inc. & visiting nurse association	1319 William Street	Key West	FL	33040
139	HEALTH CARE	Lower	24.558132	-81.788010	Fresenius Medical Care	1122 N. Roosevelt Blvd.	Key West	FL	33040
140	HEALTH CARE	Lower	24.571024	-81.762720	The Surgery Center of Key West	931 Toppino Drive	Key West	FL	33040
142	HEALTH CARE	Upper	25.101738	-80.433507	Health Care Odyssey	100360 Overseas Highway	Key Largo	FL	33037
143	HEALTH CARE	Upper	29.036898	-80.918134	The Medical Center at Ocean Reef	50 Barracuda Lane	Ocean Reef	FL	33037
21	HOSPITAL	Upper	25.00575	-80.5215	Mariner's Hospital Tavernier	91500 Overseas Hwy	Tavernier	FL	33070
46	HOSPITAL	Middle	24.71062	-81.0949	Fisherman's Hospital	3301 Overseas Hwy	Marathon	FL	33050
59	HOSPITAL	Lower	24.56442	-81.7673	DePoo Hospital LFKHS	1200 Kennedy Ave	Key West	FL	33040
106	HOSPITAL	Lower	24.58155	-81.7426	Lower Florida Keys Medical Center	5900 College Rd	Key West	FL	33040
61	LAW	Middle	24.71041	-81.0960	MCSO Marathon Substation	3101 Overseas Hwy	Marathon	FL	33050
62	LAW	Lower	24.66429	-81.5061	Sheriff's Substation Cudjoe Key	20950 Overseas Hwy	Cudjoe Key	FL	33042
68	LAW	Lower	24.57732	-81.7520	Stock Island MCSO Administration Building	5525 Jr College Road	Key West	FL	33040
91	LAW	Lower	24.55463	-81.8004	Key West Police Station	1604 North Roosevelt Blvd	Key West	FL	33040
100	LAW	Upper	24.959565	-80.570254	Islamorada District 6 MCSO Sub-Station	86800 Overseas Highway	Islamorada	FL	33070
181	LAW	Upper	24.980859	-80.551996	Roth Building District 7	50 High Point, Suite 100	Tavernier	FL	33070
6	LAW / CORRECTIONAL	Upper	24.98023	-80.5516	Plantation Detention Center	53 Highpoint Road	Tavernier	FL	33070
38	LAW / CORRECTIONAL	Lower	24.57672	-81.7514	Stock Island MCSO Jail Facility	5501 College Road	Key West	FL	33040
99	LAW / CORRECTIONAL	Middle	24.71155	-81.0878	Marathon Detention Facility	3891 Ocean Terrace	Marathon	FL	33050
2	MILITARY	Upper	24.95363	-80.5865	U.S.C.G. Plantation Key	183 Palermo Drive	Islamorada	FL	33036
35	MILITARY	Lower	24.56655	-81.7987	U.S.C.G. Base Key West	Trumbo Point Complex	Key West	FL	33040
39	MILITARY	Lower	24.69568	-81.5031	USAF Force Tethrostat Site (Radar Directional Blimp Station)	Blimp Road	Cudjoe Key	FL	33042
40	MILITARY	Lower	24.56446	-81.7918	Navy Seaplane Base	Trumbo Point	Key West	FL	33040
116	MILITARY	Lower	24.57898	-81.7763	Navy Sigsbee Park & Community Center	Sigsbee Blvd & Arthur Sawyer Rd	Key West	FL	33040
144	MILITARY	Middle	24.70955	-81.1060	U.S.C.G. Marathon	1800 Overseas Hwy	Marathon	FL	33050
29	MUNICIP	Upper	24.961190	-80.568200	Founder's Park	Plantation Yacht Harbor	Plantation Key	FL	33038
92	MUNICIP	Lower	24.56187	-81.7902	Key West Port/Transit Authority	620 Palm Ave	Key West	FL	33040
114	MUNICIP	Lower	24.56778	-81.7682	Clayton- Sterling Baseball Fields	Roosevelt Blvd and Kennedy Drive	Key West	FL	33040
146	MUNICIP	Lower	24.554748	-81.800598	Wicker's field	525 Angela Street	Key West	FL	33040

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
149	MUNICIP	Lower	24.3254.407	-81.474685	City Court BOCCI Ball Courts	Corner of S. Roosevelt Blvd, & white St., & Atlantic Blvd.	Key West	FL	33040
150	MUNICIP	Lower	24.339364	-81.453721	Old Bridal Path	corner of S Roosevelt Blvd., & White St & Atlantic Blvd.	Key West	FL	33040
151	MUNICIP	Lower	24.335779	-81.461271	Albertson	1112 Key Plaza	Key West	FL	33040
154	MUNICIP	Upper	25.632589	-80.253705	Unique (Lighthouse) Marine	101000 Overseas Highway (bayside)	Key Largo	FL	33070
156	MUNICIP	Lower	24.331126	-81.451797	Pines Park	3501 South Roosevelt	Key West	FL	33040
181	MUNICIP	Lower	24.556058	-81.803418	Crown La Concha Hotel	430 Duval St	Key West	FL	33040
181	MUNICIP	Upper	25.066835	-80.472204	Hilton Key Largo	9700 South Overseas Hwy	Key Largo	FL	33037
181	MUNICIP	Upper	25.828803	-80.23598	Key Largo Marriot	103800 Overseas Hwy	Key Largo	FL	33037
158	PRIVATE	Middle	24.676089	-81.356194	Moose Club # 1585	21 Wilder Rd PO box 430749	Big Pine Key	FL	33043
159	PRIVATE	Middle	24.669610	-81.358176	Habitat for Humanity of KW & Lower Keys	30320 Overseas Highway	Big Pine Key	FL	33043
8	SCHOOLS	Upper	25.16146	-80.3828	St. Justin Catholic Key Largo	105500 Overseas Hwy	Key Largo	FL	33037
17	SCHOOLS	Upper	24.99160	-80.5407	Plantation Key School	100 Lake Road	Plantation Key	FL	33070
25	SCHOOLS	Lower	24.57900	-81.7733	Sigsbee Elementary School	Sigsbee Park Navy Complex	Key West	FL	33040
43	SCHOOLS	Upper	24.93727	-80.6146	Island Christian School Field	83400 Overseas Hwy	Islamorada	FL	33036
45	SCHOOLS	Middle	24.70382	-81.0779	Marathon High School	350 Sombrero Beach Road	Marathon	FL	33050
70	SCHOOLS	Lower	24.58135	-81.7456	Gerald Adams School	5800 College Road	Key West	FL	33040
78	SCHOOLS	Lower	24.56329	-81.7975	M. C. School Board/Transportation Facility KW	241 Trumbo Rd	Key West	FL	33040
96	SCHOOLS	Upper	24.93675	-80.6151	Island Christian School	83400 Overseas Hwy	Islamorada	FL	33036
111	SCHOOLS	Upper	25.15346	-80.3883	Key Largo Elementary School	10400 Overseas Hwy	Key Largo	FL	33037
112	SCHOOLS	Lower	24.552820	-81.789200	Glynn Archer School	1302 White Street	Key West	FL	33040
41	SCHOOLS / SHELTER	Lower	24.56455	-81.7655	Poinciana Elementary School	1212 14th Street	Key West	FL	33040
54	SCHOOLS / SHELTER	Middle	24.71232	-81.0944	Stanley Switlik Elementary School	3400 Overseas Hwy	Marathon	FL	33050
56	SCHOOLS / SHELTER	Lower	24.66080	-81.5299	Sugarloaf Elementary/Middle School	Crane Blvd	Sugarloaf Key	FL	33042
88	SCHOOLS / SHELTER	Upper	24.99465	-80.5383	Coral Shores High School	89951 Overseas Hwy	Tavernier	FL	33070
110	SCHOOLS / SHELTER	Lower	24.55555	-81.7776	Key West High School	2100 Flagler Ave	Key West	FL	33040
1	SCHOOLS / UNIVERSITY	Lower	24.58196	-81.7433	Florida Keys Community College	5901 College Road	Key West	FL	33040

X. CRITICAL FACILITIES

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
13	SOLID WASTE	Upper	25.23657	-80.3249	Key Largo Transfer Station (MC)	11180 County Road 905	Key Largo	FL	33037
67	SOLID WASTE	Lower	24.67768	-81.5073	Cudjoe Transfer Station (MC)	Blimp Road	Cudjoe Key	FL	33042
76	SOLID WASTE	Lower	24.56755	-81.7401	Bernstein Park (MC)	5th st. & 5th Ave	Stock Island	FL	33040
79	SOLID WASTE	Lower	24.57987	-81.7480	Stock Transfer Station	5300 College Rd	Key West	FL	33040
113	SOLID WASTE	Lower	24.669865	-81.353969	Baypoint (Saddlebunch Keys) (MC)	US 1 Highway #1	Big Pine Key	FL	33043
118	SOLID WASTE	Middle	24.669662	-81.348023	Big Pine Park (MC)	601 Sands Rd	Big Pine Key	FL	33043
123	SOLID WASTE	Upper	25.004269	-80.518002	Harry Harris Park (MC)	Beach street	Tavernier	FL	33037
124	SOLID WASTE	Lower	24.59367	-81.6779	Toppino Debris Site	US 1	Rockland Key	FL	33040
125	SOLID WASTE	Upper	25.092510	-80.439993	Key Largo Community Park (MC)	ST Croix Place	Key Largo	FL	33037
181	SOLID WASTE	Upper	24.827852	-80.810795	Long Key Transfer Station	US 1 - Overseas Highway	Long Key	FL	33001
28	STATE / GOV'T	Middle	24.711150	-81.0961	FDOT Marathon Operation Center	3100 Overseas Highway	Marathon	FL	33050
63	STATE / GOV'T	Middle	24.71215	-81.0975	State Building	2788 Overseas Hwy	Marathon	FL	33050
98	STATE / GOV'T	Lower	24.54725	-81.8115	Fort Zachary Taylor Landing Zone	PO box 6560	Key West	FL	33040
105	STATE / GOV'T	Lower	24.55255	-81.7569	FHP Substation	3439 South Roosevelt Blvd	Key West	FL	33040
115	STATE / GOV'T	Lower	24.55661	-81.7697	Salt Ponds Bunker Area	Government Road	Key West	FL	33040
117	STATE / GOV'T	Lower	24.56175	-81.8000	Key West Bight Parking Area	West End of Margaret St	Key West	FL	33040
181	STATE / GOV'T	Middle	24.752677	-80.974935	Medical Examiner's Office (district 16)	56639 Overseas Highway	Marathon	FL	33050
181	STATE / GOV'T	Middle	24.710247	-81.097987	DEP South District Branch Office	2796 Overseas Highway , suite 221	Marathon	FL	33050
181	STATE / GOV'T	Lower	24.550708	-81.807774	Coastal & Aquatic Managed Areas	33 Quay Road	Key West	FL	33040
181	STATE / GOV'T	Upper	25.194405	-80.352566	Greenways & Trails Keys Overseas Heritage Trail	3 La Croix Court	Key Largo	FL	33037
182	WASTE WATER	Upper	25.047356	-80.48575	Key Largo Wastewater Treatment Plant VAC J/K	92431 Overseas Highway	Key Largo	FL	33037
183	WASTE WATER	Upper	25.093669	-80.441723	Key Largo Wastewater Treatment Plant VAC I	95190 Overseas Highway	Key Largo	FL	33037
184	WASTE WATER	Upper	25.09367	-80.441721	Key Largo Wastewater Treatment Plant VAC G/H	98240 Overseas Highway	Key Largo	FL	33037
185	WASTE WATER	Upper	25.163448	-80.381803	Key Largo Wastewater Treatment Plant VAC A	12 Mockingbird Road	Key Largo	FL	33037
3	WATER	Lower	24.57468	-81.7487	F.K.A.A. Storage Facility	5226 College Road	Key West	FL	33040
7	WATER	Lower	24.559680	-81.734200	F.K.A.A. R/O Plant & Storage Facility	Stock Island Facility	Stock Island	FL	33040
24	Water	Lower	24.57890	-81.7718	FKAA Water Tower Behind Sigsbee School	Sigsbee Base Behind Sigsbee School	Key West	FL	33040

ID	FUNCTION	Loc	GEO- LAT	GEO-LON	COMMENT	ADDRESS	CITY	ST	ZIP
42	WATER	Lower	24.569510	-81.7972	Key West Wastewater Treatment Plant	3140 Flagler St	Key West	FL	33040
44	WATER	Lower	24.341550	-81.462780	F.K.A.A. Water Storage Tank	Sigsbee Base	Key West	FL	33040
49	WATER	Middle	24.71059	-81.0935	F.K.A.A. Booster Station	3375 Overseas Hwy	Marathon	FL	33050
57	WATER	Middle	24.71145	-81.0952	F.K.A.A. Operations Center	3200 Overseas Hwy	Marathon	FL	33050
58	WATER	Lower	24.66083	-81.4111	F.K.A.A. Booster Station	MM 27 Overseas Hwy	Ramrod Key	FL	33043
77	WATER	Lower	24.57175	-81.7489	F.K.A.A. Backpumping Station	5226 College Road	Key West	FL	33040
109	WATER	Upper	25.00708	-80.5199	F.K.A.A. Admin/Pump Station	91620 Overseas Hwy	Tavernier	FL	33070
119	WATER	Upper	24.83894	-80.7913	F.K.A.A. Pumping Station	MM 70 Overseas Hwy	Long Key	FL	33001
120	WATER	Lower	24.56954	-81.7703	F.K.A.A. Storage Facility	Dredger's Key Road	Key West	FL	33040
121	WATER	Lower	24.56475	-81.7674	F.K.A.A. Main Office	1100 Kennedy Bkvd	Key West	FL	33040
32	WORSHIP	Upper	24.96402	-80.5643	St. James Episcopal Plantation Key	87500 Overseas Highway	Plantation Key	FL	33038
47	WORSHIP	Middle	24.73017	-81.0273	San Pablo Catholic Church Field	550 122nd Street Ocean	Marathon	FL	33050
74	WORSHIP	Middle	24.73017	-81.0273	San Pablo Church	550 122nd st. Ocean	Marathon	FL	33050
86	WORSHIP	Lower	24.55224	-81.7968	Mary Immaculate Star of the Sea	700 Truman Ave	Key West	FL	33040
147	WORSHIP	Lower	24.559749	-81.777844	5th street Baptist Church	1311 5th street	Key West	FL	33040
148	WORSHIP	Lower	24.559927	-81.771018	Grace Lutheran Church	2713 Flagler Ave.,	Key West	FL	33040
152	WORSHIP	Lower	24.394036	-81.315239	Sugarloaf Baptist Church	Crane Blvd, MM 19	Sugarloaf Key	FL	33040
153	WORSHIP	Middle	24.405293	-81.203483	St Peters Church	31300 Overseas Highway	Big Pine Key	FL	33040
157	WORSHIP	Upper	24.593300	-80.326070	San Pedro Catholic Church	89500 Overseas Highway	Islamorada	FL	33070

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**Annex XI -
Radiological Emergency
Preparedness Plan**



Monroe County, Florida

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Comprehensive Emergency Management Plan**Annex****XI. Radiological Emergency Preparedness Plan****XI. RADIOLOGICAL EMERGENCY PREPAREDNESS PLAN****A. OVERVIEW**

The Turkey Point Nuclear Plant is operated by the Florida Power & Light (FPL) Company. It is located on the shore of Biscayne Bay, approximately 25 miles south of the City of Miami, and seven (7) miles north of the Monroe County and Miami-Dade County line. Units three (3) and four (4) are twin 760 Megawatt electric nuclear Power Plants utilizing Westinghouse pressurized water reactors.

One of the ten areas within the 10-mile Emergency Planning Zone (EPZ) is inside Monroe County, area known as Ocean Reef. The Florida Division of Emergency Management (FDEM) has the overall responsibility for the coordination of any response to a nuclear power plant emergency by federal, state, or local agencies.

The Monroe County has developed and maintains a Radiological Emergency Plan and Standard Operating Procedures are based on guidance criteria and regulations from the Nuclear Regulatory Commission, Federal Emergency Management Agency, the State REP Plan and Department of Health Standard Operating Procedures.

This plan is on file with the Monroe County Emergency Management Department.

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Annex XII
Bridge Incident Response



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

XII. Monroe County Bridge Incident Response

SECTIONS

A. INTRODUCTION

B. PURPOSE

C. SCOPE OF WORK

D. SITUATIONS AND ASSUMPTIONS

E. HAZARDS RESULTING FROM BRIDGE INCIDENT

F. RESPONSE AGENCY RESPONSIBILITY

1. Florida Department of Transportation
2. Monroe County Sheriff's Office
3. Florida Highway Patrol
4. Monroe County & Municipality Fire Rescue Departments, including Key Largo & Ocean Reef
5. Monroe County Public Works
6. Monroe County Emergency Management
7. Florida National Guard
8. United States Coast Guard
9. United States Navy

G. BRIDGES IN MONROE COUNTY

1. Monroe County
2. Florida Department of Transportation

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Monroe County Bridge Incident Response

SOP



A. INTRODUCTION

Effective emergency response to any major “bridge incident” is dependent upon the coordination and cooperation of the Florida Department of Transportation, Monroe County Emergency Management, Monroe County Public Works, County and municipal Law Enforcement, County and municipal Fire Rescue Departments, State, Federal and various other agencies/organization that may be called upon to perform emergency duties.

Each incident may differ by type, and impact, but the basic responsibilities of the involved organizations remain the same. The following SOP is established to ensure effective emergency response.

B. PURPOSE

The purpose of this Annex to the Monroe County Comprehensive Emergency Management Plan (CEMP) is to establish procedures to ensure the effective response to bridge damage/collapse incidents and describe bridge control procedures during and after emergency event.

C. SCOPE OF WORK

The scope of the Annex encompasses the aspects of preparedness, emergency response, and recovery during bridge damage and/or collapse in Monroe County.

D. SITUATIONS AND ASSUMPTIONS

Monroe County has 2 bridges of varying size and types (Appendix “A”).

A bridge damage and/or collapse would be the result of a natural or manmade incidents including, but not limited to, hurricanes, floods, explosives or acts of terrorism.

E. HAZARDS RESULTING FROM BRIDGE INCIDENT

- Water hazards
- Secondary collapse
- Shifting debris risks
- Power lines
- Fires
- Rebar
- Broken concrete
- Hazardous materials
- Weather
- Possible impacts to utilities

F. RESPONSE AGENCIES RESPONSIBILITIES**1. Florida Department of Transportation (FDOT)**

FDOT is the primary agency to conduct inspections of all FDOT bridges after emergency event and address damage controls.

Bridge/s will be open to vehicular traffic once FDOT completes all appropriate inspections and declares the bridge/s safe.

In the event a bridge does not meet the inspection safety criteria, the Department will notify the State Warning Point (SWP), Monroe County Emergency Management Department, Monroe County Public Works, Monroe County Sheriff's Office, Florida Highway Patrol and other agencies according to their internal policies.

FDOT will specify the type of damage/s and the approximate time-frame for necessary repairs. It is the FDOT responsibility to engage other appropriate agencies, should the extent of work exceed the Department's capabilities.

If the damages are not extensive, but do require some repairs which would not result in traffic stoppage/closure; the Department would coordinate traffic control protocols with the FHP and MCSO.

2. Monroe County Sheriff's Office (MCSO)

MCSO will coordinate with FDOT and the FHP all control related missions and any necessary security measures.

3. Florida Highway Patrol (FHP)

FHP will coordinate with FDOT and the MCSO all traffic related missions and any necessary security measures.

4. Monroe County and Municipal Fire Rescue Departments, including Key Largo and Ocean Reef Fire Departments

All Fire Departments will coordinate mutual assistance and will assist Law Enforcement with public safety related matters.

All Fire Departments will execute Air-Bridge missions with the Florida National Guard (FNG), once the MCEMD submits a mission request for such assistance to the Florida Division of Emergency Management.

5. Monroe County Public Works

MCPW is responsible for inspection of all Monroe County bridges after an emergency event and address damage controls.

MCPW will specify the type of damage/s and the approximate time-frame for necessary repairs. It is the MCPW responsibility to engage other appropriate agencies, should the extent of work exceeds the Department's capabilities.

MCPW would respond with heavy equipment and labor to aid in clean-up procedures.

Monroe County Engineering Department would be responsible for directing contractor crews and Public Works/Road Department would assist as needed/requested.

If the damages are not extensive, but do require which would not result in traffic stoppage, the Department would coordinate traffic control protocols with the appropriate entity.

6. Monroe County Emergency Management Department (MCEMD)

MCEMS will address, through the FDEM, a possible long-term transportation and resource delivery to Monroe County, by submitting a Mission Request through the current EOC Database System.

Should Air-Bridge assistance be required, EM will gather information related to all needed/necessary resources and submit those data to FDEM and FLNG. Additionally, EM will provide FLNG with the necessary Point of Contacts information to coordinate the Air-Bridge mission with.

Should it become necessary, MCEMD will, through the Monroe County Administrator, request the assistance of any County Department/s which would be needed to assist with the recovery process.

MCEMD will submit a request to the County Mayor for declaration of State of Local Emergency* and will inform the County Administrator and the County Fire Chief of the request, should such declaration be necessary.

**This would be done if such incident would occur during non-hurricane events (if air-bridge mission be necessary as the result of a hurricane event, State of Local Emergency would already be in place).*

7. Florida National Guard

The FLNG will notify the MCEMD of their deployment status and will then be provided with all mission related information (locations, Landing Zones, destination/s, needed resources information, etc.) and Points of Contact for all respective areas (Fire Department Chiefs/designees, Law Enforcement, Public Works, FDOT, airports, etc.).

FLNG will also coordinate their ETA at the designated Landing Zones through the Monroe County Sheriff's Office, Monroe County Airport Manager and USN Boca-Chica if necessary.

FLNG would need the following information 24 hours prior to their deployment:

- Frequencies
- Call signs
- Passenger manifest
- Load weight (internal and/or external)
- Of external load – County needs to request a “sling support” from the 50th ASG located at the Homestead Air Force Reserve Base
- Landing and Pick-up Zones locations
- Expected time/s
- Estimated/approximate mission duration (if known)

8. U.S. Coast Guard

• Response Bridge Incident

To facilitate a response to a bridge incident, the Coast Guard Sector Commander may establish a Safety Zone or Security Zone within the navigation waters adjacent to, or, under a bridge and under the Captain Of The Port (COTP) authority. The Safety or Security Zone will be used to control vessel traffic within the area. The Safety or Security Zone may be patrolled by U.S. Coast Guard vessel/s and/or vessels of other government agencies designated by the COTP.

- Hurricane Preparedness & Recovery

U.S. Coast Guard Seventh District Commander (dpb) maintains operations control of all bridges crossing U.S. Navigable Waterways within Monroe County, particularly draw bridges, such as the Snake Creek Bridge. The Commander of U.S. Coast Guard Sector Key West will, typically, request operational control of such bridges under the Captain Of The Port (COTP) authority when a storm is approaching or threatening The Keys.

Once the Sector Commander has operational control of the bridges under COTP authority, the Sector Commander can modify draw bridge lifts to facilitate a response and will coordinate modifications of bridge control with Monroe County Emergency Management and FDOT. All modifications to bridge lifts will be transmitted to mariners via Broadcast Notice to Mariners, Marine Safety Information Bulletins posted on the internet at <http://homeport.uscg.mil> and Press releases from the Sector and/or Seventh District Public Affairs Officer.

During a Hurricane Response Preparedness, the Sector Commander assumes bridge control upon setting Port Hurricane Condition Whiskey, which is set 72 hours prior to the forecasted arrival of sustained gale force winds. The suspension of bridge lifts will occur with the following situations as hurricane or tropical storm approaches.

- **No Resident Evacuation:** draw bridge lifts will be suspended 8 hours prior to the forecasted arrival of gale force winds
- **Mandatory Resident Evacuation:** draw bridge lifts will be suspended at onset of the mandatory evacuation

9. U.S. Navy (USN)

In the event that assistance from the USN, MCEM will submit, through the current EOC Database System (Constellation), a request to the FDEM ESF 13.

G. APPENDIX “A” – BRIDGES IN MONROE COUNTY

1. Monroe County

<u>BRIDGE #</u>	<u>LOCATION</u>
904025	Garrison Bright
904110	Geiger Key
904120	Similar Sound
904140	Bay Point
904151	Shore Drive
904152	Shore Drive
904153	Sugarloaf Boulevard
904155	Sugarloaf Creek
904165	Tarpon Creek
904250	Summerland – Caribbean Drive
904255	Copa D’Oro (Marathon City Limits)
904260	Yellow Tail Road (Marathon City Limits)
904305	Watson Avenue
904307	Fern Avenue
904310	Pine Key Bight
904320	No Name Key
904490	Boot Key (City of Marathon)
904495	25 th Street (City of Marathon)
904510	112 th Street (City of Marathon)
904512	116 th Street (City of Marathon)
904515	117 th Street (City of Marathon)
904517	117 th Street (City of Marathon)
904540	Coco Plum Road (City of Marathon)
904600	Duck Key
904602	Duck Key
904603	Duck Key
904604	Duck Key
904606	Duck Key
904910	Bahama Drive, Key Largo
904916	Ocean Bay Drive, Key Largo
904980	Steamboat Creek, Card Sound Road
904983	Tubby’s Creek, Card Sound Road
904984	Mosquito Creek, Card Sound Road
904986	Saunder’s Creek, Card Sound Road
904990	Card Sound Bridge

2. Florida Department of Transportation

KEY	NAME	MM#	SPAN	Clearance
Key West	Riviera Canal aka Thompson Creek	A1A	190'	
Key West	Salt Run	2.3	184'	
Stock Island	Cow Channel	4.4 – 6.2	360'	
Boca Chica	Boca Chica	6.7 – 9.5	2629'	
Big Coppitt	Rockland Channel	9.8 – 11.5	1298'	
Saddlebunch Key # 5	Shark Channel	11.9 – 12.8	2059'	
Saddlebunch Key #4	Saddlebunch Key #5	13.0 – 13.1	900'	
Saddlebunch Key #3	Saddlebunch Key #4	13.3 – 14.1	900'	
Saddlebunch Key #2	Saddlebunch Key #3	14.2 – 14.7	739'	
Saddlebunch Key #1	Saddlebunch Key #2	14.8 – 15.5	638'	
Lower Sugarloaf	Lower Sugarloaf Channel	15. – 16.6	1230'	
Sugarloaf (West)	Harris Channel	16.7 – 17.7	438'	
Unnamed Key	Harris Gap Channel	17.8 – 17.9	164'	
Park Key	North Harris Channel	18.0 – 18.8	433'	
Sugarloaf Key (East)	Park Channel	18.9 – 20.4	376'	
Cudjoe Key	Bow Channel	20.7 – 23.4	1484'	
Summerland Key	Kemp Channel	23.6 – 25.4	1109'	
Ramrod Key	Niles Channel	26.3 – 27.5	4536'	
Causeway Island	Torch Ramrod Channel	27.7 – 28.0	655'	
Little Torch Key	Torch Channel	28.2 – 28.8	818'	
Pine Channel Causeway	South Pine Channel	28.9 – 29.6	929'	
Big Pine Key	North Pine Channel	29.7 – 33.2	755'	
Spanish Harbor Keys	Spanish Harbor Channel	33.9 – 35.4	3485'	
Bahia Honda Key	Bahia Hond Channel	36.7 – 38.5	6734'	
Ohio Key	Ohio Bahia Hinda	38.7 – 39.0	1104'	
Missouri Key	Ohio Missouri Channel	39.3 – 39.6	1484'	
Little Duck Key	Missouri Little Duck Key Channel	39.8 – 40.2	919'	
Vaca Key	Seven Mile	47.0 – 53.0	35,483'	
Fat Deer Key	Vaca Key Cut	53.0 – 53.2	449'	
Duck Key	Toms Harbor Channel	60.9 – 61.5	1519'	
Conch Keys	Toms Harbor Cut	61.7 – 63.2	1333'	
Long Key	Long Key Viaduct	65.5 – 70.8	12,136'	
Craig Key	Channel 5 (Hump)	71.7 – 72.7	4933'	90'
Lower Matecumbe Key	Channel 2	73.0 – 77.5	1882'	79'
Causeway	Lignum Vitae Channel	77.7 – 77.9	902'	
Indian Key	Indian Key Channel	78.3 – 79.2	2037'	
Teatable Key	Teatable Channel	79.3 – 79.7	738'	
Upper Matecumbe Key	Teatable Relief Channel	79.8 – 81.5	282'	
Windley Key	Whale Harbor Channel	83.8 – 64.0	644'	
Plantation Key	Snake Creek	85.7 – 86.0	850'	
Tavernier	Tavernier Creek	90.9 – 91.5	320'	
Key Largo Cut	Marvin D Adams Waterway	103.6 – 103.9	120'	
Gilbert's Ramp	Wildlife Crossin	108	37'	
Miami-Dade / Monroe Line	Wildlife Crossin	112.6	32'	
Ramp "A"	Jewfish Creek, SW	107	780'	
Ramp "B"	Jewfish Cree, SE	107	780'	
Ramp "C"	Jewfish Creek, NE	108	841'	
Ramp "D"	Jewfish Creek, NW	108	514'	
Key Largo	New Jewfish Creek Bridge	107 – 108.3	7510'	

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**Annex XIII.
Disaster Recovery Centers**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

XIII. Disaster Recovery Centers

SECTIONS

- A. UPPER KEYS**
- B. MIDDLE KEYS**
- C. LOWER KEYS**

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A. UPPER KEYS**DRC Location #1:**

St. Justin the Martyr Catholic Church
105500 O/S Highway
Key Largo, MM # 105.5

DRC Location #2:

Monroe County Public Library
MM #81.5
Islamorada

DRC Location #3:

San Pedro Catholic Church
89500 Overseas Highway
Plantation Key, MM #89.5

B. MIDDLE KEYS**DRC Location #4:**

San Pablo Catholic Church
550 122nd Street
Marathon, MM #45

DRC Location #5:

Marathon Airport
9400 Overseas Highway
Marathon, MM #53

C. LOWER KEYS**DRC Location #6:**

Big Pine Volunteer Fire Station
Key Deer Boulevard
Big Pine, MM #30

DRC Location #7:

Big Pine Moose #1585
21 Wilder Road
Big Pine Key, FL 33043-0749

DRC Location #8:

Habitat for Humanity of KW and Lower Florida Keys
30320 Overseas Highway
Big Pine Key, MM 33.3, Oceanside

DRC Location #9:

Key West Central Fire Station
Central Fire Station No. 1
1600 N. Roosevelt Blvd., Key West

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**Annex XIV.
Damage Assessment Teams**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

XIV. Damage Assessment Teams

SECTIONS

1.0 INTRODUCTION

2.0 PURPOSE

3.0 OBJECTIVE

4.0 SITUATION

- 4.1 Tornados**
- 4.2 Floods**
- 4.3 Hurricanes**
- 4.4 Earthquakes**

5.0 PREPAREDNESS

6.0 DAMAGE ASSEMENT PROCESS

7.0 RESPONSIBILITIES

- 7.1 Local Government**
- 7.2 County Divisions/ Department Directors**
- 7.3 MCDAT Lead Coordinator**
- 7.4 MC Emergency Management**
- 7.5 State Government**
- 7.6 Federal Government**

ATTACHMENT "A" / Resources

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Monroe County Damage Assessment

Plan



OFFICE OF EMERGENCY MANAGEMENT

MISSION STATEMENT

Protecting lives and property through effective partnerships, planning and response to mitigate the impact of natural, technological and human-related emergencies.

The Monroe County Emergency Management (MCEM) is the lead department for the coordination of comprehensive emergency preparedness, training, response, recovery and mitigation services in order to save lives, protect Monroe County's economic base and reduce the impact of emergencies. MCEM is a department within the Division of Public Safety and is authorized by Florida Statute 252: Emergency Management.

1.0 INTRODUCTION

The Monroe County Emergency Damage Assessment Plan is an operations-oriented plan, and addresses issues involved in the coordination of post-disaster county damage assessment to county's infrastructure.

2.0 PURPOSE

Preliminary damage assessment is the process of counting, estimating, appraising or sizing-up the damage caused by a disaster prior to declaration of a major disaster or emergency.

Since different disasters cause different types of damage, it is imperative that the damage assessment process begins immediately after the emergency event (within 12 daylight hours), and prior to the arrival of Florida DEM Damage Assessment Team personnel in the county.

3.0 OBJECTIVE

Information collected will determine not only the impact on any given community, but also will assist the Governor's Office to adequately assess the appropriate road to recovery.

Any follow up surveys conducted by State, FEMA (Federal Emergency Management Agency) or SBA (Small Business Administration), will be based on data collected by the MCDAT thus, reliable data will expedite the ultimate goal of obtaining a disaster declaration.

This plan is established for personnel who would be called upon to initiate the county's damage assessment process.

This special team is comprised of county employees whom are experienced in their line of work. Their sole purpose is to begin immediate assessment services.

The Damage Assessment Team Leader will advise team members prior to the emergency event that they are on 24/7 stand-by and are to report to the County EOC upon contact by the Team leader or his/her designee. Team leader maintains current contact list of all responders and will utilize that list to activate the team members (iPhones, cell phones, email, home phones). In the event such communications is not available due to power outages, the team members are advised that if not contacted within reasonable amount of time, they are to report to the EOC for briefing and field assignments.

4.0 SITUATION

The following is a description of anticipated damages resulting from various disaster events:

4.1 Tornadoes

- Immediate severe damage
- Damage is along a narrow path from hundred yards to hundreds of miles long
- Structural damage
- Much debris
- Damage is readily apparent

4.2 Floods

- Short duration, severe damage with little warning
- Structural and erosion damage
- Much debris
- Debris and damaged structures covered with silt, oil and chemicals
- Damage is widespread
- Damages is readily apparent

- 4.3 Hurricanes
- This is a combination of the type of damage encountered in tornadoes and floods, but with 24 hours or more warning
 - Damage along path of up to 50 miles wide but diminishing in severity from the coastline inland
 - Severe wind and water (surge and rain) structural damage
 - Severe wind and water damage along beaches
 - Much debris
 - Long term damage from salt water inundation
 - Damage is widespread
 - Damage is apparent
- 4.4 Earthquakes
- Severe structural damage with no warning
 - Terrain is drastically altered in some areas
 - Structural damage is mostly apparent but some is hidden
 - Damage is widespread
 - Debris is at point of destruction and in relation to severity of shock and type structures

5.0 PREPAREDNESS

Preparedness involves those activities, procedures, and actions that governments, organizations, and individuals have developed to protect and save lives and to minimize damage. Preparedness is an “insurance policy: against emergencies since we can not mitigate against every disaster. It is undertaken because mitigation activities can not keep an emergency from occurring.

Preparedness activities include planning, training and exercising to ensure that the most effective and efficient response efforts minimize damages and the loss of life.

6.0 DAMAGE ASSESSMENT PROCESS

Initial damage assessment must be completed within 12 daylight hours immediately following a disaster event, and prior to the arrival of Florida DEM Damage Assessment Team personnel in the county. Florida DEM team members are from the State, FEMA and SBA organizations.

Monroe County Damage Assessment Team (MCDAT) will consist of a minimum of 15 personnel from the following departments:

- Public Works (Engineering) – 3 personnel
- Code Compliance – 3 personnel
- Building Department – 3 personnel
- Fire Rescue – 3 personnel
- Solid Waste (debris management experience) - 3 personnel

The selection of the above mentioned departments was based on the department’s area of expertise relative to the geographical knowledge of Monroe County; structural expertise; debris removal experience, etc.

This team will be separated into 3 groups (5 personnel per group), and each group will be allocated an area for damage survey (Upper, Middle and Lower Keys).

MCDAT will meet with the State DAT upon their arrival in the county. County will produce damage assessment report to the state team, and will accompany the visiting personnel to the affected areas.

This effort will be coordinated directly through the Department of Emergency Management.

It will be the responsibility of Monroe County Emergency Management to provide all damage assessment training to the team personnel.

Department of emergency Management will issue MCDAT badges to the team Lead Coordinator for distribution.

MCDAT members will be available to respond to this duty immediately after the disaster event.

In conducting damage assessments in disaster affected areas, the gathered information will need to paint an accurate mental picture of the damage and of it's impact on the people and their communities. The subjects listed below represent important aspects of assessment, which may be applicable to the situation.

(These subjects are not meant to apply specifically to EACH damaged structure in the affected area, but rather to describe the different types of facilities damaged by the disaster).

Functions of damaged structures

Describe the uses of major buildings receiving damage, such as residential, schools, hospitals, government facilities, commercial structures, etc.

Construction types

Major structures may be masonry, steel and glass, brick, wood, etc. The size of the structure must also be described.

Damage description

The type of damage must be described (i.e., broken windows, blown off roofs, height of flood level, walls down, etc.). Describe equipment and content damages.

Impact

If damaged structures are no longer habitable, report on the availability of alternate facilities.

7.0 RESPONSIBILITIES

7.1 Local Government

County will receive required reports from municipalities and will consolidate these with data from unincorporated areas, insuring non-duplication of data.

Consolidated reports (county and municipalities) will be submitted to the appropriate State disaster agency.

When local facilities are inadequate to provide necessary responses, the local government will request aid through the State disaster agency.

7.2 County Division/Department Directors

The Directors of selected departments will appoint the most qualified personnel to serve on the MCDAT

7.3 MCDAT Lead Coordinator

The MCDAT will have a Lead Coordinator whose responsibilities will include:

- Dispatch personnel to affected areas
- Ensure the team has all necessary resources (attachment "A")
- Production of the final damage assessment report for submittal to the Florida DEM Damage Assessment Team

- Select a representative from the MCDAT to accompany the visiting team during their visits to the affected areas

7.4 Monroe County Emergency Management

It is the responsibility of Monroe County Emergency Management to coordinate a working relationship between Monroe County Damage Assessment Team personnel and the State, FEMA and SBA Damage Assessment Team.

The Department of Emergency Management will coordinate training for the team members relative to damage assessment procedures.

7.5 State Government

The State is the first source of governmental assistance available to local governments.

When assistance is requested, the State will dispatch State Damage Assessment Teams to the affected area. These teams will be designated and trained in advance.

Individual State agencies will assess damages to State property under their control and report damages as well as actions and expenditures directly to the State disaster agency.

The State disaster agency will compile and analyze incoming assessment and will provide to the Governor and State agencies accurate and timely information.

When State resources are inadequate to meet response requirements; the State disaster agency will compile data to document the need for Federal assistance.

7.6 Federal Government

If such request is made the FEMA (Federal Emergency Management Agency) Regional director will execute FEMA damage assessment efforts, and compile the damage assessment and expenditure reports into a summary of findings and forward it to the National Office for their recommendation to the President.

The major agency for supplying grants to restore public facilities and coordinate individual assistance is FEMA.

If disaster damage is of such severity and magnitude where effective response is beyond the State and local government's capability, the President may declare an emergency or major disaster.

ATTACHMENT “A”
Monroe County Damage Assessment Resource List

- Monroe County Maps
- Cameras
- Film
- Video Cameras and videotapes (if possible – preferred method)
- Flashlights
- Batteries
- Clipboards
- Pens/pencils
- Vehicles
- Badges
- Slickers
- Boots
- 1st Aid Kit
- Bottled water
- Forms

The Monroe County Fleet Management (Public Works Division) is responsible for provision of all vehicular equipment for damage assessment purposes. The Building Department damage assessment personnel as well as the Code Compliance staff would utilize their county vehicles for the initial damage assessment survey.

County resources which would be available for assessment and response:

- 17 Pickup Trucks
- 14 Sedans
- 3 Cargo Vans
- 3 Flatbed trucks
- 6 Chippers
- 5 Dump trucks
- 4 Deere tractors
- 3 Deere 244E and 244H loaders

Additionally, the County has a contract with disaster response contractor which would be activated and respond when necessary. County Public Works maintains 5 fuel pumps throughout the county and has reserve fuel supply storage in the Lower Keys. Additionally, the county has a contract with fuel delivery vendors that would deliver fuel within 24-hour (providing US1 is passable). Should the main highway prevent vehicular traffic, request would be made to deliver fuel to the county via barge.

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**Annex XV.
Emergency Hotline Information
Procedures**



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

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MONROE COUNTY EMERGENCY MANAGEMENT



Standard Operating Procedure **Emergency Information Hotline**

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INFORMATION HOTLINE OPERATING PROCEDURES**A. PURPOSE:**

The purpose of these Operating Procedures is to establish guidelines for Information Control activation and operation.

B. SCOPE:

These Operating Procedures are applicable for all personnel assigned to the Information Hotline during situations when high public call requires the activation of a Telephone Information Center.

C. GENERAL:

The Information Hotline system was created based on F.E.M.A.'s recommendation that all local governments establish an Information Hotline center for disasters. It has been expanded in scope, based on lessons learned from Hurricane Andrew and many other disasters that have occurred since 1985.

D. CONCEPT:

Information Hotline is operated by Monroe County Emergency Management and is coordinated by the Public Information Officer of the Monroe County Sheriff's Department. Monroe County Emergency Management will recruit and train the personnel needed to man the phones.

Information Hotline is activated by the Director of Emergency Management or his or her designee with the assistance from the Monroe County Sheriff's Department, Public Information Officer. Emergency Management contacts the Information Hotline Staff and with the assistance of the Monroe County Sheriff's Department Public Information Officer, activates the Information Hotline Center which is located in the Monroe County Emergency Operations Center, located at the Marathon Government Center, on 28th street, Gulf Side, in Marathon.

Information Hotline Coordinator will receive a status report and briefing by the Emergency Operations Center Incident Commander or his or her designee, at the beginning of each shift. This information will be updated on a timely basis as it is received in the Emergency Operations Center. The Information Hotline Coordinator will set the hours for each shift. Normal shift hours will be between 8 and 10 hours. Staff will be asked to arrive at least 30 minutes before each shift so they can be briefed on the current information and status of the event or storm. (See attachment #1)

E. DE-ACTIVATION

Information Hotline will be de-activated at the direction of the Emergency Management Director, or his or her designee. If we are not impacted by the storm, de-activation will take place when the Emergency Management Director or his other designee deems the event to be over and the "all clear" has been given. If the phone inquiries have continued to come in, de-activation will then be decided by the Emergency Management Director or his or her designee and the Information Hotline Coordinator after careful consideration has been taken to log the number of in-coming calls over a certain period of time and With this information then decide how much longer the Information Hotline phones should be answered. When the phone calls have dropped significantly the Emergency Management Director or his or her designee and the Information Hotline Coordinator will then decide when to put the Information Hotline on the automatic answering system

F. RESPONSIBILITIES**1. Information Hotline Staff**

- Receive incoming calls of inquiry, concerning the situation at hand.
- Refer to the Information Control reference guide to answer the inquiries as accurately, quickly and politely as possible. (See attachment #2)
- Provide verified evacuation level information (see attachment #1)
- Forward callers with an emergency to the (9-1-1) dispatch center

2. Emergency Management

The Monroe County Emergency Management Department is responsible for maintaining and annually updating the Information Hotline SOP's and the reference guide.

The Monroe County Emergency Management Department is responsible for recruiting volunteer personnel to staff the Information Hotline Center.

The Monroe County Emergency Management Department will provide the necessary training along with the assistance of the Monroe County Sheriff's Department Public Information Department, for the volunteer personnel assigned to the Information Hotline Center.

Attachment #1

INFORMATION HOTLINE - INFORMATION SHEET

Date: _____ Time: _____

Status of the Alert: Tropical Storm – watch - warning
Hurricane – watch - warning

Storm Status: Long: _____ Lat: _____ Category: 1 2 3 4 5 Wind Speed: _____ mph
Direction of Movement: _____ Storm Speed: _____ mph. Rain Fall: _____ in.
Storm Surge: _____ ft. Tides: _____ above normal
Tropical Storm Conditions to affect our area: Time: _____ Day: _____
Hurricane Conditions to affect our area: Time: _____ Day: _____

Shelters Open: yes: _____ no: _____ Time: _____ a.m./p.m. Day: _____

Names of shelters open: _____

Roads Closed: yes: _____ no: _____

Names of Roads Closed: _____

Draw Bridges closed: yes: _____ no: _____ Airports closed: yes: _____ no: _____

Evacuation Order: yes: _____ no: _____

Additional Information: _____

Attachment #2**PHONE TIPS**

NOTE: We provide factual information about **MONROE COUNTY** only.

HOW TO ANSWER THE PHONE:

Monroe County Rumor Control, may I help you?

FACTUAL INFORMATION:

Provide callers with only **FACTUAL** information which has been verified and authorized. Refrain from sharing your "personal opinions."

UNKNOWN ANSWERS:

In the event, you have not been provided with verified and factual information to adequately answer a question, then state:

"I am sorry, but I do not have that information, so I am unable to answer your question." (You can also ask the person to please hold and see if your supervisor is able to obtain the answer for you).

If time is not essential to the answer, you may then get the person's name and phone number and tell them you will call them back as soon as you get an answer.

OTHER RECOMMENDED ANSWERS:

Listen to your local news channels, #3, #7, #8, and #10, on T.C.I. Cable T.V., The Weather Channel #17, on T.C.I. Cable T.V., #5, on T.C.I. Cable T.V., The Monroe County Information Channel #16, on T.C.I. Cable T.V. for information as it becomes available. Stress that Monroe County Channel #16, will have up-to-the-minute information concerning the latest bulletins on Monroe County's position concerning the storm or emergency event.

EVACUATION MAPS AND HURRICANE MATERIALS:

They may be obtained at your local Post Office or by contacting Monroe County Emergency Management on 63rd street, ocean side, Marathon. (Note: They should call the Emergency Management office first, at 289-6018. If the E.O.C. is on alert, the staff will probably be in the Center which means the office will all be there).

EVACUATION RECOMMENDED OR ORDERED:

See Attachment #3---Evacuation kit, shelter kit and pets.

EVACUATION LOCATIONS AND TRANSPORTATION SUGGESTIONS:

1. Go to the home of a friend or relative in a non-evacuation zone.
2. Go to a hotel or motel out of the county in a non-evacuation zone.
3. Go to the F.I.U. shelter in Dade County.
4. Ask a friend or neighbor or relative for a ride.

5. Use the personal transportation you normally use.

FOOD SAFETY BEFORE A POWER FAILURE:

1. Set the refrigerator and freezer to the coldest setting.
2. Keep the refrigerator and freezer closed--limit access and use.
3. Keep the refrigerator and freezer plugged in.
4. Foods usually stay frozen 1 to 3 days.

FOOD SAFETY AFTER A POWER FAILURE:

1. Dispose of all foods not sealed in metal airtight cans or glass jars.
2. You may safely re-freeze some foods if they still contain ice crystals or if they have been kept at 40°F or below for no more than two (2) days. If the temperature is above 50°F throw the food away.
3. Cook thawed frozen foods and frozen dinners immediately if they are still cold. Do-not re-freeze. If any foods have an offensive or questionable odor, do not eat.

HOME PREPARATIONS:

1. Prepare a survival kit.
2. Trim your trees.
3. Bring in all loose objects.

BOAT PREPARATIONS:

1. If your boat is in dry storage and you have a trailer, consider securing the boat at home.
2. If your boat is in dry storage check with the owner of the facility to make sure that facility allows boats to remain during a hurricane. Note: Some facilities may have Insurance regulations that require removal of your boat may require you to sign a waiver that holds them not responsible for damage to your boat during a hurricane.
3. If your boat is on a trailer, lash the boat and trailer down in a protected area. Block up the trailer to remove some of the weight from the tires. You may let some of the air out of the tires before tying the trailer down.
4. If you prefer, you may remove the boat from the trailer and lash down each separately.
5. Remove the outboard motor if possible and the electronics and store them.
6. Small boats can be filled with water to give them added weight after lashing down.
7. For boats remaining in the water, make sure the batteries are fully charged. Bilge pumps will be running a lot with a lot of rain. Protect lines from chafing by covering rub spots with old garden hose.
8. Reduce dock or piling crash damage by securing old tires or bumpers along the sides of the boat.
9. Remove all loose gear from the deck. Store it securely inside or take it inside the house.
10. If the boat is on a trailer, you may want to take it out of the county to a relative or friends house away from the storm area. If so make sure the tires are properly inflated and the tires are sturdy and have good tread on them. Make sure to check bearings and re-pack if trailer

has not been used for a long time. Remember to leave early enough so as to not cause a traffic back up because you are driving slower than the speed limit. Once an evacuation order is given, trailers that are impeding traffic flow will be asked to get off the highway so traffic flow will be able to be maintained.

HOTEL/MOTEL GUESTS:

Leave the county when you are requested to do so by Monroe County Emergency Management and the Hotel/Motel Management.

MEDIA CONFLICTS:

If you receive a call saying there is conflicting information on several of the radio stations or T.V. Channels, tell the caller to please hold on and you will notify your supervisor of the situation. Your supervisor then can check with the Public Information Officer or the Incident Commander to get the correct information verified and then let the caller know the correct, verified information. If it appears that it is going to take more than a few minutes to obtain the necessary information, let the caller know and get their name and phone number and tell them you will call them back within a few minutes.

Attachment #3

EVACUATION RECOMMENDED - ORDERED**OR****IF A HURRICANE WATCH IS ISSUED**

1. Follow any official's orders to evacuate.
2. Monitor storm reports.
 - a. on radio
 - b. on television
 - i. Channel 5, 16, 17, on T.C.I.
 - c. on NOAA weather radio
3. If considering moving to a shelter, make arrangements for all pets. Pets are not allowed in shelters.
4. **DO NOT** drain swimming pools.
5. Refill all prescriptions.
6. Check the following supplies:
 - a. Transistor Radio and Flashlights: The radio will be one of your most useful sources of information. Have enough batteries to last two or three weeks. Depending on the damage from the storm electricity may be off for weeks. The flashlight can prove to be very valuable. The flashlights do not have to be the fancy ones. Several good ones will be fine. Likewise you should have two of the better models. Normally, batteries are good for at least four years. Keep them in their sealed plastic packages until they need to be used. Do not install them ahead of time in the flashlights or radios.
 - b. Containers for drinking water: Have clean, air tight containers to store sufficient drinking water for at least a week. The water supply will probably be interrupted or maybe contaminated. One can use plastic one (1) liter soda bottles, properly cleaned. Or, any other type of plastic container that can be sealed.
 - c. Lanterns, lantern fuel, and matches: Have lantern fuel for at least seven (7) days. Make sure the lantern fuel is stored in safety approved containers. Make sure you have the necessary spare lantern parts like wicks just in case. Know how to use the lanterns safely. Store matches in a water-proof air-tight container.
 - d. Make sure your vehicle is full of fuel: Never let your vehicle gas tank be less than half full during Hurricane threats. Fill up as soon as a hurricane watch is posted. Remember, when there is no electricity the gas pumps will not work. Most service stations do not have emergency generator power.

- e. Canned goods and non-perishable foods: Store packaged foods which can be prepared without cooking and need no refrigeration. Again, there may be no electricity, water, or gas.
- f. Materials for protecting glass openings: Have shutters, or lumber for protecting your windows, doors, including garage doors.
- g. Materials for protecting your valuable possessions: Have enough large plastic garbage bags or plastic covers to protect your more valuable items such as pictures and photo albums. Ceramic items and other items that may break can be packaged in boxes and wrapped in newspaper or get the packaging material at one of the local stores that mail out packages.
- h. Materials for emergency repairs: Your insurance policy may cover the cost of materials used in temporary repairs. So, keep all of your receipts. These receipts will also be helpful for any income tax deductions.
- i. Cash: Make sure you have some cash on hand. ATM's do not work without electricity. Also remember that credit cards will be unusable if there is no electricity and the phone lines are down. Depending on the damage from the storm, banks may not be able to open for several days.

Attachment #4**WHAT TO BRING TO A SHELTER****WATER:**

One gallon of water per person per day.

FOOD:

Non-perishable; needing little or no cooking, such as ready-to-eat meats, fruits, vegetables, and canned juices or sodas. High energy foods such as peanut butter, jelly, crackers, granola bars, trail mix, and other snack foods. Special dietary foods; such as diabetic, low salt, liquid diet, and baby food and formula. Have a manual can opener. Eating and drinking utensils including paper plates. Portable ice chest with ice.

CLOTHING AND BEDDING:

One complete change of clothing including footwear. Aluminum (folding type) lounge chair, a sleeping bag or some type of bedding to sleep on, a blanket and pillow, cots for the elderly, (note: cots will not be provided), rain gear and sturdy shoes.

PERSONAL ITEMS:

Washcloth, small towel, soap, tooth brush, tooth paste, paper towels, toilet paper, towelettes, sanitary napkins, tampons, and any other needed personal items you normally would have to use. Remember, you need to stock up on your personal items before the storm hits because the stores may have major damage and supplies may be limited for some time.

MEDICATIONS, FIRST-AID SUPPLIES:

Medications clearly marked with your name, dosage, type of medication, and prescribing physician. Make sure you have enough to last you for at least 30 days. Have spare refills ready before the storm hits. You should be able to take all medications by yourself. If you need assistance with your medications you should register with the Social Services Special Needs Department in your area of the county. You will then be assigned to a special needs shelter where you will have the necessary assistance.

BABY SUPPLIES:

Clothes, diapers, formula, bottles, nipples, food, and blankets.

IMPORTANT PAPERS:

Names and addresses of your family physician and any other medical doctors that you use. Name and address of the nearest relative not living in the area. Personal identification and valuable papers such as insurance papers, birth certificate, and any other papers you might have in your file at home. If you have a safe deposit box in one of the banking institutions then make copies for the safe deposit box and keep the originals with you until after the storm and then return them to the bank and keep the copies with you.

NOT ALLOWED:

Pets – alcohol beverages - weapons

IMPORTANT THINGS TO REMEMBER WHEN IN THE SHELTER:

- Register immediately upon entering the shelter.
- Obey all shelter rules.
- Keep the building safe and sanitary.
- Remember, there may be many people in the shelter, get along with everyone and if you are available, offer your services to the shelter manager.

CEMP

Annex XVI.
Disaster Housing Strategy
Procedures



Monroe County, Florida

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Comprehensive Emergency Management Plan

Annex

XVI. Disaster Housing Strategy

EXECUTIVE SUMMARY

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MONROE COUNTY

DISASTER

HOUSING

STRATEGY



Executive Summary

As a result of recent disasters such as Hurricane Katrina, Irma, and Michael, our nation has witnessed the suffering of many people, who have lost their homes and businesses. This level of destruction can lead to an overwhelming sense of loss and subsequently may result in relocation of large portions of the population. Regardless of the type of hazard, an extensive loss of residents will severely hamper the ability of the community to recover and rebuild. This housing strategy provides policies and tactics our community may employ to hopefully retain our population and offer hope to survivors when their homes and businesses have been damaged or destroyed. By pooling our local resources, state expertise and federal support, we will provide temporary housing and support services to displaced families and individuals. Rapid recovery requires that all segments of the community, including businesses and government agencies, quickly reconstruct infrastructure, facilities, and structures. The provision of interim disaster housing in the post-disaster environment is essential to the long-term recovery and economic viability of the impacted community.

This strategy details the full array of interim housing options available to the Monroe County leadership in the aftermath of the disaster. Based upon the severity and magnitude of the impact, decision-makers will have the flexibility to select the appropriate interim housing strategies including placement of displaced residents within local hotels, vacant rental units, or within FEMA provided manufactured housing units. This strategy will also ensure that the needs of special populations within our community are addressed. Monroe County Growth Management and Monroe County Emergency Management would like to thank the many agencies and organizations that supported the development of the disaster housing strategy. Their ongoing dedication before, during, and after a large-scale disaster will ensure the long-term viability of our community.

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I. Introduction

A. Mission

Monroe County leadership is dedicated to supporting a safe, sanitary, and functional living environment for all community members in the aftermath of a disaster. The intent of the Disaster Housing Strategy is to foster consensus and collaboration among stakeholders with the aim of building a common approach for carrying out the disaster housing mission and, thereby, expediting community recovery.

B. Purpose

In the aftermath of natural or manmade disasters, community members may be displaced due to damage or loss of residential structures, environmental contamination, or other environmental factors. The Strategy will detail a framework for providing safe, sanitary, and functional temporary housing options for displaced residents in order to expedite long-term community recovery. Within the broader recovery framework, the Strategy primarily addresses interim housing solutions for residents. This document will detail a full range of temporary housing options which may be employed based upon the severity and magnitude of the disaster.

C. Disaster Housing Planning Goals

1. Detail a comprehensive framework for providing interim housing solutions for displaced community residents, and if necessary, emergency home repair and relocation assistance.
2. Develop procedures to address the comprehensive client case management system, which engages service provider organizations in order to address post-disaster needs within the community.
3. Enhance the coordination, design and delivery of Federal and State disaster housing assistance through an ongoing partnership with internal and external stakeholders. Extend the partnership to tribal, non-profit agencies, faith-based partners and the private sector.
4. Provide an overview of the regulatory environment, which may impact interim housing solutions in the post-disaster environment.
5. Ensure the integration of the disaster housing strategy with related operational plans and policy documents such as the Comprehensive Emergency Management Plan (CEMP) the Post-Disaster Redevelopment Plan (PDRP) the Monroe County Comprehensive Plan and Land Development Code (LDC).

The Strategy provides a framework consistent with the National Disaster Housing Strategy (January 2009) to help integrate existing disaster housing efforts and focuses on the following:

1. Support individuals, households, and communities in returning to self-sufficiency as quickly as possible.
2. Affirm and fulfill fundamental disaster housing responsibilities and roles.

3. Increase our collective understanding and ability to meet the needs of disaster survivors and affected communities.
4. Build capabilities to provide a broad range of flexible housing options, including sheltering, interim housing, and permanent housing.
5. Better integrate disaster housing assistance with related community support services and long-term recovery efforts.
6. Improve disaster housing planning to better recover from disasters, including catastrophic events.

D. Plan Methodology

Monroe County recognized the need to address disaster housing solutions in the event of a disaster. In 2012, Monroe County Department of Emergency Management, in close coordination with the Monroe County Growth Management Division, requested the development of a comprehensive Disaster Housing Strategy as an addendum to the Local Mitigation Strategy. The Monroe County Growth Management Division will annually review the Disaster Housing Strategy and coordinate any necessary updates with all responsible organizations.

E. Planning Assumptions

- Since some disasters will not receive a Presidential Disaster Declaration, it may be necessary to implement all or portions of the Disaster Housing Strategy without a Federal disaster declaration.
- Determine if the housing demand will exceed the housing supply through the provision of existing residential structures and/or vacant residential units.
- The ability to provide interim housing is contingent upon the availability of utility infrastructure services as well as healthcare, fire, EMS, Law Enforcement, school, transportation, retail and other essential governmental services.
- Households should be placed in temporary housing as close as possible to their original home or neighborhood, whenever possible.
- Persons with low income, living in manufactured housing such as mobile homes, migrant farm workers, and persons with functional needs are likely to require greater levels of post-disaster assistance, including provisions for interim housing. This effort may require a combined effort of additional community resources and the efforts of the private sector and community non-profit agencies.
- Urgency must be balanced with informed decisions.
- Significant damage will trigger a Presidential Disaster Declaration (Individual Assistance Declaration and Public Assistance).

- A substantial quantity of displaced disaster survivors, as determined by percentage of housing losses, is expected in disasters of major or catastrophic levels.
- An incident may occur with little to no warning.
- A disaster may cause significant disruption to critical infrastructure.
- Response in the immediate aftermath of the event must begin with the rapid damage assessment (without the benefit of detailed/complete assessments.)
- A large number of people may be left displaced.
- Demographics and socioeconomic characteristics will create unique challenges.
- The success of the housing mission will depend on how timely mission-critical information and issues can be collected, confirmed, and circulated in a consistent format that is readily accessible and useful to all key stakeholders.

F. Authorities and References

1. Federal Disaster Housing

a. The Stafford Act

The Federal Emergency Management Agency (FEMA) has set the standard for housing assistance as identified in the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act enables the federal government to employ “special measures, designed to assist the efforts of the affected States in expediting the rendering of aid, assistance, and emergency services, and the reconstruction and rehabilitation of devastated areas, as necessary”. The Act provides statutory authority for most Federal disaster response activities especially as they pertain to FEMA programs, including disaster housing.

b. The Architectural Barriers Act (ABA)

This Act requires that all buildings and facilities designed, constructed, or altered with federal funds, or leased by a Federal agency, comply with federal standards for physical accessibility. These requirements are limited to architectural standards in new and altered buildings and in newly-leased facilities. Federal funds used to provide shelter, interim, or permanent housing after a disaster must comply with ABA requirements. Guidelines for meeting ABA requirements are provided through Uniform Federal Accessibility Standards.

c. Uniform Federal Accessibility Standards (UFAS)

UFAS is authorized under the Architectural Barriers Act of 1968, as amended, Pub. L. No. 90-480, 42 U.S.C. 4151-4157. UFAS establishes requirements for the design, construction, and alteration of buildings to ensure that individuals with disabilities will have access and use of them.

d. The Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of a disability. The ACT defines a person with a disability as an individual, who has a physical or mental impairment that substantially limits one or more major life activities. All programs that receive Federal funds must be ADA compliant.

e. Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance, including federally subsidized housing programs.

f. The Fair Housing Amendments Act of 1988 (FHAA)

The FHAA extends protection against housing discrimination to persons with disabilities. It requires housing providers to permit, at the expense of the individual with a disability, reasonable modifications of existing premises.

g. Developmental Disabilities Assistance and Bill of Rights Act of 2000

The Developmental Disabilities (DD) Act requires the Administration on Developmental Disabilities (ADD) to ensure that people with developmental disabilities and their families receive required services and support.

h. Executive Order 13347: Individuals with Disabilities in Emergency Preparedness

This executive order became a policy of the Federal government to ensure that the support needed by individuals with disabilities is integrated into the development and implementation of emergency preparedness plans by Federal, State, tribal, local governments and private organizations

i. Civil Rights Act of 1964, Title VI

This title prohibits discrimination by government agencies on the basis of race, color, and national origin by recipients of federal financial assistance. If an agency is found in violation of Title VI, that agency may lose its federal funding.

j. Age Discrimination Act of 1975

This Act prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

k. Pets Evacuation and Transportation Standards Act of 2006

This act was an amendment to the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

l. National Fire Protection Association 501 A

Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities: This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities.

m. National Flood Insurance Program

Includes clause related to substantial damage and sets limits on what may be placed in the flood zone.

2. State Disaster Housing

a. Florida Statute Chapter 513 (F.S. Chapter 513), Mobile Home and Recreational Vehicle Parks: Regulates the establishment of mobile home and recreational vehicle parks.

b. Florida Statute 320.8285 (F.S. 320.8285), Onsite inspection: (Appendix F) Mobile Home Park and Recreation Vehicle Park Site Design and inspection standards are established in this statute.

c. Rule Chapter 69A-42 Uniform Fire Safety Standards for Mobile Home Parks and Recreational Vehicle Parks: This rule establishes a uniform requirement for fire safety in mobile home parks and recreational vehicles parks for both new and existing parks.

3. County/Municipal Disaster Housing

a. Post-Disaster Redevelopment Plan (PDRP): This document details the organizational structure, policies, priorities, and vision for community redevelopment in the post-disaster environment. The plan should address recovery issues including disaster housing. Each jurisdiction should have their own disaster housing strategy consistent with their PDRP. The PDRP planning process should address emergency ordinances related to a disaster housing mission including a disaster housing ordinance, which would be implemented in the strategy and provide for the placement of temporary units. It may include an emergency permitting procedure to facilitate immediate minor or temporary repairs, provide for more thoughtful review of permits for non-conforming units and address mitigation strategies.

b. Comprehensive Emergency Management Plan (CEMP): This plan outlines the organizational roles and responsibilities as well as policies and procedures, which will be employed by the local jurisdiction during the response and recovery phases.

c. Flood Prevention Ordinance: This ordinance is required under the National Flood Insurance Program and details regulatory guidance for development within the flood hazard areas. The ordinance may incorporate policies related to placement of manufactured temporary housing units in flood zones.

d. Local Government Comprehensive Plan and Land Development Regulations: The Comprehensive Plan provides a vision for jurisdiction's future by presenting goals and policies to address sustainability, resiliency and quality of life. Land development regulations (LDRs) including building codes, floodplain management regulations and coastal setbacks, etc. provide the specific requirements for development while incorporating safety, mitigation, and design.

G. Overview of the Federal Emergency Management Agency's Disaster Housing Assistance Programs

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), FEMA serves as the primary coordinating agency for disaster response and recovery activities. FEMA processes the Governor's request for disaster assistance and coordinates Federal operations under a Presidential Disaster Declaration. In addition to providing various types of response and recovery aid to state and local governments and certain nonprofit organizations, FEMA provides assistance under the Individuals and Households Program (IHP). Federal assistance to IHP has two major components: Housing Assistance, which is 100% federally-funded and other assistance, which is 75% federally-funded. These forms of assistance are available with the following authorizations:

1. Temporary Housing:

- a. Financial Assistance to eligible individuals and households for renting alternate housing accommodations, existing rental units, manufactured housing, recreational vehicles, and other readily fabricated dwellings.
- b. Financial Assistance for reimbursement of reasonable, short-term lodging expenses that individuals or households incur in the immediate aftermath of a disaster.
- c. Direct Assistance to be provided by FEMA, in the form of purchased or leased temporary housing units to individuals or households who, due to a lack of available housing resources, would be unable to make use of assistance provided under subparagraph (a).
- d. FEMA will charge Fair Market Rent after 18 months, wherein the period of the declaration has not been extended for any housing unit it has provided as Direct Assistance to an individual or household.
- e. FEMA may sell purchased housing units that it provided as Direct Assistance to individuals and households, and will deposit the proceeds from such sales into the Disaster Relief Fund.

2. Repairs:

- a. FEMA may provide financial assistance for the repairs of owner-occupied private residences, utilities, and residential infrastructure (such as a private access route) damaged by a major disaster. The funds are used to return individuals and households to a safe, sanitary, and functional condition.
- b. FEMA to provide financial assistance for eligible hazard mitigation measures that reduce the likelihood of future damage to residences, utilities, or infrastructure.

3. Replacement:

- a. FEMA provides financial assistance for the replacement of owner-occupied private residences damaged by the disaster event. The maximum amount of assistance is adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

b. As a condition of the receipt of Federal disaster assistance, FEMA may require the purchase of flood insurance. This provision may not be waived.

4. Permanent or Semi-Permanent Construction:

The Permanent Housing Construction Category authorizes FEMA to provide financial or direct assistance to applicants for the purpose of constructing permanent housing in insular areas outside the continental United States and in other remote areas. This category is not available to county residents.

The Housing Assistance Program authorizes individual eligibility in more than one category of assistance. It ensures that survivors whose homes have been damaged or destroyed during a disaster are provided with a safe place until repairs are complete, the homes rebuilt, or another permanent residence is secured. Temporary Housing assistance is designed primarily for survivors who are uninsured/underinsured. Housing assistance is available only to homeowners and renters who are legal residents of the United States who were displaced by the declared disaster.

In general, to be eligible for Housing Assistance under the IHP, three conditions must be met:

- (1) The home must have been the applicant's primary residence;
- (2) The home must be inaccessible or have been damaged and rendered uninhabitable as a result of the disaster; and
- (3) The insurance, if any, covering the dwelling does not fully cover the applicant's additional disaster-related living expenses and/or cost of home repairs.

FEMA's Individual Assistance programs are designed for persons and families seeking assistance. Each household must individually apply and establish their eligibility. Survivors can apply for assistance by calling one of FEMA's National Processing Service Centers at the toll-free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed online at www.disasterassistance.gov or www.fema.gov and by visiting the Disaster Recovery Center (DRC). After an application is submitted to FEMA through the official application process, a local FEMA-contracted inspector will assess the damage to the applicant's property and will file a report with FEMA. FEMA will then make an eligibility determination and may issue a check within 10 days of receiving the initial application for assistance¹. However, response times may vary depending on the volume of demand for assistance.

FEMA's Disaster Housing Assistance for those displaced by disasters includes the following forms of assistance based on the priorities listed below:

1. Maximize the Use of Available Local Housing Resources

a. Emergency Sheltering:

Individuals and households may be forced to leave their homes to seek shelter due to an approaching disaster or after a disaster strikes. Regardless of eligibility for assistance programs, a shelter provides disaster survivors with a safe, sanitary and functional environment, including life-sustaining services. Shelter expenses may be eligible for reimbursement from FEMA under Section 403 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. FEMA can provide financial assistance to eligible applicants for critical disaster-related needs such as water, food, first aid, prescriptions, infant

formula, diapers, personal hygiene items and fuel for transportation through Critical Needs Assistance under the Other Needs Assistance provision of the IHP.

b. Congregate Shelters:

Shelters can be operated in hard facilities (schools, churches, community centers, unused warehouses and stores, barracks and berthing ships) or in soft-sided facilities (tents or domes). Types of congregate care shelters include general population, medical support, emergency household pet, ad-hoc/spontaneous, and evacuation.

c. Transitional Sheltering Assistance:

When emergency shelters are overwhelmed or if State and FEMA disaster leadership determine that shelter residents and evacuees will not be able to return to their homes for an extended period of time, the State may request that FEMA authorize eligible disaster survivors to receive Transitional Sheltering Assistance (TSA). If TSA is authorized, FEMA will approve, fund and administer the use of hotels and motels as transitional shelters. The funds used for TSA are not charged against the disaster survivors' maximum amount of IHP financial assistance. (FEMA can provide reimbursement for hotel/motel accommodations to eligible applicants through the Housing Assistance Program, which is subject to the IHP financial assistance limit).

d. Temporary Roofing:

The roofing program allows homeowners to request government assistance for exigent repairs to damaged dwellings. Exigent repairs include installing plastic sheeting (Blue Roof) on damaged roofs and repairing accessibility fixtures such as ramps or railings. Homes must be inspected by qualified officials and determined to be structurally sound, and free from health and safety risks. The repair should begin within a week of the Presidential Disaster Declaration. Voluntary agencies may assist in coordination with the USACE to install plastic sheeting in areas that are not heavily populated or they may assist homeowners with installing tarps.

e. Rapid Temporary Repairs (RTR):

Similar to the Blue Roof program, FEMA has partnered with the USACE on a new pilot initiative to make rapid temporary repairs to doors and windows, which would allow families to shelter in their homes until permanent repairs can be made.

f. Financial Assistance for Rent:

The preferred method in providing interim housing is through rental assistance. This includes financial assistance that helps individuals and families to locate and lease vacant privately-owned apartments, condominiums, and single-family homes, and Federal or State-owned residential property. This type of interim housing support is provided within a few weeks following a Presidential Disaster Declaration and is used for those survivors whose homes have been rendered uninhabitable.

g. Financial Assistance for Repair and Replacement of Damaged Residences:

Repair and replacement assistance is available following the inspection and verification of damages. FEMA will provide eligible homeowners financial assistance for repairs to make their home habitable by restoring the home to a condition that is safe, sanitary, and functional. The assistance may be used toward replacement of a destroyed or condemned home. Repair and replacement assistance may not be sufficient to restore the home to its pre-disaster condition. The assistance may also take several weeks to several months before it is made available.

2. Using Manufactured Temporary Housing

Temporary housing units may be used to house disaster survivors when other housing options have been exhausted. Once the appropriate options have been determined by the State in coordination with FEMA, temporary housing may be placed on an eligible family's private property, on a pre-existing commercial pad, or as a last resort, on a new community site approved by local officials, that is constructed and maintained by FEMA. The development of local ordinances to facilitate the placement of temporary units on private property, where appropriate, and the pre-identification of potential community sites helps to expedite the placement process.

3. Employ Innovative, Alternative Forms of Temporary Housing

New materials and innovations in design have the potential to provide a much broader array of temporary housing than FEMA's current inventory of manufactured housing options. FEMA is exploring alternative options for temporary housing units through the Joint Housing Solutions Group and the Alternative Housing Pilot Program. Alternative forms of direct housing, which may include the type of modular units used after Hurricane Katrina.

4. Semi-Permanent or Permanent Construction/Assistance

This includes financial or direct assistance to individuals and households. Programs administered through FEMA and the Department of Housing and Urban Development (HUD) may allow for the development of housing options. These options allow for renter to obtain a permanent housing solution or for the selling of manufactured or modular temporary homes to a homeowner if repair/rebuilding is not in the financial interests of the homeowner.

II. Local Jurisdiction Situation and Composition

A. Local Jurisdiction Composition

Monroe County is located in the southernmost portion of Florida. The County Seat is in Key West, Florida. The County includes the Mainland Area and over 1,700 islands which lie along the Florida Straits, dividing the Atlantic Ocean to the east from the Gulf of Mexico to the west and defining one edge of the Florida Bay. The mainland part of the County is made up of the Everglades National Park and the southern portion of Big Cypress National Preserve. The Florida Keys extend 233 miles southwestward in a gradual arc from Biscayne Bay to the Dry Tortugas in the Gulf of Mexico.

According to the Monroe County Comprehensive Plan Technical Document, Monroe County, excluding the Mainland Area, has a total land area of 73,138 acres. Nearly all of this land is located within the Coastal High Hazard Area. According to the 2010 Census, Monroe County had a total population of 73,090. There are approximately 51,796 housing units, 13 public schools, 3 hospitals, one Military Base (Naval Air Station Key West), 150 churches, and one Community College with three campuses. These sites may support the disaster housing mission by providing short to long-term housing resources. However, due to the vulnerability of development throughout most portions of the County, infrastructure services and capacity still remain a concern. Critical public facilities and community services located within coastal high hazard areas may limit interim housing placement options.

B. Hazard Vulnerability Analysis affecting Disaster Housing

Monroe County is at risk for natural disasters as detailed in the Comprehensive Emergency Management Plan and the Local Mitigation Strategy. Monroe County, in the form of hurricanes, fires, and floods. Hurricanes present the highest risk due to the potential impacts from high winds, coastal storm surge and generalized flooding. The storm surge associated with Hurricane Wilma in 2005 was a prime example of how flooding may affect hurricane evacuation efforts and impact structures and public infrastructure located within the Coastal High Hazard Area. Flood zones should be analyzed to determine how the population in those areas could be severely impacted. Monroe County should review the placement of manufactured homes and consider the potential dangerous flooding conditions for those areas. County ordinances should be reviewed to make sure manufactured homes are in compliance with the tie-down requirements. Monroe County should also examine the potential threat posed by wildfires which can damage a community, like those affected by the controlled burn in Big Pine Key in 2011.

C. Geography and Geology

The populated area of Monroe County is a 110 mile string of islands spanning from Key Largo to Key West. The mainland portion of Monroe County consists of primarily publicly owned lands under the jurisdiction of the Federal Government, which include Everglades National Park and Big Cypress National Preserve. According to the Monroe County Comprehensive Plan, nearly all of the population lives within a storm surge zone or the Coastal High Hazard Area. The Florida Keys consists primarily of low lying islands with poor drainage characteristics that create hazardous conditions to residents during heavy rainfall or high storm surge events associated with tropical storms and hurricanes. All of the County's manufactured home parks are located in close proximity to the ocean or the Gulf of

Mexico, which should be evaluated when selecting disaster housing community sites. US 1 is Monroe County's only road leading to the 18-Mile Stretch and Card Sound Road emergency access routes to the Florida City and the Florida Turnpike. Nearly all of the bridges and major portions of the US 1 roadway are two lanes. In addition, many road sections are located only a few feet above mean high water. This has resulted in hurricane evacuation being a major factor in limiting new growth in Monroe County. The unique geography of the Florida Keys has also resulted in the identification of several critical habitats that serve threatened and endangered species. The wide variety of environmentally sensitive areas in many areas of Monroe County may not be suitable for interim housing. These factors have resulted in Monroe County being totally located within the Florida Keys Area of State Critical Concern. The Florida Administrative Commission annually determines the rate of growth allowed in the Florida Keys based upon carrying capacity and infrastructure availability.

D. Demographics and Special Needs Populations

According to the 2010 census, the Monroe County population was 73,090. 12,469 or 17 percent of the population is 65 years old and over. Monroe County also has small number of individuals registered with Special Needs. Special Needs populations are those individuals who require assistance for their disabilities, which include but are not limited to medical, mental, or psychological disabilities. As of 2012, 592 residents are registered with Monroe County Social Services as having Special Needs, aka "Functionally Needy". Monroe County has two special needs designated shelters: The Harvey Government Center and the Gato Building. Both are located in Key West. However, these in-county shelters are to be considered for use only in a tropical storm. When designing interim housing solutions, the availability of handicap accessible units, transportation support, and additional human service support agency involvement should be considered. In addition, Monroe County is home to a population of aging, yet independently living populations who may challenge interim housing policy options. The Evacuation Study Demographic Profile can be referenced in this section as well. This document includes demographic data such as linguistic impact age, race, gender, socio economic, religion, national origin, linguistic isolation, and familial status. Links to these profiles are available at www.floridadisaster.org/housing.

E. Local Jurisdiction Housing Stock Characteristics

Nearly 46.7% of Monroe County's residential units are detached single-family structures, while 8.1 percent are attached single-family, 4.9% are duplex (two-family), 19.5% are multi-family (3+ units) and 20.8% are mobile home/trailers. Approximately 47.5% percent of residential units are located in the unincorporated area of Monroe County. 19.2% of the housing stock is estimated to be 40 or more years old, or built before 1970, which means that many homes were constructed prior to the implementation of the more stringent building codes. Tourism increases the population, especially during the months of November through April. During this season, most hotels/motels, rental and seasonal units remain at eighty percent occupancy. During the low season, vacancy rates may be as high as 60 percent.

F. Economic Profile

Monroe County has an economic profile that relies heavily on of tourism, drawing tourists from all over the world. The Florida Keys are known as a fishing and boating mecca. There are several marinas and charter fishing operations that provide an ample opportunity to get on the water. Fishing tournaments, power boat and sailing races, kite boarding, paddle boarding, kayaking, and ecotourism draws millions

of tourists annually. The Keys are also home to the only coral reef system in North America, which attracts divers from across the globe. Key West has long been a destination resort community that hosts cruise ships and navy ships on liberty, with an active nightlife along Duval Street and its famous daily sunset celebrations at Mallory Square. The Keys are consequently home to thousands of condo and hotel units, shops, marinas, restaurants, and bars. According to Enterprise Florida, 33.2 % of Key's employment is in the leisure and hospitality sector.

The historic Florida Keys industry is commercial fishing. Turtle and sponge fishing has long been outlawed. Shrimp fishing has shifted to other parts of the US Gulf Coast. Net fishing has been significantly affected by the catch and size limits, season, and operating methodology restrictions resulting from U.S. Fish and Wildlife and National Marine Sanctuary regulations. The remaining commercial fishing industry primarily traps spiny lobster and stone crabs. This has resulted in a significant reduction in the number of operating fish houses, processing, and packing plants. However, commercial marinas, trap storage, and boat repair continue to be a significant part of the Florida Keys community.

G. Environmental Considerations

Monroe County is located along Florida's fragile coastal area and is bordered by environmentally sensitive areas in the South, which include the Florida Everglades. The northern region includes a protected animal habitat, and the eastern region includes coastal wetlands. Each of these unique, environmentally sensitive areas must be observed when evaluating options for the placement of community sites. When identifying potential sites, it is important to analyze environmentally sensitive areas where human interference may cause irreversible damages to the natural ecosystem and habitat. It is preferable that sites lie outside of the 100-year floodplain and have adequate storm water drainage systems.

Hazardous conditions may be present prior to a disaster and these conditions may increase following a disaster. Contamination in areas located in commercial, industrial, or landfill areas could spread to other surrounding areas. Areas which have been identified as Brownfield sites or Superfund sites should be avoided. A thorough site inspection is required before housing initiatives are implemented. Adjoining land uses including industrial uses, agricultural uses, and others could introduce the potential for hazardous materials in air (smokestacks, pesticides/herbicides), water (industrial sewage, wastewater, disease), or land (contaminated soil, gas tank leaks) that could create both short and long-term adverse health effects on residents. Addressing the aforementioned environmental and safety concerns will be critical in strategy development.

III. Concept of Operations

The goal of the disaster housing mission is to transition displaced survivors into permanent housing as quickly and efficiently as possible. The disaster housing mission may progress through all four disaster housing phases. Each of these phases may overlap or may be excluded if they are not needed.



Shelter Phase: The Emergency Shelter Phase of the disaster housing mission will be managed by the Mass Care/Coordinator within the Monroe County Emergency Operations Center. For additional information, see the Monroe County Comprehensive Emergency Management Plan.

Transitional Shelter Phase: The Transitional Shelter Phase will be managed initially by the Mass Care/Shelter Coordination in close coordination with the Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the EOC with gradual transition to the Recovery Operations Center, which is under the supervision of the Emergency Management Director.

Interim Shelter Phase: The Interim Shelter Phase is managed by the Disaster Housing Coordinator at the Recovery Operations Center, in close coordination with the Joint Field Office (JFO). The Disaster Housing Coordinator is responsible for directing these efforts and coordinating with State and Federal Disaster Housing Officers. The Community Organizations Active in Disasters (COAD), Voluntary Organizations Active in Disasters (VOAD), or Long Term Recovery Coalition can assist by providing volunteers and donated resources to help meet unmet needs.

A. Disaster Housing Needs Assessment

Determining the community need for disaster housing in the aftermath of a disaster is a challenging task. An initial determination must be made in order to position the resources needed to implement the

Disaster Housing mission. While the numbers will likely change as better data is received, the following informational components are needed to quantify the disaster housing need:

- Total number of residential structures (by type) with major damage s classified as destroyed or deemed uninhabitable
- The estimated number of residential structures which might be made habitable with minimal repairs
- The status of available hotel and motel units
- The status and availability of public housing units
- The status and availability of privately-owned, vacant rental properties, which could be used for disaster housing
- Status and availability of manufactured housing units or other fabricated dwellings which could be used for disaster housing
- Available useable land meeting the suitability criteria for emergency community sites, including available space in existing/vacated manufactured home parks
- Status of restoration of utilities
- Availability of community services including fire, EMS, law enforcement, healthcare, schools, etc.
- Status and availability of college/university housing

Monroe County has disaster need assumptions that will assist in quantifying the community needs:

- Uninsured homeowners whose homes are destroyed or have major damage may require disaster housing assistance
- One or two-family zoned lots of sufficient size to place temporary units onsite
- Uninsured residents of multi-family units that are damaged or destroyed will likely need Direct Housing Assistance in commercial manufactured home parks or community sites
- Homeowners who have insurance will not be eligible for Direct Housing Assistance
- Owners of secondary homes will not be eligible for direct housing assistance
- Non-seasonal, permanent manufactured home residents whose units are damaged or destroyed will likely require disaster housing assistance

Direct Housing Assistance generally consists of FEMA obtaining and installing manufactured homes and other types of prefabricated housing on private (individual) sites, commercial parks, or other temporary sites developed by FEMA. This assistance is considered a last option. This non-financial assistance is provided directly to individuals and households when there are not enough housing resources in the impacted area and/or the individual or household was eligible for financial housing assistance but not able to use available resources.

B. Systems, Process and Timeline for Assistance Delivery

The following table provides a general overview of the four phases of the disaster housing mission. Each phase may be adjusted based upon the magnitude and severity of the disaster conditions. All phases will overlap to a limited degree. The goal is to transition survivors quickly back into permanent housing.

Phase	Shelter	Transitional	Interim Housing	Permanent
	0-21 days	Up to 60 days	Up to 18 months	18 months >
Housing Types	Friends & Family	Friends & Family		
	Shelters			
	Hotel/Motel	Hotel/Motel		
		Rentals <ul style="list-style-type: none"> • Apartments • Homes • Seasonal Housing 	Rentals <ul style="list-style-type: none"> • Apartments • Homes • Seasonal Housing 	Lease or purchase of: <ul style="list-style-type: none"> • Single Family Home • Multi-family Home
		Manufactured Homes	Manufactured Homes	Manufactured Homes
		Commercial Space	Commercial Space	Manufactured Homes
		Community Sites	Community Sites	
Resources	Insurance	Insurance	Insurance	Private Insurance
	American Red Cross Voluntary Organizations Faith-Based	American Red Cross Voluntary Organizations Faith-Based Private Sector	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based
	State & Local Government		Local Government Wrap Around Services	
	U.S. Army Corps of Engineers			

	Blue Roof or Similar Emergency Repair Program			Federal Housing Assistance: <ul style="list-style-type: none"> • SBA Loans • HUD • VA
		FEMA housing assistance: <ul style="list-style-type: none"> • Repair Grants • Replacement Grants • Rental Grants • Hotel/Motel Vouchers 	FEMA housing assistance: <ul style="list-style-type: none"> • Repair Grants • Replacement Grants • Rental Grants • Direct Housing 	Unmet Needs Committee

C. Post-Disaster Housing Incident Action Plan/Situational Reporting

When deemed necessary by the Director of Emergency Management, the Emergency Operations Center’s Planning Section will initially incorporate key components of the disaster housing mission into the Incident Action Plan (IAP). Drafting of the IAP will be a unified effort among the Emergency Support Function (ESF) personnel and from players outlined or referenced in the Post-Disaster Redevelopment Plan (PDRP). This IAP is being developed for all response operations in compliance with local planning procedures. These initial disaster housing components will focus on the response efforts coordinated by Emergency Support Function 6: Mass Care and other health and human services providers supporting sheltering operations. The IAP will provide an overview of the response status and initial incident operational objectives. The Emergency Operations Center will dictate the continued updating of the IAP throughout the response phase and beyond.⁴

When practical, the Disaster Housing Coordinator in coordination with State and Federal partners, will develop a detailed disaster housing mission plan(s). The first disaster housing mission plan should be developed within two weeks of the disaster impact followed by a major update within 30 days of impact. Updates should be developed in monthly increments thereafter (ex. D+14, D+30, D+60, D+90, etc).

As the disaster housing mission progresses through the major housing phases listed in the table below, the plan should be expanded. The table also summarizes housing resources by class and timeframe and who is expected to provide the housing resource.

Focus of Strategic Disaster Housing Plans

Strategic Housing Plans	Focuses
D+15	<ul style="list-style-type: none"> ▪ Focus on the needs for extended sheltering ▪ Assess damage impact on housing ▪ Establish initial ball park forecast on temporary housing needs ▪ Identify county specific temporary housing options (with a focus on population retention)
D+30	<ul style="list-style-type: none"> ▪ Update Initial forecast on temporary housing needs ▪ Confirm and incorporate changes to the county specific strategies ▪ Review and refine the overall temporary housing efforts
D+60	<ul style="list-style-type: none"> ▪ Status review of temporary housing mission ▪ Validate temporary housing needs forecast and mission timeframe based on FEMA Applicant Registrations ▪ Confirm and review progress of county-specific strategies
D+90	<ul style="list-style-type: none"> ▪ Focus on the long-term housing needs assessed ▪ Provide a strategy for long-term housing recovery (local repopulation strategy) ▪ Mark a transition of focus from temporary housing to long-term housing

For a checklist of objectives which may be included in the Incident Action Plan see Appendix G

D. Coordination of Survivor Information and Needs

Mass care and human services are necessary for providing the most immediate and long-range needs of disaster survivors which include shelter and feeding, transient and interim housing, care of unaccompanied children, the elderly, and others unable to care for themselves, disaster welfare inquiry, and provision of various types of human services assistance to survivors. All of these services are provided through the coordinated efforts of governmental, non-profit and volunteer agencies. The purpose of this section is to outline coordinating guidelines for planning, mass care, disaster housing, and related emergency human services in the short and long-term recovery phases.

In the event that the President declares a Federal Disaster, which allows federal funds to be used to assist recovery efforts, the following steps must be taken to activate disaster housing assistance:

- Residents in the declared area apply for housing under FEMA's Individuals and Households Program (IHP) by calling one of FEMA's National Processing Service Centers at the toll-free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed by website online at www.disasterassistance.gov or www.fema.gov and by visiting the Disaster Recovery Center (DRC).
- The U.S. Small Business Administration (SBA) may send a disaster loan application after the applicant applies to FEMA for disaster assistance. It is important to complete and return the application to SBA as soon as possible. If the application is not filled out and returned, the applicant may not be eligible for other types of federal assistance. SBA low-interest loans are available to eligible renters, homeowners, businesses of any size and non-profit organizations that suffered losses due to a disaster (see www.disasterassistance.gov).
- Homeowners must prove they owned and occupied the home at the time of the disaster and that the damage was disaster related. Renters must prove that they lived in the disaster-damaged house at the time of the disaster.
- If necessary, a FEMA inspector will call to arrange a visit to the damaged home or apartment to assess disaster-related damages for FEMA's Individuals and Households Program.
- Following review, the applicant receives a determination letter from FEMA with the eligible/ineligible decision. Qualified applicants will receive a check in the mail or a direct deposit to their bank, along with a separate letter explaining how to use the assistance.

Direct Housing Assistance may be available when local existing housing options have been exhausted or deemed infeasible. Manufactured housing units may be used once the appropriate options have been determined by the State. Temporary housing can be placed on an eligible family's private property, on a pre-existing commercial pad or, as a last resort, on a new community site approved by local officials and constructed and maintained by FEMA.

Disaster Case Management is a tool to provide assistance to those impacted by disasters, by providing a Case Manager who is knowledgeable about disaster recovery and can assist the individual or household create a plan to achieve realistic goals for recovery. The County Administrator has delegated the handling of local long-term housing recovery and transition to permanent housing to the Growth Management Director. Under this position and with the collaboration of the Long-Term Recovery Organization, an effective local Client Management System must be established to address comprehensive disaster-related housing recovery needs and the coordination of available resources in the community. The Growth Management Division will conduct the following tasks to capture the needs, determine what assistance has been provided, and identify any gaps in resources:

- Screening and interviewing of Client/Survivor needs in order to determine whether a disaster-related need exists
- Verification of information to ensure loss suffered and to help prevent duplication of benefits
- Unmet Needs Committee Gap Analysis and Recovery Plan to address how to bridge the gaps between what the survivor is able to accomplish and what is actually required from outside sources to stabilize and become self-sufficient
- Commitments by agencies to provide assistance and resources available
- Follow Up and Case Closure to ensure the survivor understands any commitments for assistance

E. Command and Control

Shelter Phase: The Shelter Phase of the disaster housing mission will be managed by the Shelter Coordinator within the Monroe County Emergency Operations Center. For additional information, see the Monroe County Comprehensive Emergency Management Plan.

Transitional Shelter Phase: The Transitional Shelter Phase will be managed initially by the Shelter Coordinator in close coordination with the County Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the Emergency Operations Center with gradual transition to the Recovery Operations Center which is under the supervision of the Emergency Management Director.

Interim Shelter Phase & Permanent Housing: The Interim Shelter Phase and all remaining phases are managed by the Disaster Housing Coordinator at the Recovery Operations Center in

close coordination with the Joint Field Office. The Disaster Housing Coordinator is responsible for directing and coordinating these efforts with State and Federal Disaster Housing programs. The Community Organizations Active in Disasters, Volunteer Organizations Active in Disasters or Long-Term Recovery Coalition can assist by providing volunteers and donated resources to meet unmet needs.

F. Exit Strategy

The Disaster Housing Mission is designed to provide temporary disaster housing for a period of up to 18 months. Restoration of the community is the best way to return a disaster affected area to normal. Temporary housing complexes which create new communities generally do not aid such restoration. Community sites should be located and developed so residents can make maximum use of existing community facilities. Locating sites outside of settled areas may shift settlement patterns, weaken the value of existing facilities, and require new transportation services or new facilities.

Successful case management will identify the needs of the survivors and recovery obstacles. Case management can assist by pooling resources to address the challenges these residents face in finding permanent housing. Provision of appropriate social services, assistance and counseling early in the process will be essential in addition to monitoring the progress. Obstacles such as unemployment, transportation, childcare, affordable housing options, education or disability should be identified with a shared goal of addressing the issues and moving individuals and families to permanent housing.

G. Public, Private, Non-profit and Faith-Based Partners

When Federal, state and local assistance is not sufficient, the community organizations active in disasters, volunteer organizations active in disasters, Unmet Needs Committee or Long-Term Recovery Organization (LTRO) may provide an essential linkage among the volunteer organizations and faith-based partners to meet these needs through donated volunteer time and resources.

The following variables will be considered when developing an exit strategy:

- Ability of residents to find employment and maintain a consistent income
- Availability of affordable permanent housing within the community
- Ability of residents to locate needed social services such as transportation, medical care, childcare and schools
- Ability of residents to finance home repairs, locate necessary supplies and licensed contractors
- Ability to restore vital infrastructure within all areas of the community

- The transfer of vacated manufactured housing units to volunteer organizations

I. Maintaining Operational Readiness for the Disaster Housing Mission

Due to the need for complex decision coordination and the time sensitive nature required in the implementation of the Disaster Housing Mission, it is essential to engage in ongoing planning activities to maintain the operational readiness of the disaster housing program. Preparedness efforts should include the maintenance of policies, inventories, and vital information needed in the immediate post-disaster environment including:

- A process for the real-time identification of vacant habitable hotel, motel, and seasonal units.
- Advance coordination with real estate representatives/property managers for identification of vacant rental properties and property owners of vacant land.
- Initial planning, mapping, and design for post-disaster prioritized vacant lands for potential disaster housing community sites.
- Preparation of emergency authorities related to the Disaster Housing Mission including expedited permitting procedures, or temporary waiver of zoning restrictions which may inhibit the disaster housing mission.
- Ongoing training and exercise of key disaster housing core team members including temporary roofing program, emergency repairs, temporary housing and stakeholder coordination with Federal, State and local partners.
- Maintenance of pre-identified disaster housing command and control facilities, staging areas, data connectivity systems (Client Management System), personnel inventories, equipment and supplies.
- Development of a Standard Operating Procedure (SOP) led by the Disaster Housing Coordinator and supported by the Community Leadership and Administrators to provide a process for client intake and case management to ensure residents receive information and resources provided by state and federal disaster programs and those available through non-profit/faith-based partners.

IV. Housing Strategies

It is vital to transition displaced families to a more stable and secure housing alternative in the aftermath of the disaster. As disaster situations improve, all internal and external partners will focus their efforts on transitioning displaced residents back to their pre-disaster dwellings or, if those dwellings cannot be re-inhabited, other permanent housing options.



A. Emergency Shelter Operations

Monroe County has a total of 2 special needs shelters which serve as an emergency evacuation refuge prior to a tropical storm. Both are located in Key West at the Gato building and the Harvey government Center. Any storm event that exceeds tropical strength requires the transport of special needs populations to the Florida International University shelter which is located outside the jurisdictional limits of Monroe County.

There are a total of four shelters in Monroe County operated by the Emergency Management Department during a Category 1 and 2 storm event, and, to a limited capacity, in the post-disaster environment. They include: Key West High School (Capacity 352), Sugarloaf School (Capacity 307), Stanley Switlik School (Capacity 280), and Coral Shores High School (Capacity 235). The shelter at Florida International University (Capacity: Special Needs 90/General Population 511) is available to Monroe County residents for Category 3 or greater storm events. These shelters have sufficient capacity and support services to accommodate numerous vulnerable individuals and families. In addition, these facilities are dispersed throughout the community and their location is generally known to the immediate community members. All evacuation shelters in Monroe County are constructed to meet the Enhanced Hurricane Protection Area Standard and the American Red Cross 4496 Standard. These facilities can be efficiently secured, and are

handicapped accessible. Risk shelters also have kitchens for meal preparation and sanitation. These shelters, however, offer limited privacy for the family unit because individualized space is not practical. Although these shelters can potentially house a large number of people, they should not be utilized for long-term housing needs due to the need to reopen those facilities, particularly schools for their primary use. Returning children to school allows parents to return to work, which represents a vital step in the community recovery process.

Detailed operational procedures for the management of evacuation shelters may be referenced in the Comprehensive Emergency Management Plan and the American Red Cross Standard Operating Procedure (SPO).

B. Transitional Housing

Transitional Housing (also referred to as transitional sheltering) fills the gap between emergency shelters such as schools, tents, etc., and permanent housing. When emergency shelters are no longer sufficient or available and traditional interim housing is not yet available, communities may use transitional housing which may include:

1. Hotel & Motel Placement

Placement of survivors in hotel/motel accommodations is the preferred and most immediate transient housing solution. Monroe County has approximately 15,000 hotel/motel units that can accommodate approximately 30,000 people. Appendix C has an abbreviated sample of the hotel and motel database for Monroe County. The list also provides the facility's vulnerability to storm surge or flooding. This would be a major factor in a coastal flooding event, as many of the hotel/motel facilities are located within the Coastal High Hazard Area.

The following are sources of information related to real-time bed counts which Monroe County will access in the aftermath of a disaster. A complete listing of all licensed lodging establishments may be located on the internet of the Business and Professional Regulations website at: www.myfloridalicense.com/dbpr/sto/file_download/hr_lodging.shtml. Less common lodging types may include resort condominiums and resort dwellings that regularly provide rental units more than three times in a calendar year for periods each lasting less than one calendar month.

The Tourist Development Council (TDC) will contact all hotel/motel management to determine their damage status and the availability of rooms as part of the Damage Assessment. Power will need to be restored in order for the rooms to be available for disaster survivors, emergency response workers or disaster volunteers. The TDC will continue to monitor the status and report to the Disaster Housing Coordinator.

Initial payment for the survivor's occupancy in the hotel/motels is typically paid by the American Red Cross until the Stafford Act's Individual Assistance Program is activated. After FEMA activates the funds, they are then transferred directly to the survivor. Direct payment by FEMA to the hotel is not normal procedure.

It is vital to consider the functional needs of the survivors. Priority placement of persons with disabilities and special needs clients should be given to handicap accessible units within hotels/motels. Another consideration in the placement process is survivors with pets. The State Tourism Department maintains a list of hotels that will accept pets. Hotels and motels may choose to temporarily waive prohibitions against pets during the initial disaster period. The Convention and Visitors' Bureau should determine this when contact is made regarding status and room availability.

2. Rapid Temporary Roofing and Repairs

Monroe County's Temporary Roofing Program is under the authority of the Growth Management Division. At the State's request, tarps may be provided through FEMA or the U.S. Army Corps of Engineers (USACE) Blue Roof Program. The USACE liaison and their trained contract staff will report directly to the Emergency Management Director, who will coordinate the blue roof mission for the Community. Under this program, USACE will coordinate the installation of plastic sheeting to provide a safe, shelter in place option for impacted families and individuals. These tarps are provided as temporary roof coverings (i.e. blue tarps) to cover damaged roofs in areas that are not heavily populated and to assist homeowners who need assistance with installing plastic sheeting.

Another shelter-in-place option that is available is the Rapid Temporary Repair (RTR) Program, which differs from the temporary roofing or "Blue-Roof" program. At the State's request, this Program makes RTR to doors and windows to allow sheltering until permanent repairs can be made. RTR includes clearing debris to gain access to the homeowner's home and removing debris from the roof. It also uses specially adapted plywood materials to enclose damaged windows and primary entry doors. The Blue Roof and RTR Mission require the following actions:

- **Identify and Prioritize:** Upon completion of the initial damage assessment process, teams will identify and prioritize severely impacted geographic regions within Monroe County.
- **Installation:** Personnel will be tasked with applying the tarps to damaged roofs in the most severely impacted areas, first on single and multifamily homes with asphalt or shingle type roof covering. Metal roofs, tile roofs, and mobile homes are not eligible.
- **Right of Entry:** In order for the contractor to install tarps, homeowners must complete a right of entry form.
- **Information Coordination:** A daily briefing will be conducted providing a status update of the number and location of temporary roof installations conducted.
- **Staffing:** The USACE also teams up with local partners to assist in the Blue Roof Mission. The Department of Building and Zoning, working with Emergency Support Function (ESF) 15 Volunteers and Donations, may identify and train volunteers to support the RTR and Blue Roof Mission.

- **Bulk Distribution:** If necessary, the EOC may decide to distribute temporary roof coverings to citizens with significant roof damage after a large scale disaster. If the roof coverings are provided to the Community for distribution from state and or federal resources, then the supplies will be received at the Community Staging Area and distributed to local points of distribution (PODS) throughout the Community as supplies are available. Residents will be able to pick up these state/Federally supplied resources at their closest point of distribution. For additional information related to Bulk Distribution reference the Monroe County Logistics Section SOP.

C. Interim Housing

Interim housing is provided during the intermediate period (generally up to 18 months or the maximum amount of financial assistance available) between emergency sheltering and the securing of a permanent housing solution by the disaster survivor. Interim housing solutions should refocus on strategies that provide safe, sanitary, and functional housing for individuals and families. Options for interim housing vary greatly and may include:

I. Private Rental Properties

Based upon available vacancy rates and affordability, rental properties may be available as temporary housing for survivors. Initially, eligible applicants receive two months of rental assistance with the ability to qualify for additional assistance. The amount of rental assistance is based on the Fair Market Rent (FMRs) as determined by Housing and Urban Development (HUD) and may be viewed at http://portal.hud.gov/app_nhls on the National Housing Locator (NHL). The NHL is a searchable, web-based clearinghouse of available rental housing available only after a disaster. The median rent paid by Monroe County households in 2009 was \$1,094 per month, compared to a statewide median rent of \$802. In Monroe County, the HUD FMR in 2012, representing rent for a typical modest apartment, was \$946 for an efficiency apartment, \$1,152 for a one-bedroom, \$1,419 for a two-bedroom, \$2,065 for a three-bedroom, and \$2,211 for a four-bedroom unit. In the aftermath of Hurricane Katrina, the policy of FMR was redefined to include not only the HUD stipulated FMR but to also include the cost of any transportation, utility hook-ups, or unit installation.

Depending upon the time of year, Monroe County will have an influx of available properties. The summer and early fall months tend to have the most units available; therefore, it would be highly valuable to identify the properties that are typically vacant during this period ahead of time. Data related to vacant rental and seasonal property can be located at numerous sources including:

- a. The Community Property Appraiser, which has a database listing all commercial income-producing properties.
- b. Property Management Companies who maintain comprehensive lists of properties that is available for rent.
- c. Realtors who have access to multiple listing databases.

d. Information on the availability of commercial/industrial structures at a specific time is available from several websites:

(1) www.loopnet.com: LoopNet is a listing service for commercial properties only. Loopnet permits non-subscribers limited browsing access and full access to subscribers (\$39.95 per month). Properties which have been listed for less than 30 days are available to subscribers only.

(2) www.propertybbs.com: This website provides a listing service for commercial properties in the State. The service allows unrestricted access to all listings.

2. Properties in Foreclosure

Monroe County, FEMA, and the State of Florida would not typically provide programs or services associated with subsidized post-disaster housing programs with single family homes currently in some level of foreclosure. The utilization of vacant homes which are currently in foreclosure is highly controversial and may not be viewed favorably by the financial industry. There are many potential legal, financial, and long-term economic implications such as unpaid liens, property condition and rental arrangements. The use of foreclosed property would be established as a last resort only as a referral program by Monroe County which would place disaster survivors in contact with property owners, banks, or property manager who might offer the property for rental purposes.

Ideally, the Federal, state, and local partners would work cooperatively to identify vacant homes where the lender has already officially filed a Lis Pendens. Some homes may require repairs while others would be available for immediate occupancy if permission were granted. Under these circumstances, the lender has the ultimate decision whether the home may be leased to disaster survivors.

3. Universities, Colleges and Student Housing (State and Private)

In the event of a disaster, colleges and universities may be used to temporarily house survivors. Many campus housing units are left unoccupied for several months during the year. Monroe County has one public Community College that may be evaluated for use in the post-disaster environment. Monroe County may consider establishing an agreement with Florida Keys Community College (FKCC) in order to utilize a share of the unoccupied housing units during the months of May through August. Once an agreement has been reached, these facilities may be used as an interim housing solution for displaced survivors. Currently, FKCC currently maintains a 100-bed residence hall at its Key West campus. Dormitory rooms during the months of May (early) through August (late) could therefore be made available at its Key West campus.

4. Existing Federally Owned/Government-Owned Housing Projects

Monroe County has a number of government-owned facilities, including military and residential public housing units, that may be used for disaster temporary housing. However, most public

housing is at capacity and has a waiting list for qualified potential residents. If public housing units survive without significant damage, Monroe County will be able to house approximately 470 families in these facilities. A table of these locations can be found below.

Subsidized Housing Developments, 2010

Development Name	Program Jurisdiction	Number of Units	Location
H. Bethel Apartments	FEMA/MCLA	18	Stock Island
Stock Island Apartments	LIHTC/SAIL	130	Stock Island
Meridian West	LIHTC/SAIL/MCLA	102	Stock Island
Flagler Village (a)	LIHTC	49	Stock Island
Atlantic Pines	LIHTC/SAIL	14	Big Pine Key
Scattered Sites	FEMA/MCLA	5	Big Coppitt Key
Blue Water (a)	LIHTC/MCLA	36	Tavernier
Newport Village	HUD	50	Key Largo
Tradewinds Hammocks	LIHTC/SAIL/MCLA	66	Key Largo
Total		470	--

Source: Monroe County Housing Authority, 2010

(a) To be built.

FEMA - Federal Emergency Management Agency

MCLA - Monroe County Land Authority

LIHTC - Low Income Housing Tax Credit Program

SAIL - State Apartment Incentive Loan Program

HUD - U.S. Department of Housing and Urban Development

5. “Big Box” Options, Warehouses

Monroe County has few vacant warehouses or large retail stores located along the primary transportation corridor of US 1. There is an insufficient supply of vacant warehouses suitable serve a number of purposes in the aftermath of a disaster including disaster temporary housing, therefore, this is not a viable option for Monroe County.

6. Soft-sided Shelter Options/Tents

If persons displaced from their homes by a disaster cannot be accommodated in existing shelters and/or vacant residential units, the Florida Division of Emergency Management may request that FEMA establish tent cities to meet temporary disaster housing needs. A tent city is a self-contained community where all basic human needs can be met. Facilities may include potable water trucks, restroom trailers, shower trailers, laundry trailers, a recreation/school structure, and an administrative structure. Other items such as telephone banks, ATM machines, convenience stores, and a post office could also be provided on-site. Law enforcement and fire-rescue services would be provided on a 24- hour basis by local government or through mutual aid.

Depending on the magnitude of demand for housing units and the amenities furnished, tent cities can require up to 46 acres of open space.

Due to Monroe County's vulnerability to repeated disaster impacts (e.g. multiple hurricanes within the same season), it is preferable to identify temporary disaster housing options which continue to provide the highest degree of public safety as possible. Many soft sided options may not have high wind load thresholds. The preferred option is the large prefabricated, clear-span, aluminum and specialized fabric structures. This option may provide an increased level of wind loading capability and public safety protection. Similarly, it is preferable to provide air-conditioned tents, and individual 12' by 12' walled units with single doors for each resident household. Based upon the American Red Cross guidelines for long-term housing, this would provide 240 square feet per household, or 60 square feet per person for a household of four persons. The complete tent city should be ready for occupancy within three to six weeks from time of activation. Although a tent city will adequately provide for all basic housing-related needs, it is generally recognized as the least desirable temporary housing alternative, and it would be employed only in a disaster of tremendous magnitude that resulted in temporary housing needs exceeding the capacity of all other feasible alternatives.

7. Floating Disaster Housing Options

Floating options may be suitable for Monroe County which is located along the Atlantic Coast. The Port of Key West has sufficient capacity to dock cruise ships and similar large vessels. In the aftermath of a disaster, the Port Master must give permission for dock space to temporarily house disaster survivors. An agreement is available in Appendix N. This agreement can allow for immediate occupancy of several hundred to several thousand people with no conflict of land use. Cruise ships have the necessary food and sanitation services, therefore they can serve as an effective housing option for Monroe County. Floating options do pose some challenges to the Port because temporary housing will interrupt normal port operations and may interfere with the tourism industry. Monroe County will provide public transit options for occupants to access schools, hospitals, stores, and places of employment.

D. Direct Housing (Factory Built Housing)

A direct housing mission may include placing manufactured housing units on private sites to enable homeowners to remain on their properties while they repair and/or rebuild their permanent residence. Temporary housing units may also be placed in pre-existing commercial parks to accommodate renters or owners without a feasible place for a unit. The Disaster Housing Coordinator, in coordination with FEMA, State, tribal and local governments will determine priorities for placement of individuals and households. Individuals do not request temporary housing initially. Financial Assistance (rental assistance) is provided before Direct Housing Assistance. If applicants are found eligible, they will be contacted by FEMA for a Pre-Placement Interview (PPI). The time between determining eligibility and a PPI varies based on time/date registered, number of people affected and assessment of local temporary housing options.

Direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable.

When determining which populations have precedence to ensure that everyone is housed in a manner best suited for their individual needs, the Disaster Housing Coordinator may consider the following:

- **Medical Needs:** Any person who may not remain in optimum health in a shelter or other emergency facility. Such persons may include those dependent upon oxygen or dialysis equipment. However, disaster survivors with medical needs should not be provided with housing until the services they need to assist them are available. One consideration for housing locations is proximity to facilities that will assist in meeting their medical needs.
- **Accessibility Requirements:** As outlined in the Uniform Federal Accessibility Standards (UFAS); a UFAS compliance check-list is used to determine accessibility, and strategic consideration is given to the number of UFAS-compliant units that will be required as well as which residents will be placed specifically into UFAS-compliant units.
- **Court Restrictions:** Although FEMA may not discriminate in housing applicants, court orders take precedence. Applicants with court orders excluding them from living in proximity to specified groups or individuals may not be suitable for housing in a community site. Special housing arrangements will need to be provided and State and local partners should be engaged to help facilitate the placement of these applicants.
- **Disaster-dependent Considerations:** Considerations may be made for first responders or any person who has a need to remain in the community to help in the response and recovery for the event. Such persons may include police, firefighters, medical staff, and other emergency personnel.

Direct Housing on Private Lot

The preferred method of providing direct housing assistance is to install factory built housing units (e.g. modular homes, manufactured homes, etc.) on an applicant's private lot and temporarily connect it to existing utilities. This allows homeowners to remain within close proximity to their home during the repair and rebuilding process, and allows children to remain within their existing schools and daycare centers. Direct housing on private lots provides survivors access to their customary social setting, existing medical services, and retailers. This strategy takes advantage of the existing infrastructure capacities for the community. The Disaster Housing Strategy's goal is to place up to 70% of the direct housing mission on survivors' private property. With 54% of the overall population of Monroe County owning their homes, this may not be a reasonable goal.

A number of environmental and regulatory obstacles may hinder the implementation of this strategy. The Florida Keys contain a significant amount of environmentally sensitive land. Federal, State, and Land Development Code regulations restrict the placement of housing to primarily scarified lots. Many scarified lots lie within flood zones and/or the Coastal High

Hazard Area, therefore, placement of factory built housing units is generally not recommended unless catastrophic level conditions mandate extreme measures.

Basic steps should be followed when the delivery of a factory built housing unit on a private lot is warranted:

- The Monroe County governing body from neighborhood associations, in conjunction with state regulations, will allow for the placement of a factory built homes provided there is adequate space to place the temporary housing on the site.
- The individual must contact the local utility companies to get hook-ups prepared prior to the issuance of a temporary housing permit.

1. Direct Housing on Business and Commercially-Owned Property

Economic redevelopment is vital to community restoration in the aftermath of a large-scale disaster. The business community must immediately resume activities in order to provide necessary goods and services to the residents. When feasible, business owners may choose to place manufactured housing units on their commercial property in order to permit employees and their families to continue to work. While it is preferable to place all manufactured housing units on privately-owned residential lots, many employees may not have this option. Some employees may not own a residential lot, have the ability to safely access their home or business site, or other public safety or utility challenges preclude this option. On a case by case basis, Monroe County may choose to temporarily waive zoning restrictions on business and commercial property to temporarily allow disaster housing options.

In a worst-case scenario when all other temporary housing resources are exhausted, various commercial or industrial structures may be suitable for conversion to temporary housing. In addition, partially developed or undeveloped commercial/industrial properties may be suitable for the placement of manufactured housing units. Vacant office space in surrounding businesses may serve as an appropriate means for temporarily housing individuals if manufactured homes prove to be overly problematic. Monroe County will make every effort to consider these options in their housing strategy.

2. Direct Housing on Pre-Existing Commercial Parks

Monroe County has 8 commercial mobile home parks with a total of 240 pads or lots within the Unincorporated Area. In addition, there are also 19 commercial mobile home parks with a total of 1,138 pads or lots within the Incorporated Areas. These commercial sites have existing utilities (water, electric, sewer/septic) for pre-developed pads or lots and available community services. In parks where there are vacancies, FEMA may lease the pad or lot and install the housing unit. These parks may become an important immediate housing alternative.

In the event of a significant wind event, a large portion of the Community's existing commercial manufactured home parks stock could be destroyed or otherwise rendered uninhabitable. Once the debris of the former housing units has been cleared, additional vacant spaces over the current

estimated number may become available. Spaces which become available due to the destruction of units will be utilized by the former resident households for the location of a new housing unit. Therefore, the number of spaces, which would be available to disaster survivors who are not currently residents of commercial manufactured home parks, should be estimated at the current vacant number. When possible, it may be advantageous to expand existing commercial manufactured home parks on a temporary basis in order to increase the total number of manufactured housing units at the site.

Manufactured Home Parks remain politically and socially controversial in the State of Florida. Manufactured homes represent a low cost housing alternative and are largely occupied by elderly and low income populations. These groups are particularly vulnerable in the post-disaster environment. When evaluating the use and/or expansion of existing commercial parks, the stress factor that this places on the existing population must be considered along with compromises to unit spacing and overall size. Manufactured home parks may have age restrictions in place which would restrict placement options. For additional information related to regulatory requirements, see the section below.

3. Direct Housing on Community Sites

Direct housing may be placed in community site configurations. As a last resort, direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable. Upon thorough examination of available resources, Monroe County in partnership with State and Federal agencies may decide that the development of community sites may be the best available option to meet the needs of displaced renters or homeowners who cannot place a manufactured housing unit on their private property.

On an annual basis, Monroe County, in partnership with other agencies, should consider the evaluation of potential properties which could be used as community sites in the aftermath of a disaster. The following organizations have information to support the property inventory: Real Estate Services, County Property Appraiser, Monroe County School Board, Monroe County Land Authority, Monroe County Housing Authority, and Monroe County Public Works. As potential sites are evaluated for construction, take into account site feasibility, accessibility specifications, environmental and historic preservation, licensing/permitting/building codes, climate and seasonal requirements. Further consideration should include:

a. Land Leasing

Priority should be placed on utilizing properties owned by Federal, State, local, and tribal governments in an effort to reduce costs. Once a site is chosen and acquired, a memorandum of understanding shall be executed between FEMA and the government detailing the land use and duration as a community site. A lease may also be initiated between private landowners upon determination that publicly owned land is unavailable or infeasible. Monroe County and the State will assist in identifying viable sites for FEMA or General Services Administration (GSA) to lease from the private landowner. Leasing options that can be used to provide permanent housing for individuals and/or that may be converted into permanent ownership for future

development, such as a permanent manufactured home park or residential subdivisions, are preferred. There may be incentives for private land developers and owners to work with the community, State, and FEMA officials to utilize these properties. If FEMA agrees to provide infrastructure, it will remain and can be used after the community site is deactivated. Terms can often be negotiated which compensate the government for any permanent repairs or upgrades.

b. Site Selection

(1) **Size.** It is less desirable to place a large disaster housing site on a single, large piece of property. Smaller sites of about four to five acres each are preferable. The preferred manufactured home size is 14' X 60' which would allow for six to 10 units to be placed per acre. Trailer emergency community sites can consider using 8' X 32' trailers and should plan five acres per 100 trailers.

(2) **Zoning and Local Compliance.** Consider zoning to ensure proper land use. The Planning and Environmental Resources Department streamlined the permitting and site development for when a site receives selection and approval by the local and tribal government. Regulatory considerations such as storm water, water discharge, air quality, waste disposal, and building codes should be addressed. Sufficient coordination, research and pre-planning can go a long way towards verifying compliance prior to site construction.

(3) **Host Community Considerations.** Locate community sites within, or in close proximity to an affected community to allow the return of survivors to their communities, promote community recovery, and avoid adverse impacts on the tax base of the community.

(4) **Utilities.** Adequate utilities are essential and an evaluation must be made as to whether the electrical, water and septic systems are capable of supporting a fully operational community site for the duration of the interim housing period. If it is determined that any of these systems are incapable of sustaining operations, plans must be made to either upgrade or replace the affected elements. The most efficient locations to consider for site placement are sites that previously supported a manufactured home or other form of temporary housing. Paved areas with above ground utilities, such as military bases, business parks, or airports should also be considered. If a site is being constructed in an area that has not previously been used for supporting housing, significant infrastructure upgrades and construction may be necessary, and site factors may necessitate the construction of facilities such as sewage lift stations, electrical substations, and utility corridors.

(5) **Maintenance and Occupant Recertification.** Maintenance of manufactured housing units and recertification of the occupants is accomplished by FEMA. The recertification process allows FEMA to review the occupants' plans for permanent housing and determine the continued need for temporary housing. These individuals receive one, on-site visit up to every three months at their temporary home, proceeded with many telephone follow-ups.

(6) **Essential Services.** Proximity to essential services such as fire, police, medical, and education services is a prime concern when selecting potential community site locations. Accessibility

requirements must also be considered such as access to transportation and bus lines, senior shuttles for shopping, and other needs.

(7) Environmental Hazards and Considerations. In addition to the criteria for environmental preservation and environmental hazards, other factors that may contribute to inadequate living conditions should be considered. This includes distance away from wet areas as well as mosquito, snake, and rodent infested areas. FEMA should ensure that soil tests are conducted and the results analyzed prior to construction. This helps ensure that proper excavation, backfill/refill, and compaction measures are taken throughout the site to prevent sub-base failure. Topography should be considered to comply with Uniform Federal Accessibility Standards (UFAS) requirements. Typically, open flat areas provide the most effective and usable community sites.

c. Wrap-Around Services

Beyond basic housing, residents may require extensive human support services including public transportation assistance, official document replacement, job counseling, mental health services, mail services, emergency services and healthcare, activities for children, storage, trash collection, security, and outdoor recreation. When possible, social services such as shopping, public transportation (including paratransit services), consumer services, and utilities should be provided by existing systems. Remote locations may require supplementary public transportation to schools, jobs, and shopping. If retail trade is seriously affected, mobile services may be required to deliver food and other goods. Laundry facilities must be assessable to site residents who may have to launder their remaining items more frequently. Additional on-site facilities such as recreation and communal spaces should be provided within all but smaller sites. Recreation and social services such as daycare should be available.

Working together in collaboration, organizations should be ready to respond to requests for wrap-around services for temporary housing residents. The Federal, State, tribal, local, voluntary, and private sector will work together to determine the required essential and social services. Planning considerations should include:

1. Site Security and Safety – Public Safety, Site Security, Traffic Redirection and Restoration of Access
2. Infrastructure to Support Site – Public Utilities/Public Works, Public Transportation, Recycling and Solid Waste
3. Centralized Services/Mass Care – Access to Healthcare/Medical Services, Counseling, Employment, Business and Legal Services, Food Availability, Laundry Facilities, Retail
4. Community and Family Support – Community Services, Childcare, Playgrounds/Pet Areas

V. Roles and Responsibilities for Jurisdictional Agencies and Organizations

Housing Mission.

1. County Administrator – Engineering, Project Management, Wastewater

Annually survey potential disaster housing sites by evaluating infrastructure needs onsite and the capacity needed for sustaining populations. Support and provide technical assistance to the U.S. Army Corps of Engineers and contractors in evaluating and implementing support infrastructure for designated disaster housing sites.

2. Deputy County Administrator – Airports, Libraries, Social Services, Technical Services

Technical Services provides assistance such as manpower and equipment and information technology services (computer, phone, fax, etc) to assist with client intake needs, call center needs and services and grant and administrative personnel. Coordinate all communications with the media, maintain the community website with current information and updates Public Service Announcements (PSAs) as necessary.

3. Public Works Department - Facilities Management: Parks and Beaches, Solid Waste, Roads and Bridges

Identify and survey emergency community sites within the park system and support implementation of the disaster housing strategy. Evaluate the infrastructure support needs and designate sites including manufactured home parks which may be used as disaster housing sites. Public Works will coordinate with the state and federal partners in the design, installation, and restoration of all infrastructures in support of the Disaster Housing Mission. Evaluate the infrastructure support needs and designate sites including manufactured home parks which may be used as disaster housing sites.

4. Growth Management Department – Building, Code Compliance, GIS, Planning

The Growth Management Director or designee will provide assistance in all facets of damage assessments, regulations, and future expeditious placement of temporary housing initiatives. This position will manage the Blue Roof Mission, and support the implementation of all disaster housing strategies. Growth Management will ensure that permitting related issues, damage assessments, and habitability assessments are coordinated. Growth Management will also make available all Geographic Information System (GIS) tools, resources and support staff to address land use planning regulations and pre-disaster planning. Growth Management will annually evaluate and revise Monroe County's building codes and land use regulations to reflect the disaster housing strategy. Growth Management will also monitor potential usage of developments that are near completion or completed for use as disaster housing sites in conjunction with the Disaster Housing and Human Services Director, or designee.

5. Emergency Services Department – Emergency Management, Fire Rescue:

Provide coordination among all stakeholders on the Federal, State, and local levels of government. The Department will ensure that information and resources are effectively integrated for supporting the Disaster Housing Mission before, during, and after a disaster. The Fire Marshall will ensure compliance with all fire code regulations and support the expedited permitting process during the planning review process.

6. Monroe County Sheriff's Office:

The Sheriff's Office under a signed memorandum of understanding (MOU) will provide security at disaster community housing sites and at emergency shelters when not under contract with other service providers.

7. Monroe County School District:

A representative from the Community School District will annually evaluate the list of vacant properties owned by the School District to determine continued applicability for use in the Disaster Housing Mission. The School District may support the evaluation and design of community site locations in coordination with the Community, State, and Federal partners.

8. Monroe County Property Appraiser's Office:

Support the identification of residential, commercial, and public properties which may be evaluated for disaster housing community sites. The Property Appraiser also supports the post-disaster damage assessment process.

10. Monroe County Health Department – Emergency Preparedness and Response Division:

Coordinates resources, plans and responses related to manmade and naturally occurring disasters, especially those that can impact public health. The Division's mission is to ensure that Monroe County is prepared for and can respond to and recover from weather-related events, bioterrorism incidents, outbreaks of infectious disease and other public health emergencies.

11. Key West Housing Authority:

The director, or designee, will assume a leadership role in coordinating the Disaster Housing Mission. This position provides executive leadership for the development, approval, and execution of all aspects of the disaster housing strategy (before, during, and after a large scale disaster). Preparedness efforts include coordination with all public, private, and non-profit stakeholders for maintenance, update, and exercise of this strategy and all associated data and site specific information. The director, or designee, will provide leadership to the Post-Disaster Incident Action Plan team. The director, or designee, should also expand normal program elements and develop or enhance an existing client management system to meet the needs of the Disaster Housing Mission. If needed, the Community Manager, Emergency Management

Director, Long-Term Recovery Organization members, contractors and non-profits if needed should provide support to address transitional and long-term housing needs.

12. Monroe County Chapter of the American Red Cross (ARC):

Implement the shelter strategy and support survivor placement during the interim housing process. The ARC supports disaster housing demand estimates and long-term client management.

13. Monroe County Board of Realtors:

Coordinate with Monroe County Real Estate Services in the identification, coordination, and placement of displaced survivors into vacant residential structures. The board will support the identification of vacant structures and properties which may be utilized in the disaster housing mission.

14. Tourist Development Council (TDC):

Coordinate with the hoteliers and lodging industry in preparing for and implementing the Monroe County phased evacuation system. Provide alternative lodging and relocation services for tourist evacuees. Maintain an inventory of hotel and motel units that may be available to serve as temporary housing for disaster survivors.

15. Affiliated Volunteers:

In Monroe County, faith-based groups and unaffiliated volunteers coordinate initially through the local Emergency Operations Centers (EOC) and Emergency Support Functions (ESF) 6 and 15. Groups include Florida Volunteers Organizations Active in Disaster (FLVOAD), Florida Interfaith Networking in Disaster (FINI), and Community Emergency Response Teams (CERT). These groups may provide critical resources to the Disaster Housing Mission throughout all phases of the disaster, from the initial emergency roofing mission to the final housing reconstruction and placement. Representatives from faith-based and volunteer organizations may be invited to participate in Disaster Housing discussions through ESF 15, through Long-Term Disaster Recovery Coalitions. Faith-based organizations and volunteers may support case management functions. Many of these organizations may provide housing resources such as land or housing units. Unlicensed volunteers can perform in support of the Disaster Housing Mission. Local building policies are determined and enforced by local building officials and vary widely by jurisdiction. Some building officials are unwilling to allow volunteers who are licensed in other states to work within their jurisdiction.

VI. Regulatory Obstacles for Disaster Housing

A. Local Regulatory Environment

The disaster housing mission's biggest obstacle is the myriad of federal, state, and local, regulatory authorities which regulate the repair, reconstruction and the placement of temporary housing units. While long-term public safety, environmental protection, and historical preservation objectives cannot be compromised, temporary disaster actions should be permitted within an appropriate context. Significant time savings may be achieved through pre-planning and the identification and temporary emergency modification of these regulatory authorities (as appropriate). Monroe County has established emergency review procedures and authorities as part of the post-disaster emergency review functions. These functions may impact disaster housing operations. In order to expedite the disaster housing mission, Monroe County has implemented a number of emergency procedures and regulatory approaches used in disaster recovery operations. Monroe County Emergency Management has drafted emergency executive orders for consideration by the Board of County Commissioners. Monroe County has incorporated emergency regulatory language into the Land Development Code (Monroe County Code Section 130-4, Temporary Emergency Housing), Comprehensive Emergency Management Plan (CEMP), and Monroe County Recovery Plan to address disaster housing issues. Additional issues should be addressed as detailed below:

I. Emergency Executive Orders

In the aftermath of a disaster, Monroe County leadership may choose to implement an executive order to address disaster housing issues. However, it is important to note that the passage of any legal action in the aftermath of a disaster can be challenging due to disruption of government continuity, absence of vital members of the leadership, and challenges to meeting transparency requirements. While Monroe County leadership and residents may not be willing to endorse various disaster housing strategies in minor events, the severity of the events may prompt a different response. Regulatory actions, therefore, may similarly require modification based upon the magnitude and severity of the disaster (tiered). It may not be possible to waive or relax Federal and State regulations, though close coordination should occur among all regulatory stakeholders. Many of these issues may best be addressed in the Post Disaster Redevelopment Plan. The following is a list of regulatory actions which were evaluated in Monroe County:

- Comprehensive Plan
- Building Code and Land Development Code
- Expedited Permitting Process
- Consideration of flood zoning restrictions through the Flood Prevention Ordinance
- Environmental requirements relating to air pollution, fuel storage, water use, solid and hazardous waste disposal, sewage disposal, etc.

- National Fire Protection Association (NFPA) 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites and Communities

2. Comprehensive Emergency Management Plan (CEMP), Building Code and Land Development Code

The evaluation of the local CEMP, the Building Code, and the Zoning Ordinance in the Land Development Code revealed the opportunity for modifications to expand the diversity of disaster housing options. In reviewing each of the categories, it was found that few zoning or land use categories would permit temporary housing and some not at all. Therefore, the recommended changes include permitting temporary housing within the described districts and waiving requirements for setbacks and density. Modifications to the Land Development Code may not be possible due to political challenges, which the Monroe County leadership may consider.

3. Flood Prevention Ordinance

In compliance with requirements set forth in the National Flood Insurance Program (NFIP) and Florida Statutes Chapter 125, Monroe County maintains a flood damage prevention ordinance. This ordinance prohibits practices that are dangerous to health, safety and property due to water and erosion hazards, or those which result in damaging increases in erosion or in flood heights and velocities. The placement of manufactured housing units within the flood zone should be conducted in compliance with specifications set out in the Flood Damage Prevention Ordinance. The development of a modified Flood Prevention Ordinance may be necessary to define and allow disaster housing within the floodplain under appropriate circumstances.

4. NFPA 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities (2003 Edition)

This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities. The standard addresses fuel supply, including gas and oil, Electrical Systems, Life Safety and Fire Safety. When developing a site plan, the standard requires the inclusion of numerous components in section 6.1.1.3 of NFPA 501 A which have been included in the site preparation checklist in Appendix E and references the Fire Code standards.

B. Expedited Permitting Process

The close coordination between the Monroe County Building Department, Monroe County Health Department, and FEMA expedites permitting issues related to the implementation of the Disaster Housing Mission. Regardless of the type of manufactured unit or location of the manufactured unit, rapid and effective intergovernmental coordination is essential. Existing Manufactured Home Parks that are being expanded and new disaster housing community sites that are built must be inspected and permitted by the local building department, the local health department, and by FEMA. All parties may agree to a modified permitting process to ensure new parks have all the necessary requirements and existing parks can handle any increases in capacity. Monroe County Health Department may fast-track the manufactured home park

permitting process to allow for speedy set up of FEMA's temporary housing units. The Monroe County Health Department requires access to the state's online permit. This system is only accessible at a limited number of locations within Monroe County which could house the single permitting location. Advance coordination for electronic access will be essential. For infill sites, conduct a life safety inspection to include the following elements:

- Resident name, address, phone, and FEMA registration number
- Electric and, if necessary, gas
- Setback requirements from one trailer to another (exposure distances)
- Sanitary services
- Water services
- Other, to be determined

For new sites, the following items must be evaluated and implemented among disaster housing support agencies. Some sites may be pre-identified, while others are not.

- Life safety inspection (same as above)
- Infrastructure design
- Water lines
- Master electrical distribution
- Feeding each manufactured home
- Fire protection
- Sewer lines
- A Development Committee Review is also required

C. Homeowner Association Regulations

Homeowner and condominium associations may place restrictions on the use of the property within their jurisdiction. Homeowner associations are governed by Florida Statute Chapter 720 and condominium associations are governed by Florida Statute Chapter 718. These associations may limit the time of residency for seasonal users which may be applicable to disaster housing residents. If the rentals extend into the high tourist season, then property owners may not want disaster survivors on the property. Many homeowner associations do not allow pets or children. Association approval may be required to modify these restrictions and limitations. In some

cases, Associations may not have the authority to waive certain policies without a formal process. Monroe County encourages all homeowner associations and condominium associations to support the placement of displaced persons to the greatest extent possible to avoid the permanent relocation of populations to other areas.

When evaluating the use of condominiums and apartments, persons with special needs such as mobility impairments should receive priority access to first floor units and other units that are handicap accessible.

VII. Special Topics

A. Accessibility (Americans with Disabilities Act compliance)

Monroe County acknowledges the challenges faced by those with special needs. The community will strive to meet all Americans with Disabilities Act (ADA) requirements as listed in the Authorities section. Accessibility and placement issues for special needs populations will be a primary focus in the client management process. Monroe County will coordinate with individuals and/or organizations who have knowledge and expertise of ADA regulations and requirements, such as building code enforcement, local housing authorities, as well as representatives from the ADA's Technical Assistance Program.

B. Pets and Service Animals

The Pets Evacuation and Transportation Act of 2006 (PETS) requires that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Monroe County recognizes that pet ownership may be a significant factor in the placement of displaced survivors. While pets may be permitted in certain housing options, they may be prohibited in various condominiums, apartments, hotels, and/or community sites. The Monroe County Comprehensive Emergency Management Plan details various pet services which may be provided through Emergency Support Function (ESF) 17. However, the ability to place animals in long-term care is severely limited in Monroe County and further options may become necessary.

The Monroe County does not maintain animal shelters. However, there are a number of pet-friendly County shelters that support post-disaster pet shelter needs.

Monroe County Pet Friendly Shelters for Category 1 and 2:

1. Key West High School, 2100 Flagler Avenue, Key West
2. Sugarloaf School, 225 Crane Boulevard, MM19
3. Coral Shores High School, 89591 Overseas Highway, Islamorada MM89.9
4. Stanley Switlik Elementary School, 3400 Overseas Highway, Marathon - **Pets sheltered at Marathon High School. Owners will be responsible to drop their pets off at the Marathon High School for sheltering BEFORE seeking shelter at Stanley Switlik.**

Monroe County Pet Friendly Shelter for Category 3 or higher: OUT OF COUNTY

1. E. Darwin Fuchs Pavilion - 10901SW 24th Street, Miami

C. Affordable Housing Issues

Restricted low income housing units in unincorporated Monroe County are located in Key Largo, Big Pine Key, Big Coppitt, and Stock Island. The infrastructure and storm water management system in these areas are similarly vulnerable to high winds and heavy rainfall. The low income families residing in these areas generally lack the financial and institutional resources to recover independently in the aftermath of a large scale disaster. Below poverty level households pose greater need for housing assistance following a major or catastrophic disaster event/incident.

Many low income families in Monroe County reside in rental properties and are reliant upon available, affordable rental units. There is no guarantee that rental properties will be rebuilt as affordable rental units post-disaster. Likely, units that are rebuilt will meet new building code and design standards which may invariably increase rental rates. All of these factors create a challenging environment for low income populations to locate affordable housing options. The Long-Term Recovery Organization is aware of the need to continue to promote affordable housing options in the aftermath of a large scale disaster and will work closely with the Disaster Housing Coordinator to identify displaced survivors who may require additional support during the transition from interim to permanent housing. Congress may appropriate supplemental Community Development Block Grant (CDBG) funds to help communities recover from major federally declared disasters. Supplemental appropriation provides for grants to states (including Indian tribes) to be administered by each state in conjunction with its CDBG program. HUD analyzes needs data and determines grant allocations. These funds may provide an avenue for supporting the redevelopment of affordable housing opportunities in Monroe County.

D. Abandonment and Urban Blight

After a major disaster, some residents may choose to not return to their homes or lack the necessary funds to repair them. Many damaged commercial spaces may remain damaged and vacant as tenants go out of business or relocate to better locations and newer buildings. This can result in sporadic blight throughout the community. Blight abatement after a major disaster could be beyond the capability of traditional code enforcement procedures. The PDRP should address strategies for reducing the potential for blight, such as protocols for the demolition of destroyed structures and opportunities to streamline the process so that unsafe structures do not remain and displaced residents can transition back to permanent homes as quickly as possible.

E. Health Issues (Mold remediation, soil contamination, formaldehyde etc.)

The health effects of formaldehyde in manufactured housing units have raised issues of concern from past disasters. FEMA gives each impacted state the authority to set acceptable limits of formaldehyde within manufactured housing units supplied for use as interim housing.

Housing and Urban Development (HUD) standards place limits on formaldehyde emissions and product certification of all plywood and particleboard materials, which involves emission certification by a nationally recognized testing laboratory and a written quality control plan for each plant where particle board is produced or finished or where the plywood is finished. These standards have been required by HUD for manufactured homes, and now FEMA's specifications have incorporated these standards for travel trailers. FEMA tests every manufactured home for formaldehyde before using them as temporary housing. Formaldehyde affects individuals in the following manner:

- Age. Formaldehyde exposure can cause illness in children and the elderly. If children or elderly are in the manufactured home, it is important to reduce their exposure to formaldehyde.

- Health conditions. Formaldehyde irritates the airways. People with asthma, bronchitis, or other breathing conditions are especially sensitive to formaldehyde. Individuals with chronic diseases may be less able to tolerate formaldehyde exposure. Pregnant women and their unborn children may not be at higher risk, but they should be careful about exposure.

- How the manufactured home is used. Impacts may be decreased by spending as much time outdoors in fresh air as possible. Inform residents to open windows as much as possible to let in fresh air. It is best to keep temperatures inside manufactured homes at the lowest comfortable setting.

FEMA-supplied manufactured homes are intended for temporary emergency housing. Families living in manufactured housing with children, elderly persons, or persons with respiratory issues such as asthma should consider relocating to alternate interim housing options if they experience respiratory symptoms associated with higher levels of exposure.

Mold may become an issue of concern during disasters. Residents who have problems with mold should follow the following instructions:

- a. Fix water leaks
- b. Clean away any visible mold with detergent and water and open windows when cleaning with cleaning products

F. Temporary Housing for Emergency Workers and Volunteers: Base Camps

Monroe County will be inundated by emergency responders, recovery workers, and volunteers assisting the recovery effort. This skilled and unskilled workforce from external public, private, and non-profit based organizations is vital in the aftermath of a major or catastrophic event. Voluntary organizations are willing to donate their time and talents to assist those affected by the disaster to rebuild their homes and lives and do so by prioritizing assistance to need-based and vulnerable populations. Monroe County recognizes the need to support the provision of temporary shelter to external workforces providing assistance to survivors. This may be accomplished in partnership with State and Federal agencies through the provision of Base Camps, manufactured housing units or other forms of shelter.

VIII. Preparedness

A. Plan Updates and Maintenance

Annually by June 1, the Disaster Housing Coordinator, or designee should update the list of potential community and commercial housing sites and incorporate any revisions to the Strategy requiring immediate attention. Once every four years, the Disaster Housing Coordinator, or designee, shall review and update the Disaster Housing Strategy and all supporting procedures, policies, and practices.

B. Training and Exercise

Once every four years, with the update of this Strategy, the Long-Term Recovery Organization should convene all primary agencies and organizations to verify their assigned roles and responsibilities and identify any preparedness shortfalls. Each of the lead representatives is responsible for maintaining operational readiness within their organization. These representatives should ensure that sufficient staff members are trained to implement their assigned roles and responsibilities. Newly assigned personnel should be briefed annually prior to the hurricane season. At least once every four years, Monroe County will incorporate disaster housing related objectives as an element of their all hazard exercise program.

C. Plan Integration

Monroe County's Disaster Housing Strategy is integrated with related emergency management plans, policies, and procedures throughout the community including the Post-Disaster Redevelopment Plan, Local Mitigation Strategy, the Comprehensive Emergency Management Plan (CEMP), and the Monroe County Recovery Plan. These emergency management related documents influence various stages of the disaster housing mission:

The Comprehensive Emergency Management Plan (PDRP) and related procedures guide disaster preparedness and response actions for emergency sheltering operations. . The CEMP provides opportunities to integrate disaster housing training and exercises. The Growth Management Division has maximized opportunities to integrate interim housing issues in all appropriate preparedness activities, which are detailed in this document. When identifying potential community sites, the plans were referenced to reduce or eliminate conflict of use among the facilities and sites for other response operations such as debris management, logistics management or mass care related activities.

The Disaster Housing Strategy provides seamless integration to the Monroe County Recovery Plan which details transition strategies to permanent housing and long-term community redevelopment. The disaster housing exit strategy incorporates the permanent housing concepts of the PDRP.

In addition to integration with emergency management related plans, Monroe County also integrated this strategy with planning, land development and visioning documents including the Monroe County Comprehensive Plan, and the Monroe County Land Development Code. These

documents guide the long-term vision and community development actions in non-disaster times and should strongly influence post-disaster redevelopment planning. It may be necessary in Monroe County to temporarily adjust local building codes, land use requirements and zoning requirements in order to accommodate post-disaster housing needs.

IX. Glossary

A. Definitions

Commercial Site: A site customarily leased for a fee, which is fully equipped to accommodate a housing unit with existing water, sewer, and power connections.

Community Site: A site provided by the State or local government that accommodates two or more units and is complete with utilities.

Direct Assistance: Non-monetary assistance provided to disaster survivors by the Federal Government in the form of physical resources. This includes housing units that are acquired by purchase or lease, directly for individuals or households who, because of a lack of available housing resources would be unable to make use of financial assistance and direct activities by the government to repair or rent units, such as contracting with a company to repair a rental property.

Essential Services: Services necessary to a basic standard of living and the general welfare of society. Services may include any of the following: electricity, gas, water and sewerage services, etc.

Fair Market Rent (FMR): An amount determined by the U.S. Department of Housing and Urban Development (HUD) to be the monthly cost of modest, non-luxury rental units in a specific market area, plus the cost of utilities, excluding telephone service.

Financial Assistance: Monetary assistance provided to individuals and households to rent alternative housing accommodations, existing rental units, manufactured housing or other readily fabricated dwellings. Such assistance may include the payment of the cost of utilities (excluding telephone service) or funds to be used for repair and replacement of housing and/or personal property.

Government Owned Property: Property that is owned by government for reasons including foreclosure and prior ownership. This applies to governments at all levels, including Federal, State, local and tribal. Single family units and multi-family units are included.

Interim Housing: The intermediate period of housing assistance that covers the gap between sheltering and the return of disaster survivors to permanent housing. Generally, this period may span from the day after the disaster is declared through up to 18 months.

Long-Term Housing: Safe, sanitary, and functional housing that can be sustained without continued disaster-related assistance.

Major Disaster: Any natural catastrophe (including any hurricane, tornado, storm, 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.

National Emergency Management Information System (NEMIS): An integrated data management system that automates management of disaster response and recovery operations, including application registration, processing, and payment of assistance to disaster survivors.

Permanent Housing: Refers to the state of long-term housing.

Post-Disaster Redevelopment Plan: The Long term Recovery Committee develops this document to provide a comprehensive strategy for massive community rebuilding and redevelopment in the post-disaster environment.

Post-Disaster Temporary Housing Incident Action Plan: A document that details a full range of temporary disaster housing options that may be employed based upon the severity and magnitude of the disaster. It also provides an introduction of permanent housing solutions.

Shelter: A place of refuge that provides life-sustaining services in a congregate facility for individuals who have been displaced by an emergency or a disaster.

Short Term Housing: This refers to the states of sheltering and interim housing.

Special Needs Populations: As defined in the National Response Framework, special needs populations are those whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency or are non-English speaking, or are transportation disadvantaged.

Temporary Housing: Temporary accommodations provided by the Federal Government to individuals or families whose homes are made unlivable by an emergency or a major disaster.

Unmet Needs: The deficit between verified disaster-caused damages and obtainable disaster aid, including insurance assistance, Federal and State assistance, and personal resources.

Wrap-Around Services: The delivery of infrastructure and additional essential services to address disaster-related needs of affected residents living in temporary housing sites. Wrap-Around Services go beyond the physical need for housing or political subdivision of a state. These services typically include basic social services and access to utilities, transportation, grocery stores, medical and employment facilities.

B. Acronyms

ABA	Architectural Barriers Act
ABA	American Bankers Association
ADA	Americans with Disabilities Act
ADD	Administration on Developmental Disabilities
AHLA	American Hotel and Lodging Association
AHPP	Alternative Housing Pilot Project
AIA	American Insurance Association
APA	American Planning Association
ARC	American Red Cross
ASD	Animal Service Department
CDBG	Community Development Block Grant
CDCs	Community Development Councils
CDHC	County Disaster Housing Coordinator
CDHTF	County Disaster Housing Task Force
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations
CPI	Consumer Price Index
CUNA	Credit Union National Association
CVB	Convention and Visitors Bureau
DCF	Department of Children and Families
DCM	Disaster Case Management
DHC	Disaster Housing Coordinator
DHS	US Department of Homeland Security
DHS-PSO	Department of Homeland Security - Private Sector Office
DHSMV	Department of Highway Safety and Motor Vehicles
DOD	(United States) Department of Defense
DOH	Department of Health
DOL	United States Department of Labor
DRC	Disaster Recovery Center
EDA	(United States) Economic Development Administration
EGS	Emergency Community site
EOC	Emergency Operations Center
ES	Emergency Shelter
ESF	Emergency Support Function
F-CCA	Florida Caribbean Cruise Association
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FHAA	Fair Housing Amendments Act of 1988
FMR	Fair Market Rent
GIS	Geographic Information System
GSA	General Services Administration
HIC	Housing Information Center
HUD	US Department of Housing and Urban Development
IA	Individual Assistance

IAP	Incident Action Plan
ICBA	Independent Community Bankers of America (ICBA)
ICMA	International City/County Management Association
IHP	Individual and Households Program
JDHTF	Joint Disaster Housing Task Force
JFO	Joint Field Office
JHSC	Joint Housing Solutions Center
JIC	Joint Information Center
LDR	Land Development Regulations
LTRO	Long-Term Recovery Organization
MBA	Mortgage Bankers Association
MBSA	Modular Building Systems Association
MHI	Manufactured Housing Institute
MHP	Manufactured Home Park
MOU	Memorandum of Understanding
NAHB	National Association of Homebuilders
NAHMA	National Affordable Housing Management Association
NAHRO	National Association of Housing and Redevelopment Officials
NAR	National Association of Realtors
NDHTF	National Disaster Housing Task Force
NEMIS	National Emergency Management Information System
NEPA	National Environmental Protection Act
NFIP	National Flood Insurance Program
NFPA	National Fire Prevention Association
NHL	National Housing Locator
NIMS	National Incident Management System
NVOAD	National Voluntary Organizations Active in Disaster
ODA	Office of Disaster Assistance (SBA)
ONA	Other Needs Assistance
OPS	Other Personnel Services
PDA	Preliminary Damage Assessment
PDRP	Post-Disaster Redevelopment Plan
PETS	Pets Evacuation and Transportation Act of 2006
PPI	Pre-Placement Interview
POD	Points of Distribution
PUD	Planned Unit Development
PSA	Public Service Announcement
RER	Real Estate Roundtable
RV	Recreational Vehicle
SBA	Small Business Administration
SDHC	State Disaster Housing Coordinator
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SHP	Strategic Housing Plan
SDHTF	State Disaster Housing Task Force
SITREP	Situation Report

THU	Temporary Housing Unit
UC	Uniform Command
UFAS	Uniform Federal Accessibility Standards
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USDA-RD	United States Department of Agriculture – Rural Development
USDOT	United States Department of Transportation
VA	United States Department of Veterans Affairs
VAL	Volunteer Agency Liaison
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agencies

Appendices

Appendix A: List of Manufactured Home Parks

Appendix B: List of Hotels and Motel Establishments

Appendix C: Section 130-4, **Temporary emergency housing**, Monroe County Code

Appendix D: Post-Disaster Incident Action Plan Objectives Checklist

Associated Documents

Monroe County Year 2010 Comprehensive Plan, Revision 17

Monroe County Comprehensive Plan Technical Document, March 2012

Monroe County Evaluation and Appraisal Report, May, 2012

Monroe County Code of Ordinances

Monroe County Local Mitigation Strategy, 2010 Update

Monroe County Comprehensive Emergency Management Plan (CERP), November 2007

Monroe County Recovery Plan, October 2009

Monroe County Post Disaster Redevelopment Plan Final Report, August 2003

State Disaster Housing Strategy for Local Disaster Housing Coordinators and Housing Task Force Members Template, Florida Division of Emergency Management, 2011

Appendix A: List of Mobile Home Parks

Unincorporated		
Name	Location	Units
Coco Palms	Cudjoe Key	18
Captain Jax RV Resort	Key Largo	24
Largo Lively Inc	Key Largo	58
Paradise Point Mobile Home Park	Key Largo	15
Waters Edge Colony Mobile Home Park	Stock Island	66
Sugarloaf Mobile Home Resort	Sugar Loaf Key	22
Summerland Palms Trailer Park	Summerland	22
Driftwood Trailer Park	Tavernier	15
Total Unincorporated		240
Incorporated		
Name	Location	Units
Coconut Grove Mobile Home Park	Key West	33
Island Life Village	Key West	106
Liz's Trailer Park	Key West	19
Poinciana Mobile Home Park Inc	Key West	79
Stadium Mobile Home Park	Key West	278
Sunset Harbor Manufactured Home Community	Key West	86
Tropic Palms Mobile Home Park	Key West	25
Galway Bay Mobile Home Park	Marathon	70
Jolly Roger Travel Park & Motel	Marathon	88
Sundance Trailer Village & Efficiencies	Marathon	35
Terra Marine Trailer Park	Marathon	23
Trailerama Mobile Home Park	Marathon	117
Ocean Breeze Park West	Marathon	47
Grassy Key RV Park & Resort	Grassy Key	18
Peaceful Palms	Islamorada	15
San Pedro Trailer Park	Islamorada	14
Seabreeze Mobile Home Park	Islamorada	35
Village Mobile Park Inc	Islamorada	32
WINDLEY KEY Trailer Park	ISLAMORADA	18
Total Incorporated		1,138
Countywide Total		1,378

Source: Florida Department of Business and Professional Regulation file name mhmailings.csv accessed through http://www.myfloridalicense.com/dbpr/sto/file_download/public-records-CTMH.html on February 24, 2011.

Note: Approved or acknowledged mobile home parks and owners. Terminated, rejected or withdrawn projects are not included.

Appendix B: List of Hotels and Motels

**Appendix C: Disaster Housing Ordinance
Monroe County Code of Ordinances**

Sec. 130-4. - Temporary emergency housing.

(a) Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Recreation vehicles means the same as that term is defined in F.S. § 320.01.

Temporary emergency housing means recreational vehicles (or similar approved sheltering units) used for temporary occupancy in response to natural or manmade disasters, including, but not limited to, hurricanes and tropical storms, where such recreational vehicles or similar units are provided to residents as part of emergency relief efforts.

(b) Purpose.

It is the purpose of this section to provide regulations that allow for the relaxation of the use prohibitions in article III of this chapter to:

- (1) Allow temporary emergency housing during the recovery period from a natural or manmade disaster, including, but not limited to, hurricanes and tropical storms;
- (2) Avoid delay in completing ongoing or future airport safety and capacity improvements; and
- (3) Provide regulatory authority for placement of emergency temporary housing for workers responding to recovery and reconstruction efforts following natural or manmade disasters which are lawfully declared emergencies by any federal, state or local governmental emergency declaration authority.

(c) Placement of single RVs (or similar sheltering units) for temporary emergency housing on single family lots.

Notwithstanding the provisions of this chapter, recreational vehicles (or similar approved sheltering units) may be placed on a single-family lot for temporary occupancy by tenants displaced by natural or manmade disaster damage to the lawfully-established dwelling unit on the lot subject to the following conditions:

- (1) The dwelling has incurred sufficient damage to make the dwelling uninhabitable as determined by photographic evidence provided by the applicant or an inspection

by an official from a federal or state governmental relief agency, the county building department or code enforcement department;

(2) A building permit is issued for repair of damages caused by the casualty event to make the residential structure habitable no fewer than 90 days from placement of the RV (or similar sheltering unit) on the property;

(3) Placement of the RV (or similar sheltering unit) shall require a no-fee building permit, linked to the building permit issued for casualty damage repair, that shall require, prior to its issuance, approval by the building official of its siting location on the lot and a department of health permit authorizing the connection of the RV (or similar sheltering unit) to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) The size of the RV (or similar sheltering unit) to be placed on the lot shall be limited to eight feet in width and 32 feet in length, if lacking self-propulsion, and eight feet in width and 42 feet in length, if self-propelled;

(5) The RV (or similar sheltering unit) shall remain on the property for a period not to exceed 180 days from the date of permit issuance or until the final inspection or certificate of occupancy is issued on the repairs made to the residential dwelling, whichever comes later, but in no case more than 180 days from the date of permit issuance without a written extension from the county building official or his representative not to exceed an additional 180 days based upon the building official or his representative's determination that good cause has been shown for the need for an extension and that the RV (or similar sheltering unit) is adequately tied down and secured so as not to present an undue hazard to persons or property in a high-wind or flood event. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any RVs (or similar sheltering units) otherwise authorized under this section should it be deemed required for the public safety.

(d) Placement of RVs (or similar sheltering units) for temporary emergency housing on nonresidential properties.

Notwithstanding the provisions of this chapter, one or more RVs (or similar sheltering units) may be temporarily placed by permit on properties in nonresidential land use districts and on publicly-owned lands, excluding lands designated for conservation and resource protection, to house county residents displaced by natural or manmade disaster or casualty event and/or disaster recovery workers. The size of the RVs (or similar sheltering units) to be temporarily placed shall be in accordance with subsection (c)(4) of this section. Permitting approval of the temporary placement of

RVs (or similar sheltering units) shall require submittal of a no-fee permit application to the building department to be approved by the building official, including a site plan pursuant to requirements established by the building official. Upon final inspection by the building official of the temporary construction granted by the permit, authorization for the occupancy of the property for temporary emergency housing shall not exceed 180 days from the date of the final inspection without a written extension from the county building official or his representative not to exceed an additional 180 days based upon the building official or his representative's determination that good cause has been shown for the need for the extension and that the RV (or similar sheltering unit) is adequately tied down and secured so as not to present an undue hazard to persons or property in a high-wind or flood event. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any RVs (or similar sheltering units) otherwise authorized under this section should it be deemed required for the public safety.

(e) **Placement of single RVs, trailers and other temporary dwelling structures** (together "temporary airport construction housing facilities") for temporary emergency contractor housing on county airport properties. Notwithstanding the provisions of this chapter, recreational vehicles, trailers and other temporary dwelling structures may be placed on county airport properties for temporary occupancy by contractors completing airport safety and capacity improvements subject to the following conditions:

(1) Placement of temporary airport construction housing facilities must not impede or interfere with aviation operations or safety and must conform to any applicable FAA regulations;

(2) No clearing or filling of environmentally sensitive lands may occur as a result of providing temporary airport construction housing facilities;

(3) All temporary airport construction housing facilities shall be adequately tied down, provide for proper solid waste disposal, and require a no-fee building permit linked to existing airport construction permits, that shall require, prior to their issuance, approval by the county building official of their siting locations and department of health permits or authorization for the connection of the temporary airport construction housing facilities to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) Temporary airport construction housing facilities shall ensure that temporary electrical and sewage lines do not constitute an attractive nuisance to children or homeless persons in the area (i.e., sufficient temporary fencing may be required by the building official);

(5) Temporary airport construction housing facilities shall remain on the property for a period not to exceed 30 days from the date of completion of the related airport construction work, unless extended by resolution of the board of county commissioners; and

(6) The only persons permitted to reside for any period in temporary airport construction housing facilities are individuals who while in the county are actually gainfully employed on a fulltime basis in completing airport safety and capacity improvements at a county airport. All residents or occupants of temporary airport construction housing facilities must be required to timely evacuate in accordance with local evacuation orders.

(f) Placement of single RVs, trailers and other temporary dwelling structures (together "temporary recovery or reconstruction housing facilities") for temporary emergency worker housing.

Notwithstanding the provisions of this chapter, recreational vehicles, trailers and other temporary dwelling structures may be placed on public or private property within the county for temporary occupancy by workers occupied in response to cleanup and reconstruction efforts following a natural or manmade disaster subject to the following conditions:

(1) An emergency directive or resolution of the board of county commissioners is issued authorizing the placement of the temporary recovery or reconstruction housing facilities;

(2) Placement of temporary recovery or reconstruction housing facilities must not impede or interfere with other emergency and recovery operations or public safety;

(3) Temporary recovery or reconstruction housing facilities shall be adequately tied down and provide for proper solid waste disposal, and where used to house workers involved in reconstruction activities, shall require a no-fee building permit linked to the required demolition or building permits for the related reconstruction activities. Where the temporary recovery or reconstruction housing facilities are used to house workers involved in reconstruction activities, any required demolition or building permits for the related reconstruction activities must be issued within 90 days from the placement of the temporary recovery or reconstruction housing facilities on an approved site. Prior to the issuance of no-fee building permits for any temporary recovery or reconstruction housing facilities, the county building official shall approve

of the siting of the facilities and the department of health shall permit or otherwise authorize the connection of the temporary recovery or reconstruction housing facilities to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) No clearing or filling of environmentally sensitive lands may occur as a result of providing temporary recovery or reconstruction housing facilities;

(5) Temporary recovery or reconstruction housing facilities shall ensure that temporary electrical and sewage lines do not constitute an attractive nuisance to children or homeless persons in the area (i.e., sufficient temporary fencing may be required by the building official);

(6) Temporary recovery or reconstruction housing facilities shall remain in place only for the period expressly set forth in the relevant authorizing emergency directive or board resolution. However, with respect to any particular site, the building official may extend the allowed placement one or more times for a cumulative period not to exceed 180 days, and with respect to one or more, or all permitted sites, the board of county commissioners may by resolution extend the period of permitted placement as deemed necessary or expedient to the public good. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any temporary housing structures otherwise authorized under this section should it be deemed required for the public safety; and

(7) The only persons permitted to reside for any period in temporary recovery or reconstruction housing facilities are individuals who while in the county are actually gainfully employed on a fulltime basis in completing cleanup and reconstruction efforts following a natural or manmade disaster. All residents of temporary recovery or reconstruction housing facilities who were not permanent residents of the county prior to first occupying such housing facilities must be required to evacuate in accordance with local evacuation orders. Residents of any temporary recovery or reconstruction housing facilities who were permanent residents of the county prior to first occupying such housing facilities may not remain in temporary recovery or reconstruction housing facilities during any period when a local evacuation order is in effect.

(Code 1979, § 9-5-227; Ord. No. 029-2006, § 11)

Appendix D: Post-Disaster Incident Action Plan Objectives Checklist

The Post-Disaster Incident Action Plan shall contain the following elements:

- Extended emergency sheltering (ES) needs, resources, and strategy options including transitional sheltering.
- Establish initial forecast on temporary housing ballpark range based on disaster damage, impact assessments and habitability assessments.
- Status of temporary roofing program and emergency repair program
- Identify county-specific temporary housing options with focus on population retention.
- Detail any outstanding regulatory issues inhibiting the disaster housing mission including zoning/land use restrictions affecting disaster housing missions.
- List and status of commercial manufactured home parks and contact information.
- List and status of hotel/motel units available
- Establish housing priorities and options for disaster survivors, emergency workers and volunteers
- Detail vacant lands available for community site options incorporating all known information related to location, ownership, size, infrastructure, etc.
- Confirm and incorporate changes to the county-specific strategies.
- Validate temporary housing needs forecast and mission timeframe based on FEMA applicant registrations and county client management records.
- Confirm and review progress of county-specific strategies.
- Assess potential long-term housing needs, resources and strategies.
- Identify status of unmet community needs and provide coordination with the Unmet Needs Committee.
- Contact list for utilities, permits and code requirements.
- Status of transportation resources (daily updates).

- Status/availability of HUD housing.
- Areas of environmental concern.
- Geographic Information System (GIS)- based maps showing the following:
 - Boundaries of the affected areas
 - Terrain of affected areas
 - Areas of storm surge (if applicable)
 - Population density affected by event/incident
 - Areas with disrupted utilities
 - Utility grids
 - 100 and 500 year floodplain areas
 - Numbers/types of housing in affected areas
 - Locations of commercial parks and possible emergency community site locations

CEMP

Annex XVII.
Debris Management



Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XVII. Debris Management

ACRONYMS USED IN THIS PLAN

ACKNOWLEDGEMENTS

ADMINISTRATION

1.0 INTRODUCTION

2.0 ROLES AND RESPONSIBILITIES

3.0 CONCEPT OF OPERATIONS

4.0 DEBRIS CONTRACT ADMINISTRATIVE TEAM

5.0 DEBRIS REMOVAL FROM PRIVATE PROPERTY

6.0 DEFINITIONS

7.0 REFERENCES

APPENDICES

DEBRIS MANAGEMENT PLAN



Prepared by
Monroe County Engineering Services Department

**MONROE COUNTY
DEBRIS MANAGEMENT PLAN**

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ACRONYMS USED IN THIS PLAN

CEMP	Monroe County Comprehensive Emergency Management Plan
DAT	Damage Assessment Team
DCAT	Debris Contract Administrative Team
DEM	Department of Emergency Management
DEP	Department of Environmental Protection
DOT	Department of Transportation
DMC	Debris Management Center
DEMC	Debris Emergency Management Coordinator
EOC	Emergency Operations Center
ESFs	Emergency Support Functions
ESF #2	Emergency Support Function 2 (Communications)
ESF #3	Emergency Support Function 3 (Public Works & Engineering)
ESF #5	Emergency Support Function 5 (Information and Planning)
ESF #14	Emergency Support Function 14 (Public Information)
FEMA	Federal Emergency Management Agency
NIMS	National Incident Management System
OMB	Office of Management and Budget
TDSRs	Temporary Debris Storage and Reduction Site

ACKNOWLEDGEMENTS

Public Works Division is the lead agency responsible for emergency debris clearance on essential transportation routes and critical facilities. The Engineering Services Department is responsible for coordinating the permanent removal, storage and disposal of all debris deposited along or immediately adjacent to public rights-of-way in consultation with Public Works.

Engineering recognizes the cooperation of other Monroe County departments and agencies identified in this Debris Management Plan.

AUTHORITY

Emergency Support Function 3 (ESF 3) Public Works and Engineering Annex to the Monroe County Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Policies in the Monroe County Post Disaster Redevelopment Plan.

ADMINISTRATION

Engineering Services Department is responsible for the annual review and of this Debris Management Plan. It is the responsibility of each tasked department and agency to update its respective portion of the plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

1.0 INTRODUCTION

Monroe County has developed a *Comprehensive Emergency Management Plan (CEMP)*, which is intended to be consistent with the State of Florida CEMP. The CEMP is an "all hazards" plan that describes the strategies, assumptions and mechanisms through which Monroe County will conduct emergency management activities through response and recovery. This Debris Management Plan has been written to be consistent with the CEMP. During the period preceding an event and immediately following an event, certain activities such as damage assessment and public information dissemination will be directed by the Emergency Operations Center (EOC) and conducted by the Emergency Support Functions (ESFs) as part of comprehensive recovery operations in accordance with the CEMP. These activities are noted in this Plan and the CEMP is referenced where applicable. Upon deactivation of the EOC, debris management staff will assume responsibility for on-going activities throughout the debris response effort.

Natural disasters such as hurricanes produce large quantities of debris in a short period. The ability to clean up debris will directly affect the economic recovery of the County. This Debris Management Plan has been developed in advance of an event so that debris removal will be addressed in as timely and cost-efficient manner as possible so that normal operations can be restored. This plan will be reviewed and updated on an annual basis as part of Monroe County's pre-disaster planning activities.

1.1 PURPOSE

- To expedite debris removal and disposal efforts to mitigate the threat to the health, safety and welfare of Monroe County residents.
- To provide organizational structure, guidance, and standardized procedures for the clearance, removal and disposal of debris caused by a major debris-generating event.
- To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

1.2 CURRENT SITUATION

- Monroe County awarded a five-year primary disaster services contract to DRC Emergency Services, LLC on June 20, 2012. Monroe County awarded the contract based on responses to a Request for Proposals (RFP) that was issued in accordance with Monroe County's Purchasing Policy (May 2003). County staff evaluated the responses based on respondents' proven ability to provide the scope of services and the cost for services.
- Monroe County awarded a five year contract for debris monitoring and disaster related services to Science Applications International Corporation (SAIC) on April 18, 2012. The contract was competitively bid in accordance with Monroe County's Purchasing Policy.
- The Engineering Services Department is responsible for administering the debris contracts. Upon receiving instruction from the County Administrator or his designee, engineering staff will initiate contracted services by task orders that are reviewed by County Attorney and signed by the County Administrator.
- Engineering and Solid Waste staff identify available sites that can be used as temporary debris storage and reduction (TDSRs) sites prior to hurricane season.

each year. An attempt is made to identify sites throughout Unincorporated Monroe County so that all impacted areas of the Keys will be served expediently. For the 2012 season, staff identified the Toppino property on Rockland Key (MM 9) as a Lower Keys site and various county parks throughout the Keys where space allows for a TDSR. The Department of Environmental Protection (DEP) has inspected the sites and has pre-approved the sites for use as TDSRs. Copies of the DEP letters are in **Appendix A**.

- The disaster services contractor will identify properly permitted, final disposal sites for debris at the time of an event. Decisions will be based on type of debris, availability of disposal locations and price. There are no active landfills in Monroe County and limited space prevents composting and/re-use of vegetative mulch within the County.
- Where possible, debris will be recycled or re-used. During the previous storm seasons, vegetative mulch was taken to the Okeelanta incinerator, which is fueled by biomass; during Hurricane Wilma, white goods were transported to a metals recycling facility in Miami; used vehicle batteries were shipped to a battery recycler and waste oil from appliances was transported to an oil recycling facility. With the exception of the white goods metal, Monroe County did not realize any financial gain from these recycling activities; however, final disposal costs were reduced by minimizing the material that was disposed of in landfills and hazardous waste facilities.

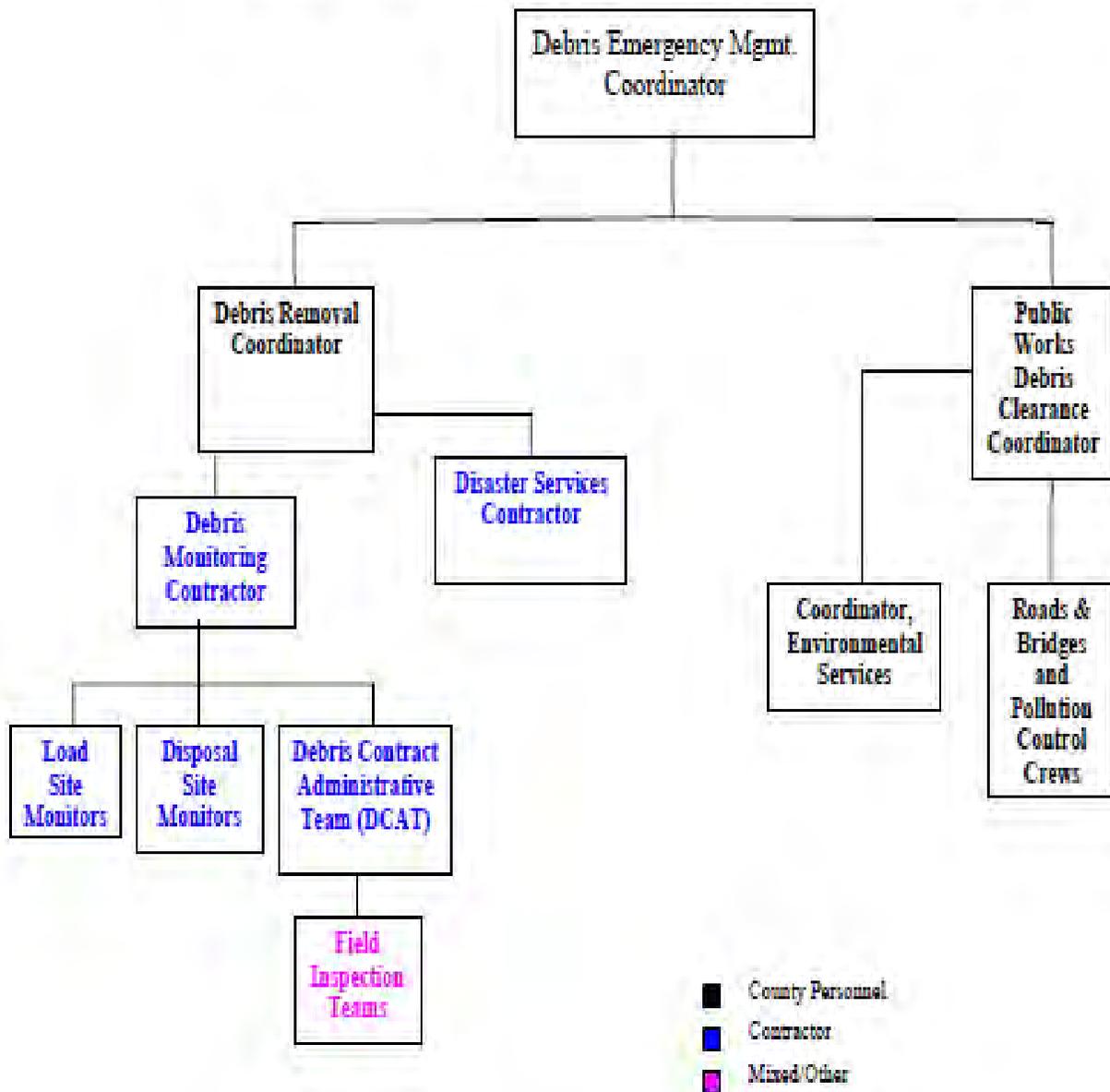
1.3 PLANNING AND FORECASTING

- Monroe County's incident command/EOC is structured to be consistent with the National Incident Management System (NIMS). The EOC Planning Section (ESF #5 - Information and Planning) collects and evaluates information and develops incident action plans. The Situation Analysis Unit develops and disseminates Situation Reports for the duration of an event requiring EOC activation in order to keep track of changing conditions (ie, projected landfall of a hurricane, expected impact on regions). EOC staff and debris management personnel use this information to continually update and adjust expected response activities prior to storm landfall.
- Damage Assessment functions are described in detail in Section C of Annex IV – Recovery in the CEMP. Based on information collected by various damage assessment teams, an estimate of the quantity and types of debris is developed. Historically, Category I and II storms that do not make landfall in Monroe County result in larger volumes of vegetative debris; when flooding is an issue, as in Hurricane Wilma, larger volumes of non-vegetative debris, and additional debris classes such as white goods and household hazardous waste are created.

2.0 ROLES AND RESPONSIBILITIES

The Public Works Division is responsible for initial debris clearance from County roads and facilities; Engineering Services Department is responsible for permanent debris removal and disposal with support from other county personnel. Additional support may be obtained from contractors, state resources, and private groups. This section describes the debris management structure that will be activated upon notification by the County Emergency Management Director. **Figure 1** is an organization chart showing debris management personnel.

DEBRIS MANAGEMENT CENTER AND SUPPORT STAFF



As mentioned previously, responsibility for various response and recovery activities are discussed in detail in the CEMP and are noted below. Activities specific to debris management are discussed in Sections 2.1 through 2.6:

- Compilation of damage assessment reports is the responsibility of the Planning Section of the EOC, as outlined in ESF #5 - Information and Planning, in Annex III of the CEMP; damage assessment functions are described in detail in Section C of Annex IV - Recovery. Additional responsibilities of ESF #5 include prioritization of debris clearance from roadways and facilities, based on information obtained from damage assessment teams;
- The Communications Department, with support from Technical Services, the Monroe County School Board and the Sheriff's Office, is responsible for Emergency Communication (ESF #2) as described in Annex III of the CEMP;
- Public Information (ESF #14) will be the responsibility of the Monroe County Sheriff's Office as described in Annex III of the CEMP;
- The Office of Management and Budget (OMB) and the Finance Department will be responsible for financial management, allocations and disbursements and conformity with State and Federal Codes as stated in Section V - Financial Management, of the CEMP; and
- Requests for mutual aid from other counties will be made by the Department of Emergency Management (DEM), once need has been established through consultation with other functions.

These departments noted above will perform the same functions in regards to debris management. The Debris Management Center staff will be responsible for providing input, information updates and support to these functions, in addition to the responsibilities outlined below.

2.1 DEBRIS MANAGEMENT CENTER (DMC)

The Debris Management Center (DMC) will be located at the Marathon Emergency Operations Center when the EOC is activated, and in the Engineering Services Department in Key West for long term operations. The DMC will be staffed by County personnel whose primary responsibilities include:

- Assessing damage and prioritizing debris clearance and removal activities;
- Directing and coordinating activities of debris removal contractors and County work crews;
- Providing updates to the Emergency Operations Center Incident Command and the Operations Section; and
- Overseeing administrative activities to ensure that documentation complies with FEMA requirements.

2.2 DEBRIS MANAGEMENT CENTER STAFF

The DMC is staffed primarily by personnel from the Monroe County Engineering and Public Works Division, with representatives from other divisions assuming responsibilities for debris management activities, as needed.

2.2.1 Debris Emergency Management Coordinator (DEMC)

The Debris Emergency Management Coordinator exercises daily operational control of the DMC staff. The primary responsibilities include:

- Providing input to County Attorney on task orders for disaster services contractors based on debris estimates;
- Determining which pre-approved temporary debris management sites will be activated based on debris estimates;
- Briefing EOC staff on status of debris cleanup operations; and
- Attending coordination meetings with government and private agencies regarding debris clearance and removal and funding.

2.2.2 Public Works Debris Coordinator

The Public Works Debris Coordinator is responsible for coordinating the initial debris clearance and cleanup actions performed by Public Works and Pollution Control personnel according to *Standard Operating Procedures for the Monroe County Division of Public Works During Hurricane Emergencies*. Responsibilities include:

- Directing and coordinating initial debris clearance work crews based clearance priorities included in **Appendix B** and as directed by DEM; and
- Tracking and documenting progress on initial debris clearance from critical roadways and facilities and communicating progress to EOC, County Commissioners and other departments.

2.2.3 Debris Removal Coordinator

The Debris Removal Coordinator is responsible for coordinating with the disaster services contractor and the debris monitoring contractor. Responsibilities include:

- Administering disaster services and monitoring contracts; preparing requests for proposals for services upon existing contract expiration;
- Identifying temporary debris storage and disposal (TDSRs) sites and obtaining DEP pre-approval in advance of hurricane season;
- Communicating with disaster services contractor and monitoring contractor prior to storm as directed by DEMC;
- Providing input to County Attorney on task orders for disaster services and monitoring contractors for DEMC review;
- Directing removal activities of disaster services contractor based on zone prioritization;
- Coordinating removal activities of disaster services contractor with removal efforts performed by local municipalities, their contractors, and Public Works and Pollution Control crews.
- Ensuring that the monitoring contractor identifies and trains personnel to perform duties of load site monitors, disposal site monitors and field inspection teams;
- Verifying the accuracy of contractor invoices for submittal to County for payment and FEMA/government agencies for reimbursement;

- Coordinating with FEMA debris representatives to develop estimates for project worksheets; and
- Drafting press releases and providing updated information to County staff and communications staff for dissemination to the public for long term debris operations (upon de-activation of EOC).

2.3 PRE-APPROVED CONTRACTORS

In anticipation of a storm event that generates more debris than can be handled by County personnel, Monroe County has contracts in place with a disaster services contractor and a debris monitoring contractor to provide services as needed. The Debris Removal Coordinator will prepare task orders as directed by the County Administrator or his designee, once damage assessment reports determine the need for services.

2.3.1 Disaster Services Contractor

The disaster services contractor will be responsible for permanent debris removal and disposal from County roadways, rights-of-ways, and facilities. Primary responsibilities include:

- Reporting to EOC 36 hours prior to storm landfall, if required by DEMC;
- Assisting in preliminary damage assessment and debris estimating, as needed;
- Conducting removal operations based on zone prioritization;
- Coordinating with federal, state and local agencies, on environmental requirements and other regulatory issues;
- Operating designated TDSR sites in accordance with contract requirements, including establishing baseline data for each TDSR site, preparing site as needed by constructing ingress and egress routes, securing site with fencing, determining site layout for debris staging and reduction operations, and continuous environmental compliance monitoring;
- Constructing and maintaining inspection towers at debris management sites;
- Assisting DEMC in determining types of debris that will be directed to specific debris management sites;
- Facilitating debris recycling efforts at TDSR sites, including identifying markets for recycled material;
- Identifying properly permitted final disposal sites for all debris classes;
- Responding to, investigating and resolving damage complaints from residents;
- Restoring debris management sites to original conditions in accordance with contract requirements; and
- Maintaining documentation of debris origin, collection, recycling efforts and disposal as required by FEMA.

Appendix C contains the disaster services contractor's general operating workplan, which outlines their approach to the various debris activities. Operations will be tailored to the specific needs of Monroe County.

2.3.2 Debris Monitoring Contractor

The debris monitoring contractor is responsible for overseeing activities of the disaster services contractor, and for contract administration services related to debris removal and disposal operations. Primary responsibilities include:

- Overseeing activities of disaster services contractor during all phases of debris collection/storage/reduction/haul out/disposal activities;
- Providing and training personnel to perform the duties of load site monitors, disposal site monitors and field inspection teams;
- Documenting damage by contractors and subcontractors and responding to, investigating and resolving damage complaints from residents;
- Supervising activities of debris contract administrative team (DCAT); and
- Updating Debris Removal Coordinator on progress of debris removal by disaster services contractor.

2.4 ASSESSMENT, INSPECTION AND MONITORING TEAMS

During all phases of clearing and removal activities, personnel will be needed to assess field conditions and communicate with county personnel, monitor activities and progress of work crews, ensure that all operations are conducted in accordance with State and local health and safety standards, and to keep records of activities for administrative purposes.

2.4.1 Load Site Monitors

The debris monitoring contractor will provide load site monitors in sufficient numbers so that each debris crew has a monitor as required by FEMA guidelines. Load site monitors will be assigned to each disaster services contractor loading crew within a designated debris zone. Responsibilities will include:

- Observing contractor activities for adherence to contract requirements;
- Monitoring contractor activities and documenting damage to private property;
- Verifying quantities and types of debris in each load;
- Confirming that loaded debris is acceptable types of debris and is located on County Right of Way;
- Initiating load ticket that verifies that the debris being loaded is eligible under the terms of the contract; and
- Ensuring compliance with all health and safety codes and regulations.

2.4.2 Disposal Site Monitors

The monitoring contractor will provide disposal site monitors. Disposal site monitors will be stationed at each debris management site, and at each final disposal site, as required. Responsibilities include:

- Certifying and properly documenting the volume of the trucks used to collect and haul debris;
- Verifying quantity of debris being hauled and deposited;
- Completing load tickets that document quantity and type of debris received;

- Reconciling load tickets with final disposal site tickets/receipts; and
- Overseeing contractor activities to confirm adherence to contract requirements.

2.4.3 Field Inspection Teams

Field inspection teams will be comprised of county and contractor personnel. Responsibilities include:

- Monitoring activities and procedures of all contractors (load sites and debris management sites) to confirm adherence to contract requirements;
- Investigating and resolving damage complaints from residents;
- Periodically inspecting debris management sites; and
- Communicating observations, problems and issues to DCAT and County Debris Removal Coordinator.

2.5 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT)

The debris contract administrative team (DCAT) is created by the debris monitoring contractor, and will be supervised by them. The purpose of DCAT is to administer and oversee the disaster services contractor's activities. Responsibilities include:

- Supervising field inspection teams;
- Insuring debris removal and disposal activities adhere to agreed upon procedures and safety requirements in keeping with contracts, federal, state and local regulations and guidelines;
- Performing necessary aspects of contract administration on behalf of the county for disaster services contractors' activities;
- Receiving and reviewing disposal site monitors' verified debris load tickets;
- Reconciling contractor load tickets with load tickets from disposal site monitors;
- Documenting ongoing activities (monitoring reports, tower logs, crew assignments), and providing documentation to County; and
- Providing daily status reports to Debris Removal Coordinator.

A detailed description of DCAT responsibilities can be found in Section 4.0.

2.6 MONROE COUNTY DEPARTMENTS AND DIVISIONS

In addition to the key roles and responsibilities discussed previously, Monroe County personnel will provide support to the debris management activities and various contractors as part of the comprehensive debris management activities. Each County Division bears the responsibility for training its staff for emergency functions, as outlined in the CEMP.

2.6.1 Public Works Division

The Director of Public Works and staff, with support from the Engineering Services Department, will be responsible for:

- Appointing a Public Works Debris Coordinator;
- Providing work crews to perform initial assessment and debris clearance activities on County roads and facilities, in accordance with existing standard operating procedures;

- Providing Pollution Control work crews to supplement Public Works during initial assessment and clearance activities, as needed;
- Providing crews to assist with debris collection (on private roads, FEMA ineligible debris) as needed;
- Providing household hazardous waste technical specialist, Coordinator, Environmental Services, to verify contractor compliance with regulations for collecting, storing and managing household hazardous waste, as needed; and
- Ensuring that staff complete hurricane daily worksheets and properly track equipment hours, and provide accurate documentation to Office of Management and Budget (OMB) for FEMA reimbursement.

2.6.2 Budget and Finance Division

The Budget and Finance Division Director and staff, including Office of Management and Budget (OMB), Purchasing and Risk Management will be responsible for:

- Obtaining records of equipment and labor hours, materials, supplies and expenditures for reimbursement requirements from various departments;
- Collecting and compiling all County employee Hurricane Daily Worksheets;
- Preparing submittals for FEMA reimbursement, in conjunction with Debris Removal Coordinator; and
- Compiling all damage reports for County facilities using FEMA's Project Worksheet forms (Risk Management).

2.6.3 Growth Management Division

The Director of Growth Management and staff, including the Code Enforcement and Planning and Building Departments will be responsible for:

- Performing initial damage assessment activities in assigned neighborhoods and reporting extent of damage to DEM;
- Assisting in monitoring debris collection activities, determination of eligible/ineligible debris, as needed; and
- Providing GIS information and County maps, as needed for debris collection.

2.6.4 Engineering Services Department

The Engineering Services Department is responsible for ongoing debris removal and disposal operations and coordinating with debris contractors. In addition, Engineering will be responsible for:

- Providing support to Public Works as described in ESF #3 of the CEMP;
- Appointing the Debris Emergency Management Coordinator; and
- Appointing the Debris Removal Coordinator.

2.6.5 County Attorney

The County Attorney will review task orders for both the debris collection and debris monitoring contractors, and will provide legal opinion regarding compliance with state and federal regulations, county ordinances and codes, as needed during response and recovery activities.

3.0 CONCEPT OF OPERATIONS

Monroe County is responsible for debris operations in the unincorporated parts of the county as well as the City of Key Colony Beach, with whom the County has an interlocal agreement to provide debris collection services. In addition, the County may assist other local municipalities as needed. This section provides a general sequence of activities for debris clearance, removal and disposal.

3.1 PRE-STORM ACTIVITIES

- DMC personnel will report to Marathon EOC upon notification by County Emergency Management Director;
- All County employees with designated debris clearance and removal responsibilities will proceed in accordance with standard operating procedures;
- Disaster services contractor and debris monitoring contractor will establish a presence at Marathon EOC 36 hours prior to projected storm landfall, if required by DEMC;
- Debris Removal Coordinator will prepare task orders for disaster services contractor and debris monitoring contractor and forward to DEMC for approval;

3.2 PHASE I – INITIAL DEBRIS CLEARANCE

The objective of Phase I is to clear debris from at least one lane on critical County roadways and from critical facilities by pushing it to the curbside to allow movement of emergency service vehicles. This work is coordinated and performed by Public Works personnel. Phase I activities are as follows:

- Damage assessment teams (DATs) will conduct initial damage assessments accordance with CEMP Annex IV, Paragraph C, Damage Assessment Functions;
- EOC Incident Command will prioritize critical roadway and facility debris clearance based on previously determined criteria (Appendix B);
- Public Works Debris Coordinator will direct Public Works crews regarding initial debris clearance assignments;
- Crews will perform initial debris clearance by pushing debris from at least one lane of critical roadway or entrance to critical facility. County crews may be supplemented by disaster services contractor crews if deemed necessary.

3.3 PHASE II – DEBRIS REMOVAL AND DISPOSAL

The objective of Phase II activities is to remove debris from County roadways and facilities, collect and reduce it at the designated TDSR sites, and transport it to final disposal sites. Phase II activities and responsibilities are as follows:

- DEMC, Debris Removal Coordinator and disaster services contractor will determine which TDSR sites will be activated based on reports of debris quantities and types, and what types of debris each site will accept;
- Debris Removal Coordinator will advise Communications/Website Coordinator regarding type of eligible debris (vegetative, C&D, white goods, household hazardous waste, e-waste) that will be collected and anticipated collection schedules; Website coordinator will issue press releases to news agencies;

- Disaster services contractor will designate a site manager at each TDSR site who will be responsible for site operations, health and safety and security; disaster services contractor personnel will develop site layouts which provide ingress and egress, begin operating the TDSR sites, and establish an environmental monitoring program as required by DEP;
- Disaster services contractor will construct observation towers at the TDSR sites;
- Disaster services contractor crews will collect eligible debris from County rights of way (curbside) and County facilities. Collection will proceed based on zone prioritization that will be established by DEMC and agreed upon by Contractors;
- Disaster services contractor will reduce debris brought to TDSR sites; the Contractor will grind vegetative debris, separate C&D debris if viable recycling markets can be identified and consolidate the remaining C&D to minimize volumes. The Contractor will consolidate household hazardous waste and contain it for transportation in compliance with DEP and Department of Transportation (DOT) regulations;
- Disaster services contractor will identify final disposal sites for all debris classes, giving preference to recycling/re-use options; final disposal sites will be permitted to accept the type of debris that is being transported there;
- Debris monitoring contractor will determine the number of monitors needed to properly staff operations. The monitoring contractor will mobilize trained load site monitors and disposal site monitors with each collection crew and to each TDSR site, and will be responsible for daily work assignments and schedules;
- Debris monitoring contractor will provide daily updates on work progress, areas being worked, and number of crew working;
- Field inspection teams will perform periodic inspections of County roads and TDSR sites, and report any issues or concerns Debris Removal Coordinator, and
- DCAT will provide contract administration and contractor oversight services throughout Phase II.

3.4 PHASE III – TEMPORARY DEBRIS STAGING AND REDUCTION SITE CLOSURE

Phase III objectives include demobilizing the TDSR sites and restoring them to pre-storm conditions. The disaster services contractor is responsible for restoring the sites and closing them out in accordance with contractual requirements, and all local, state and federal environmental regulations.

- The disaster services contractor will remove all debris from the TDSR site and dispose of it in an approved landfill or other disposal facility. Temporary structures, fences and other equipment will be removed;
- Based on the type of debris that was stored at the site and the operations on the site, environmental sampling may be required. The contractor will collect soil and groundwater samples and analyze them for potential contaminants, as needed;
- If necessary, the contractor will develop a remediation plan for the site, which will be approved by the DEMC, the property owner and any local, state or federal environmental agencies;

- The disaster services contractor will conduct remediation activities, document activities and final site disposition;
- The monitoring contractor will oversee disaster services contractor restoration activities to ensure compliance with contract requirements and regulations; and
- The DEP will inspect the sites after restoration activities are complete and issue closure letters.

4.0 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT)

The Debris Contract Administrative Team (DCAT) will be established by the debris monitoring contractor to oversee contractor activities, to resolve issues and problems as they arise, and to provide administrative services for the duration of the debris clearance and removal contract period. DCAT activities are discussed below.

4.1 DCAT MONITORING ACTIVITIES

DCAT will monitor and coordinate the field activities of the disaster services contractor to ensure proper execution of the work.

- DCAT personnel will be familiar with the requirements in the disaster services contracts and with FEMA regulations;
- DCAT will use load site monitors, disposal site monitors and field inspection teams to monitor contractor activities;

4.2 DCAT ADMINISTRATIVE ACTIVITIES

DCAT will provide quality control/quality assurance of daily data collection and data management to provide evidence of compliance with FEMA and other funding agency requirements.

- DCAT will collect and reconcile load site monitor and verified disposal site monitor load tickets on a daily basis;
- Contract administration services will include performing reviews of disaster services contractor payment requests and preparing recommendations for contractor payment. DCAT will coordinate with the Debris Removal Coordinator on receipt and submission of contractor payables after DCAT review;
- DCAT contract specialists will communicate with the Debris Removal Coordinator as needed, on ongoing contract and reporting issues, coordinate with purchasing on contracting questions.

5.0 DEBRIS REMOVAL FROM PRIVATE PROPERTY

Monroe County will undertake debris operations on private property under specific circumstances. Residents who need assistance may request help with clearing debris from their property staging it at the closest public right of way for contractor collection. Need is determined based on the criteria used to establish eligibility for other Monroe County Community services (age, illness, disability). Upon receiving a request for assistance:

- The Community Services Division will confirm eligibility;
- Debris Removal Coordinator will send Right of Entry form to resident (copy in **Appendix D**). The resident must return the form in order for work to proceed;

- Disaster services contractor and debris monitoring contractor personnel review site and determine scope of work required to remove hazards (trimming hanging limbs, clearing vegetation);
- Crew performs work. Debris is removed from private property and staged at closest public right of way where it is handled as part of normal debris operations.

6.0 DEFINITIONS

Debris Clearance: Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Removal: Picking up debris from public rights of way at curbside and taking it to a temporary storage site or permanent landfill.

Household Hazardous Waste: Used or leftover contents of consumer products that contain chemicals that have toxic, flammable, corrosive and/or reactive properties

White Goods: Household appliances, such as refrigerators, freezers, stoves, washers and dryers.

7.0 REFERENCES

Monroe County Comprehensive Emergency Management Plan (CEMP), 2006.

Emergency Support Functions (ESF) - Annex III to the Monroe County Comprehensive Emergency Management Plan (CEMP).

Monroe County Public Works Division Hurricane Plan.

APPENDIX A

**2012 DEPARTMENT OF ENVIRONMENTAL PROTECTION
TEMPORARY DEBRIS SITE PRE-APPROVAL LETTERS**

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris **as described below and subject to the conditions that follow**. On-site temporary staging for the DDMS may commence under these conditions upon issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for white goods.** Any putrescible waste received at the staging area must be removed from the site within 48 hours; White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
2. **Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;**
3. Appropriate barriers shall be installed as needed to prevent debris and silt from running-off the site;
4. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
5. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
6. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
7. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
8. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
9. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
10. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
11. This staging area is only to be employed/ activated in the **EVENT OF A DEPARTMENT ORDER** which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

<http://www.dep.state.fl.us/mainpage/em/default.htm>

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins or Ed Russell at the Marathon Branch Office, 2796 Overseas Highway, Suite 221, Marathon, FL 33050 or by E-mail at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us or by phone at (305) 289-2310.

Sincerely,



Gus Rios
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington.rosa@monroecounty-fl.gov



Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Bob Scott
Governor

Jennifer Carroll
Lt. Governor

Wendell F. Vinland Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040



RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Bernstein Park WACS ID: 99183

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Bernstein Park, 5th Street and 5th Avenue, Stock Island, for temporary staging of disaster debris for the year 2012.

Bernstein Park - Latitude 24° 34' 05", Longitude 81° 44' 24"



Aerial photo submitted with 2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. A reduction in the recommended set-back from surface waters and wetlands for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters and wetlands for vegetative debris, from 50 ft to 20 ft, is approved.
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.
5. Appropriate barriers must be installed along the portion of the site abutting wetlands, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

March 30, 2012

14. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

<http://www.dep.state.fl.us/mainpage/em/default.htm>

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,



Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FL/EP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Fallo, Florida Division of Emergency Management
larissa.fallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lot, may be used as needed, following the guidelines in this letter.
5. Appropriate barriers must be installed around any storm drains, stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below) White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;
11. Should the DDMS site become unable to accept additional waste, either due to space limitations, waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

13. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

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The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305) 289-7072, or by E-mail at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,



Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FDEP Ft Myers, Bill.krumbholz@dep.state.fl.us
Larissa Fallo, Florida Division of Emergency Management
larissa.fallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov



Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33060

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Frankel F. Vogelbein
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040



RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Big Pine Park WACS ID: 99185

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Big Pine Park, Sands Road, Big Pine Key, for temporary staging of disaster debris for the year 2012.

Big Pine Key Park - Latitude 24° 40' 40", Longitude 81° 20' 52"

012 010 000 - 0000 0000 - 011-000000 00-000 000000 00000 00000 00000 0000 0000



Area 1 - Ball field and adjacent areas designated for debris storage for approximately
Area 2 - Construction and demolition debris, used clothing storage, and other temporary storage.

Aerial photo submitted with 2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. A reduction in the recommended set-back from surface waters for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters for vegetative debris, from 50 ft to 20 ft, is approved.
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.
5. Appropriate barriers must be installed along the bay side of the site, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

March 30, 2012

14. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

<http://www.dep.state.fl.us/mainpage/em/default.htm>

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,



Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov



Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
11. Governor

Herschel F. Veyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

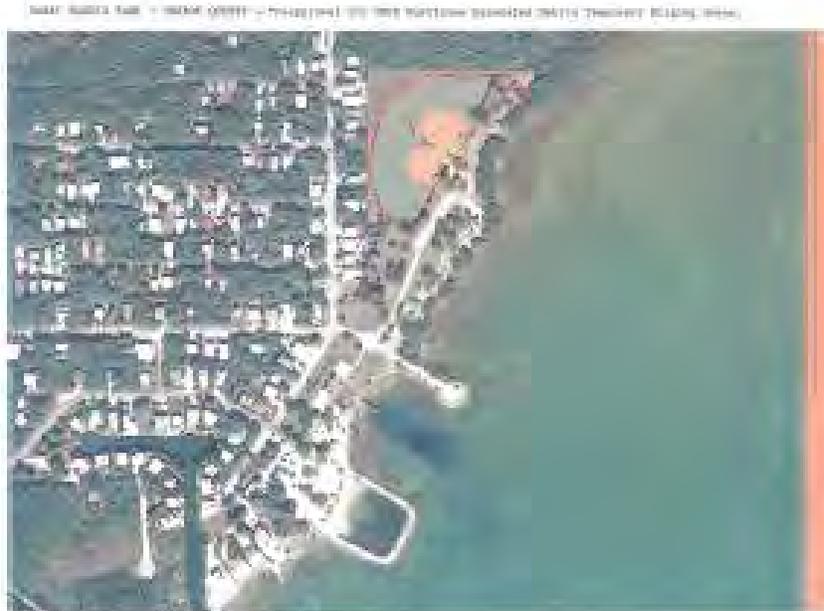


RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Harry Harris Park WACS ID: 99152

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Harry Harris Park, East Beach Road, Tavernier, for temporary staging of disaster debris for the year 2012.

Harry Harris Park - Latitude 25° 01' 38.6", Longitude 80° 29' 36.9"



Aerial photo submitted with 2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. A reduction in the recommended set-back from surface waters and wetlands for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters and wetlands for vegetative debris, from 50 ft to 20 ft, is approved.
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.
5. Appropriate silt barriers must be installed along the ocean side of the ball fields on the upland side of the paved walkway and parking lot, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
7. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
8. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
9. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
10. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
11. Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;
12. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;

13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
14. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

<http://www.dep.state.fl.us/mainpage/em/default.htm>

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,



Gus Rice
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.mvflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.mvflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov



Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Billie Scott
Governor

Lev Miller Carroll
Lt. Governor

Christel T. Alford
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040



RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Key Largo Community Park WACS ID: 99151

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Key Largo Community Park, 500 St. Croix Place, Key Largo for temporary staging of disaster debris for the year 2012.

Key Largo Community Park - Latitude 25° 05' 33.51", Longitude 80° 26' 18.79"



Aerial photo submitted with 2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. Appropriate silt barriers must be installed around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.
5. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
13. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

<http://www.dep.state.fl.us/mainpage/em/default.htm>

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,



Gus Rios
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.mvflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.mvflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

APPENDIX B

MONROE COUNTY CRITICAL FACILITIES PRIORITIZATION

Debris Removal Priorities

- A. The following policies will govern emergency debris clearance, removal and disposal priorities:
1. Emergency access to aid search and rescue operations
 2. Major arterial roadways linking Monroe County to inter-county traffic.
 3. Major arterial roadways providing access to designated response/recovery centers, public/private utility companies providing water service, and entry roads to any County designated solid waste temporary debris storage/reduction sites.
 4. Major arterial roadways providing access to roadways carrying inter-county traffic.
 5. Roadways providing access to designated staging areas and distribution centers supporting disaster relief efforts.
 6. Roadways providing access to major commercial activity centers.
 7. Minor arterial roadways coming under County maintenance responsibility.
 8. Collector roadways under County maintenance responsibility, and other roadways under County maintenance responsibility.
- B. Once the above priorities have been addressed, debris clearance will be prioritized as follows:
1. Area medical facilities with emergency rooms, areas designated for field medical sites, areas designated for staging and distributing disaster relief aid.
 2. Facilities designated as centers for emergency response operations, fire district and law enforcement stations.
 3. Areas with minor damage.
 4. Areas with major damage.
 5. Areas with catastrophic damage.

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APPENDIX C

Disaster Services Contractor
General Work Plan

DEBRIS REMOVAL (LOAD AND HAUL)

This operation entails the recovery and removal (pick-up and hauling) of all eligible debris from public easements, property and rights-of-way to designated Temporary Debris Staging and Reduction (TDSR) Sites and/or directly to a final disposal site. Eligible debris is typically that debris which was either generated directly by the event or as a result of the event, and is not the primary funding responsibility of a Federal agency other than the Federal Emergency Management Agency (FEMA). This debris may include:

1. Vegetative debris (stumps, logs and limbs)
2. Construction and demolition (C&D) debris
3. Recyclable debris (such as metals, glass, cardboard, etc.)
4. White goods (refrigerators, air conditioners, washers and dryers, etc.)
5. Hazardous and toxic wastes (HTW) (industrial, commercial and household)

The equipment and personnel utilized for each operational phase will vary by the type, quantity and location and proposed disposal and/or reduction method of the debris. In all operations, regardless of type of debris, appropriate personal protective equipment for personnel is critical.

DRC will cover loads with tarpaulins if necessary to contain debris.

Right of Way Clearing

A. Vegetative Debris

Vegetative debris operations equipment may include, but is not limited to: rubber tired loaders with buckets, rakes, grapples or 4 in 1 buckets; rubber tired excavators with grapples or thumbs; telehandlers; track type loaders with rakes, grapples or 4 in 1 buckets (to be utilized only under certain permitted conditions); trailer or truck mounted knuckle booms with grapples or clam shells; self-loading trucks (knuckle boom with grapples or clam shells); farm type tractors with box blades, flat blades or brooms; bobcat type loaders; bucket trucks with 50' booms for hazardous tree and limb trimming; 30 ton or larger cranes to remove heavy stumps and or trunks; haul trucks ranging in size from 16 to 120 cubic yard capacity; roll-off dumpsters; flat-bed tractor trailers to transport equipment or stumps and oversized tree trunks, fuel and service trucks.

Vegetative debris operations personnel requirements may include, but are not limited to, equipment operators; superintendents with trucks; foremen with trucks; operators with chainsaws; traffic control personnel; general laborers with tools; safety personnel; mechanics; hazardous materials technicians; documentation personnel; quality assurance personnel and project managers.

It is the policy of DRC to maintain all debris work sites at the appropriate use standards, safety standards, and regulatory requirements. Debris removal operations should be closely overseen by a Government Entity and possibly a FEMA representative on-site during all working hours. These representatives are to ensure and document the removal

and recovery of only eligible debris and should initiate the multi-part debris documentation program.

B. Construction and Demolition (C & D) Debris

C&D debris operations may utilize the same equipment as listed above for vegetative debris. Curbside separation by the contractor and public can be very important to ensure proper segregation of vegetative from C & D debris and to attempt to segregate any hazardous and/or household hazardous waste. (See paragraph D below) A debris pick-up and haul operation that is primarily focused on C&D debris may also require equipment such as: D-6 or larger dozers, track-type excavators with impact hammers, electromagnets and/or concrete shears and/or grapples, and other specialized equipment to segregate or prepare the debris for transport. The personnel requirements for C&D debris operations are similar if not identical to those of vegetative debris operations. DRC and its subcontractors own or have access to the equipment required for these services, including front-end loaders, excavators, rubber-tired backhoes, most with grapples or 4 in 1 buckets, knuckle boom loaders, dump trucks, dump trailers and service trucks.

C. Metallic Debris

White goods can present a difficult dilemma to the recovery efforts. If the white goods contain Freon, this Freon must be removed before it is accidentally released into the air in violation of the U.S. Environmental Protection Agency regulations. Typically, white goods are moved to TDSR sites prior to Freon removal so the removal activities can be more effectively monitored and thoroughly controlled. Freon is then removed by a licensed Freon recycler and the white goods are crushed or shredded in the recycling program.

White goods recovery (pick-up and haul), with the exception of white goods requiring Freon recovery, is treated and accomplished as though it were either C&D debris or recyclable debris, dependent upon the final disposal source. Each Freon containing piece of white goods should be hand or mechanically loaded in such a way as to not allow crushing of the Freon lines or premature release of the Freon. Equipment and personnel would also be treated as a C&D debris or recyclable debris operation, dependent upon the final disposal source. DRC has extensive experience with white goods and Freon recovery. DRC recovered, shred and removed an estimated 80,000 pieces of white goods in one major storm alone.

D. Hazardous and Toxic Waste

Hazardous and toxic waste (HTW) is a special operational aspect that must be accomplished with very precise, pre-established standards and regulations. Safety to the workers, Government employees and the citizens of the area is paramount. With this in mind, DRC works with its specialized subcontractors to establish and implement proper handling procedures for HTW, including household hazardous waste, which, after a disaster, may become concentrated and no longer considered diminimus. These procedures include the segregation and removal of HTW from the debris stream at the curbside, prior to the recovery of other debris and sorting and additional recovery of HTW within each TDSR site. Recovered HTW is removed to a proper disposal site or

temporarily stored in the HTW disposal areas constructed within each TDSR site as required. HTW must be collected, handled and disposed of by specially trained HAZMAT technicians. In addition, DRC may utilize national or regional firms who are fully licensed and accredited to manage, handle and dispose of HTW. These firms may be utilized by DRC and/or DRC Environmental, Inc. for professional and immediate HTW recovery support, on an emergency basis.

COMMENCEMENT OF PICK-UP - Debris pick-up will commence upon receipt of a task order and notice to proceed from the Government. Debris pick-up operations will proceed in an orderly and manageable fashion on streets and roads cleared sufficiently for access as designated by the Government task order.

EQUIPMENT AND CREW

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. All supervisors will be responsible to ensure work is conducted only in those areas designated by the government. Supervisors will not allow work to commence in additional areas until directed by government task order. Supervisors shall be responsible for the safety of all personnel and equipment. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT CREWS- Debris pick-up equipment will include but is not limited to the following:

- Knucklebooms
- Rubber tire front end loaders with grapple buckets
- Rubber tire front end loaders with 4 in 1 bucket
- Rubber tire backhoes with thumb
- Haul trucks with attached grapple arms
- Other specialized equipment.

All equipment used will meet current safety standards.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

HAND CREWS - 1 – 2 laborers with sufficient hand tools will accompany each piece of heavy equipment where necessary.

OPERATIONS - Debris segregation and sorting will be conducted at street/road level to the maximum amount practical and as instructed by Government task orders. All debris

will be picked up and loaded into haul trucks in a safe and workman-like manner to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. *Safety will not be compromised.* All crew foreman and field supervisors will be responsible to ensure a rapid and cost effective as possible operation. Hand crews, to ensure maximum loading and safe transport of material, will size all vegetative debris. All construction and demolition materials will be sized using heavy equipment to ensure maximum loading and safe transport of materials within EPA and DOT standards. Obvious hazardous materials will be dealt with in accordance with the Government task order and the Corporate Environmental Protection Plan and in compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Traffic control personnel, with appropriate traffic control safety equipment, will be stationed at each approach point of the work area to maintain traffic control and prevent personal injury to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Additional traffic control personnel will be stationed throughout the area, as needed, to ensure safe operations.

DEBRIS HAULING

Debris hauling will consist of 3 distinct operations as follows:

- Hauling of unreduced debris from origination point to staging area.
- Hauling of reduced debris from staging area to final disposal site.
- Hauling of unreduced debris from origination point to final disposal with no intermediate stops.

Construction and demolition debris may require hauling directly to final disposal site from point of origination, if reduction of construction and demolition is prohibited by Local, State or Federal EPA standards. Otherwise, C&D Debris can be staged at TDSRS for speedy recovery than transferred to approved final disposal.

All field supervisors will ensure that all hauling operations comply with Local, State and Federal DOT standards in effect at that time and ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. All supervisors will be responsible to ensure work is conducted only in those areas designated by the government. Supervisors will not allow work to commence in additional areas until directed by government task order. Supervisors shall be responsible for the safety of all personnel and equipment. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Supervisors will be responsible for collecting load/haul tickets and daily load/haul logs from haul truck operators. The supervisor will complete forms. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT CREWS - Debris hauling equipment will include, but is not limited to:

- 16-20 cubic yard dump trucks

- 21-30 cubic yard dump trucks
- 30-50 cubic yard tractor trailers
- 50-75 cubic yard tractor trailers
- 75-100+ cubic yard tractor trailers
- Roll-off dumpsters
- Other specialized hauling equipment

Past experience has shown that the farther the haul distance, larger capacity trucks are more cost effective.

Haul truck bed configurations - All haul truck beds shall be equipped with tailgates constructed of materials (i.e.- chain link fence, safety fence, etc.) that will safely contain debris, allow each haul truck to be loaded to it's capacity and also allow rapid dumping of debris from the bed. Any haul truck bed that has or will have vertical extensions installed, will comply with the following restrictions. Haul truck bed extensions shall comply with all applicable Local, State and Federal laws. Bed extensions, when installed, will be located and secured to the front-end, left side and right side of the bed. Bed extensions shall not extend beyond 24 inches above the manufacturer's bed height. Bed extensions will be constructed of not less than 2" x 6" lumber placed flush against the manufacturer's bed and each subsequent piece of lumber to withstand loader impact. Lumber will be secured to the manufacturer's bed with angle or channel iron and bolts. Each side extension will be secured with metal brackets and bolts to the front-end extension.

All supervisors will utilize the check sheet provided by The Company Safety Officer to ensure all safety equipment is maintained and operable on all debris hauling equipment to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

OPERATIONS - All field supervisors shall ensure that all debris-hauling operators are licensed and/or certified to operate required equipment. All debris-hauling operators will be given area maps designating assignment/authorized areas of operations as well as transport routes designated and/or approved by the Government. All debris haul operators shall visibly display colored signs provided by the Company and, if applicable, the government. The Company signs are magnetic signs to be placed on the driver and passenger doors of the vehicle cab. Any signs provided by the government will be displayed on both sides of the forward most section of the vehicle bed, unless otherwise directed by the government task order. All signs will be removed from the exterior of the vehicle, at close of business each day and secured by the driver to prevent theft or loss. Signs will be replaced on the vehicle at the beginning of the workday. Colored paper signs/passes will be displayed in the driver's side windshield of each vehicle. The color of the sign/pass is subject to change, without notice, to ensure quality control measures regarding authority to enter work sites. Each sign/pass will contain the following information:

- Company Logo,
- Contract Location,
- Government Name,
- Contract Number,
- Truck Number,
- Date of Issue,
- Supervisor Name/Signature.

All debris haul operators shall maintain the numbered debris hauling/transportation documentation/verification form DRC-DM-12. Each form contains directions, which should be followed. All supervisors will be responsible to ensure that all employees utilizing and/or inputting information on the form are procedurally trained. It will be each supervisor's responsibility to maintain a supply of the required number of forms. Forms will be distributed by supervisors/foremen to debris haul operators during debris pick-up operations after completing Section I of form DRC-DM-12. All debris haul operators will maintain daily ticket/haul records to be turned into field supervisors, with copies of load tickets at close of business each day.

TEMPORARY DEBRIS STAGING AND REDUCTION SITE MANAGEMENT

DRC normally opens and manages an appropriate number of TDSR sites strategically located throughout the disaster area to accept and process all categories of debris. Primary site preparation may include, but is not necessarily limited to, construction and maintenance of primary roads for ingress or egress, and any roads required within the site, environmental requirements, inspection and observation towers, wind-blown debris control fencing, silt fencing and storm-water retention and diversion berms. To facilitate the documentation and quality control system utilized by DRC, a sturdy roofed inspection tower sufficient for a minimum of three (3) inspectors is normally constructed and/or delivered during this early phase of site preparations. DRC often, as required, constructs an area for office trailers and parking for administrative personnel, inspectors and visitors for the contracting agency, DRC and its subcontractors. Temporary lighting may be installed, if required, as well as guard booths and temporary equipment storage and maintenance facilities.

A temporary hazardous waste (HTW) disposal and storage area shall be constructed at each TDSR site (as appropriate) to store HTW inadvertently delivered to the TDSR site. This hazardous and toxic waste storage area shall consist of a bermed and sealed area to preclude water and/or fluid intrusion or exit. The site shall be lined with an impermeable ground cover, fenced and properly marked. It shall be set away from the other areas in a non-traffic area, clearly away from separating, reduction, delivery and public areas. Potentially hazardous debris shall be segregated within the hazardous waste storage area and all HTW debris shall be covered to reduce the likelihood of contamination. HTW shall be removed from the HTW storage area by specially trained HAZMAT technicians.

The inspection of every load, in and out, is critical to the documentation of the overall process. The TDSR site inspection towers are the location of the load verification and

documentation programs of all incoming and later outgoing, debris. Once documented, all debris is processed in accordance with applicable local, state and federal rules, standards, and regulations. Processing may include, but is not limited to, reduction by tub grinding and/or chipping, incineration when approved, or other alternate methods of reduction such as compaction, baling, separation, recycling, crushing or shredding.

Prior to reduction operations being undertaken, all debris is normally segregated between vegetative debris, construction and demolition debris (C&D), recyclable debris, white goods and hazardous and toxic wastes (HTW). Further detailed segregation of materials by classification (tires, batteries, metals, roofing materials, etc.) is often required. This segregation operation utilizes both manpower and specialized equipment. The equipment could include front-end loaders and trackhoes with buckets, grapples and/or Electro-magnets, mechanical screens, and/or knuckle boom loaders to segregate burnable from non-burnable debris. The manpower requirements are primarily supervisors, equipment operators, mechanics, flagmen, inspectors and general laborers, with the exception of the hazardous materials/operation, which requires specially trained and equipped technicians. An experienced TDSR site manager, in conjunction with reduction, sorting, hazardous materials, recycling and safety supervisors, manage, operate and supervise the day-to-day TDSR site operations. All reduced debris, as well as non-reducible debris, is recycled, destroyed or disposed of at permitted (if required) recycling or disposal sites, as directed by the contracting authority.

Selecting a TDSR site is usually the responsibility of the government entity responsible for debris management operations. However, DRC personnel have been involved in past disasters, as consultants to the government regarding establishing the criteria for selection, operational layout, closure and remediation of TDSR Sites. In addition, as a part of the annual training exercises between DRC and its pre-event clients, TDSR site locations are normally reviewed and approved for future disaster events. Site selection criteria includes ownership (privately owned vs. the preferred government owned site), size requirements based on quantity of debris projected, location within or in the proximity of the affected area, and the history of the site (such as historical or archaeological significance, environmental impact, security considerations and proximity to the general public). Operational layout and closure considerations are usually based upon the types and size of operations to be performed. The larger the operation, the larger the site requirement would be. The more voluminous the debris stream, the larger the site requirement the closer the public, the larger the site requirements. Additionally, if hazardous or toxic waste (HTW) is to be temporarily stored at the TDSRS, the operational layout of the site must include the safety and environmental protection and setback requirements to operate and maintain such a storage area.

Processing of debris is a critical element in a successful TDSR operation. The proper processing techniques applied to the appropriate debris type can streamline production and reduce overall cost. Tub grinding and/or chipping is believed to be the most environmentally friendly form of volume reduction for vegetative and select C&D debris and produces an average of 4:1 or greater reduction in volume. The chips produced as a product of grinding and/or chipping can often be utilized as a recyclable product. Chips can be utilized as daily cover in a landfill operation, given away as a landscaping product

to the general public, given away or after-marketed to an incineration facility as a fuel source, utilized as an agricultural supplement, and in numerous other uses.

Remediation is conducted during the closing of each TDSR site. The scope of remediation is determined during operation and closure, by terms of the land lease (if any), or government directive or task order. Remediation consists of final removal of all debris (including residual debris), removal and remediation of HTW, abatement of any safety and/or environmental concerns (to include environmental testing and/or monitoring, if required), the removal of temporary structures (including any inspection towers), grading and leveling, removal of roads and fencing, if appropriate, and potentially grassing or seeding of the site, if required, to documented pre-use condition.

DEBRIS STAGING

Debris staging sites will be located, acquired and designated by the Government. Construction of debris staging site elements will commence immediately upon receipt of a task order and notice to proceed from the Government. The Company will ensure that debris staging site construction will be accomplished as rapidly as possible, because of the criticality of staging sites to the debris removal process as a whole.

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. Debris staging site supervisors will be responsible for management of all operations of the debris staging site to include site safety, haul load inspection, segregation, traffic control, dumping, reduction, security and remediation. Supervisors shall be responsible for the safety of all personnel and equipment to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Supervisors will be responsible for collecting load/haul tickets and daily load/haul logs from haul truck operators. Inspection tower personnel will complete the forms. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT - Debris staging site equipment may include but is not limited to the following:

- Excavators with thumb
- Track type tractors with root rakes
- Track type tractors with push blade
- Farm type tractor with box blade
- Motor grader
- Rubber tire loader
- Tub grinder
- Brush chipper
- Air curtain burner

All equipment will meet current safety standards.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

HAND CREWS - 1 - 2 laborers with sufficient hand tools will accompany each piece of heavy equipment.

DEBRIS STAGING SITE KEY STEPS - The following information will be utilized to create a location specific site management plan and site safety plan to accompany this plan.

SITE ACCESS - Separate points of ingress and egress should be established if possible. Temporary acceleration and deceleration lanes should be established adjacent to the primary road leading to and from site access points, if approved by Government and appropriate authority having jurisdiction over primary road right-of-way. All temporary roads leading to and through the debris-staging site should be constructed and maintained for all weather use (i.e. - rock laid roads).

INSPECTION TOWERS - Inspection towers shall be constructed to facilitate observation and quantification of debris hauled for storage at debris staging sites. No less than two inspections towers should be utilized at each debris-staging site. One tower at point of ingress for use by company inspector and Government inspector, one tower at point of egress to ensure all debris hauling trucks are in fact empty upon leaving the site, one tower may be utilized if ingress and egress point is the same. The egress tower should be manned by at least a representative of The Company. An example blueprint, construction of, and design of a typical inspection tower for USACE operations is attached at the end of this plan.

TRAFFIC CONTROLS - Traffic control personnel, with appropriate traffic control safety equipment, will be stationed at the ingress observation tower to maintain vehicular and pedestrian traffic control. Additional traffic control personnel will be stationed throughout the site, as needed, to enforce proper dumping and prevent personal injury to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

CLEARING AND GRADING - Clearing and grading of debris staging sites will be accomplished, to the level required, in accordance with the site management plan and task order from the Government.

ENVIRONMENTAL PROTECTION - The Company's "Environmental Protection Plan", which incorporates such issues as erosion control, hazardous and toxic wastes, dust and smoke control (Clean Water Act, Storm Water Act, Resource Conservation and Recovery Act, Superfund Amendments and Reauthorization Act and others), is incorporated in full by attachment at the end of this plan. Environmentally sensitive areas (i.e. - wetlands, habitat, historical sites, etc.) within, or in proximity to, a debris staging site, will be avoided, designated as sensitive, protected, and access restricted to the extent possible.

from adverse impact. Activity within environmentally sensitive areas will be prohibited. All requirements of pertinent environmental standards will be complied with.

DEBRIS STORAGE AREAS - Debris will be segregated into 5 main areas of concern as follows unless otherwise instructed by the Government.

- **Vegetative debris** - Vegetative debris will be cleaned of C&D debris to the extent possible to facilitate compliance with requirements for reduction of vegetative debris.
- **Construction and Demolition (C&D) Debris** - C&D debris will be dampened prior to dumping and periodically as needed, to comply with Local, State and Federal EPA standards.
- **Recyclable/salvage** - Recyclable/salvageable materials will be stock piled in accordance with Government task order.
- **White goods** - White goods will be stock piled in accordance with Government task order.
- **Hazardous and/or toxic wastes (HTW)** - HTW will be segregated and stored in a Government approved containment area. All site personnel will receive a safety briefing regarding operations involving HTW to prevent personal injury and ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. HTW containment site perimeter will be posted and secured for personnel safety. An example template for Construction & Design of HTW containment site is attached at the end of this plan.

SAFETY PRECAUTIONS

Water Trucks - The required number of water trucks will be stationed at each debris-staging site. Water trucks will be utilized to reduce the threat of friable materials from C&D debris being released into the atmosphere. Water trucks will be utilized to reduce the threat of fire from all types of debris. If necessary, water trucks will be utilized in fire suppression operations. Water trucks will be utilized to dampen areas, including temporary roadways, to suppress dust from trucks entering and leaving the debris-staging site.

Fire Extinguishers - Fire extinguishers will be located throughout each debris-staging site as required by the site management plan, site safety plan, OSHA requirements and government task order. All debris staging site personnel will be trained in incipient fire suppression operations and safety procedures, to include operation of fire extinguishers and water trucks and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

DEBRIS SEGREGATION

This section discusses the guidelines for debris segregation not already discussed previously in this plan.

Street/road level segregation. All foremen will direct debris removal personnel to segregate debris into five areas: 1) vegetative debris; 2) C&D debris; 3)

recyclable/salvageable materials; 4) white goods; 5) HTW. Segregation of debris at the street/road level will not take precedence over completing street/road debris removal operations in a safe and rapid manner. All personnel conducting debris segregation at the street/road level will receive a safety briefing on potential hazards and injury prevention to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

DEBRIS SEGREGATION AT STAGING SITES - Staging site supervisors will ensure that all debris haul operators deposit debris in areas designated for the type debris hauled. Debris hauled to staging sites in mixed loads will be segregated by heavy equipment when possible and by hand crew when necessary. Vegetative debris will be placed into two separate piles. The first pile (pile one) will be the dumping point until a sufficient quantity has been accumulated to commence a continuous reduction operation. Pile two will be started and accumulated until the reduction of the pile one has been completed. At which time, dumping of vegetative debris on pile two will cease and pile one will be replenished. This rotation will continue until the task is completed. All personnel involved in vegetative debris segregation operations will receive a safety briefing for all effected job to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. C&D debris will be placed into one or more piles, as required, to reduce the threat of a fire conflagration until it is reduced or disposed. The Company will consult with the government, local fire officials and pertinent environmental officials regarding the requirements for stock piling of C&D debris. White goods will be segregated, as required by the government task order. White goods will be placed and stored until instructed by the government as to its final disposition. Salvageable/recyclable materials will be segregated, as required by the government task order. Salvageable/recyclable materials will be placed and stored until instructed by the government as to its final disposition. HTW will be segregated and stored in a Government approved containment area. All site personnel will receive a safety briefing regarding operations involving HTW. The HTW containment site perimeter will be posted and secured for personnel safety and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan as well as the Corporate Environmental Protection Plan (EPP). HTW will be placed and stored until instructed by the government as to its final disposition.

DEBRIS REDUCTION

This section discusses guidelines to be followed during debris reduction operations not already addressed in this plan. If required by a government task order or notice-to-proceed, night operations may be conducted. Night operations shall be limited to reduction of debris by burning. Night operations shall only be conducted upon a determination by the Company Safety Officer, and concurrence by the government, that such operations can be conducted in a safe manner.

GRINDING and/or CHIPPING OPERATIONS- Grinding and/or chipping operations will be accomplished on all vegetative debris, not reduced by burning operations. Grinding and/or chipping operation is the preferred method of reduction for vegetative debris to accomplish environmental resource conservation through recycle/salvage of wood chips. Although this operation is preferred for environmental purposes, it is, however, the most time consuming and costly reduction operation due to material handling and haul disposal

costs after grinding and/or chipping operations have been accomplished. Grinding and/or chipping operations of C&D materials are prohibited by and within numerous jurisdictions. Grinding and/or chipping operations will be accomplished on the type of debris (vegetative and/or C&D) as directed by government task order. Grinding and/or chipping of vegetative debris will be accomplished on the piles of vegetative debris as set out below.

Vegetative debris will be placed into two separate piles. The first pile (pile one) will be the dumping point until a sufficient quantity has been accumulated to commence a continuous reduction operation. Pile two will be started and accumulated until the reduction of the pile one has been completed. At which time, dumping of vegetative debris on pile two will cease and pile one will be replenished. This rotation will continue until the task is completed.

All personnel involved in vegetative debris grinding and/or chipping operations will receive a safety briefing for all effected job functions.

A track-type tractor with blade or a rubber tire loader will pick-up, and stockpile chips for temporary storage. Chips will be loaded out and hauled to a final disposal site as quickly as possible to reduce the threat of a fire conflagration.

All appropriate fire protection measures will be established and maintained in accordance with the site management plan, site safety plan and the government task order. Water trucks will be utilized to reduce the threat of fire from all types of debris. If necessary, water trucks will be utilized in fire suppression operations.

Fire Extinguishers - Fire extinguishers will be located throughout each debris-staging site as required by the site management plan, site safety plan, OSHA requirements and government task order. All grinding and/or chipping operations personnel will be trained in incipient fire suppression operations and safety procedures, to include operation of fire extinguishers and water trucks to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

DEBRIS DISPOSAL

Debris disposal is the pre-planned, pre-approved operation of placing debris in its final resting-place. Debris disposal operations can be segmented into three distinct operations:

- Haul to and tip at debris disposal site
- Physical operation of debris disposal site
- Augmentation of debris disposal site permanent staff and equipment

DISPOSAL SITE (S) - A disposal site may be a dump and/or a landfill owned and operated by private or public sectors. Non-burnable debris will be disposed only at a dump and/or landfill designated to receive materials other than toxic hazardous waste.

EQUIPMENT - Debris disposal hauling equipment will include, but not limited to:

- 16-30 cubic yard dump trucks
- 30-100 cubic yard tractor-trailers or other such haulers as the government may direct.

Past experience has shown that the farther the haul distance, larger capacity trucks are more effective.

All haul truck beds shall be equipped with tailgates constructed of materials that will safely contain debris, allow each haul truck to be loaded to it's capacity and also allow rapid dumping of debris from the bed. Any haul truck bed that has or will have vertical extensions installed, will comply with the following restrictions.

- Disposal haul truck bed extensions shall comply with all applicable Local, State and Federal laws.
- Bed extensions, when installed, will be located and secured to the front-end, left side and right side of the bed.
- Bed extensions shall not extend beyond 24 inches above the manufacturer's bed height.
- Bed extensions will be constructed of not less than 2"x6" lumber.

All disposal trucks shall be pre-measured and accepted by the government before being utilized in debris removal operations.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

SAFETY - All supervisors and/or foremen will utilize the check sheet provided by the Company Safety Officer to ensure all safety equipment is maintained and operable on all debris disposal hauling equipment and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

OPERATIONS - All field supervisors shall ensure that all debris disposal-hauling operators are licensed and/or certified to operate required equipment. All debris disposal operators will be given area maps designating assignment/authorized areas of operations as well as transport routes designated and/or approved by the Government. All debris disposal haul operators shall visibly display colored signs provided by the Company and, if applicable, the Government. The Company signs are magnetic signs to be placed on the driver and passenger doors of the vehicle cab. Any signs provided by the government will be displayed on both sides of the forward most section of the vehicle bed, unless otherwise directed by the government task order. All signs will be removed from the exterior of the

vehicle, at close of business each day and secured by the driver to prevent theft or loss. Signs will be replaced on the vehicle at the beginning of the workday. Colored paper signs/passes will be displayed in the driver's side windshield of each vehicle. The color of the sign/pass is subject to change, without notice, to ensure quality control measures regarding authority to exit work sites and enter disposal site(s). All debris disposal haul operators shall maintain the numbered debris hauling/transportation documentation/verification form DRC-DM-12. Each form contains directions, which should be followed. All supervisors will be responsible to ensure that all employees utilizing and/or inputting information on the form are procedurally trained. It will be each supervisor's responsibility to maintain a supply of the required number of forms. Forms will be distributed by supervisors/foremen to debris disposal haul operators during loading operations and after completing Section 1 of form DRC-DM-12. All debris disposal operators will maintain daily ticket/haul records to be turned into field supervisors, with copies of load tickets at close of business each day.

DEBRIS STAGING SITE RESTORATION

Remediation of Debris Staging Sites is the process of returning the site to pre-use, and in some cases, pre-event condition. Debris Staging Site Restoration is performed in four primary phases:

- Pre-use inspection and documentation
- Operational Environmental Protection
- Closure Procedures
- Final inspection, release, and acceptance of Government and/or Landowner

Each Debris Staging Site will require inspection prior to use, for the following:

- Existing topography
- Existing vegetation (grass, shrubs, trees)
- On-site or near-site water sources
- Existing structure and their current condition
- Any other distinguishing characteristics such as hazardous and/or non-hazardous materials stored on site

When required, a basic Environmental Impact Statement, in accordance with the company's Environmental Protection Plan shall be accomplished.

Documentation - A narrative description shall be prepared for each site. Sketches and/or drawings (basic) shall be produced to illustrate the current condition of the site and its contents, as well as content location. Still photographs or video will be taken of each site, both ground level and aerial, to additionally illustrate the pre-use condition of the site and its contents. Environmental Sampling to include:

- Random soil samples, surface and sub-surface, may be taken and sealed in containers for comparison with post-use samples taken at the time of site closure when possible contamination is evident.

- Prior to sealing these samples, a small portion of each sample will be field tested to determine the presence of contaminants prior to use of the site.
- On-site and off-site samples will be taken of any nearby water source.
- Water source samples will be stored and tested using the criteria stated above.
- Samples of both water and soil will be taken in accordance with the above standards after operations have ended (post use samples).
- Post use samples and pre-use samples will be tested in the Corporate Laboratory and/or another Certified Laboratory to determine the presence of contaminants.

Should contaminants be identified in the pre-use field test, a determination of whether or not a particular site or area of a site should be utilized will need to be made by DRC Senior Management and the client representative. Should contaminants be identified in post use test results that were not present in pre-use test results, remediation of the site or area of the site will be accomplished in accordance with Federal, State and local regulations as well as current industry standards.

OPERATIONAL ENVIRONMENTAL PROTECTION - All work performed at and/or in relation to a debris-staging site will be performed in a skilled and workman-like manner. All debris staging site operations shall be conducted in accordance with the Company's Environmental Protection Plan and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

CLOSURE PROCEDURES - Pre-use inspection and documentation information shall be utilized as a guide to restore each site to pre-use condition.

REMOVAL OF DEBRIS - Debris residue, not taken to the appropriate disposal site during debris disposal operations, shall be collected, recorded and hauled to the appropriate disposal site. DRC or a licensed hazardous waste remediation company shall be retained to accomplish the removal of all hazardous and/or toxic waste from each site, if not already accomplished under separate agreement by the Government.

REMOVAL OF TEMPORARY STRUCTURES - All temporary structures such as fencing, inspection towers, temporary offices, sanitary facilities, etc., shall be removed from each site.

LANDSCAPE OPERATIONS - Each site shall be graded, as required to return the topography to pre-use elevations, unless otherwise directed by Government task order. Each site will be restored to pre-use condition by seeding, fertilizing and laying of straw as well as replacement of agreed-upon shrubs and/or trees.

CLOSURE DOCUMENTATION - The procedures described in Section F3 of this plan shall be followed for closure documentation.

FINAL INSPECTION, RELEASED AND ACCEPTANCE OF GOVERNMENT AND/OR LANDOWNER - DRC Senior Management, the Supervisor responsible for a particular site, the Government's Representative and if applicable, the landowner shall constitute an inspection team. The Company Supervisor responsible for the applicable site shall have, for examination by all Inspection Team members, the documentation package

to include pre-use and closure inspection documentation as well as all chronological documentation created during the operational period. After all inspection team members accept the post-closure condition of each site, a release and hold-harmless for the Company shall be signed by the Government and/or landowner, releasing DRC of any further responsibility and liability.

APPENDIX D
RIGHT OF ENTRY FORM

APPENDIX D
RIGHT OF ENTRY AGREEMENT

NO. _____

I/We _____, the owner(s) of the
property commonly identified as _____

(street address)

located in Monroe County, Florida, (the "Property") do grant and give freely and without coercion, the right of access and entry to the Property to Monroe County, the State of Florida, the United States Government, the Federal Emergency Management Agency (FEMA), and their agencies, contractors, and subcontractors, for the purpose of removing and clearing any or all tree debris from the Property.

It is fully understood that this Agreement is not an obligation to perform tree removal. The undersigned agrees and warrants to hold harmless, Monroe County, the State of Florida, the United States Government, the Federal Emergency Management Agency (FEMA), and their agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the Property or persons situated on the Property, and releases, discharges and waives any action, either legal or equitable that might arise out of any activities on the Property.

I/We (have ____, have not ____), (will ____, will not ____) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Services (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report to Monroe County any insurance settlements to me or my family for debris removal from the Property that has been performed at government expense. For the consideration and purposes set forth in this Agreement, I set my hand this _____ day of _____, 20_____.

Owner

Owner

Address

Telephone Number



MONROE COUNTY
FLORIDA

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Emergency Support Function (ESF) 1

Transportation



Preface

During emergencies, disasters, the need for transportation could be varied and vast. Transportation resources may be obtained from municipal departments, agencies, the private sector, and voluntary organizations. In critical life and property saving situations, local, state, and federal resources may be available as temporary augmentation.

APPENDIX 1

TRANSPORTATION EMERGENCY SUPPORT FUNCTION (ESF) #1

PRIMARY AGENCIES: Monroe County Social Services
Monroe County Fire/Rescue
Monroe County School District
Monroe County Public Works

SUPPORT AGENCIES: City of Key West
City of Key Colony Beach
Islamorada, Village of Islands
City of Marathon
City of Layton
Monroe County Sheriff's Office (MCSO)
The American Coach
North Carolina Air National Guard (C-130)
Trauma Star Response
American Ambulance
Key Largo Fire-Rescue and EMS District

RESOURCE AGENCY: Florida Department of Transportation (FDOT)

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish the responsibility, direction and control procedures and concept of operations for providing transportation services during emergencies and post-disaster recovery periods.

1.2 Scope

This Appendix is applicable to natural or manmade disasters requiring the commitment of emergency response resources. It is applicable to both, declared and undeclared, emergency operations.

1.3 Situation

Disaster conditions are defined as any significant manmade or natural event or emergency condition which requires a coordinated response by local agencies. The severity and magnitude of such events may require State and Federal assistance to augment local response and recovery efforts.

2.0 CONCEPT OF OPERATIONS

Respond to requests for local transportation assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.

APPENDIX 1

TRANSPORTATION EMERGENCY SUPPORT FUNCTION (ESF) #1

2.1 Responsibilities

Coordination of support agencies in directing transportation resources and prioritizing the transportation needs and services in the response and recovery efforts. The prioritization of transportation resources is based upon the nature and level of need:

Through an existing MOU, when executing an emergency airlift of hospital patients in the event of an imminent strike of a major hurricane, Monroe County upon hospitals request would requisition, through the State Division of Emergency Management, the North Carolina Air National Guard C-130 MEDEVAC aircraft.

When executing an emergency medical airlift of victims of other emergency circumstances, Monroe County Fire-Rescue utilizes, upon request, the services of Trauma Star Key West

Regarding the utilization of land based medical transportation resources, Monroe County, depending upon the geographical area and nature of emergency, has the following resources available.

- Care Ambulance Key West Rescue
- Key Largo Ambulance Services, Inc.
- Ocean Reef Public Safety
- Trauma Star Response
- Islamorada Fire-Rescue

In the event of an emergency at sea, Monroe County, through the Monroe County Offshore Rescue Partnership (MCORP), coordinates and cooperates with the following signatories to MCORP:

- Monroe County
- US Coast Guard
- Monroe County Sheriff's Office
- Fish & Wildlife Conservation
- Naval Air Station, Key West

2.3 Monroe County Social Services, in conjunction with the MCS D, will Provide school buses to local nursing homes and hospitals as follows:

2.3.1 Hospitals: A maximum of 2 buses for each location, Lower Keys Medical Center and Fishermen's Hospital, provided that each location has properly licensed drivers (Class B with Passenger Endorsement). Such information must be provided to, and remain on file, with Social Services prior to the beginning of each hurricane season.

APPENDIX 1

**TRANSPORTATION
EMERGENCY SUPPORT FUNCTION (ESF) #1**

- 2.3.2** **Monroe County School District** shall make available to the County as many school buses as the County determines to be reasonably necessary.

Monroe County School District and Monroe County Social Services maintain an inventory of vehicles for emergency use. Those agencies also maintain a contact list of designated personnel to be notified when needed. Prior to the event the priority for transportation is the special needs and populations which require County resources for transport to County shelters or out of County – the priority for resources is evacuation. Immediately after the event the priority for transportation resources transport to areas of need, such as shelters, and support of emergency needs such as road clearing. Secondary priority after the event is the transportation of the population back to their place of residence. The latest revision of vehicle inventory may be found in the Monroe County School District manual maintained by the School District.

- 2.3.4** Monroe County provides fuel for emergency vehicles on 24-hour availability, with gasoline pumps located throughout the County. In the event of fuel shortage, Monroe County Public Works has an agreement with Dion’s Quick Marts, Inc., and Homestead Gas Co., Inc., for fuel delivery.

Emergency Support Function (ESF) 2

Communications



Preface

A coordinated, effective response to emergencies/disasters require communications between emergency responders, between incident sites and the Emergency Operations Center (EOC) and linkages to the general public and other levels of government. Local government's day-to-day communication systems are seldom sufficient to meet the increased communications demands caused by emergency/disaster conditions. The communications function aims to provide a structure whereby all public, private, volunteer communications capabilities are linked to and coordinated by the EOC.

APPENDIX 2

COMMUNICATIONS EMERGENCY SUPPORT FUNCTION (ESF) #2

PRIMARY AGENCY: Monroe County Sheriff's Office Emergency Communications

SUPPORT AGENCIES: Amateur Radio Emergency Services (ARES)
Monroe County Information Services
Monroe County School District
Monroe County Fire Rescue
Monroe County Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose

To facilitate communications within Monroe County organizations involved in the emergency response and recovery efforts, and to provide communications support to other agencies to enable them to perform their emergency functions.

1.2 Scope

Coordinate and assist in communications support to local emergency response agencies. This function is the focal point for all communications support at the county level before, during, and after activation.

2.0 CONCEPT OF OPERATIONS

Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.

3.0 RESPONSIBILITIES

3.1 Primary Agency

Monroe County Sheriff's Office Emergency Communications will respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate. Emergency Communications will coordinate activities of support agencies. Emergency Communications will, prior to activation, Prepare and test amateur 800 MHz, paging and any radio systems imperative to the functionality of the EOC public safety related personnel. Emergency Communications will assist post-disaster outreach programs (i.e., Disaster Recovery Centers) in establishing any necessary communications.

APPENDIX 2

COMMUNICATIONS EMERGENCY SUPPORT FUNCTION (ESF) #2

3.2 Support Agencies

Amateur Radio Emergency Services (ARES), Monroe County Technical Services, Monroe County School District and Monroe County Sheriff's Office will support emergency communications efforts to the extent possible, by providing operators and / or equipment to be utilized during and after events. Emergency radios will be provided at each public shelter. Sheriff's Deputies will be on scene at each shelter, allowing for a back up means of communications between shelters and the EOC. Monroe County School District will leave its computer network operational to allow for Internet access to those schools that are used as shelters.

3.3 Adminstrate and support Emergency Management staff with Everbridge/EAS/IPAWS system and messaging when required

Emergency Support Function (ESF) 3

Public Works & Engineering



Preface

The priority will be to assist the public safety personnel in saving lives. This may include heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads; communication support; the use of vehicles for transportation, sheltering, and rescue personnel support; the inspection of critical facilities such as hospitals, designated shelters, and emergency operations centers.

APPENDIX 3

**PUBLIC WORKS AND ENGINEERING
EMERGENCY SUPPORT FUNCTION (ESF) #3**

PRIMARY AGENCY: Monroe County Public Works

SUPPORT AGENCIES: Monroe County Sheriff's Office
Florida Department of Corrections
Florida Keys Electric Cooperative
Keys Energy Services
Florida Keys Aqueduct Authority
Monroe County Solid Waste Management

RESOURCE AGENCY: Florida Department of Transportation

1.0 INTRODUCTION

1.1 Purpose

To facilitate coordination and provision of emergency public works, evaluation of infrastructure damage, coordination of emergency debris clearing, and support to local municipalities.

1.2 Scope

Plan, coordinate, initiate, and implement the restoration of all transportation routes, bridges, and public structures affected by the emergency event. Coordinate emergency contracting and emergency repair of drainage systems and solid waste facilities.

1.3 Situation

Any form of disaster may cause unprecedented property damage. Homes, structures, bridges, and other facilities will be damaged or destroyed and must be reinforced, demolished, or isolated to ensure safety. Streets, highways, bridges and bridge approaches, and other forms of transportation will be damaged and unusable.

2.0 CONCEPT OF OPERATIONS

Respond to requests for repair work; identify required support agencies; begin mobilization of resources and personnel and prepare to activate.

2.1 Responsibilities

Coordination of support agencies in directing and prioritizing resources, needs, and services to accomplish debris removal, access restoration, damage assessment, as well as other areas of infrastructure which may have been adversely impacted. Maintain communications with other ESF primary agencies, to ensure mutual assistance and an organized working relationship.

APPENDIX 3

PUBLIC WORKS AND ENGINEERING EMERGENCY SUPPORT FUNCTION (ESF) #3

- 2.1.1** Priorities regarding the repair and/or reconstruction of damaged transportation routes (roads, bridges, airfields, etc.) and damaged facilities will be established, and a response will be executed as specified in the Monroe County Public Works Hurricane Plan, Vol. I, Section 1.
- 2.1.2** Monroe County Public Works Hurricane Plan, Volume I, Section 4, details the inventory of personnel, vehicles, and equipment available to the County for hurricane preparation, response, and recovery.
- 2.1.2** Reference to pre-positioning of resources, coordination with and within the EOC, and 24-hour staffing may be found in the Monroe County Public Works Hurricane Plan, Volume I, Section 2.

2.1.3 Support Agencies

The restoration of critical public services and infrastructure is the shared responsibility of Monroe County Public Works, and the appropriate Monroe County utilities companies (Florida Keys Aqueduct Authority, Florida Keys Electric Cooperative, City Electric System). When the magnitude of the effort to restore this vital infrastructure exceeds local capabilities, the County will seek assistance through Mutual Aid Agreements and memorandums of Understanding. The coordinates of all critical facilities in the County are on file with the State Division of Emergency Management's Geographic Information Systems (GIS) lab. The Rapid Impact Assessment Team (RIAT) will assimilate post-storm damage assessments and, upon request, evaluate the need for additional resources necessary to restore the facility in question.

Emergency Support Function (ESF) 4

Firefighting



Preface

Fire Service is an integral part of the network providing emergency operations within Monroe County. They are normally the "first responders," and provide fire, rescue, and Emergency Medical Services (EMS) to the public in any emergency.

Primary Agency

Fire Rescue

APPENDIX 4

FIREFIGHTING EMERGENCY SUPPORT FUNCTION (ESF) #4

PRIMARY AGENCY: Monroe County Fire-Rescue

SUPPORT AGENCIES: Key Largo Fire-Rescue
Key Largo Emergency Medical Services
Key West Fire Department
American Ambulance
N.A.S. Key West Fire and Emergency Services
Islamorada Fire-Rescue
Marathon Fire -Rescue

RESOURCE AGENCIES: Ocean Reef Fire Rescue
Miami-Dade County Fire/Rescue
U.S. Coast Guard
Florida Fire Chief's Association
Florida Division of Forestry

1.0 INTRODUCTION

1.1 Purpose

Coordinate the use of fire service resources to support emergency support functions requiring fire-fighting capabilities to perform their emergency response, recovery, and assistance missions.

1.2 Scope

Provide countywide support services in the detection and suppression of fires and other hazardous conditions, and in mobilizing and providing personnel, equipment, and other supplies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Emergency or hazardous conditions of potentially disastrous proportions, or conditions which are coincident with any other emergency, will place high demands on local fire services. A major event may result in many urban, rural, and wild-land fires. A minor, major, or catastrophic event may severely damage the fire service infrastructure. Local fire service response activities may be affected by limited resources, damaged fire equipment, and disrupted communications.

APPENDIX 4

**FIREFIGHTING
EMERGENCY SUPPORT FUNCTION (ESF) #4**

2.2 Responsibilities

- 2.2.1** Coordination of support agencies in directing fire service resources, provision of heavy equipment support for fire service responses.
- 2.2.2** All fire-fighting activities are controlled by County or municipal district fire department Incident Management System. Operational command is established at the scene by the district fire department (there are 20 separate fire stations in Monroe County).
- 2.2.3** A representative from the Fire Rescue Department assumes operational command. Additional fire resources would be requested through direct requests for specific resources through the State DEM to the Florida Fire Chiefs Disaster Response should it be required
- 2.2.4** Florida Fire Chiefs Disaster Plan resources are accessed through the County Coordinator for this program.

Emergency Support Function (ESF) 5

Information & Planning



Preface

Timely, initial situation reports provide a basis for initial Monroe County emergency actions and decisions to include level of Emergency Operations Center (EOC) activation; emergency functions needed; response priorities; and key locations. All departments/agencies/organizations within Monroe County are expected to provide timely situation reports to the EOC by whatever communications are available. During day-to-day operations, Monroe County Emergency Management collects and evaluates information and reports. During a disaster, the EOC Incident Commander or the EOC Planning Section Chief, will appoint a Situation Analysis Unit to coordinate data collection, information analysis, and preparation of reports.

Primary Agency

Emergency Management

APPENDIX 5

INFORMATION AND PLANNING EMERGENCY SUPPORT FUNCTION (ESF) #5

PRIMARY AGENCY: Monroe County Emergency Management Department

SUPPORT AGENCY: Monroe County Information Technology Services
Monroe County Growth Management Division
Monroe County Libraries
Monroe County Public Information Officer
Monroe County Community Services Division

RESOURCE AGENCY: Florida Department of Children and Families

1.0 INTRODUCTION

1.1 Purpose

Monroe County Emergency Management retains the overall responsibility for the collection, analysis, evaluation, and dissemination of critical information regarding potential or actual disaster or emergency operations, as well as facilitation and support of the overall activities of local entities in providing emergency assistance.

1.2 Scope

Coordination of the overall information and planning activities of all the response organizations in support of emergency operations.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A manmade, natural, or technological disaster may be of such magnitude as to exceed the capability of local organizations and require the assistance of additional state and federal agencies to supplement local efforts. Communications may be severely impacted. Television, local radio stations, and telephone services will be affected. Within the affected area, communications using local systems will be erratic or non-existent.

2.2 Responsibilities

Coordinate responders at all levels; identify resources, personnel, and types of assistance required for emergency operations; and initially assess the needs of the recovery effort may demand.

2.2.1 Provide information and planning and collect information essential for briefing of appropriate personnel. Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.

2.2.2 Collect information from State, Federal, and local organizations and other ESFs, and analyze the data for operational purposes. Collect critical information from other ESFs and develop Incident Action Plans, Situation Reports, briefings, and displays, in order to provide information to the general staff of the EOC, Incident Commander, and other personnel present at the EOC.

APPENDIX 5

INFORMATION AND PLANNING EMERGENCY SUPPORT FUNCTION (ESF) #5

2.2 Responsibilities (cont.)

2.2.3 Responsible for maintaining and providing pertinent information to local response agencies; dissemination of information will be by regular briefings, as well as maps, charts, and other visual electronic medium, such as status reports within the EOC. ESF 5 will disseminate information throughout the EOC and to the support agencies' personnel outside the EOC.

2.2.4 Charts, maps, and other information are appropriately displayed so all EOC participants can readily access them. Information updates are passed via telephone, television, internet, and radio lines, as well as by hard copy reports, in accordance with the Emergency Operations Center SOP.

Provide resources in coordination with other ESFs to support their mission. Identify, through the Resource Unit Leader, the status of all primary and support resources and maintain a master list of such resources. Request assistance from the State EOC, through mission requests, if resources are not available locally.

2.2.5 All support agencies within this ESF will coordinate all actions in performance of disaster assistance missions with the representation assigned by the primary agency of this ESF to the EOC. To ensure continuity of information and response planning, all EOC staff will serve on Alpha / Bravo, rotating 12-hour shifts.

2.2.6 ESF 5 generates a Situation Report based on the most current situation and initial damage reports, identifying areas of damage, type, and severity of damage, and the status of critical facilities. The ESF receives information from all levels of Federal, State, and Local governments, as well as other entities. Staffing levels are arranged to guarantee that all key information is gathered into this ESF, analyzed, and disseminated to appropriate ESFs and agencies.

- Federal Counterpart
FEMA will implement, as required, FEMA-related emergency functions under the Federal Response Plan.
- Municipal Counterpart
Designated municipal agencies will coordinate directly with ESF 5 at the EOC for information and support. Municipal agencies may perform like functions by coordinating with ESF 5 through their respective representative in the EOC.
- State and Regional Counterparts
When State and Regional staging areas have been established an ESF 5 representative will be present at each location.

APPENDIX 5

INFORMATION AND PLANNING EMERGENCY SUPPORT FUNCTION (ESF) #5

2.2 Responsibilities (continued)

- 2.2.7** ESF 5 will participate in conference calls with the State EOC.
- 2.2.8** State DEM representatives will be incorporated into the County EOC to assist in coordinating information gathering and joint decision making between the State and County.
- 2.2.9** Requests for assistance, resources, or information will be tracked utilizing computers and hard copy records. The records will be maintained by the EOC Administrative Lead utilizing a coding system to track the status of each request through the system. Resources to meet initial staffing needs will be identified prior to the onset of an emergency. A duty roster will be prepared to maintain the continuous collection and dissemination of information throughout the activation of the EOC.
- 2.2.10** The following will be set up and utilized to collect and disseminate the following types of information:
- Tracking information
 - Current and forecast weather information
 - County shelter capacity vs. demand
 - Clearance, evacuation, and pre landfall hazard figures
 - Demographics, including locations of routes, bridges, control points, etc...
 - Tracking of response and recovery resources
 - Damage and needs assessment information
 - Situation reports (SITREPS)
 - Status boards for continuous updates
 - Statistical, narrative, and graphical information

Emergency Support Function (ESF) 6

Mass Care



Preface

Though Mass Care is a companion to the “Shelter Function,” it may be activated singularly to provide mass care (food, water, sanitation, etc.) to displaced persons not requiring shelter, or to emergency workers. Additionally, other individual “social service” needs may arise, requiring emergency distribution of food, water, clothing, medicine, and other commodities to persons who are not living temporarily in public shelters. Donated goods will need to be received, inventoried, staged, and distributed.

Primary Agency

The Salvation Army

APPENDIX 6

**MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6**

PRIMARY AGENCY: Monroe County Emergency Management

SUPPORT AGENCIES: Monroe County Social Services
Monroe County School District
Monroe County Communications
Monroe County Sheriff's Office
Monroe County Fire Rescue
Monroe County Health Department
Monroe County Public Works
Monroe County Department of Veterans Affairs
Florida Department of Children and Families
Monroe County Rural Health Network
Alliance on Aging
The American Red Cross
The Salvation Army

1.0 INTRODUCTION

1.1 Purpose

To coordinate activities and resources for in-county shelters during Category 1 and Category 2 storms, mass care, and the distribution of relief supplies and disaster welfare information.

1.2 Scope

Provide county-wide sheltering, including special needs population; coordinate mass feeding operations when required due to anticipated or actual natural or manmade disasters, and providing for basic needs in the aftermath of such disaster.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Disasters of catastrophic proportions, i.e., tropical cyclones (hurricanes and tropical storms), tornadoes, fires, floods, aviation disasters, and technological events, would require immediate activation to provide mass care to affected populations, victims, and emergency responders involved in the disaster and its aftermath.

APPENDIX 6

MASS CARE EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities

ESF 6 is responsible for the coordination and monitoring of all mass care activities, assisting in relief operations, and providing aid to those in need. Focus is primarily on sheltering, mass feeding, and coordination of activities involved in mass care.

Insuring there are trained and qualified personnel in each designated shelter / mass care location assisting those in need.

2.2.1 ESF 6 will establish and maintain its shelters including provision of food and water at the in-county special needs shelter. Resources will be allocated based on County EOC determined priorities. If resources are unavailable within the ESF, it will request assistance from the State through the EOC Mission Request

Countywide Fire Rescue and Ambulance Departments provide emergency first aid services in the designated in-county shelters. It will be prioritized according to the level of urgency and available resources.

Monroe County Emergency Management will maintain and amend, as necessary, Memorandum Of Understanding (MOU) with the designated Monroe County out-of-county evacuation shelter, Florida International University (FIU). The Recreation Center on the FIU campus is designated as the general population and special needs shelter facility for Monroe County. This MOU will include the American Red Cross as a primary support agency at the general population shelter at the FIU campus and tripartite member of the MOU.

2.2.2 Develop and maintain a master list of shelter status and ensure this information is disseminated to the appropriate agencies. Arrange for 24-hour coverage within the EOC and other designated sites where mass care services are provided. Service and perform preliminary vulnerability evaluations based on predicted conditions and provide information to the Operations Section.

2.2.3 The designated Monroe County Shelter Managers will maintain a registry of all evacuees and designated shelter managers who are in the shelters. This information will be compiled and utilized for accountability purposes as well as to help family members locate each other through utilization of the Monroe County Emergency Information phone lines located in the EOC.

2.2.4 Monroe County Sheriff's Office and Key West Police Department are the lead agencies to provide security at each shelter within the County. FIU Campus Police is the lead agency to provide security at the FIU shelter.

APPENDIX 6

MASS CARE EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities (continued)

- 2.2.5** As a core ESF, Mass Care is one of the first ESFs to be activated as a result of a threat or a response to a disaster. The ESF will, in accordance with established procedures, notify appropriate support agencies. The ESF will continue the activities as the lead to support agencies until the ESF is deactivated.
- 2.2.6** Monroe County School District custodial personnel are responsible for the cleaning services within the shelters that they are operating. The primary agency will coordinate with ESF 11 and ESF 7 for provision and distribution of food, water, and ice. The Salvation Army is the agency responsible for providing comfort stations should situation call for it. Station locations will be based on need and will be coordinated with the ESF.
- 2.2.7** Receive, evaluate, distribute, and account for resource requests for the impacted areas. List items of critical concern to be addressed and evaluated for priority implementation during briefings and action plans. Shelter managers will provide information to the ESF prior to shelter opening, when the shelter opens, and every two hours thereafter. The ESF will give the shelter information to the Operations Sections and ESF 5 for their use.
- 2.2.8** The Monroe County Shelter Coordinator maintains a list of all personnel and agencies responding to a designated shelter location. If FIU is opened as a special needs shelter, Monroe County Department of Health may submit a Mission Request to the State requesting medical assistance prior to the shelter opening, if shortage of staffing is an issue. The Shelter Coordinator also maintains lists of outside personnel and agencies who are available to assist in the shelters should the need arise. The Monroe County Shelter Coordinator will staff the in-county emergency shelters 24-hours per day and will prepare-the staffing rosters to support these operations.
- 2.2.9** The Shelter Coordinator will work with The American Red Cross and various shelter managers to identify and reunite families that have been separated.
- 2.2.10** Monroe County Public Works maintains specific details of the generation equipment designated for each shelter. All generation equipment is maintained throughout the year to ensure its serviceability when connected to a shelter. Mechanics are available during shelter activation to maintain and service all generation equipment.

APPENDIX 6

MASS CARE EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities (continued)

2.2.11 General and Special Needs shelters will be available to accept clients 4 hours after the order is given to evacuate, or shelter in-county, in the case of a hurricane, or as soon as possible after an event gives the Emergency Management Director cause to order them to be opened. Shelters will remain open if is deemed necessary by the Emergency Management Director and the County Shelter Coordinator.

2.2.12 Responsibilities for agencies operating shelters include the following:

- Registration
Monroe County Shelter managers are responsible for registration at general emergency shelters; Monroe County Health Department will be responsible for registration at the designated special needs shelters.

- Staffing
Staffing for all in-county general population shelters is the responsibility of the Monroe County Shelter Coordinator. The coordinator is assisted by The Salvation Army, The American Red Cross (post-storm only), and ESF 15 Volunteers and Donations

Feeding

The Salvation Army, American Red Cross (in-county post-storm only), and Shelter Coordinators, in cooperation with ESF 11, are responsible for feeding at the designated shelters.

- Medical Care
Responsibility for coordination of medical care resides with the Shelter Coordinator. If feasible, available countywide Fire Rescue and ambulance entities are requested maintains/administer basic medical care and/or staffing at-designated shelters. The American Red Cross would provide First Aid services only
- Other Logistical Operations
Monroe County Public Works is responsible for the installation and maintenance of generators, and the transport of cots and other supplies needed for the shelters. Monroe County Social Services is responsible for transport of Special Needs clients to the shelters. Monroe County Sheriff's Office and Key West Police are responsible for security at respective county shelters. FIU Police Department is responsible for security detail at the FIU shelter locations. Shelter Managers are responsible for shelter supplies, and for requesting additional supplies as needed.

APPENDIX 6

**MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6**

2.2 Responsibilities (cont.)

2.2.12 (Cont.)

Monroe County school facilities are the in-county primary shelters. Harvey Government Center in Key West is the designated Special Needs shelter for Tropical Storms only. Monroe County School District custodial personnel are responsible for the cleaning services within the shelters they are operating. The Salvation Army provides food and water at the shelters. The American Red Cross provides feeding services to the general population and Special Needs clients sheltering at FIU and will provide food and water in Monroe County shelters in the aftermath of the storm. Each shelter coordinator will coordinate with the Shelter Coordinator for provision of food and water.

All agencies coordinating mass feeding operations will coordinate with ESF 11 and with the Shelter Coordinator.

- **Shelter Kits**

Monroe County Emergency Management Department is responsible for shelter kit distribution to the appropriate shelter and for replenishing shelter kit supplies once kits are returned to the MCEM Department. Shelter Kit includes a TTY phone and communication boards to enable those in need of such assistance to communicate with the shelter staff and to enable them to place a call to those whom they need to converse.

Emergency Support Function (ESF) 7

Resource Support



Preface

When disaster threatens or strikes, a community must marshal its resources since prompt and effective response and recovery efforts may require more personnel, equipment, and supplies than the local government possesses. Local officials may find it necessary to use their government's personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and state and federal agencies to aid in the community's emergency operations. Therefore, planning for coordinating such resources, including the development of procedures to inventory available community resources, must be an integral part of a community's comprehensive emergency management plan development process.

Primary Agency

Division of Public Works

APPENDIX 7

RESOURCE SUPPORT EMERGENCY SUPPORT FUNCTION (ESF) #7

PRIMARY AGENCY: Monroe County Public Works

SUPPORT AGENCY: Monroe County Finance Department
Monroe County Emergency Management
The Office of Management and Budget

1.0 INTRDUCTION

1.1 Purpose

ESF 7 is tasked with provision of resources and logistical support for emergency response and recovery efforts. Public Works responder/s at the EOC will identify logistical need and coordinate through ESF 7 the acquisition of such resources

1.2 Scope

ESF 7 will provide countywide resources for emergency operations in the event of resource depletion (i.e. contracting services, office supplies and equipment, emergency supplies, transportation services, additional personnel, etc.). Procure and provide essential material resources, which is all part of logistical support (see 1.1).

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic disaster will impact local and state resources resulting in shortages of essential resources. Supplies must be procured and provided to the affected areas.

2.2 Responsibilities

2.2.1 ESF 7 will execute the assigned responsibilities and respond to requests for logistical and resources support and will participate within the recovery response effort.

2.2.2 ESF 7 will support the assignment of resources and coordinate resource procurement, disbursement, cost accounting, and other areas related to logistical and resource support.

2.2.3 At the earliest time possible, anticipate needs that will go above and beyond local resource capabilities. Begin preparations and arrangements for meeting those needs through the most appropriate means.

APPENDIX 7

RESOURCE SUPPORT EMERGENCY SUPPORT FUNCTION (ESF) #7

2.2 Responsibilities (continued)

- 2.2.4** ESF 7 maintains a list of local resources available for allocation. In conjunction with ESF 5, plans are made for requesting resources from both internal and external sources. As resource requests arrive at the ESF, they are matched against locally available resources and the decision is made to provide the resource from local stocks or from outside the County. Outside resources are requested as needed from the SERT or DEM representatives in the EOC.
- 2.2.5** ESF 7, in coordination with ESF 7 and Emergency Management Department, will identify and operate facilities for the purpose of receiving and storing resources, and will coordinate effective transport of resources to appropriate destinations.
- 2.2.6** ESF 7 contacts vendors with whom contracts, agreements, and / or arrangements have been prearranged for the provision of resources. A resource list will be collected from other ESFs. Preliminary mutual aid requests to the SEOC will be made through ESF 7.
- 2.2.7** All agencies and departments located either within the EOC or designated as a support agency are responsible for maintaining their own available resource list.
- 2.2.8** Provide continuous representation at the EOC, when activated, to ensure that emergency needs are met.
- 2.2.9** ESF 7, in conjunction with ESF 1, will be responsible for and will be called upon, for whatever support is necessary to distribute resources to their designated destinations.
- 2.2.10** Emergency Management Department has identified staging areas, including warehouses and distribution centers, to be used to receive, store, organize, and distribute resources. The leasing of required buildings and warehouses and / or replacement of buildings is the responsibility of the Facilities Maintenance Department within the Public Works Division. After an event, volunteers or agencies volunteering resources, will notify the County EOC for assignments. This ESF works with ESF 15 to maintain logs of the volunteers working throughout the County after an event.

Emergency Support Function (ESF) 8

Health & Medical Services



Preface

For many single-site emergency situations, these functions will be an extension of normal duties. However, during widespread, multiple site disasters public health and emergency medical services personnel, resources and facilities may be in short supply. Further, certain major health problems may emerge, such as diseases, sanitation problems, contamination of food and water, and community mental health problems.

Primary Agency

Monroe County Health Department

APPENDIX 8

**HEALTH AND MEDICAL SERVICES
EMERGENCY SUPPORT FUNCTION (ESF) #8**

PRIMARY AGENCIES: **Monroe County Health Department**

SUPPORT AGENCIES: Monroe County Fire Rescue
City of Key West Fire Department
Islamorada Fire Rescue
Key Largo Fire Rescue
Marathon Fire Rescue
Monroe County Sheriff's Office
City of Key West Police Department,
Ocean Reef Fire Rescue
Monroe County Emergency Communications
Monroe County Public Works
Monroe County Social Services
Monroe County Medical Examiner,
Florida Agency for Health Care Administration
Florida Department of Agriculture and Consumer Services,
Department of Elder Affairs Department of Children &
Families
Florida Department of Health in Monroe

RESOURCE AGENCIES: Lower Keys Medical Center and Behavioral Health Center
Baptist Mariners and Fisherman's Hospital
Key West Navy Branch Health Clinic
Key Largo and Key West VA Outpatient Clinic
American Ambulance Service
CHI Marathon Health Center
Medical Reserve Corps
Florida Disaster Medical Assistance Team (FLDMAT)
State Medical Response Team (SMRT)

1.0 INTRODUCTION

1.1 Purpose

Purpose of this Appendix is to establish procedures for the coordination of public health and medical resources during emergency response and disaster recovery operations. The Monroe County Health Department (MCHD) has been designated by Monroe County Emergency Management and the Florida Department of Health (DOH) as the lead agency for ESF 8 in Monroe County. In this capacity MCHD will coordinate the County's limited health, medical and social service assets in the event of a natural or man-made disaster impacting the County

1.2 Scope

This Appendix is applicable to natural or manmade disasters or other emergencies involving the commitment of public health and medical resources. When resources from local, county and regional agencies are depleted or overwhelmed additional

APPENDIX 8

HEALTH AND MEDICAL SERVICES EMERGENCY SUPPORT FUNCTION (ESF) #8

Scope cont.

resources and assistance will be requested from the State or Federal sources in response to either declared, or undeclared emergencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major natural or man-made event would rapidly impact local public health and medical resources and the abilities to provide local health and medical services. Such an event would result in certain public health threats, including problems related to water, solid waste, physical and mental health. Medical/health facilities may be severely damaged or destroyed resulting in a medical and pharmaceutical supplies/equipment shortage. Persons who are not injured, but require daily medication, would have difficulty in obtaining necessary medication due to the damage or destruction of supply locations. Injuries and health conditions will be complicated by the impact of the disaster as well as in coordinating services of health care facilities and pharmacies. Special Needs population may need to be sheltered in or out of Monroe County due to safety hazards.

2.2 Responsibilities

ESF 8 will be responsible for monitoring and coordinating all health and medical activities being performed in conjunction with emergency operations. The focus will be primarily on public health and safety issues. ESF 8 will identify appropriate support agencies and coordinate their activation and response to an event. Identify and coordinate health/medical equipment and supplies, and support evacuation efforts from critical health care facilities if needed. Assist ESF # 4 (Fire Rescue) and ESF # 9 (Urban Search & Rescue) as necessary. ESF 8 coordinates appropriate medical/health care personnel, behavioral health crisis counseling, advises on the status of potable water, wastewater, solid waste, and air monitoring. Oversee coordination of the overall support of medical and public health assistance, activation, and deployment of health/medical personnel, supplies and equipment. Ensure that trained medical/health personnel are at each mass care location. Coordinate with the appropriate agency to assure the establishment of communications capabilities including, radios and telephones. Coordinate, through the Hospital Liaison, the evacuation of hospital patients from the affected area when deemed necessary and when requested by the evacuating hospital.

Plan, mobilize, and manage health and medical services during emergency response and recovery phases of an event. Provide medical care, treatment, and support to disaster victims, response personnel, and the public. Provide for the treatment and coordinate or assist in the coordination efforts of transport and evacuation of the injured and assist with basic health issues.

Utilizing teams in the field as well as reports from the various support agencies, this ESF will assess the health and medical needs of the community in the

APPENDIX 8

HEALTH AND MEDICAL SERVICES EMERGENCY SUPPORT FUNCTION (ESF) #8

2.2 Responsibilities (continued)

following functional areas: disease control/epidemiology; health and medical care personnel and supplies; food and drug safety and availability; behavioral health and crisis counseling; public health information press releases; vector control and monitoring; portability and availability of water supplies; solid waste disposal; victim identification and mortuary services, emergency medical services. Information will be assessed, and the appropriate resources allocated to mitigate or prevent any medical or health problems.

- 2.2.1** It is the responsibility of this ESF to review and assess health and medical needs of the County in the event of an emergency. After the assessment, preparations will be made to obtain resources to meet those needs. A response and short-term recovery action plan will be submitted.
- 2.2.2** Disaster Medical Assistance Teams (DMAT) will be deployed to assist with the treatment of individuals requiring assistance beyond first aid. These teams are coordinated through State ESF 8.
- 2.2.3** Coordinate with Monroe County Social Services the evacuation and return of Monroe County Special Needs clients.
- 2.2.4** Inspect and monitor the purity and usability of all food products, water, drugs, and other consumables that were possibly exposed or affected by the hazard.
- 2.2.5** Coordinate the dissemination of information to the public concerning potential and existing health hazards with the EOC public information liaison. Ensure the availability of potable water, an effective sewage system. This information will be disseminated to the media through the appropriate Public Information Officers.
- 2.2.6** The Sheriff's Office will coordinate with the Monroe County Medical Examiner's Office on the death and identification of victims; with the Funeral Directors on mortuary services and also identification of victims; and with the Behavioral Health Unit on the next of kin notification. Monroe County Sheriff's Office, Homicide Unit, will be the liaison for the Medical Examiner's Office and the Department of Health.
- 2.2.7** MCFR has supply of vehicles and ambulances that will be utilized to transport victims in serious or critical conditions. Additionally, private sector ambulance and County (MCSS, MCSB) transport vehicles will assist in transport of patients. If the entire county is affected by an emergency or disaster whereby the existing resources of MCFR are exhausted, requests for additional resources will be made through existing mutual aid agreements. This ESF will utilize locally available ground transportation to transport individuals with a serious or critical medical condition if the individual's condition makes this a safe alternative. If not, MEDEVAC resources will be requested and utilized.

APPENDIX 8

HEALTH AND MEDICAL SERVICES EMERGENCY SUPPORT FUNCTION (ESF) #8

- 2.2.8** Responsible for the care of Monroe County Special Needs clients at designated Special Needs shelter locations for all-hazards. During any local hazard or a tropical storm, the Special Needs shelter is located at the Harvey Government Building in Key West. During hurricanes, the Special Needs shelter is at the Florida International University campus in Miami.

3.0 FINANCIAL MANAGEMENT

3.1 Responsibilities

MCHD will follow local and State financial disaster procedures for tracking and managing financial matters related to resources procured during an event in support of the agency's response personnel and efforts. Resources are obtained through pre-arranged memorandums of agreement and contracts, and additional resources deemed necessary throughout response and recovery efforts. All resource requests will be entered in the Department of Emergency Management EM Constellation System.

- 3.12** All other agencies (government and private sector), coordinated through and responding with ESF 8, are responsible for recording and tracking their expenditures, and seeking reimbursement from the appropriate source after the event has ended. ESF 8 shall encourage all supporting and resource agencies to establish effective internal financial disaster response systems and ensure they follow directives received from Monroe County Emergency Management, FEMA or other sources.

Emergency Support Function (ESF) 9

Search & Rescue



Preface

Local government is responsible for providing a Search and Rescue (SAR) capability in response to disasters occurring within its jurisdiction. Day-to-day SAR augmentation will be coordinated/requested through 911 Dispatch. Local resources and outside assistance for large scale SAR operations will normally be coordinated through the Emergency Operations Center (EOC). State and federal assistance are usually available for large-scale SAR operations. Local military bases provide (within mission capabilities) staff, equipment, and logistical support for SAR operations.

Primary Agency

Fire Rescue

APPENDIX 9

URBAN SEARCH AND RESCUE EMERGENCY SUPPORT FUNCTION (ESF) # 9

- PRIMARY AGENCY:** Monroe County Fire Rescue
- SUPPORT AGENCIES:** Monroe County Sheriff's Office
Key Largo Fire-Rescue
Key Largo EMS
Islamorada Fire-Rescue
Marathon Fire-Rescue
Key West Fire Department
Organized Fishermen of Florida
U.S. Coast Guard
N.A.S. Key West Fire and Emergency Services
Ocean Reef Public Safety
- RESOURCE AGENCIES:** Florida Department of Law Enforcement
Florida Division of Forestry
Florida Wildlife Conservation
Florida Park Service
Miami-Dade Fire Rescue
State Fire Marshal

1.0 INTRODUCTION

1.1 Purpose

ESF 9 coordinates search and rescue operations and resources during emergency response and recovery. It provides support to local government agencies and proscribes the use of resources for urban and non-urban search and rescue efforts during actual or potential emergencies. Provides, identifies, and locates current asset / resource lists within the appropriate agency response plans.

1.2 Scope

The non-urban activities include persons trapped in confined spaces and if necessary, extricating and treating victims upon their rescue. The urban responsibilities include locating, extricating, and providing medical assistance to trapped persons in damaged / destroyed structures. Coordinates allocation of resources including personnel, materials, and services within affected areas. It also includes locating missing watercraft, downed aircraft and the extrication and treatment of victims as may be required.

Urban SAR activities include, but are not limited to, locating, extricating and providing immediate medical assistance to victims trapped in collapsed structures.

APPENDIX 9

URBAN SEARCH AND RESCUE EMERGENCY SUPPORT FUNCTION (ESF) # 9

2.0 CONCEPT OF OPERATIONS

2.1 Situation

In the event of a major disaster, most local resources will not be available due to damage or inaccessibility. This would result in significant infusion of resources into the affected areas. Substantial numbers of citizens may be in life-threatening situations requiring immediate rescue and medical attention. Depending upon the type and magnitude of the event, urban, non-urban SAR, or both, may be required.

2.2 Responsibilities

ESF 9 responds to requests for local search and rescue operations and assists other jurisdictional search and rescue operations.

ESF 9 performs coordination of support agencies in directing search and rescue operations, as well as resource requests for heavy equipment support related to search and rescue operations.

Emergency Support Function (ESF) 10

Hazardous Materials (HazMat)



Preface

A natural, accidental, or intentional catastrophic event that could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, air line disaster laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.

Under the best of circumstances, the management and coordination of large hazardous material response operations is complex and may involve multiple agencies. Emergency or hazardous conditions of potentially disastrous proportion, or which are coincident with any other emergency, will place excessive requirements upon local response organizations. In the wake of the disaster, many of the local resources will be unavailable due to damage or area inaccessibility, or the local resources will not be sufficient to handle the response to major hazardous material incidents. This may require that significant amounts of resources will have to be obtained from ESF-10 from the State and Federal level.

Primary Agency

Fire Rescue

APPENDIX 10

HAZARDOUS MATERIALS & ENVIRONMENTAL PROTECTION EMERGENCY SUPPORT FUNCTION (ESF) # 10

PRIMARY AGENCY: Monroe County Fire Rescue

SUPPORT AGENCIES: City of Key West
Monroe County Sheriff's Office
U.S. NAVY (NAS Key West)
U.S. Coast Guard
Florida Department of Environmental Protection (DEP)
U.S. Environmental Protection Agency (EPA)
Florida Department of Health in Monroe
Monroe County Geographical Information Systems

RESOURCE AGENCY: Florida Division of Forestry
Miami-Dade Fire Rescue

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish organizational responsibilities and coordination procedures for responding to incidents involving spills or releases of hazardous materials which pose a threat to the public, emergency response personnel or the environment.

1.2 Scope

Coordinate an effective and efficient response to discharges and releases of hazardous materials. Take necessary steps to assist with evacuation and reentry of affected areas and request hazardous materials technical assistance. Coordinate hazardous materials team support in the detection and identification of hazardous materials and provide personnel, equipment, and supplies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Transported hazardous materials may be involved in highway and air accidents or waterway mishaps. A natural disaster could result in situations where hazardous components are released into the environment. Fixed facilities such as laboratories, chemical plants, warehouses and storage areas, chemical tanks, waste disposal sites, etc., which produce, generate, store, or dispose of hazardous materials could be damaged so extensively that existing spill control equipment and containment tactics would be rendered ineffective. Emergency hazardous conditions, which would coincide with any other emergency, will place excessive demands upon local responders.

APPENDIX 10

HAZARDOUS MATERIALS EMERGENCY SUPPORT FUNCTION (ESF) # 10

2.2 Responsibilities

ESF 10 Coordinates and directs efforts to complement the local emergency response efforts in the aftermath of a hazardous material accident / incident. ESF 10 will secure the affected area and coordinate the removal and disposal of the materials from the disaster location.

ESF 10 is responsible for the coordination of support agencies in directing necessary resources, as well as coordination of equipment support and supply information pertaining to contract vendors and other entities that would be able to supplement response resources.

2.2.1 Monroe County Sheriff's Office and Monroe County firefighters will secure the incident / accident area initially. Monroe County Law Enforcement officers and volunteer firefighters are trained to "awareness" levels only; career firefighters are trained to "operations" level. Accordingly, an advanced level of Haz-Mat assessment or intervention will not be applied. The County Fire Marshal's Office inspects and monitors transportation and storage of extremely hazardous substances (EHS) countywide, and documents typical transportation routes. Fire Marshal personnel will be dispatched to the scene to assist the Incident Commander with operational resources including CAMEO (Computer Aided Management of Emergency Operations), ALOHA (Aerial Locations of Hazardous Atmospheres), ARCHIE (Automated Resource for Chemical Hazardous Incident Evaluation) and other resources.

2.2.2 The lead agencies and responsibilities are as follows:

- Monroe County Fire-Rescue: Scene control, safety, evacuation.
- Monroe County Fire Marshal: Release assessment, scene command coordination and control, risk analysis, safety procedures and evacuation implementation.
- Monroe County Sheriff's Office: Scene security, evacuation.
- Florida Highway Patrol: Traffic control.
- Florida Wildlife Conservation: Waterway security, environmental assessment.
- U.S. Coast Guard: Waterway security, environmental assessment, control of spills and cleanup oversight
- Department of Environmental Protection: Spill / release response, coordination of containment and clean up procedures.

2.3 Limitations

Monroe County does not have Haz-Mat trained response teams with entry and decontamination capabilities. All advanced Haz-mat resources will be provided be neighboring counties, specifically Miami-Dade Fire / Rescue.

APPENDIX 10

HAZARDOUS MATERIALS EMERGENCY SUPPORT FUNCTION (ESF) # 10

2.4 Resources

2.4.1 Initial decontamination would occur on-scene prior to transportation. In addition, Monroe County has three medical facilities that would implement further decontamination procedures, if necessary:

Lower Keys Medical Center
5900 College Road
Key West, FL 33040

Fishermen's Hospital
3301 Overseas Highway
Marathon, FL 33050

Mariners Hospital
91500 Overseas Highway
Tavernier, FL 33070

2.4.2 Radiological monitoring equipment is located at the Tavernier Volunteer Fire Station. Personnel in this response area are trained in its use, based on their proximity to the Turkey Point Nuclear Power Plant. County Fire Marshal officials transport additional monitoring equipment to other areas within the County, including middle and lower Keys, which require response efforts.

2.4.3 A wash-down (decontamination) station will be activated at US Highway 1 and State Road 905, in Key Largo. The County Fire-Rescue, Tavernier Volunteer Fire Department and the Key Largo Volunteer Fire Department will perform vehicle wash-downs. All equipment is stored on site, and personnel are trained and re-qualify annually.

2.4.4 DEP's Bureau of Emergency Response, in conjunction with the U.S. Coast Guard, is the primary agency responsible for responding to marine related pollutant and hazardous materials incidents.

Note: Florida Department of Environmental Protection, in conjunction with the Florida Fire Chief's Association has developed a detailed Environmental Response Plan to provide a framework for responding to a full range of potential hazardous material or other emergencies. The Environmental Response Plan promotes coordination between Federal, State, and local governments, as well as the private sector, when responding to hazardous materials incidents and other threats to the environment and public health. The activities of ESF 10 are more thoroughly detailed in the Environmental Response Plan.

Emergency Support Function (ESF) 11

Food & Water



Preface

A major catastrophic disaster, such as a hurricane, will deprive or limit access to a substantial number of people to water and food and/or the means to prepare food. Additionally, there will more than likely be a substantial disruption of the commercial food supply and distribution network. Food products stored in the affected area may be partially or totally destroyed.

The scope of this ESF is to obtain needed food supplies (food, water and ice) which includes activities such as the assessment of food assistance needs, identification of locations of food stores and storage, arranging for transportation of those food supplies to designated disaster staging areas.

Primary Agency

The Salvation Army

APPENDIX 11

FOOD AND WATER EMERGENCY SUPPORT FUNCTION (ESF) #11

PRIMARY AGENCY: **The Salvation Army**
The American Red Cross (Post Disaster Only)

SUPPORT AGENCIES: Monroe County Social Services
Monroe County School District
Florida Keys Aqueduct Authority

1.0 INTRODUCTION

1.1 Purpose

The overall coordination of actions necessary to provide food, water, and ice to citizens of Monroe County as necessary in the event of an emergency situation

1.2 Scope

The provisions established in this Appendix are applicable to natural or manmade disasters or other emergencies which require the coordination and commitment of County resources.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic disaster will result in limited availability and access to water, food, and ice, to the affected population. Commercial food distribution will be severely impacted. Products stored in the affected area may be partially or destroyed. ESF 11 will assess the need for, and manage the distribution of, food, water, and ice to individuals affected by the disaster. Coordination of the collection of food and water from outside relief organizations will be conducted by ESF 11.

2.2 Responsibilities

2.2.1 This is a joint effort between The Salvation Army and The American Red Cross (post-storm). The Salvation Army provides logistical support through their network of warehouses and stores, and staffs feeding areas and mobile feeding programs for populations not located in designated areas.

2.2.2 The American Red Cross, in the aftermath of an event, coordinates food distribution and resource support efforts. The ARC will provide information regarding the amount of food used and needed as well as monitoring mass feeding areas, kitchens, and pantries providing food and water to disaster victims.

APPENDIX 11

FOOD AND WATER EMERGENCY SUPPORT FUNCTION (ESF) #11

2.2 Responsibilities (continued)

2.2.3 ESF 11 will anticipate and evaluate the food, water, and ice needs of the community rather than waiting for post disaster analysis. This ESF will identify distribution sites with locations being accessible by main thoroughfares and large enough to accommodate large numbers of people. ESF 11 will identify and secure appropriate refrigerated and non-refrigerated storage areas large enough to store large quantities of resources.

Loss of electrical services may result in situations where food and water supplies will not be usable and therefore, immediate outside support (State and Federal) becomes essential.

2.2.4 Since these primary agencies are in the lead roles of this ESF and ESF 6 (Mass Care), they are responsible for the coordination of the distribution of food, water, and ice to disaster victims at each appropriate shelter and mass care facility. Prior arrangements are made for the transport of food and water shipments to feeding sites, pantry locations, and mass care facilities. Coordination is made with Transportation (ESF 1) for additional vehicle support, if necessary.

2.2.5 The Salvation Army has, as an additional resource, a 45-foot trailer stocked with food and water, on stand-by in Miami. This resource would be deployed to Monroe County upon the shortage/depletion of local provisions supplies.

Emergency Support Function (ESF) 12

Energy



Preface

ESF-12 involves coordinating the provision of and restoration of utility services in the aftermath of a major or catastrophic emergency. Actions include working closely with local, state, and federal agencies, and utilities; Assessing damage to utility systems, supply, demand, and requirements to restore such systems; Determining priority of utility system restoration for emergency operations; Helping utilities obtain information, equipment, specialized labor, fuel, and transportation to repair or restore systems; Recommending local and state actions to conserve utilities; Providing information, education, and conservation guidance to the public.

Primary Agency

**Florida Keys Electric Cooperative
Keys Energy Service
Florida Keys Aqueduct Authority**

APPENDIX 12

ENERGY EMERGENCY SUPPORT FUNCTION (ESF) #12

PRIMARY AGENCIES: Florida Keys Electric Cooperative
Florida Keys Aqueduct Authority
Keys Energy Services

SUPPORT AGENCIES: Florida Power and Light

1.0 INTRODUCTION

1.1 Purpose

To promulgate the policies and procedures to be used by Monroe County, Florida Keys Electric Cooperative, Florida Keys Aqueduct Authority, and Keys Energy Services, in responding to and recovering from shortages and disruptions in the supply and delivery of electricity, potable water, and other forms of energy and fuels, which impact or threaten to impact significant numbers of citizens and visitors.

1.2 Scope

Restoration of utility services which are interrupted due to a major or catastrophic event. Coordination of services and communications between utilities and local, State, and Federal agencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic event will severely damage and/or destroy power lines, telephone equipment, drainage systems, water and sewer lines, and gas mains. Emergency equipment in the affected areas may be inaccessible and / or damaged. Restoration of these services is essential and must begin immediately.

2.2 Responsibilities

ESF 12 will respond to requests for restoration of utility services and / or repair of services. It will identify required support agencies, begin mobilization of resources and personnel, and prepare to activate. ESF 12 is responsible for coordination of support agencies in directing utility restoration resources and prioritizing the needs for utility services, to include the following:

2.2.1 Coordinate and facilitate the provision of fuel supplies to the County in quantities necessary to provide support to the recovery effort and to maintain the basic fabric of the community.

APPENDIX 12

ENERGY
EMERGENCY SUPPORT FUNCTION (ESF) #12

2.3 **Responsibilities (cont.)**

- 2.2.2** The provisions denoting the allocation and prioritization of agencies, organizations, and utility companies' response to service outages, shortages, and shortfalls may be found in the following Hurricane Plans:
- Florida Keys Aqueduct Authority Hurricane Handbook,
 - Florida Keys Electric Cooperative Major Storm Emergency Procedures
 - Keys Energy Services Hurricane / Storm Procedures
- 2.2.3** All information relative to the situation and status of this ESF operation will be provided to the Operations Lead via the Public Service Branch Coordinator. The Operations Section Lead will, in turn, provide this information to the SEOC on a required basis. When the County finds its resources for utility restoration insufficient in kind and quantity, the County shall request through the appropriate State ESF the necessary resources to ensure adequate infrastructure restoration. Lead and support agencies of this ESF are the power providers in the Keys. This ESF maintains direct and frequent communications with the Public Service Branch Coordinator and the EOC Operations Section, who provides the SEOC with current information to support a coordinated effort between the County, State, and Federal officials.
- 2.2.4** This ESF will coordinate and facilitate the restoration of all energy related infrastructures including electrical supply and distribution, water supplies, natural gas storage and distribution, and all other transportation related fuels. Monroe County provides fuel for emergency vehicles on a 24-hour availability with gas pumps located throughout the County. In the event of a fuel shortage, Monroe County Public Work has an agreement with Dion's Quick Marts, Inc, and Homestead Gas Co., for fuel supply delivery.

Emergency Support Function (ESF) 13

Military Support



Preface

The scope of Military Support operations is extremely diverse. Therefore, the primary goal is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the EOC Management Team.

Primary Agency

Emergency Management

APPENDIX 13

MILITARY SUPPORT EMERGENCY SUPPORT FUNCTION (ESF) #13

PRIMARY AGENCY: Monroe County Emergency Management

SUPPORT AGENCIES: Florida Department of Military Affairs
Florida National Guard
N.A.S. Key West
U.S. Coast Guard
Joint Intra-agency Task Force South

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish policies and procedures for requesting and coordinating the use of State and Federal military resources in response to a major or catastrophic disaster.

1.2 Scope

This Appendix applies to natural or manmade disasters or other emergencies requiring support from sources external to the County.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities.

2.1.1 There will be a significant loss of dwellings, structures, and widespread displacement of people.

2.1.2 Local and State authorities will require additional assistance and may include a request for Federal assistance.

2.1.3 In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, a human needs and property damage assessment will be conducted as soon as possible following a major catastrophic disaster.

2.2 Planning Assumptions

2.2.1 Florida National Guard (FLNG) assets are available for a state mission. It is understood that Federal wartime missions of the U.S. Department of Defense (DOD) take priority over State missions.

2.2.2 post-disaster human needs and property damage assessments are an ongoing process, as needs cannot be fully determined in the initial response phase of a major disaster.

APPENDIX 13

MILITARY SUPPORT EMERGENCY SUPPORT FUNCTION (ESF) #13

2.2 Planning Assumptions (cont.)

- 2.2.3 When possible, the Governor issues an Executive Order prior to a catastrophic disaster, authorizing the Adjutant General to call to active duty those personnel necessary to support the State's response and recovery efforts. Some forces may be staged in and around the anticipated disaster area prior to an event.
- 2.2.4 Rapid Impact Assessment Teams (RIATs) will be deployed to the disaster area by land or air, as appropriate, and will deploy fully self-sufficient units.
- 2.2.5 Restoration and/or preservation of law and order will be a priority mission of the FLNG immediately following a catastrophic disaster.

2.3 Responsibilities

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with local government, and those State and Federal agencies designated by statute. When the situation is so severe and widespread that effective response and support is beyond the capacity of local government and all civil activities have been exhausted, assistance is provided. Monroe County Emergency Management is responsible for the coordination of military support requirements generated by emergency or disaster situations through the Florida State.

- 2.3.1 The State Division of Emergency Management will coordinate all requests for State and Federal military support in response to the County requests.
- 2.3.2 The Florida National Guard will provide liaison team to the Emergency Operations Center during emergency situations. This team will advise the Emergency Management Director on the availability of National Guard resources and appropriate mission profiles.
- 2.3.3 When an emergency or disaster occurs and waiting for instructions from a higher authority would preclude an effective response, a military commander may do what is required and justified to save human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report any action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.
- 2.3.4 Military resources will be employed with adequate resources to accomplish the mission when conducting civil disaster or emergency relief operations. The on-site commander or senior officer present will make that determination. Military support to civil authorities will

terminate as soon as possible after civil authorities can handle the emergency.

APPENDIX 13

MILITARY SUPPORT EMERGENCY SUPPORT FUNCTION (ESF) #13

2.3 Responsibilities (continued)

- 2.3.5** Chapter 250 (Military Code) of the Florida Statutes designates the Governor as the Commander in Chief of all militia of the State, to preserve the public peace, execute the laws of the State, respond to State emergency, and order all or part of the militia into active serve of the State. This is accomplished through an issuance of a Governor's Executive Order.
- 2.3.6** The FLNG Area Command responsible for planning for and executing military support operations within Monroe County is the 50th Area Support Group (South Area Command), Florida Army National Guard. A FLNG representative from the Miami area will be in the Monroe County EOC and will assist in coordinating, obtaining, and providing support to the County.
- 2.3.7** Monroe County is responsible for requesting Rapid Impact Assessment Teams (RIATs) immediately following a disaster. The County Emergency Management, in coordination with the Monroe County Sheriff's Office, will maintain and provide to the RIATs the locations of landing zones and/or staging areas in or near the affected areas. The County will assure the viability of each potential landing zone or staging area prior to requesting the RIAT.
The County will provide a representative to accompany the RIATs, providing local knowledge of the areas to be assessed.

2.4 Primary Agency Tasks

Monroe County Emergency Management is the primary agency for this ESF and will coordinate the ESF's activities. As the Primary Agency, MCEM is the point of contact for all Department of Defense and FLNG operations in support of the County.

The Primary Agency will coordinate with the support agencies to direct military resources and prioritize the needs for their services.

2.5 Support Agency Tasks

The FLNG will, upon request, provide and Emergency Coordinating Officer to the Monroe County EOC. This officer will coordinate FLNG assets within the County to support the priorities of the Monroe County EOC and the Primary Agency. The FLNG representative will advise and coordinate with the SERT representative in the EOC, who will request the EOC Administrative Lead to send official mission requests to the SEOC for support to other ESF's, if necessary and if consistent with the support priorities of the Primary Agency.

APPENDIX 13

**MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #13**

2.5 Support Agency Tasks (continued)

All support agencies of this ESF are responsible for assisting the Primary Agency in coordinating military assets and in completing the following:

- 2.5.1** Notification, activation, and mobilization of all personnel and equipment to perform or support assigned functions designated within the County's CEMP.

- 2.5.2** Designation and assignment of personnel for staffing of all facilities at which this ESF is required, and representation is determined by this ESF's Primary Agency to be necessary.
 - Coordination of all actions of the support agency with the primary agency in performing assigned missions of this ESF.
 - Identification of all personnel and resource requirements to perform assigned missions more than the support agencies' capabilities.

Emergency Support Function (ESF) 14

Public Information



Preface

Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media and by use of the Emergency Alert System (EAS). The EAS will be used to provide emergency information and instructions to citizens. In the Monroe County area, nearly all radio and television stations participate in the EAS and will simulcast emergency announcements. The Joint Information System will be utilized by Monroe County Emergency Management to support timely and consistent messaging.

Primary Agency

Monroe County Sheriff's Office

APPENDIX 14

PUBLIC INFORMATION EMERGENCY SUPPORT FUNCTION (ESF) #14

PRIMARY AGENCY: Monroe County Public Information Officer

SUPPORT AGENCIES: Monroe County Emergency Management
Florida Department of Health in Monroe
The Tourist Development Council
Municipal Public Information Officers

1.0 INTRODUCTION

1.1 Purpose

To establish a Joint Information System that gathers and disseminates all disaster-related information to the media and the public.

1.2 Scope

This ESF will perform necessary functions associated with the acquisition and transmittal of information. ESF 14 reports on the status of emergency conditions, shelters, and emergency services availability, as well as actions taken to ensure public health and welfare. ESF 14 will identify the primary point of contact that will allow information access to the media and the public.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic event will severely impact dispersion of public information in the affected area, while at the same time creating a demand for timely and accurate information regarding identification and provision of emergency services. ESF 14 will respond to information requests from the local public and media interests.

2.2 Responsibilities

2.2.1 The Monroe County Sheriff's Office Public Information Officer will coordinate all public information releases and through regularly held briefings and press releases, will release information on the current emergency status and operations to the media.

Additional public information may be found on the Monroe County Website (www.monroecounty-fl.gov) and the Monroe County Sheriff's Office Website (www.keysso.net). Information to the tourist establishments (hotels, motels, etc.) is coordinated with the Tourist Development Council's Public Relations representative.

The Monroe County PIO is responsible for the accurate and timely dissemination of public information regarding the evacuation process, sheltering information, assistance contacts, etc. This would also include emergencies events at the Turkey Point Nuclear Power Plant.

APPENDIX 14

PUBLIC INFORMATION EMERGENCY SUPPORT FUNCTION (ESF) #14

2.2 Responsibilities (continued)

2.2.2 ESF 14 will provide for the establishment of a press / briefing room. The designated area is located on the first floor of the EOC and will serve as the primary location for the release of information by the County until activation of the Joint Information Center.

2.2.3 Information for the hearing-impaired population is provided TV Channel 16, TCI Channel 5, The Weather Channel, and hurricane preparedness brochures.

Information for the visually impaired population is provided via local primary EAS radio stations, LP-1 Stations WEOV FM 92.7, Key West, WKWF AM 1600, Key West, and LP-2 Stations WFFG 1300 AM and WWUS/US 104.7 FM, Big Pine Key.

Information for the non-English speaking population is provided via radio station WZMQ 106.3. Additionally, Monroe County Emergency Management has access to bilingual communicators.

2.2.4 Monroe County Emergency Preparedness Brochure C, “Mobile Home, Travel Trailer, and RV”, contains information regarding their vulnerability and evacuation needs. Additionally, the Fire / Rescue units are dispatched to Mobile Home and RV parks to issue warnings via the Public Address System.

2.2.5 Monroe County Public Service Announcements can be found in the Hurricane Public Service Announcements SOP. The announcements cover year-round hurricane awareness with information including stocking up, shutters, shelters, personal plans, property inventories, hurricane kits, and securing homes.

2.2.6 An evacuation routes map is included in the Monroe County Preparedness Brochure which is distributed county-wide. This brochure also contains information regarding shelter locations.

2.2.7 Automated, manned, and dedicated Public Information Hot Lines are utilized for all emergencies requiring EOC activation. Also utilized is the Joint Information Center when established.

2.2.8 Given the geography of Monroe County, the primary methods for communicating current information directly to the public are Monroe County’s social media outlets, press release, Monroe County Information Hotline, and a regular PIO briefing. The County also uses its assets to coordinate a central point where citizens can receive disaster related information via Disaster Recovery Centers and Monroe Public Library System. All ESFs will report information to ESF 14 to keep officials and citizens aware of current events.

Emergency Support Function (ESF) 15

Volunteers & Donations



Preface

The successful management of volunteers and donations requires a united and cooperative effort by the federal, state, and local governments, volunteer agencies, community based organizations, business sector, and the community.

Primary Agency

Monroe County Emergency Management

APPENDIX 15

VOLUNTEERS AND DONATIONS EMERGENCY SUPPORT FUNCTION (ESF) # 15

PRIMARY AGENCY: Monroe County Emergency Management

SUPPORT AGENCIES: Monroe County Volunteer Organizations In Disaster
The Salvation Army
The American Red Cross
United Way
Monroe County Community Services
Habitat For Humanity

1.0 INTRODUCTION

1.1 Purpose

To establish guidelines for coordination of volunteer agencies and their personnel the receipt and delivery of donated goods to the affected area/s during a disaster situation.

1.2 Scope

To work with all governmental agencies in the assessment, and prioritization of, available resources and identification of necessary needs. Coordinate local transportation efforts of donations to warehouses, mass distribution areas, and households. Maintain inventory of available supplies and prioritize the allocation of these assets to support the relief to the affected population.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic event will necessitate the utilization and services of voluntary agencies and their personnel. Such an event will require the coordination of volunteers and donations with municipalities, critical facilities, and other agencies. The transportation and communications systems and other infrastructure will be severely limited. Outside organizations and other relief personnel will assist with material and supplies collections.

ESF 15 responds to requests for delivery of donated supplies and services to the affected area This ESF serves as the information source regarding the coordination and availability of resources.

APPENDIX 15

VOLUNTEERS AND DONATIONS EMERGENCY SUPPORT FUNCTION (ESF) # 15

2.2 Responsibilities

- 2.2.1** Coordination of voluntary agencies, their personnel, and donated resources is the responsibility of the Primary Agency. The ESF serves as the volunteer liaison to coordinate volunteers from outside agencies. Identifies locations of staging areas for volunteers and receipt of donated goods.
- 2.2.2** Initiate, with the EOC Command, identification of needed resources and establish priorities. Priorities are established by evaluating information from various sources, including damage assessment teams, RIAT reports, Fire / Rescue, Sheriff's Office, other disaster response agencies, and reports from the public received via the Monroe County Information Hot Line.
- 2.2.3** The Resource Support Group will refer those needs, which cannot be met through existing local resource inventories or through statewide mutual aid to this ESF. It will then evaluate incoming resource requests for possible donations or volunteer support. Prioritizes incoming requests to insure the most vital needs are given primary attention. The highest priority will be given to the needs, which affect the life, safety, and health of the public.
- 2.2.4** Interface directly with the State ESF 15 and Transportation Group regarding transportation issues. These include providing information regarding where volunteers bringing donations are to go, who to contact, and when to deliver.
- 2.2.5** Individuals who wish to volunteer their services will be encouraged to contact local disaster relief organizations through public information campaigns.

Emergency Support Function (ESF) 16

Enforcement & Security



Preface

Through maintaining law and order, law enforcement response to a major emergency/disaster is to organize and assist in rescue operations, aid fire service fire suppression/emergency actions, aid victims to locate shelter and medical attention, provide security and access for essential facilities to include shelters, deny access to buildings and structures that are obviously unsafe or have been declared unsafe by building safety.

Primary Agency

Monroe County Sheriff's Office

APPENDIX 16

LAW ENFORCEMENT AND SECURITY EMERGENCY SUPPORT FUNCTION (ESF) # 16

PRIMARY AGENCY: Monroe County Sheriff's Office (MCSO)

SUPPORT AGENCIES: Florida Highway Patrol (FHP)
Florida Wildlife Conservation Commission (FWC)
Key West Police Department (KWPD)
Key Colony Beach Police Department (KCBPD)
United States Coast Guard (USCG)
United States NAVY (USN)
United States Customs
Ocean Reef Public Safety (ORPS)
Florida State Fire Marshal Office
Florida Department of Law Enforcement (FDLE)
Florida National Guard (FLNG)
Florida Department of Transportation (FDOT)

1.0 INTRODUCTION

1.1 Purpose

The overall coordination of the command-and-control formulation of the County, Municipal, State, and Federal law enforcement personnel and equipment in support of emergency response and recovery operations.

1.2 Scope

The provisions in this Appendix apply to natural or manmade disasters or other emergencies requiring the commitment of law enforcement resources and include any situation in which assistance from the State or other jurisdictions may be required in response to either declared or undeclared emergencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Disaster conditions are defined as any significant natural disaster, emergency or other incident of such severity and magnitude as to require a coordinated commitment of local agencies and resources. Such events may require assistance from agencies outside the County under existing mutual aid agreements or employment of the Florida National Guard, to augment local law enforcement operations, save lives or protect property.

All other agencies will coordinate with ESF 16 when requesting emergency support or disaster assistance. In the event of priority conflicts, this ESF will work with the EOC Incident Manager to resolve the situation.

APPENDIX 16

LAW ENFORCEMENT AND SECURITY EMERGENCY SUPPORT FUNCTION (ESF) # 16

2.2 Responsibilities

2.2.1 Coordination of support agencies in directing law enforcement support and resources. Coordination of other relevant agencies for traffic control at locations where they are needed for navigation within and around the affected areas.

2.2.2 The Monroe County Sheriff's Office is responsible for the traffic flow in the County. Refer to MCSO SOP Subsection B, Part 5 – Overall Responsibilities / Traffic Control.

Maintain law enforcement and security in evacuated areas in the aftermath of a disaster. Assist in search and rescue operations and provide traffic control in the impacted areas. Provide for adequate protection prior to re-population of a community, and patrol areas to minimize criminal activities and enforce local curfews as necessary. Provides adequate escort for deliveries of supplies, equipment, and VIPs into the affected area(s).

2.2.3 In the event of an accident, emergency, or disaster, the Monroe County Sheriff's Office will assign personnel to the Monroe County EOC. It is the coordinator's responsibility to notify all ESF primary and support agencies of an incident and provide them with the time and location. Review developing situations, prioritize and develop plans to mitigate incidents and concerns. These plans will then be forwarded to the Planning and Operations Sections.

2.2.4 The Monroe County Sheriff's Office is responsible for providing security at all pre-designated shelter locations. Post impact, feeding, mass care, and storage sites will be secured by law enforcement personnel. Life safety concerns will be addressed prior to property issues. Additional MCSO responsibilities include locating missing persons, lost vessels and locating downed aircraft.

2.2.5 The obtainable resources of this ESF may be defined as the personnel, equipment, and supply resources available and obtainable from related agencies and local governments, public, and private organizations. A list of available resources and inventory is located within each department's headquarters.

2.2.6 Pre-staging for law enforcement will be coordinated by the primary agency with the cooperation of regional partners. Post impact staging areas may include any number of pre-determined, designated critical facility staging areas. These would be determined according to impacted areas.

APPENDIX 16

LAW ENFORCEMENT AND SECURITY EMERGENCY SUPPORT FUNCTION (ESF) # 16

2.2. Responsibilities (continued)

Procedures for information and intelligence gathering from the community post impact will be established to identify ongoing issues, problems, concerns, and threats through the assistance of ESF 16 Supporting Agencies.

2.2.9 Areas of the County that have been evacuated will be secured by local law enforcement agencies, as coordinated by ESF 16. Re-Entry procedures are included in the Monroe County Sheriff's Office Emergency Plan and the Monroe County Emergency Management Re-Entry Plan.

2.2.10 When emergency/disaster events result in mass casualties, the MCSO will support the County Medical Examiner by providing site security, access control and other technical and investigative support as may be required. Direct coordination will be established between the Medical Examiner and the MCSO for law enforcement requirements.

Emergency Support Function (ESF) 17

Animal Protection



Preface

During emergencies or disasters the normal capabilities and programs may be disrupted, requiring emergency measures to meet the needs of lost, sick, stray, stranded, injured or dead animals.

Primary Agency

**Florida Keys Society for the Prevention of Cruelty to
Animals**

APPENDIX 17

ANIMAL PROTECTION EMERGENCY SUPPORT FUNCTION (ESF) # 17

PRIMARY AGENCY: Florida Keys SPCA
Monroe County Emergency Management

SUPPORT AGENCIES: Monroe County Sheriff's Office Solid Waste Management
Florida State Agricultural Response Team (FLSART)
Florida Fish and Wildlife Conservation Commission
Florida Keys Mosquito Control District

1.1 INTRODUCTION

1.2 Purpose

1. To provide management/support of needed resources for veterinary needs and care of pets and wild animals affected by the emergency event. Coordination of emergency relief assistance/support between local, State, and Federal entities.
2. Provide guidance in dealing with animals and animal related problems caused by an emergency/disaster.

1.3 Scope

ESF # 17 will identify and meet the veterinary and care needs of animals in the aftermath of a major or catastrophic event. Maintain status of veterinary and hospital service capabilities. Organize the appropriate personnel and identify equipment and resource needs. Animal capture and return to owners (wherever feasible) and collection and disposal of dead animals.

2.1 CONCEPT OF OPERATIONS

2.2 Situation

Any type of disaster may significantly affect the local animal population. A veterinary clinic, kennels, and other facilities that house animals may be severely damaged or destroyed. Remaining open facilities will likely be overwhelmed by demands for services.

In the interest of public health and safety, the County will identify and attempt to meet the care and emergency needs of animals following emergencies, disasters. Priorities will be directed toward animal care functions after human needs are met.

APPENDIX 17

ANIMAL PROTECTION EMERGENCY SUPPORT FUNCTION (ESF) # 17

2.1 Situation (Cont.)

Most emergency situations can potentially lead to animal control problems and the need for certain animal services. Emergency operations for animal services will be an extension of their normal duties. However, during widespread, multiple site disasters animal services resources and facilities may be in short supply. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from State and Federal agencies/organizations.

2.2 Responsibilities

ESF 17 will monitor and respond to all animal care and veterinary services being performed in conjunction with emergency operations. It will determine the degree of support required from local, State and Federal resources. ESF 17 will begin mobilization of personnel and equipment and prepare for activation.

Primary and support agencies will work jointly to:

- Maintain staffing needs
- Prepare s resource list identifying entities responsible for provision of supplies needed to treat and care for injured and sick animals during emergency events
- Liaison with the State Agricultural Response Team
- Maintain resource inventories
- Develop emergency action checklist
- Send a representative to the EOC

2.3 Role of County EOC

When the EOC is activated, the EOC Incident Commander may activate ESF # 17 to coordinate animal control and services activities.

Animal control and services personnel will be alerted according to prescribed departmental/agency policy. ESF # 17 will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

2.4 Field Operations

Emergency actions and duties include:

- Search for, rescue, evacuate, and shelter animals.
- Treat and care for injured and sick animals.
- Collect and dispose of dead animals.
- Secure and identify lost and stray animals.

Emergency Support Function

(ESF) 18

Business Restoration



Preface

The Emergency Support Function 18, *Monroe County Business Restoration* (MCBR) provides, in the aftermath of a major disaster or catastrophic emergency, a rapid recovery of the Monroe County business community and a corresponding reduction in the risk of business failure(s). Through the Monroe County Emergency Management Department, the MCBR Liaison will, as their goal, promote this private-public collaboration initiative with the goal of minimizing the number of businesses that fail to reopen due to a lack of accurate and actionable information during and following an emergency or disaster event. This will be accomplished by encouraging, and providing, private sector educational training opportunities regarding emergency preparedness, response, recovery, and pre-disaster mitigation efforts. Integral to the success of this ESF will be the construction of an ESF 18 specific resource database by which to allow for the identification and solicitation of resources to meet the identified needs necessary for facilitating the commencement of Monroe County's business community's recovery operations.

APPENDIX 18
BUSINESS RECOVERY
EMERGENCY SUPPORT FUNCTION (ESF) # 18

PRIMARY AGENCY: **Monroe County Emergency Management**

SUPPORT AGENCIES:

Key West Chamber of Commerce
Big Pine Key Chamber of Commerce
Marathon Chamber of Commerce
Islamorada Chamber of Commerce
Key Largo Chamber of Commerce
Winn Dixie Stores
Blue Green Corporation
Dion's Quick Mart
Publix Super Market
Florida National High Adventure Sea Base
Home Depot

1.0 INTRODUCTION

1.1 Purpose

To provide timely and accurate information to the Monroe County business community. Through private-public collaboration, business interests will reduce the risk of failure and realize an expedited return to normal operational levels. Due to participation in all phases of Emergency Management training (preparation, mitigation, response and recovery) the vital and vulnerable business community will reduce the risk of failure thereby providing for a rapid recovery.

1.2 Scope

Restoration of private sector economic operation and activities which have been interrupted and damaged due to a major or catastrophic event and to effectively, and expeditiously, coordinate the restoration of economic activity and communications between appropriate local, State and Federal agencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic disaster will cause predictable county-wide economic disruption. Private sector business interests will be disrupted, decimated, and rendered partially, or fully, inoperable. Many local government and private sector designated response personnel will be unable to perform their prescribed emergency preparation or response duties. Restoration of power, water and food, in the immediate disaster area may be unavailable for an indeterminate period of time. A coordinated private-public sector response will be required prior to any public sector actions to assure that appropriate disaster assistance begins immediately.

2.2 Responsibilities

The ESF 18 Liaison, located in the Primary, or Secondary Emergency Operations Center, will respond to inquiries from the business community regarding current and forecasted county response actions and plans required for the restoration of county wide business operations and continuity.

2.2.1 Preparedness Actions

Prior to any disaster declaration, the ESF 18 Monroe County Liaison will.

- a. Assure that the ESF 18 Resource Database is maintained to accurately reflect:
 - Current Tourist Development Council “bed count” statistics.
 - Updated points of contact for recreational and commercial marine interests through the appropriate ESF’s in order to make available information regarding safe passage to ports of entry and marinas.
 - The availability, through the County Chambers of Commerce, of participating businesses, and their inventories, for the purpose of assisting in the recovery process.

2.2.2 Response Actions

Coordinate and communicate with ESF 18 members, or the appropriate EOC ESF representatives, to assure the availability of necessary resources and services for anticipated unmet needs.

Through evaluation of Initial Damage Assessments size up the potential scope of damages by which to guide and gauge the necessary response activities.

ESF 18 Liaison will network with all Chambers of Commerce and Emergency Management to identify business and community leaders, to assist in the expedient dissemination of authorized information, identify unmet needs, engage in a dialog and information exchange, and, in conjunction with the EOC, facilitate Federal, State, and local planning and mutual aid support to enhance disaster recovery efforts.

2.2.3 Recovery Actions

- a. Coordinate local business resources to meet appropriately identified local community needs.
- b. Continue to provide information and support to impacted businesses until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- c. Provide information, data, and status reports to the EOC Planning Section.

2.2.4 Mitigation Actions

- a. Through the Monroe County Emergency Management Department,

coordinate with the Florida Division of Emergency Management ESF 18 for the purpose of identifying, collecting, reviewing, and disseminating appropriate disaster preparedness guides that can be tailored to the unique needs, priorities, and requirements of the diverse Monroe County business community.

- b. Through the Small Business Administration, FEMA, and other appropriate agencies, promote and coordinate educational outreach opportunities for the business community relative to disaster mitigation and assistance programs.
- c. Become familiar with, and participate in, the Monroe County Local Mitigation Strategy Working Group to become more familiar with grant opportunities.
- d. Coordinate and promote further mitigation efforts and activities, document business community and Monroe County Business Resiliency Coalition “success stories.”

Emergency Support Function (ESF) 19

Damage Assessment



Preface

During emergencies, disasters, there is the need to establish the responsibility, direction, and control procedures and concept of operations for conducting damage assessment of county government facilities and properties, and unincorporated county residential dwellings. Prepare comprehensive damage assessment report for submission to FEMA.

APPENDIX 19

DAMAGE ASSESSMENT EMERGENCY SUPPORT FUNCTION (ESF) #19

PRIMARY AGENCY: Monroe County Growth Management

SUPPORT AGENCIES: Monroe County Public Works
Monroe County Fire Rescue
Monroe County Geographical Information Systems
Monroe County Building Department

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish the responsibility, direction and control procedures and concept of operations for conducting damage assessment of county government facilities and properties, and unincorporated county residential dwellings. Prepare comprehensive damage assessment report for submission to FEMA.

1.2 Scope

This Appendix is applicable to natural or manmade disasters requiring the commitment of emergency response resources. It is applicable to both, declared and undeclared, emergency operations.

Since different disasters cause different types of damage, it is imperative that the damage assessment process begins immediately after the emergency event.

1.3 Situation

Disaster conditions are defined as any significant manmade or natural event or emergency condition which requires a coordinated response by local agencies. The severity and magnitude of such events may require State and Federal assistance to augment local response and recovery efforts.

2.0 CONCEPT OF OPERATIONS

Conduct initial damage assessment and prepare detailed damage report for submission to the State and FEMA (initially through Emergency Management).

2.1 Responsibilities

Coordination of damage assessment team's personnel deployment out to the field to perform the assigned assessment tasks.

Direct damage assessment functions and collection of all relevant data.

2.2 Maintain detailed contact information for all damage assessment personnel that would need to be activated immediately after the emergency event.

2.3 Continue, on continuous basis, open communications with all departments that would be part of the damage assessment team.