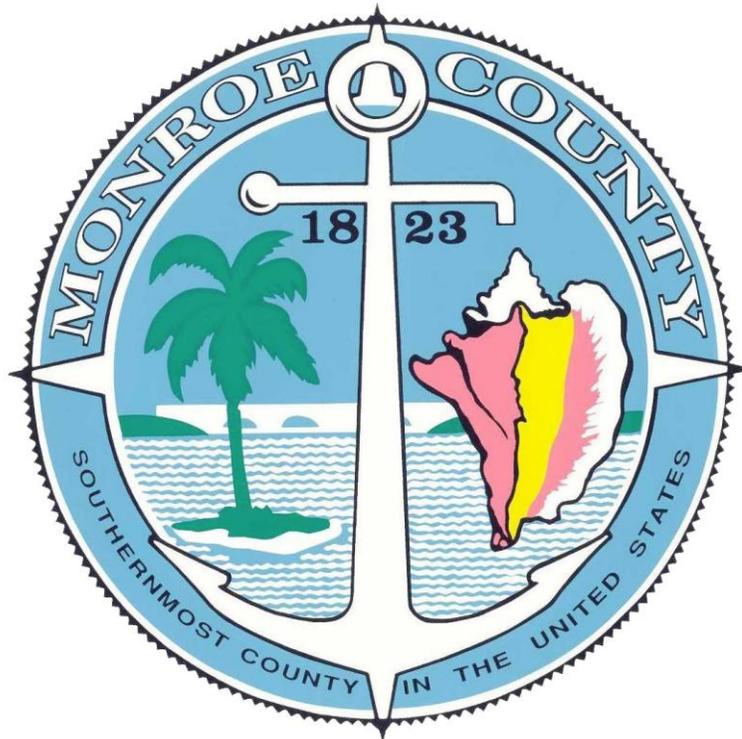


Monroe County Florida

RECOVERY PLAN



March 2010

This document was prepared under a grant from FEMAs Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMAs Grant Programs Directorate or the U.S. Department of Homeland Security.

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Section I
Basic Plan



Monroe County Emergency Management

Recovery Plan

Section I

Recovery Basic Plan

I. INTRODUCTION.

Monroe County Emergency Management is responsible for the coordination of short-term 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 is the Area 7 Coordinator.

II. PURPOSE AND POLICY.

A. PURPOSE.

1. Successful community recovery from disaster will only occur if everyone in the community understands the process, and how they fit in. Individuals, agencies, organizations and businesses must understand their responsibilities and must coordinate their work efforts with the County's recovery leadership.
2. This Recovery Plan and its associated "Recovery Functions (RFs)" is intended to guide the Monroe County's post-disaster short- and long-term recovery efforts.
3. To provide for the effective direction, control, and coordination of recovery operations by standardizing the principles and methods of recovery response in Monroe County.
4. To anticipate what will be needed to restore the community to full functioning as rapidly as possible.
5. To maximize effective recovery by facilitating and improving the flow of information and coordination within and between operational levels of the system.
6. To provide for effective mobilization, deployment, utilization, tracking and demobilization of recovery resources.
7. To enhance and coordinate recovery intelligence gathering and information sharing capabilities.

B. POLICY.

1. To establish overall direction, control and/or coordination through a Monroe County Recovery Management Organization to support disaster recovery.
2. To utilize the National Incident Management System (NIMS) as the organizational basis for recovery to any

emergency.

3. That successful recovery from disaster will only occur if local governments and citizens understand the process, and how they fit in. Individuals, agencies, organizations and businesses must understand their responsibilities and must coordinate their work efforts with the County's Recovery Management Organization leadership.
4. That this Recovery Plan and its associated "Recovery Functions (RFs)" will guide Monroe County's post-disaster short- and long-term recovery efforts.
5. That the County's recovery goals are to:
 - Maintain Leadership.
 - Utilize local initiative and resources.
 - Maximize State/Federal programs and benefits.
 - Establish and maintain communications to and from citizens.
 - Provide a point of contact for disaster victims.
 - Make maximum use of damage assessment for recovery planning.
 - Promote economic recovery.

III. RESPONSIBILITIES.

A. LOCAL GOVERNMENT.

1. Each local government should identify a point of contact for implementation.
2. Local government responsibilities include:
 - a. Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post disaster development changes.
 - b. Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
 - c. Recommend and implement an economic recovery program focusing on local community needs.
 - d. Recommend zoning changes in damaged areas.
 - e. Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
 - f. Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
 - g. Initiate recommendations for relocation and acquisition of property in damage areas.
 - h. 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.
 - i. Evaluate damaged public facilities and formulate reconstruction, mitigation, or replacement recommendations.

- j. Participate in the preparation of a community redevelopment plan.
 - k. Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.
3. Recovery responsibilities that a local government cannot fulfill can be deferred to the Monroe County Recovery Management Organization.

B. COUNTY.

1. 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. STATE.

1. A Governor’s Authorized Representative (GAR) is designated in the FEMA/State Agreement after the President declares a major disaster under the provisions of the Stafford Act. The GAR provides executive oversight and direction of the disaster or emergency response and recovery on behalf of the governor. The GAR executes all the necessary documents on behalf of the state and respond to the desires of the governor. The GAR is responsible for the following activities:
 - Interfacing with the federal disaster recovery manager (DRM).
 - Implementing the state’s emergency plan.
 - Activating state departments and agencies.
 - Executing the governor’s emergency decisions.
 - Directing the activities of the state coordinating officer (SCO).
 - Establishing strategic response and recovery strategies.
 - Ensuring that the state maintains control.
2. A State Coordinating Officer (SCO) is identified in the governor’s request for an emergency or a major disaster declaration. The SCO provides operational oversight and direction of the disaster or emergency on behalf of the GAR for disaster field office (DFO) operations. The SCO converts the GAR’s strategic guidance into tactical plans, executes them on behalf of the state and responds to the desires of the governor. The SCO is responsible for the following activities:
 - Interfacing with the federal coordinating officer (FCO).
 - Directing activities for state departments and agencies.
 - Integrating state, federal, local, and voluntary agencies’ actions.
 - Coordinating response and recovery operations.
 - Establishing priorities.
3. The GAR and the SCO may be the same person or different people. The designation may be permanent or may occur at the time of the emergency.

D. FEDERAL.

1. A Disaster Recovery Manager (DRM) is appointed to exercise the authority of the FEMA Region 4 Director

for a particular emergency or disaster. The DRM is responsible for the following activities:

- Coordinating with the federal coordinating officer (FCO).
 - Managing Stafford Act recovery programs.
 - Determining funding requirements.
 - Executing the FEMA State Agreement.
 - Issuing mission assignments.
 - Obligating and monitoring funds.
2. By authority and direction of Public Law 93-288, as amended, the president appoints a Federal Coordinating Officer (FCO) to manage the federal response, recovery, and mitigation operations for each presidentially declared disaster or emergency. The FCO is responsible for the following activities:
- a. Government and intergovernmental coordination:
 - Establishes the federal presence as the president’s representative at the disaster site.
 - Coordinates the relationships among federal, state, and local personnel in concert with the SCO.
 - Advises the governor on the status of the federal response.
 - Establishes response and recovery operations with the SCO.
 - Alerts, coordinates, and directs other federal agencies to support the state in identifying and meeting disaster needs.
 - Establishes an effective communications network with state and local agencies.
 - b. Assessment of disaster needs:
 - Assesses damage and identifies and prioritizes needs in collaboration with the SCO.
 - Identifies the full range of programs and resources required to carry out the immediate response and long-term recovery.
 - c. Establishment of a disaster field office (DFO) and disaster recovery centers (DRCs):
 - In coordination with the SCO, the FCO:
 - Establishes a DFO and DRCs
 - Coordinates and monitors assistance programs.
 - Disseminates information.
 - Accepts applications.
 - Advises individuals, families, and businesses concerning available assistance.
 - Locates disaster field office and recovery center sites, to the extent feasible, in areas most impacted by the disaster.
 - Identifies staffing and other resource requirements.
 - Establishes an environment of compassion, assurance, efficiency, and expediency in all disaster assistance activities.
 - d. Program delivery:
 - Coordinates the administration of relief, including activities of:
 - State and local governments.
 - The American Red Cross, Salvation Army, Mennonite Disaster Service and other voluntary relief organizations that agree to operate under the FCO’s advice and direction.
 - Through the reimbursable mission assignment mechanism, requests the DRM, or FEMA regional director if a DRM has not been designated, to task other federal agencies to provide lifesaving and other emergency services, and to otherwise support disaster operations.

- Works with the DRM and FEMA regional director to implement appropriate financial controls to coordinate and monitor Federal program and administrative activities.
- Coordinates activities of federal agencies:
 - Undertakes appropriate action to ensure that all Federal agencies are carrying out their appropriate disaster assistance roles under their own legislative authorities and operational policies.
 - Works with federal agencies to establish individual agency program goals and monitors agencies' progress toward achieving those goals.

IV. CONCEPT OF OPERATIONS.

A. EMERGENCY SUPPORT FUNCTIONS AND RECOVERY FUNCTIONS.

1. County response to and recovery from emergencies and disasters begins with activation of the County's CEMP and its Emergency Support Functions (ESFs). ESFs represent groupings of types of assistance activities that citizens are likely to need in times of emergency or disaster.
2. A lead agency/department for each ESF is indicated, and is responsible for coordinating the delivery of that ESF to the emergency area. The lead agency/department is responsible for identifying the resources within the ESF that will accomplish the mission, and will coordinate the resource delivery.
3. During emergencies, the County Emergency Operations Center (EOC) determines which County ESFs are activated to meet the disaster response needs.
4. Recovery planning also begins when the EOC is activated. Recovery planners begin an assessment of the disaster impacts and determine which Recovery Functions (RFs) will be activated to meet the County's recovery needs.
5. Just like ESFs, Recovery Functions represent groupings of types of recovery activities and programs that the County and its citizens are likely to need following disaster. Some ESFs will become RFs as their scope changes from "emergency" to "recovery." An example is the County's ESF: Public Information. During the emergency phase, this ESF is concerned with the issuing of warning, emergency instructions and information. As the emergency phase ends and the recovery phase begin, this function becomes RF # 5: Public Information, and is now concerned with providing recovery information, post disaster health and safety information, etc.
6. This plan is based upon the concept that the Recovery Functions (RFs) for the various County and local government organizations involved in recovery operations will generally parallel their normal day to day functions.
7. A "primary" agency/department for each RF is indicated, and will be responsible for coordinating the implementation of the recovery activity or programs. The primary agency/department will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities. The primary agency/department is also responsible for coordinating the resource delivery.

B. RECOVERY PHASES.

1. The County's response to disaster impacts will follow a "phased approach" that includes two general phases: short-term and long-term.
2. The recovery phase begins during the response phase. Initial focus of "recovery planning" is on impact assessment.

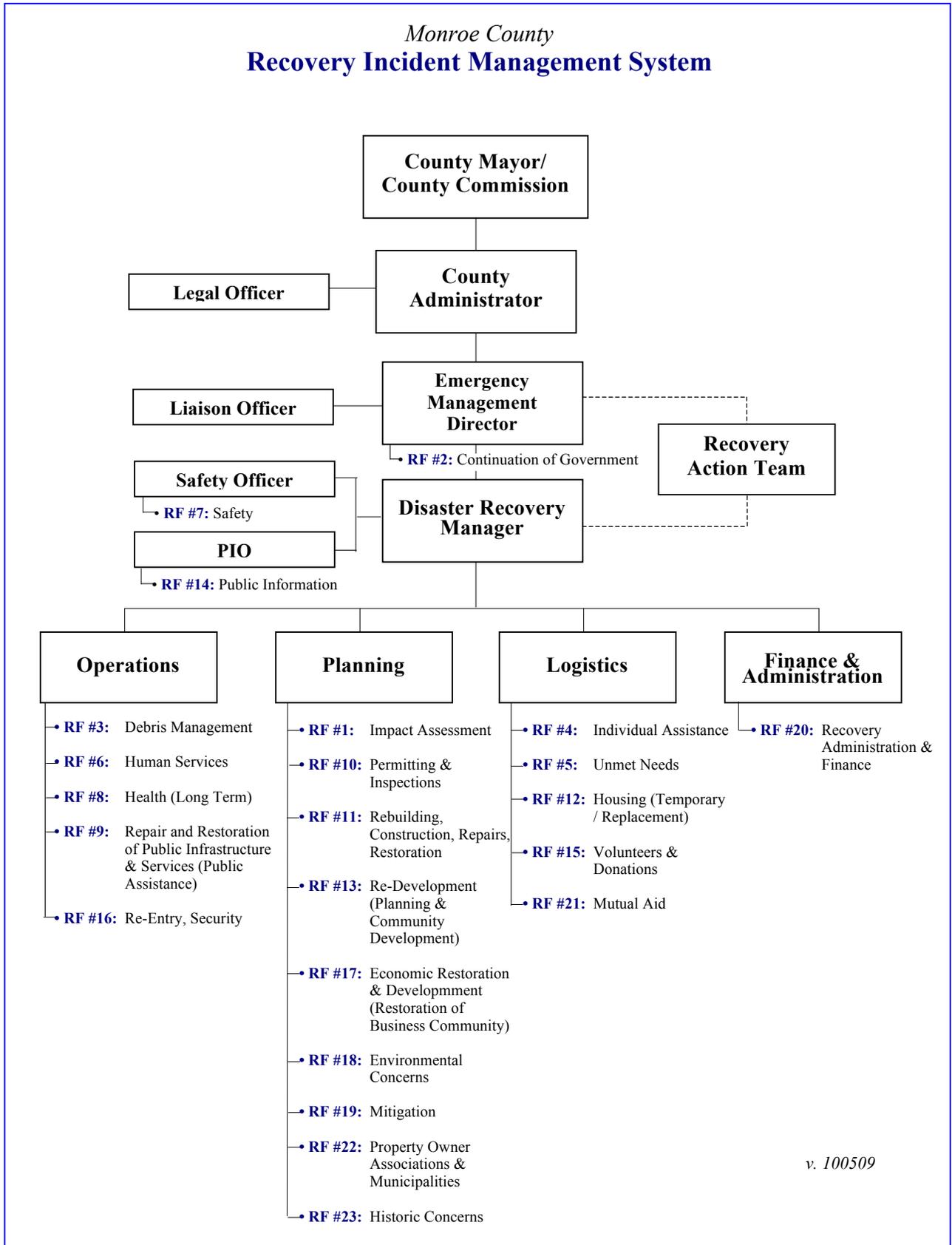
3. Short-term recovery operations begin during the response phase of the emergency and can last up to 6 months. Short term tasks can be grouped into the following phases:
 - Emergency Response: Public Safety Phase. Impact to 2 weeks.
 - Emergency Assistance: Human Services Phase. Impact 24 hours to 5 months.
 - Short-term Recovery: Emergency Restoration and Repairs Phase: Impact to 6 months.
2. 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 where needed.
 - 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.
3. 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
 - Restoration of Essential Services
 - Relief Services
 - Temporary Repairs to Damaged Facilities
 - Restoration of Public Health Services
4. The goal of long-term recovery is to restore the community to pre-disaster (or better) condition. Some of the long term recovery activities are extensions of short term activities; other long term tasks begin after short term tasks are completed. The long term recovery phase can last up to 10 years. 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.

C. RECOVERY INCIDENT MANAGEMENT SYSTEM.

1. The County's recovery organization follows the concepts of the National Incident Management System (NIMS).
2. Depending upon the severity and magnitude of the disaster, full activation of the County's Recovery Incident Management System may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those departments and organizations needing to interact in providing the necessary recovery activities and programs.
3. The County's Recovery Incident Management System is partially or fully activated by decision of the Emergency Management Council. The organization structure is intended to be flexible and should be tailored by the "Disaster Recovery Manager" and the "Section Chiefs," to meet the County's recovery needs.
4. Overview of the County's Recovery Incident Management System.
 - a. The County Mayor/County Commission with advice from the Recovery Action Team will develop policy and strategy, disseminate policy guidance and direction through the Disaster Recovery Manager, provide interface to the media and public, and liaison with state and federal officials as required.
 - b. The "Legal" function is staffed by the County Attorney who: Provides legal analysis of the recovery program; Reviews recovery plans and procedures; Advises on recovery resolutions and/or ordinances; Provides legal advice.
 - c. The County Administrator provides direction to the Disaster Recovery Manager to ensure implementation of recovery policy directives and strategic decisions. The Chief Elected Official ensures the "Continuation of Government" function (RF # 3).
 - d. The Disaster Recovery Manager (DRM) reports to the County Administrator, implements policy directives, and has overall management responsibility of recovery activities. The DRM ensures that the appropriate recovery functions are identified and activated, that appropriate tasks are identified and prioritized, and that resources are applied within this priority framework.
 - e. The "Public Information Officer (PIO)" is responsible for preparing and releasing information about the County's recovery activities to the news media, affected community citizens, recovery personnel and other agencies and organizations. The PIO serves as a central point for distributing public information.
 - f. The "Safety Officer" will advise the Disaster Recovery Manager on recovery safety issues and is responsible for monitoring and assessing safety hazards or unsafe conditions for recovery personnel and developing measures for assuring personnel safety.

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- g. The Recovery Operations Section is responsible for all tactical command and coordination of recovery response assets. This section is responsible for implementing assignments designed to assist those affected by the disaster incident; and to repair, replace or restore damaged facilities. Activities carried out will be based upon tactical objectives drafted by the Disaster Recovery Manager to achieve strategic goals.
- h. The Recovery Planning Section collects, evaluates, disseminates, and documents information about the disaster impacts, status of resources, compiles damage/impact assessments and develops the Recovery Incident Action Plan (RIAP). Recovery planning efforts will focus on activities that restore the community's economic base and reducing its future disaster potential. The purpose of these activities is to get the community back to a stable, functioning and dynamic state; and to coordinate with state and federal officials in complying with post-disaster hazard mitigation planning requirements. The RIAP will:
- Be developed in close working relationship with the Recovery Action Team, County Administrator, and the Disaster Recovery Manager.
 - Identify what is going to be done; Identify who is going to do it; Identify where it is going to be done; Identify how it is going to be done.
- i. The Recovery Logistics Section is responsible for providing all support needs to recovery incident sites, and will order all resources, and provide facilities, supplies, and services. This includes services, materials and facilities that sustain the disaster victim to a defined level of care as well as maintain emergency response and recovery requirements.
- j. The Recovery Finance and Administration Section is responsible for monetary, financial, and related administrative functions. This section is responsible for assuring that accurate records are kept of personnel and equipment costs incurred by County or mutual aid forces in response to or recovery from the disaster incident. It is also responsible for overseeing the County's effort in applying for, receiving and documenting federal disaster recovery assistance. Legal aid support and matters pertaining to vendor contracts and injury claims will be handled by this section. The extent to which this section is activated will vary by disaster setting.



D. RECOVERY ACTION TEAM.

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.
2. Recovery Planning Unit is established in the EOC to begin the first draft of a “Recovery Incident Action Plan (RIAP)” for use by the Recovery Action Team (RAT). The RIAP is based on situation, damage and impacts assessments developed by the EOC Information and Planning Section.
3. As the emergency response phase stabilizes, the County EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Action Team as appropriate.
4. Monroe County shall establish a “Recovery Action Team” to:
 - a. Oversee the recovery and reconstruction process, and to serve as an advisory committee to the Disaster Recovery Manager and the County Administrator.
 - b. Identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.
 - c. Preparing a redevelopment plan.
 - d. Developing procedures to carry out build back policies.
 - e. Developing policies for redeveloping areas that have sustained repeated disaster damage.
 - f. Develop policies that promote mitigation from future damage.
 - g. Develop priorities for relocating and acquiring damaged property.
5. See Recovery Action Team (RAT) SOP for details.

E. RECOVERY “INCIDENT ACTION PLAN (RIAP).”

1. The Recovery Action Team and the Recovery Planning Section will develop a specific recovery incident action plan based on the event and impacts. This event specific RIAP, in part, will specify which “recovery functions” are activated.
2. The RIAP 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.

3. See “Section IV - Recovery Incident Action Plan,” for details.

F. RECOVERY INCIDENT ACTION PLAN AND TASK FORCE.

1. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.
2. A Recovery Planning Unit is established in the EOC to begin the first draft of a “Recovery Incident Action Plan (RIAP)” for use by the Recovery Task Force. The RIAP is based on situation, damage and impacts assessments developed by the EOC Planning Section.
3. As the emergency response phase stabilizes, the EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Task Force as appropriate.
4. The County may establish a “Recovery Task Force” to:
 - Oversee the recovery and reconstruction process, and to serve as an advisory committee to the County Mayor/County Commission and municipal chief elected officials.
 - Identify mitigation opportunities, identify resources, and ensure maximum control over the recovery process.
5. “Recovery Task Force” responsibilities may include, but not limited to:
 - Preparing a redevelopment plan.
 - Developing procedures to carry out build back policies.
 - Developing policies for redeveloping areas that have sustained repeated disaster damage.
 - Develop policies that promote mitigation from future damage.
 - Develop priorities for relocating and acquiring damaged property.
6. 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 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.

G. OVERVIEW OF STATE RECOVERY SUPPORT.

1. State Emergency Operations Center Functions.

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

2. Disaster Declaration.

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

3. Disaster Field Office.

The Disaster Field Office is the primary field location for the coordination of federal and State short and long-term recovery operations. The Federal Coordinating Officer and the State Coordinating Officer will collocate in the Disaster Field Office, as well as other federal and State essential personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the Disaster Field Office. The Forward-State Emergency Response Team operational control will transition to the Disaster Field Office at a time determined by the State Coordinating Officer.

4. Recovery Field Operations.

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

a. Recovery Personnel.

- 1) Damage Assessment Team – A team deployed to conduct, with local governments, assessments for public and private non-profit entities and individual homes and businesses. The assessment quantifies the extent of the damage and is used to justify federal assistance.
- 2) Community Relations Team – A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- 3) Unmet Needs Committee – A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- 4) Human Needs Assessment Team – A team that is deployed immediately after a disaster and before the establishment of a Disaster Field Office to help counties assess and report the immediate needs of disaster victims.

- 5) Florida Insurance Council – A joint venture between the Division of Emergency Management and the Department of Insurance, which allows the insurance industry, through the State Emergency Operations Center, to interface with county emergency management.
 - 6) Advance Recovery Liaison – Pre-deployed recovery personnel that conduct initial coordination with local emergency management to assist in the deployment of all State recovery teams.
- b. Recovery Facilities.
- 1) Disaster Recovery Center – Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the county where the center is located.
 - 2) Reconstruction Information Center – Centers that are set up as a one-stop information and permitting point for coordination, technical assistance, and reconstruction expertise assistance in recovery and mitigation activities. These centers will be staffed by agencies with reconstruction and/or permitting responsibilities.
5. Public Assistance Activities.
- a. A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H.
 - b. Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
 - c. The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Florida Legislature. In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded.
 - d. The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program. Contractual agreements with the State Division of Emergency Management are executed with applicants with all reimbursements coming through the Division.
 - e. Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Division of Emergency Management.
 - f. Non-presidential or agency declarations can provide some disaster assistance through the Department of Agriculture, the Small Business Administration, and other federal agencies.
 - g. The Governor or the Legislature may authorize other assistance to a local government based upon a declared emergency.
6. Individual Assistance Activities
- a. Once a Presidential Declaration has been issued that authorizes Individual Assistance, the State Individual Assistance Officer will coordinate with a federal counterpart on all related individual assistance

programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- b. The primary means of applying for Individual Assistance will be made through a National Tele-registration toll-free number.
 - c. Disasters that do not support the criteria for requesting Individual Assistance as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.
 - d. Individual Assistance Inspectors will meet with the State Mitigation Officer in a contractor's Briefing.
7. Emergency/Disaster Support Activities Other Than Public Assistance or Individual Assistance.
- Emergency assistance may be provided through other State programs such as:
 - Small Cities Community Development Block Grant.
 - Community Services Block Grant.
 - Low-Income Home Energy Assistance Program.
 - Low-Income Emergency Home Repair Program.
 - Home Investment Partnership Program.
 - State Housing Initiative Partnership Program.

H. OVERVIEW OF FEDERAL RECOVERY SUPPORT.

1. 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 federal ESF Coordinator is the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency.
 - c. 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
 - d. 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.

2. 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.
3. Federal ESF #14 provides the coordination mechanisms for the Federal Government to:
 - a. Assess the social and economic consequences in the impacted area and coordinate federal efforts to address long-term community recovery issues resulting from an Incident of National Significance.
 - b. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
 - c. Work with state, local, and tribal governments; NGOs; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long-term recovery plan for the affected community.
 - d. Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
 - e. Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
 - f. Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among Federal departments and agencies, and with state, local, and tribal governments and other involved parties, to ensure follow through of recovery and hazard mitigation efforts.

4. Federal Recovery Organization.
 - a. Headquarters: ESF #14 representatives participate in pre-incident meetings and pre- and post-incident coordinating activities. The Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) serves as the ESF #14 coordinator. Each primary agency participates in pre-incident planning activities under ESF #14 and provides representatives to the National Response Coordination Center as requested. Support agencies participate in activities as deemed appropriate.
 - b. Regional and Field Operations: The ESF #14 coordinator and primary agencies meet to determine the need to activate ESF #14 elements when the nature of the Incident of National Significance is likely to require federal long-term community recovery assistance. ESF #14 organizes within the Operations Section of the Joint Field Office (JFO). Agency representation depends on the nature and severity of the incident.
5. Likely Federal Recovery Actions.
 - a. Long-Term Pre-Incident Planning and Operations.
 - Meets regularly at the national and regional levels to ensure procedures and program/contact information are up to date, to discuss lessons learned from incidents and exercises, and to explore ways to leverage available resources by creatively packaging federal assistance.
 - Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
 - Coordinates development of national strategies and plans in coordination with ESF #3 - Public Works and Engineering; ESF #6 - Mass Care, Housing, and Human Services; ESF #10 - Oil and Hazardous Materials Response; and others, as appropriate, to address key issues for catastrophic incidents such as incident housing and permanent housing, contaminated debris management, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector, and short- and long-term community recovery.
 - Involves, as appropriate, state, local, and tribal government representatives, local planning and building science organizations, NGOs, and private-sector organizations in pre-event planning activities.
 - Establishes procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
 - Develops action plans delineating appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards. Plans include scaling to appropriate levels of staffing and coordination based on the nature and size of the incident.
 - b. Immediately Prior to Incident (when notice is available e.g., hurricane, flood).
 - In coordination with other ESFs, as appropriate, uses predictive modeling, such as the Hazards U.S. (HAZUS) loss estimation methodology, to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.
 - Provides early identification of projects to be quickly implemented, especially those relating to

critical facilities based on existing local and state plans.

- In collaboration with the state, assigns federal and state staff for Preliminary Damage Assessment teams, if feasible, to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in the incident-affected area.

c. Post-Event Planning and Operations.

- Gathers information from federal departments and agencies and impacted state, local, and tribal governments to assess the scope and magnitude of the social and economic impacts on the affected geographic region. Convenes interagency meetings to:
 - Develop an incident-specific Federal action plan to delineate specific agency participation to support specific community recovery and mitigation activities, using pre-incident federal, state, local, and tribal plans, to the extent appropriate, and take actions to avoid duplication of assistance to recipients; and
 - Facilitate sharing of information and identification of issues among agencies and ESFs, and coordinate early resolution of issues and the delivery of federal assistance to minimize delays for assistance recipients.
- Coordinates identification of appropriate Federal programs to support implementation of long term community recovery plans and gaps under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- Coordinates implementation of the recommendations for long-term community recovery with the appropriate federal departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives.
- Within the affected area, coordinates assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling used by federal, state, local, and tribal governments.
- Facilitates recovery decision making across ESFs. Also facilitates awareness of post incident digital mapping and pre-incident state, local, and tribal hazard mitigation and recovery planning across ESFs.

6. 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.

7. 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 Director has lead responsibility for coordination with State, pre and post event, on establishment of a Disaster Recovery Center.
 - (2) The Emergency Management Director 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.
 - (4) Monroe County Agencies that will be tasked with providing information and referrals in the Disaster Recovery Center: Red Cross; Salvation Army; Habitat for Humanity.
- 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.
 - ESF 2 establishes communications to the site(s) once it is chosen. ESF 16 provides security for all

DRCs. Monroe County Social Services maintains a countywide list of special populations. ESFs 8, 11, and 15 work with ESF 5 to identify and provide outreach to the special populations identified in the geographic areas of damage.

- When it becomes apparent that resources such as food and water and other emergency supplies need to be distributed from a centralized or several centralized locations (based on the areas of damage) ESFs 5, 7, and 15 use the Critical Facilities Inventory list, and local geographic knowledge to establish feeding and distribution sites. The extent of resources needed is determined and allocated to each site. When the sites have been chosen, ESF 2 provides communications to the sites, and ESF 14 notifies the public.

8. Emergency or Temporary Housing.

- Housing in the Florida Keys, Monroe County, is a serious on-going issue, whether it be temporary housing or affordable housing or housing of any kind. As an example, Monroe County’s Growth Management Office states that as of the fall of 1998 only 1,116 dwelling units are available in the entirety of Monroe County; most of those are located in the new Poinciana Housing area of Key West. Monroe County Emergency Management has identified geographically suitable sites for large-scale temporary housing operations, such as tent cities or temporary 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 County Administrator, in consultation with the BOCC, 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.

I. RECOVERY COORDINATION IN EMERGENCY CONDITIONS.

1. Information.

- The delivery of information to the affected population regarding potability 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. The county has 1 special care facility and 2 nursing homes. 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 and regulated by and through the Monroe County Department of Management and Budget.

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 OMB 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 are a joint effort of MC Emergency Management and the MC Growth Management through the Monroe County Damage Assessment Team.

J. RECOVERY SERVICES RESTORATION.

1. Debris.

- a. Debris from construction or demolition of dwellings will be separated and disposed of properly. Public Works and Engineering is responsible for securing the necessary environmental waivers and legal clearances for debris removal and disposal for public property only. Debris removal from private properties is the responsibility of Solid Waste.
- b. 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.

2. Energy.

- a. Restoration of electrical service will commence as soon as routes are free of debris to allow utility vehicles and crews to enter the affected area(s). Florida Keys Electric Cooperative will confer with Florida Power and Light, to determine electric power and fuel systems' damage, energy supply, and needs assessment and identification of required resources.
- b. A tie line from the mainland (Florida Power and Light) provides electric services to Monroe County. Florida Keys Electric Cooperative (FKEC) covers service from the mainland County line to the north end of the 7-mile bridge. Keys Energy Services (KES) covers service from the south end of the 7-mile bridge south, to include the City of Key West.
- c. Florida Keys Electric Cooperative and Keys Energy 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.

3. Transportation.

- a. The Department of Transportation will be responsible for the overall formulation of transportation resources support to the appropriate emergency response agencies requiring transportation resources to move supplies and personnel.
- b. Damage to transportation systems will affect the means and level of accessibility for disaster relief services. Restoration of transportation systems are crucial to the facilitation of movement of emergency personnel, vehicles, equipment and supplies.

4. Communications.

- a. The Monroe County Communications Department will implement a temporary emergency communications system until such time as normal communications are restored.
- b. The Communications Department will determine the extent of damage to existing communications systems and will identify priorities and needs.
- c. Inventory of available equipment and resources will be reviewed to support recovery efforts and make the necessary arrangements for resources deployment.
- d. State and federal emergency communications vans, which will be pre-deployed to staging areas, will move into the affected area(s) to establish communications links between state, federal and local governments. The Communications Department will coordinate the deployment of trained operators and technicians to support this effort.

K. 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.
 - Persons with Special Needs Centers.
 - Salvation Army.
 - RACES.

V. ATTACHMENTS.

- A. Primary-Support Matrix.
- B. Damage Assessment Functions.
- C. Overview of Federal Assistance.
- D. Recovery Phase Levels.
- E. Recovery Action Team SOP.

Attachment
1. PRIMARY-SUPPORT MATRIX

Departments, Agencies & Organizations	Impact Assessment	Continuation of Government	Debris Management	Individual Assistance	Unmet Needs	Human Services	Safety	Health (Long Term)	Repair & Restoration	Permitting & Inspections	Rebuilding, Construction, Repairs, Restoration	Housing (Temporary / Replacement)	Re-Development	Public Information	Volunteers & Donations	Reentry, Security	Economic Restoration & Development	Environmental Concerns	Mitigation	Recovery Administration & Finance	Mutual Aid	Property Owner Associations	Employee Services Personnel
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MONROE COUNTY																							
Administrator's Office		P					P																
Building Department										P	P												
• Code Enforcement										P													
Community Services															P								
Communications Department																							
Office of Management & Budget																					P		
Division of Community Services																							
Division of Emergency Services																							
• Fire Rescue																							
• Emergency Management		P		P	P	P								P	P	P				P		P	
Division of Public Works			P						P														
Employee Services																							P
Engineering Services									P														
Growth Management	P									P	P	P	P						P			P	
Health Dept								P															
Housing																							
Housing & Community Development																							
Human Resources		P																					
Medical Examiner																							
Monroe County Television																							
Safety Department							P																
School Board																							
Sheriff's Office														P		P							
Tourist Development Council																	P						

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Attachment

2. DAMAGE ASSESSMENT FUNCTIONS

1. Phase 1: Situation Reports, “A Quick Overview of What Happened.”
 - a. During the first few 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 employees, County Agencies, dispatch centers, the media, and the general public. 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; impact on people; local resources available; assistance needed.
2. Phase 2; Trained 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. The damage assessment function is located within the Planning Section of the Emergency Operations Center (EOC) and will be activated as soon as practical. Immediate analysis will include:
 - A description of the disaster.
 - Where the disaster struck.
 - Approximate number of people problems.
 - Demographics of the affected area.
 - Whether the disaster is still occurring, and other current conditions.
 - Any conditions that could affect the ability to carry out relief coordination.
 - Extent of the disaster impact on the community and the dollar amount of damages (necessary for state, federal assistance application).
 - c. 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.
 - Windshield Assessment/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: Local/State/Federal Damage Assessment Teams, “Validation of Damages, Defining 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 want to 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 Mayor of the Board of County Commissioners or the County Administrator.
 - 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 Mayor or the County Administrator 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. ESF 5 will coordinate with ESF 1, Department of Transportation and ESF 13, US Coast Guard to request aerial reconnaissance of affected areas. 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 windshield, or 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 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 very detailed and specific. ESF 5 will coordinate 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 Team along with the Fire / Rescue Teams, and Monroe County Sheriff's Office are responsible for gathering initial assessment information and reporting it to ESF 5; this ESF will direct a response by all appropriate agencies based on the information gathered by the assessment teams.
- 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. ESF 5 is the ESF responsible for gathering, compiling, and disseminating information received from assessment teams and other local, state, and federal sources. ESF 5 will disseminate the information in accordance with its incident action plan.
- j. 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, 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.

GENERAL.

1. 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.
2. There are two types of damage assessment:
 - a. Urgent, 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.
3. 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 appropriate 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 and the County EOC provides appropriate feedback to the municipalities.
4. As soon as possible after a disaster, information on immediate needs and damages to public facilities and private property must be compiled to assist in setting priorities in response and recovery operations and to determine if state or federal assistance programs may be in order. Forms for documenting public and private property damage and impact shall be included in department procedures, or distributed by Monroe County Emergency Management as needed.
5. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.

Attachment

3. OVERVIEW OF FEDERAL ASSISTANCE

A. TWO 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.

B. HUMAN SERVICES - INDIVIDUAL ASSISTANCE.

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

1. 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.
2. Applications for Individual Assistance are made through the National Tele-registration Program or at the designated Disaster Recovery Center(s) (DRCs).
3. Community Outreach Representatives, Florida DEM and FEMA personnel operating out of Disaster Recovery Centers will visit impacted areas and informing victims of available assistance.
4. 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.
5. 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 temporary 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 mobile homes.
 - 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.
6. 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.

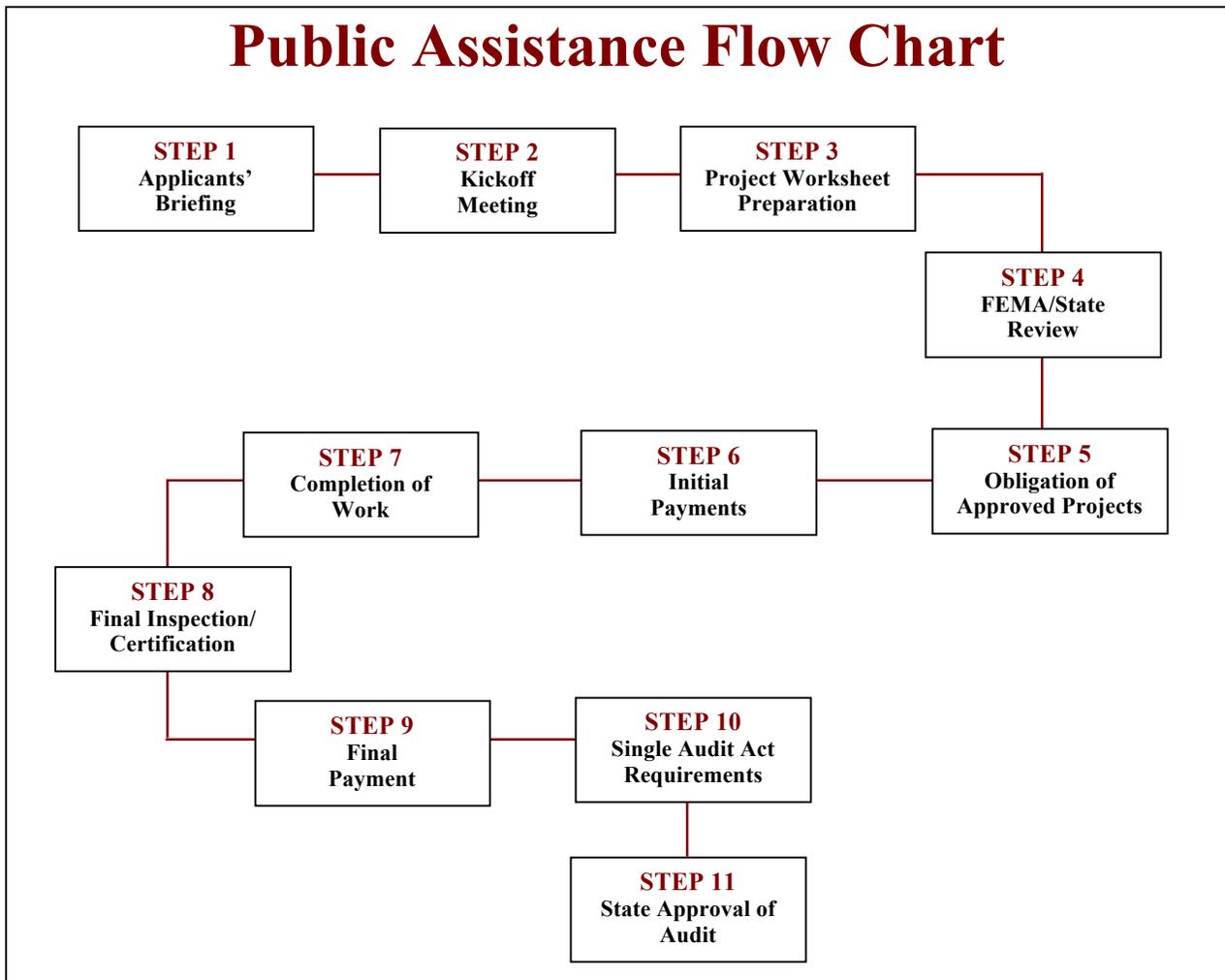
C. INFRASTRUCTURE - PUBLIC ASSISTANCE.

Note: The flow chart on the following page summarizes the public assistance process.

1. 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.
2. Other eligible projects can be found in the Florida Department of Community Affairs: Handbook for Disaster Assistance, Section V. A.
3. 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.
4. 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.
5. Monroe County responsibilities will 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.
6. 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.
7. 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.

- In addition, the applicant must comply with appropriate hazard mitigation, environmental protection, flood plain management and flood insurance regulations as a condition for receiving federal disaster assistance.



8. Monroe County Emergency Management 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 DEM 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.

Attachment
4. RECOVERY PHASE LEVELS

	ESF #	RF #
A. IMMEDIATE RECOVERY (HUMANITARIAN RELIEF).		
• Search and Rescue.	9	
• Emergency Medical Care.	8	
• Safety-Security-Traffic Control.	16	7, 16
• Initial Impact Assessment.	3, 4, 5, 8, 16	1
• Implement Legal and Financial Procedures.	5	20
• Emergency Debris Clearance.	3	3
• Transportation.	1	
• Sheltering and Mass Care.	6	6
• Public Information/Education.	14	14
• Response Coordination with Municipalities.	5	
• Mutual Aid Response.	3, 4, 5, 7, 8, 16	21
• Volunteer Resource Response.	15	15
• Emergency Communications.	2	
• Temporary Building and Rebuilding Moratoriums.	5	10
• Enactment of Special Ordinances	5	Recovery Action Team
B. INTERMEDIATE RECOVERY (RESTORATION).		
• Reentry.	16	16
• Detailed Community Damage Assessment.	3, 5	1
• Debris Clearance and Removal.	3	3
• Federal Assistance Programs (Individual/Public).	5, 6	4, 9, 11, 20
• Resource Distribution.	5, 7	4, 5, 6, 15
• Restoration of Essential Services.	3	9
• Relief Services.	5, 6, 15	4, 5, 6, 15
• Temporary Repairs to Damaged Facilities.	3	9
• Restoration of Public Health Services	8	8
C. LONG TERM RECOVERY (RECONSTRUCTION).		
• Environmental Management.		18
• Evaluation of Development Regulations.		13
• Evaluation of Construction Designs.		10, 11
• Evaluation of Infrastructure Designs and Standards.		10, 11
• Permanent Repair and Reconstruction of Damaged Facilities.		9, 10, 11, 13
• Complete Restoration of Services.		9, 10, 11, 13
• Debris Disposal.		3
• Economic and Community Redevelopment.		13, 17, 18, 19, 24
• Hazard Mitigation		19

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Attachment

5. RECOVERY ACTION TEAM (RAT) SOP

A. PURPOSE.

1. To provide a coordination mechanism to oversee the recovery and reconstruction process and to serve as an advisory committee to County officials responsible for recovery activities.
2. To establish uniform policies for effective coordination to accomplish County recovery tasks resulting from a natural or technological emergency or disaster.
3. To recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
4. To help identify mitigation opportunities and resources.

B. SCOPE.

Recovery actions following any emergency or disaster will be determined by the specific event. Federal, state, and county agencies may be involved depending on the hazard and scope of the situation. Monroe County will lead recovery activities within its jurisdiction.

C. POLICIES.

1. County Departments will support and act upon the recommendations of the RAT.
2. All individuals, department and agency representatives involved in recovery activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the Recovery Action Team.
3. County recovery activities will be coordinated with Florida Division of Emergency Management and the Disaster Field Office (DFO), if activated, as appropriate.

D. ORGANIZATION.

1. The Recovery Action Team should be established by County ordinance, with the goals and scope of authority clearly stated.

The composition of the Recovery Action Team will vary depending upon the nature of the disaster, size of the staff and available resources. The RAT will be comprised of three (3) or more of the following officials (as per draft Post Disaster Ordinance):

- Deputy County Administrator.
- Fire Chief.
- Director of Human Resources.
- Director of Building.
- Director of Planning.
- Director of Budget.
- Municipal Judge.
- Director Public Works.
- County Attorney.

3. Quorum. For all meetings of the Recovery Action Team those members present will constitute a quorum.

E. RESPONSIBILITIES.

1. Provide a vision of recovery for the County, and staff encouragement and support to ensure that the community recovers as quickly and completely as possible.
2. Receive input from citizens and client groups on their recovery needs and issues.
3. Identify recovery priorities and goals.
4. Advise the EMA Director on a wide range of post-disaster recovery, reconstruction, and mitigation issues.
5. Provide a framework of legal, financial, and human resources for disaster recovery.

F. CONCEPT OF OPERATIONS.

1. 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.
2. A Recovery Planning Unit is established in the County EOC to begin the first draft of a “Recovery Incident Action Plan (RIAP)” for use by the Recovery Action Team. The RIAP is based on situation, damage and impacts assessments developed by the EOC Information and Planning Section.
3. As the emergency response phase stabilizes, Emergency Management/EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Action Team as appropriate.
4. Activation of Recovery Action Team.
 - a. For post-disaster responsibilities, the Recovery Action Team will be activated and mobilized by a disaster declaration under the procedures set forth in the County's Post Disaster Ordinance.
 - b. Duration of Recovery Action Team. In the event of a disaster declaration, the Recovery Action Team will activate and mobilize for a minimum period of sixty (60) days. Unless the Emergency Management Director extends its tenure, the Post-Disaster Recovery Action Team’s post-disaster function will deactivate after 60 days.
 - c. Repealing or Extending of the Recovery Action Team. The Emergency Management Director may, by resolution, extend or repeal the activation of the Recovery Action Team.
5. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Disaster Field Office (DFO), if and when it is established.
 - The activities of the RAT shall be coordinated with the DFO.

G. RECOVERY ACTION TEAM INITIAL ACTIVATION TASKS.

- Receive and review damage reports and other analyses of post-disaster circumstances and to compare these circumstances with mitigation opportunities identified prior to the disaster in order to identify areas for post-disaster change and innovation. Where needed, the Recovery Action Team may review alternative mechanisms for achieving these changes and recommend the coordination of internal and external resources for

achieving these ends.

- Initiate recommendations for the enactment, repeal or extension of emergency ordinances and resolutions.
- Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities and identify areas for post disaster development changes.
- Review the nature of damages, identify and evaluate alternate program objectives for repairs and reconstruction, and formulate recommendations to guide community recovery.
- Describe the organizational structure for recovery operations.
- Formulate special committees and subcommittees as conditions may warrant.
- Develop an organizational chart designating who is in charge of what and who reports to whom; designate the internal control structure.
- Display the organizational chart in an obvious place for the team's reference as well as other people coming into the recovery office.
- Use a white board for the organizational chart for easy revision, remember the recovery may take years.
- List recovery activities assigned to each unit or section of the organizational structure.
- Liaison with county, state and federal governments.
 - Individual Assistance.
 - Public Assistance.
 - Hazard Mitigation.
- Liaison with voluntary agencies (VOLAGs).
- Liaison with private sector (business and industry).
- Meet with other recovery agencies to determine strategies.
- As conditions may warrant, appoint an Historic Rehabilitation Coordinator responsible for: evaluating the extent and type of historic rehabilitation activities needed based upon assessments of damage; assisting the Chief Building Official and staff in related historic resource rehabilitation activities; providing information on historic resource rehabilitation and redevelopment in historic districts to interested parties to coordinate and maximize such efforts; and fulfill other duties assigned by the Emergency Management Director.
- Review relevant recovery plans and documents:
 - Review the County Comprehensive Plan; associated maps or reports; zoning; subdivision building codes; and other land development regulations or ordinances.
 - Review the County Recovery Plan and schedule of RFs.
 - Review the County's Post Disaster Recovery Ordinance.
- Consider establishing a relationship with a "mentoring community" that has experienced a similar hazard and completed a successful recovery effort.

- Obtain copies of their recovery plans, after-action reports, etc.
- Consider engaging a representative from that community in an advisory capacity.

H. DEVELOP A RECOVERY “INCIDENT ACTION PLAN.”

1. Recovery Incident Action Plan (RIAP) Overview.

- Developed by the Recovery Action Team.
- Essential tool for the County in managing recovery operations.
- If the County is to have a well planned and executed approach to resolving the recovery problems posed by the disaster, the County must remain focused and unified in its efforts.
- The Recovery Incident Action Planning process is a key element to ensure that the entire County will be focused and acting as a unified, coordinated community.
- If the County is going to move forward in a unified manner, there must be a clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual County departments, business and industry, community organizations and individual efforts are a part of the overall recovery effort.

2. The Recovery Incident Action Plan should:

- Outline the County recovery management structure and management process.
- Describe the organizational networks and structures appropriate to recovery.
- Formalize arrangements for the effective management of the recovery process.
- Facilitate the recovery of affected individuals, businesses, infrastructure and County government as quickly and practicably as possible.
- Involve all agencies with a role to play in the recovery process.
- Ensure community participation in the recovery process.
- Identify responsibilities and tasks of key agencies.
- Describe appropriate resource arrangements.
- Be as simple as possible.

3. Elements of the plan include:

- Recovery Action Team Composition.
- Priority of efforts.

(1) Activities that reestablish services that meet the physical and safety needs of the community: to in-

clude water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.

- (2) Reestablishing infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.
- (3) Restoring the County's economic base.
- (4) Improving the County's ability to withstand the effects of future major or catastrophic hurricane disasters.
 - Phasing/milestones for recovery tasks.
 - Support requirements.
 - Coordination requirements.
 - Methodologies.
 - Reporting requirements.

I. CONTINUING ACTIONS, LONG TERM.

- Liaison with relevant county, state, federal and private recovery agencies.
- Identify funding sources for mitigation and recovery projects, including state and federal assistance programs, private-sector funding, and public donations.
- Keep media informed on recovery program and status.
- Monitor staffing arrangements.
- Review resources and services on an ongoing basis.
- Determine longer-term recovery measures.
- Continue to monitor agency activities and reduce/withdraw services when appropriate.
- Develop a community recovery planning process.
 - Ensure active participation of members of the affected community.
 - Assess reports gathered through outreach program to assess community needs.
- 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.
- Recommend strategies to keep unethical contractors out of the area.

- 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.
- Participate in the preparation of a community redevelopment plan.
- Help develop replacement–housing strategies.
- Recommend restoration priorities.
- Review emergency actions and recommend amendments to the County’s: 1) Post–Disaster Ordinance; 2) Comprehensive Plan; 3) Comprehensive Emergency Management Plan; 4) relevant Administrative Policies.
- Make recommendations for new ordinances, plans, codes, and /or standards to assist in recovery from future disasters.
- Recommend any changes in the Comprehensive Plan, Land Use and Development Regulations, or any other ordinances which it deems necessary or advisable to prevent recurring damage or mitigate hazards.

Recovery Plan
Section II
Recovery Functions



Monroe County Emergency Management

Recovery Plan

Schedule of Recovery Functions

- RF # 1: Impact Assessment
- RF # 2: Continuation of Government
- RF # 3: Debris Management
- RF # 4: Individual Assistance
- RF # 5: Unmet Needs
- RF # 6: Human Services (Short Term)
- RF # 7: Safety
- RF # 8: Public Health (Long Term)
- RF # 9: Repair & Restoration of Public Infrastructure & Services (Public Assistance)
- RF # 10: Permitting & Inspections
- RF # 11: Rebuilding, Construction, Repairs, Restoration
- RF # 12: Housing (Temporary / Replacement)
- RF # 13: Re-Development (Planning & Community Development)
- RF # 14: Public Information
- RF # 15: Volunteers & Donations
- RF # 16: Re-Entry, Security
- RF # 17: Economic Restoration & Development (Restoration of Business Community)
- RF # 18: Environmental Concerns
- RF # 19: Mitigation
- RF # 20: Recovery Administration & Finance
- RF # 21: Mutual Aid
- RF # 22: Property Owner Associations (POA's) & Municipalities
- RF # 23: Historic Concerns

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Recovery Plan

Recovery Function # 1

Impact Analysis

Lead Department	GROWTH MANAGEMENT.
Support Agencies	1.
Purpose	<p>A. To determine the disaster's impact on Monroe County and its local governments, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, identify structures unsafe for occupation, and determine structures that have to comply with the County's or a local government's build-back policy.</p> <p>B. To determine nature/extent of impact to infrastructure damage for proper prioritization.</p> <p>C. To provide information after an emergency or disaster and detailing the situation, location, and extent and nature of damage.</p> <p>D. To provide information to determine priorities and requirements for restoration and reconstruction.</p>
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a County rapid impact assessment system for use in determining recovery planning priorities. <input type="checkbox"/> Obtain and maintain pre-disaster maps, photos, and other documents for government buildings, facilities, infrastructure, etc. <input type="checkbox"/> Develop a data base (GIS) for use in rapidly compiling, interpreting and displaying damage assessment and impact assessment information. <input type="checkbox"/> Develop a "critical facilities" inventory (GIS). Data base information should include: Critical facility number designation; Name of facility; Street address; Map coordinates; Title/name of facility contact person; Telephone number; Type of hazard potential.

**Recovery
Tasks**

Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.

- Receive initial impact data and damage assessment data.
- Utilize the pre-event data base and GIS to develop an Impact Assessment that will identify:
 - ◇ The boundaries of the disaster area(s), access points to the disaster area(s), and casualty information.
 - ◇ The immediate physical needs of disaster victims (food, water, ice, medical, sanitation, temporary housing, security, electrical power needs).
 - ◇ Numbers of houses and businesses without electricity, water, sewage service.
 - ◇ Numbers of wells contaminated.
 - ◇ The impact to the County’s lifelines (those critical services and facilities necessary to sustain life, i.e., health services, water, food, etc.), public facilities, public services, private residences, and private businesses.
 - ◇ The impact to the County’s infrastructure, i.e. utilities, communications and transportation.
 - ◇ Numbers of roads blocked.
 - ◇ Numbers of tons of debris generated.
 - ◇ Areas of the County that are isolated.
 - ◇ The County’s ability to meet disaster victims needs (status of fire, law enforcement, medical systems, critical facilities, and major resource needs/ shortfalls).
 - ◇ Critical facilities incapable of performing their intended post disaster functions.
 - ◇ The major disaster condition(s) that must be addressed.
 - ◇ Which condition(s) are the most critical and requires the most immediate attention.
 - ◇ The “rough” costs involved.
 - ◇ Cost of damage to homes and businesses.
 - ◇ Economic effects of the disaster on local business.
 - ◇ Cost of damage to public facilities.
 - ◇ How much federal and state individual and public assistance will be needed to recover from the disaster.
 - ◇ Who must participate: directly or through support.
 - ◇ The approximate timelines required for recovery.
 - ◇ Which activities may require and be eligible for higher level assistance.
- Distribute the Impact Assessment to Emergency Management, the Recovery Task Force, and other RFs.
- Compile list of locations and damage estimates to private and public structures indicating:

Minor Damage	Major Damage	Destroyed Damage
0 to 11%	12 to 74%	75 to 100%
- Develop an Individual Assistance impact assessment to estimate damages and impacts to the private sector to include damages to homes, businesses, possessions,

	<p>and other improvements. (See References to state and federal guidance publications.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a Public Assistance impact assessment involving damage and impacts to public buildings, facilities, roads, bridges, sewer plants, etc. (See References to state and federal guidance publications.) <input type="checkbox"/> Identify impacts to public infrastructure and critical facilities. <ul style="list-style-type: none"> ◇ Provide list and locations to RF # 9 (Repair & Restoration of Public Infrastructure & Services (Public Assistance)) for inspections and restoration planning. <input type="checkbox"/> Develop a priority list for the building inspection process and communicate this to RF # 11 (Rebuilding, Construction, Repairs, Restoration). <p>Note: Critical facilities are those locations providing essential lifeline services to the community or qualify as a high occupancy structure, or as a high risk hazard to the community. Critical facilities and their priority will vary but some examples of their priority would be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide impact assessment and other details to State Emergency Operations Center.
<p>Attachments</p>	<p>1. Building Inspection Priority List.</p>
<p>References</p>	<p>1. Monroe County Damage Assessment and Impact Assessment Procedures.</p>

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Attachment 1
CRITICAL FACILITIES

Priority 1:	Priority 2:	Priority 3:
<ul style="list-style-type: none"> • Major Government Buildings • Fire Stations • Police Stations • Public Works Yard(s). • Emergency Communication Center(s)/Infrastructure • County/Local Government Administrative Building(s) • Hospital(s), Medical Facilities, Emergency Clinics • Airports • Water • Sewage– Lift and pumping stations • Electric • Bridges, Overpasses 	<ul style="list-style-type: none"> • Transportation • Major Arterial Roads • Essential Lifeline/Utility System Sites • Gas • Telephone (emergency facilities) • Communication towers • Educational Facilities • All Schools • Staging areas and distribution centers requiring emergency power • Medical Facilities • Emergency Clinics 	<ul style="list-style-type: none"> • High Occupancy Structures/Locations • Public shelters • Shopping Malls • Stadiums, arenas • High Rise Buildings • High Risk Construction/Engineering • Tilt–up Buildings • Un–Re–enforced Masonry Buildings • High Risk HAZMAT Locations • Chemical/Waste Processing and Treatment Plants • Gas Stations • Identified High Risk HAZMAT carriers/handlers • Telephone (general public) • Convalescent/Residential Care Facilities

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Recovery Plan

Recovery Function # 2

Continuation of Government

Lead Department	COUNTY ADMINISTRATOR'S OFFICE / EMERGENCY MANAGEMENT / HUMAN RESOURCES.
Support Agencies	1.
Purpose	To ensure the continuing critical functions and services of County government while responding to and recovering from disaster.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Review County Code to ensure appropriate “lines of successions” are in place for elected officials and County departments; Determine limitations (if any) of authority based on delegations of authority to others; Develop recommendations (if any) for changes or additions to County Code. <input type="checkbox"/> Develop succession procedures to include the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities. <input type="checkbox"/> Conduct orientation programs to prepare successors for their emergency duties. <input type="checkbox"/> Develop “Emergency Declaration” procedures for use by Elected Officials for issuing a County Emergency Declaration and for requesting through the County Mayor/County Commission a State of Emergency Proclamation from the governor; Include draft declarations. <input type="checkbox"/> Develop a County government services “impact analysis” to determine likely disaster impacts on County essential functions/operations. <input type="checkbox"/> List likely sites for County government temporary office space for continuation of essential services; Determine need for emergency power at each location. <input type="checkbox"/> Develop a master County government “Continuity of Operations Plan (COOP)” to allow certain County government services and essential functions to continue and to provide for the orderly restoration of County government services after disaster.

	<ul style="list-style-type: none"> <input type="checkbox"/> Direct each County department to develop a COOP; Provide guidance for use in developing a departmental COOP. Department COOP plans should provide for: Identification of agency essential functions; Predetermined delegations of authority and orders of succession; Contingency staffing to perform essential functions; Alternate operating facilities; Inter-operable communications, information processing systems and equipment; Protection of vital records and systems. <input type="checkbox"/> Determine types of vendor contracts and/or mutual aid agreements necessary for continuation of post-disaster County government essential services. <input type="checkbox"/> Prepare an administrative instruction with procedures for backing up and/or storing critical data; Ensure all County government departments routinely back up or store critical files off-site. <input type="checkbox"/> Address County government personnel issues: <ul style="list-style-type: none"> ◇ Develop a plan to assist employees in locating family members if a disaster occurs during work hours. ◇ If County government personnel suffered losses, determine what provisions there will be for time off (leave time) and other assistance. ◇ Formulate a policy regarding pay. Will employees be paid for the first few days of the emergency when some might not make it into work? Will employees be paid overtime? ◇ Ensure provisions in union contracts, as appropriate. ◇ Set up provisions for employee debriefings for both employees involved in response and employees maintaining the functioning of County government. ◇ Train supervisory staff to provide for the emotional needs of employees during the recovery phase, during which they will be expected to work long hours under stressful conditions, and possibly to perform unfamiliar roles. ◇ Educate supervisors and staff about stress responses so that they understand that their reaction is a normal one to an abnormal situation. ◇ Provide training in stress management techniques. <input type="checkbox"/> Provide annual training to all County government employees so they are aware of their responsibilities in responding to a disaster, and during the recovery period. <input type="checkbox"/> Conduct continuity of operations tests and exercises.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate COOP. <input type="checkbox"/> Establish an “emergency government” as appropriate. <input type="checkbox"/> Convene an emergency meeting of County government elected officials. Determine:

	<ul style="list-style-type: none">◇ Political process management.◇ Interdepartmental coordination.◇ Policy development.◇ Decision making.□ Meet with County Attorney; obtain:<ul style="list-style-type: none">◇ Advice on emergency authorities and actions.□ As appropriate, County Attorney to:<ul style="list-style-type: none">◇ Prepare opinions.◇ Prepare new ordinances and regulations.□ If appropriate, enact a Disaster Recovery Ordinance.□ Identify impacts to County government buildings and facilities; Coordinate with RF # 1 (Impact Assessment).□ Determine status of County government operations and communications, and requirements for:<ul style="list-style-type: none">◇ Space.◇ Supplies and equipment.◇ Vehicles.◇ Personnel.◇ Related support.□ Determine which routine County government business and services will be reduced or suspended during the response and short term recovery, and for how long.<ul style="list-style-type: none">◇ Instruct non-emergency personnel on what they are to do.□ Ensure County government departments have activated their COOP plans as appropriate.□ Anticipate the need to set new priorities, reassign staff, hire/contract additional temporary staff.□ Coordinate the establishment of County government services at temporary sites as necessary.<ul style="list-style-type: none">◇ Ensure that departments who are relocating have activated their COOP plans, procedures, and schedules to transfer activities, personnel, records, and equipment to alternate operating facility(ies).◇ Work with RF # 14 (Public Information) to notify the public of temporary government service locations, phone numbers, etc.□ Determine what infrastructure and essential services are required to continue or
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	<p>reestablish critical government services. Communicate this to RF # 10 Emergency Permits & Inspections).</p> <ul style="list-style-type: none"> ❑ Determine methods and guidelines for retrieving needed resources from damaged County government buildings and facilities. ❑ Ensure the repairing or restoring of normal communication and information systems to include restoration of: <ul style="list-style-type: none"> ◇ Emergency radio and telephone communications. ◇ Computer and network operations. ❑ Provide County government employee support. <ul style="list-style-type: none"> ◇ Assist employees in locating family members if a disaster occurs during work hours. ◇ If County government personnel have suffered losses, coordinate time off (use of sick leave, vacation time), loans, and other assistance. ◇ Communicate work hours and overtime policy. ◇ Provide employee briefings and debriefings, for both employees involved in response and employees maintaining the functioning of County government. ◇ Provide employees information on stress reactions and stress management. ◇ Provide employee disaster safety and health information (RF # 7: Safety). ◇ Provide security for staff who might need to work in unsafe areas. ◇ Provide guidance in how to respond to frustrated and angry members of the community. ◇ Establish a method for periodic staff update briefings to ensure that personnel are aware of recovery efforts and progress. This will relieve staff anxiety and foster cooperation. ❑ Return to normal operations as feasible. <ul style="list-style-type: none"> ◇ Inform all personnel, including non-emergency personnel, that the threat of or actual emergency no longer exists, and provide instructions for resumption of normal operations; ◇ Supervise an orderly return to the normal operating facility, or movement to other temporary or permanent facility(ies) using a phased approach if conditions necessitate; ◇ Report status of relocation to the EOC and other department points of contact. ◇ Notify the general public.
Attachments	None.
References	<ol style="list-style-type: none"> 1. Monroe County COOP Plans. 2. Monroe County Department COOP Plans. 3. County Disaster Recovery Ordinance.

Recovery Plan

Recovery Function # 3

Debris Management

Lead Department	PUBLIC WORKS.
Support Agencies	<ol style="list-style-type: none"> 1. Public Works. 2. Growth Management.
Purpose	To effectively manage debris generated by natural and man-caused disasters.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and maintain operating procedures, resource inventories, personnel rosters and detailed resource mobilization information necessary for implementation of ESF 3 and RF 3 (Debris Management). <input type="checkbox"/> Provide a period review of resources to ensure they are available, operational and accessible and the current location the day of the event. <ul style="list-style-type: none"> ◇ This action should also include the human element and ensure the resource has a driver or operator and that all keys or obtainable. <input type="checkbox"/> Develop and maintain an inventory and sources of debris management resources, manpower and equipment to include supplies and maintenance. <ul style="list-style-type: none"> ◇ This inventory needs to be reviewed monthly and prior to the event to ensure availability. <input type="checkbox"/> Work with RF # 1 (Impact Assessment) to establish and maintain priorities for roadway corridors that will have priority in regard to debris removal and repair to allow access into damaged areas. <input type="checkbox"/> Pre-stage appropriate equipment when allowed and have a plan that can be modified in the field. <input type="checkbox"/> Develop and maintain a Debris Management Plan. Plan content should include strategies for:

	<ul style="list-style-type: none"> ◇ Debris collection. ◇ Identification of temporary storage and areas. ◇ Recycling. ◇ Disposal. ◇ Hazardous waste identification and handling. ◇ Administration. ◇ Dissemination of information to the public. ◇ Include equipment and manpower listing and contacts plus locations. <ul style="list-style-type: none"> ❑ Coordinate with County’s contractor. Review Plan annually. ❑ Ensure the County’s contractor is made known to Public Works including a copy of contractors services, resources and contact numbers. ❑ Determine what authority is required to receive contractor service. ❑ Conduct annual pre–event meeting to brief key contractors and essential staff on the Debris Management Plan of Operations. <ul style="list-style-type: none"> ◇ This should happen periodically and especially at pre-event. ❑ Conduct annual site visits at Temporary Debris Staging Areas. <ul style="list-style-type: none"> ◇ Also periodically during pre-season and during the hurricane season.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ Appoint a debris management coordinator; Implement the Debris Management Plan. <ul style="list-style-type: none"> ◇ This coordinator needs to be assigned early enough to be familiar with all issues and should have contact numbers etc. provided to all personnel associated with recovery actions ❑ Contact the debris management contractor(s); activate the debris management contract(s). <ul style="list-style-type: none"> ◇ This action should include a scope of work that is to begin first or as top priority would indicate ❑ Coordinate 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. <ul style="list-style-type: none"> ◇ Public Works along with DOT will perform this activity with the law enforcement and Fire & Rescue team to clear streets and critical infrastructure ❑ Identify incident sites requiring debris clearance and management:

	<ul style="list-style-type: none">◇ Public rights-of-way.◇ Public property.◇ Private property.◇ After identification a priority plan needs to be developed to maximize efficiency <p><input type="checkbox"/> Recommend disposal sites for debris:</p> <ul style="list-style-type: none">◇ Temporary staging areas and debris reduction sites.◇ Prepare site layout for inspection tower debris segregation area, equipment lay down, personnel parking and security perimeter <p><input type="checkbox"/> Coordinate debris collection and hauling:</p> <ul style="list-style-type: none">◇ Coordinate debris removal operations in areas affected by emergencies or disasters.◇ Coordinate or assist in removal of debris from private property, <u>within the limits established by County Commission.</u>◇ Ensure and designate key personnel to provide this service and others to monitor work, transportation to staging areas etc. <p><input type="checkbox"/> Coordinate the removal of debris with county, state, and federal environmental officials.</p> <ul style="list-style-type: none">◇ Ensure quantities are established, verified and documented, recommend a manifest and follow up of where the debris ends up with confirmation <p><input type="checkbox"/> Determine who will have salvage rights to building materials.</p> <ul style="list-style-type: none">◇ Also determine what and when is considered salvageable, this activity should also be documented with pictures and assured that the salvager takes only what is within their rights◇ This activity should be monitored and have a few check points <p><input type="checkbox"/> Develop a “recycling on site” program.</p> <ul style="list-style-type: none">◇ Ensure there is a portion of each proposed debris staging area for this component, this should also be monitored for quality assurance <p><input type="checkbox"/> Determine how asbestos, hazardous materials, fuel spill, etc., removal will be handled via contractors and sub contractors.</p> <ul style="list-style-type: none">◇ Ensure suspect building materials are kept segregated and periodically sprayed with water and covered if possible <p><input type="checkbox"/> Determine who will be responsible for identification and removal of downed or potentially hazardous trees.</p>
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- ◇ Ensure the county's Biologist with Growth Management develops a protocol to include a photographic handout that identifies species and safe removal procedures which will include proper protective clothing and protection equipment and tools to use
- ◇ This should also be a documented and monitored activity
- ❑ Develop process for building owners to reclaim valuables contained within debris.
 - ◇ This can only happen after the facility is deemed safe and should not happen without a county and/or law enforcement representative is on site. There should be a list compiled of items removed, signed by the taker and also photos if applicable
- ❑ Coordinate debris separation. Debris from residential and commercial properties will be separated into four general groups:
 - ◇ Raw garbage, rubbish garbage, yard waste and construction/building rubble.
 - ◇ Separate hazardous materials and hazardous waste from debris to the extent possible.
 - ◇ Segregate debris in the field during pick up if possible, if not, provide area at staging area to spread out materials for this separation activity
- ❑ Coordinate debris disposal.
 - ◇ Identify debris disposal issues, i.e. hazardous materials.
 - ◇ Secure necessary environmental permits and legal clearances.
 - ◇ Document with photo's, signatures of haulers and manifest of transport, to include final disposal site or incineration facility
- ❑ Determine methods of disposal as appropriate:
 - ◇ Open pit burning and burning by incineration methods.
 - ◇ Pit burning is not allowed in Monroe County
 - ◇ Mulching and chipping clean horticultural waste.
 - ◇ Hauling mulched or chipped waste out of the County.
 - ◇ Mixing mulch or chipped clean waste with soil to improve agricultural productivity.
 - ◇ Reuse/recycle for aluminum, plastic and horticultural waste to the extent possible.
 - ◇ Recommend tracking and documenting of all waste for record
- ❑ Administer and manage contracted services.
- ❑ Conduct briefing with all proposed staff and field workers on operation procedures and follow up.

Attachments	None.
References	<ol style="list-style-type: none">1. Monroe County Debris Management Plan.2. Municipal Debris Management Plans.3. FEMA Handbook: Public Assistance Debris Management Guide.

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Recovery Plan

Recovery Function # 4

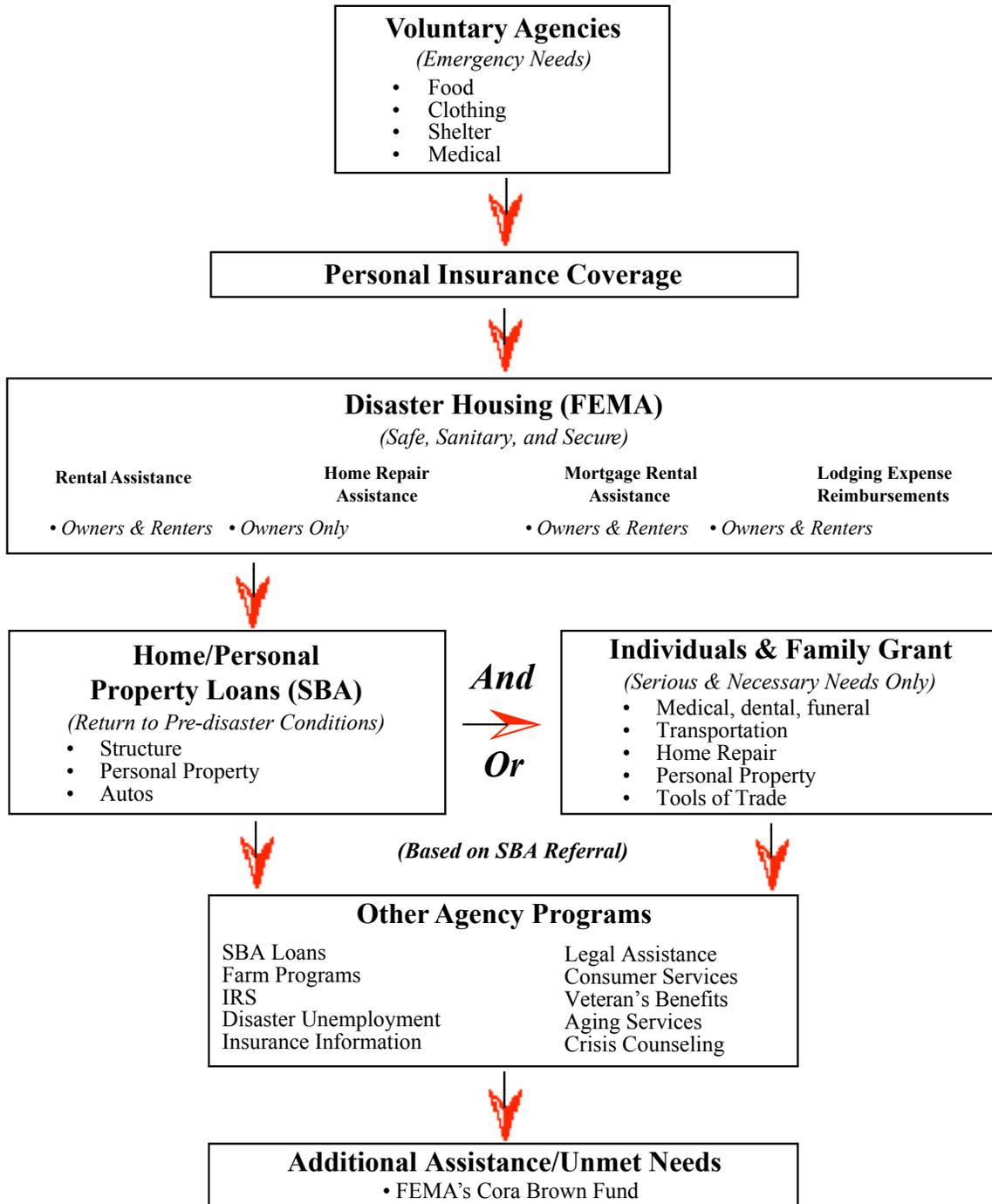
Individual Assistance

Lead Department	EMERGENCY MANAGEMENT.
Support Agencies	1.
Purpose	To inform disaster victims about the federal individual assistance programs that are available and how to make application.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Identify facilities that could be utilized as Disaster Recovery Centers (DRC's). See Attachment 3 for requirements. <input type="checkbox"/> Become familiar with post-disaster individual assistance programs and application processes.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain a current copy of State and FEMA post-disaster individual assistance programs and application processes. <ul style="list-style-type: none"> ◇ Latest information is available through FEMA website: www.fema.gov. <input type="checkbox"/> Work with RF # 14 (Public Information) to publicize the National Teleregistration Center (NTC) Teleregistration (800-621-FEMA). <ul style="list-style-type: none"> ◇ Disaster victims should have the following information ready before calling: Social security number, names and addresses of all persons living in the damaged home, address where damage occurred, evidence that you lived at damaged residence, phone number where you can be reached, address where you can received mail, total monthly family income, name of insurance company, proof of ownership for damaged automobiles, receipts of medical expenses related to the disaster and receipts of funeral expenses caused by the disaster.

	<ul style="list-style-type: none"> ◇ Inform the general public that this speeds up the application process. ◇ Advantages of the National Teleregistration Center (NTC) include convenience, being available immediately upon receiving a major disaster declaration, service to remote locations, identifying other areas of the State that are affected, eliminating the requirement for federal, state and local staffing, and providing close monitoring, uniformity and consistency of the application process. ◇ Disadvantages are that all agencies are not in one place, therefore applicants must follow-up on the status of their application at different physical locations. ❑ Coordinate with State Emergency Management on need for Disaster Recovery Centers (DRCs). ❑ If DRC(s) are needed, coordinate with State Emergency Management to establish locations for Disaster Recovery Centers (DRC's). ◇ Review the pre-event listing of local government facilities that could be utilized as Disaster Recovery Centers (DRC's). Determine what is available now. Modify this list as appropriate. See Attachment 3 for requirements. ❑ If DRC(s) Are Established. <ul style="list-style-type: none"> ◇ Maintain a visible County desk at DRCs to answer questions and concerns by Monroe County citizens, and to better coordinate individual assistance programs and issues with state and federal officials. ◇ Identify which local government functions you want to represent and staff at the DRC's, i.e. planning and building permits, property tax, etc. ◇ Identify which community-based organizations you want to be represented at the DRC's. ◇ Work with RF # 14 (Public Information) to develop strategies for outreach to citizens to encourage them to visit a DRC if they have been affected. <ul style="list-style-type: none"> - Use radio, television, newspaper and public notices. - Provide outreach to the disabled and non-English speaking.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Sequence of Assistance. 2. Individual Assistance Programs. 3. Disaster Recovery Centers (DRC's) Requirements.
<p>References</p>	<p>None.</p>

Attachment 1
SEQUENCE OF ASSISTANCE

Sequence of Assistance



SOURCE: Community Relations Team, FEMA Field Operations Guide, August 1999

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Attachment 2

INDIVIDUAL ASSISTANCE PROGRAMS

NOTE: For current dollar amounts and specifics, obtain the current federal guidelines.

1. 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 temporary 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 mobile homes.
2. 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.
3. Individual and family grants of up to \$_____ (this amount is adjusted for inflation annually) 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.
4. Legal services to low-income families and individuals.
5. Crisis counseling and referrals to appropriate mental health agencies to relieve disaster-caused mental health problems.
6. 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.
7. 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.
8. 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.
9. Tax relief, including held from the Internal Revenue Service in claiming casualty losses resulting from the disaster, and state tax assistance.
10. Waiver of penalties for early withdrawal of funds from certain time deposits.
11. 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.

OTHER PROGRAMS CAN INCLUDE

1. 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.
2. Housing and Urban Development Program, offered to low income applicants. Program will pay a percentage of rental costs for a maximum of eighteen months.

3. Social Security Assistance, help in expediting delivery of checks delayed by the disaster, and in applying for social security disability and survivor benefits.
4. 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.
5. Contractor's Licensing, guidance in obtaining licensed contractors to assist home owners in repair or restoration of damaged property.
6. Insurance Information, advice to persons on insurance requirements, claims, and problems with settlement.
7. Consumer Fraud Prevention, a program to obtain consumer advice, and to report consumer fraud and price gouging.

Attachment 3

DISASTER RECOVERY CENTERS (DRC'S) REQUIREMENTS

- Desired: A buildings with at least 4,500 square feet of usable space. (Consider accessibility, parking, location.)
- Desired: 25–50 tables and 150–250 chairs.
- Personal comfort items such as air conditioning, heating, electricity, air circulation fans, water, restrooms, etc. should also be available.
- Communications in the way of telephones or two–way radios for coordination between the Disaster Field Office (DFO) and other DRCs.
- Janitorial support.
- Handicapped accessible.
- Emergency medical support.
- Security personnel during operations and after closing--Fire protection.
- Bilingual support, if required.
- Child care if practical.
- General office supplies.
- Adequate parking space for peak periods.
- Provide staff as necessary.

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Recovery Plan

Recovery Function # 5

Unmet Needs

Lead Department	EMERGENCY MANAGEMENT / AMERICAN RED CROSS.
Support Agencies	1.
Purpose	<p>A. To provide an Ombudsman to provide information, investigate complaints, and to assist with disputes by directing citizens to the appropriate agency(ies) for resolution.</p> <p>B. To provide a means of identifying and resolving disaster recovery needs in cases where: Government or voluntary agency assistance programs are not available; or Government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims.</p>
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a database to identify community-based organizations that can provide resources to support unmet needs. <input type="checkbox"/> Develop an “Unmet Needs” procedure to include eligibility criteria and application process.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify any disaster-related losses experienced by 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. <input type="checkbox"/> Refer families and individuals who have unmet needs to the appropriate entity. <input type="checkbox"/> Ensure that disaster victims' applications have been received and that their needs are being met <input type="checkbox"/> Assure appropriate allocation of resources.

	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a means for referrals. <input type="checkbox"/> As appropriate, coordinate with RF # 15 (Volunteers & Donations) to provide donated goods and volunteer services to supplement governmental assistance. <input type="checkbox"/> Activate the Recovery Ombudsman position as appropriate to provide information, investigate complaints, and to assist with disputes by directing citizens to the appropriate agency(ies) for resolution. <p><u>Typical Unmet Needs Areas of Involvement Include:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Assistance: utility deposits, rental assistance, essential furniture replacement, emergency protection repairs, rebuilding of homes, building supplies, donated goods, management of volunteer labor. <input type="checkbox"/> Crisis counseling and mental health assistance. <input type="checkbox"/> Coordination and disbursement of donated monies. <input type="checkbox"/> Casework management and review. <input type="checkbox"/> Success of the Unmet Needs coordination is contingent on local resources and participation. Likely participants include: <ul style="list-style-type: none"> ◇ Governmental agencies: ◇ Voluntary agencies: ARC, Salvation Army, Habitat for Humanity, Churches. ◇ Nonprofit organizations: United Way, ◇ Businesses and corporations.
Attachments	None.
References	None.

Attachment 1
UNMET NEEDS PROCEDURE
(To Be Developed)

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Attachment 2

**LIST OF UNMET NEEDS MEMBERS AND BRIEF STATEMENT OF WHAT EACH COULD
OFFER**

(To Be Developed)

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Recovery Plan

Recovery Function # 6

Human Services (Short Term)

Lead Department	EMERGENCY MANAGEMENT / AMERICAN RED CROSS.
Support Agencies	1.
Purpose	To identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a post-disaster human services needs assessment system. <input type="checkbox"/> Identify facilities that may be used for temporary emergency shelters. <input type="checkbox"/> Develop and maintain a mass care and human services inventory to include: personnel, facilities, equipment and supplies. <input type="checkbox"/> Develop agreements with human services providers.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> General. <ul style="list-style-type: none"> ◇ Develop a “Human Services Needs Assessment.” (See Attachment 1) <ul style="list-style-type: none"> – Coordinate with RF # 1 (Impact Assessment). <ul style="list-style-type: none"> * Obtain information on need for human services. * Develop an initial recovery human services needs assessment. * Determine what kinds of human services are now in place; which human services need to continue short term and long term. * Develop an initial recovery food and water needs assessment. * Determine what food and water distribution services are now in place and which need to continue short term and long term.

- ◇ Review the local mass care and human services inventory. Determine what is available now. Modify this list as appropriate.
- ◇ Review the inventory of facilities that may be used for temporary emergency shelters. Determine what is available now. Modify this list as appropriate.
- ◇ Establish and maintain liaison among federal, state, and county officials concerned with human services.
 - Agencies should coordinate their efforts to avoid duplication of efforts.
- ◇ Establish priorities and coordinate the transition of mass care operations (ESF # 19) with recovery activities based on disaster situation information and the availability of resources that can be appropriately applied.
- ◇ Provide information services on locations and availability of human services.
 - Coordinate public information with RF # 14 (Public Information).
- ◇ GIS in coordination with Growth Management:
 - Develop a data base for use in rapidly compiling and displaying the human services needs assessment.
 - Develop a “human services” inventory. Data base information should include locations of: facilities, equipment and supplies.
- Sheltering and Mass Feeding.
 - ◇ Coordinate with Red Cross emergency public shelters after a major or catastrophic disaster for those whose homes have been destroyed, severely damaged or rendered inaccessible.
 - ◇ Local government responsibilities include:
 - Provide available facilities suitable for shelter as necessary.
 - Provide for food preparation and stockpiling.
 - Arrange for emergency communications at sheltering facilities.
 - Keep track of and report number of sheltered evacuees/homeless.
 - Arrange for vector control and health hazard monitoring at shelter facilities.
 - Provide available departmental resources (cots, blankets, sleeping bags, and personnel) for shelters (ARC).
 - Provide assistance in inspecting mass care shelter sites after the disaster to ensure suitability of facilities to safely shelter disaster victims.
 - Provide workers to augment personnel assigned to shelters.
 - Provide assistance for shelter operations related to food, vectors, water supply, and waste disposal.
 - Provide medical supplies and personnel to support mass care operations (DOH).

	<ul style="list-style-type: none">◇ Assist in the release of information for notification of relatives.<ul style="list-style-type: none">– Provide communications links to the Red Cross Disaster Welfare Center (DWI) from the disaster area.◇ Distribute “Change of Address Cards” for victims to notify the Postal Service of relocation addresses for the purpose of mail forwarding, and assist in the distribution, collection, and mailing of those cards.<ul style="list-style-type: none">– Provide an electronic file of address change information furnished by disaster victims (ARC).◇ Coordinate assistance in constructing temporary shelter facilities, if necessary, in the disaster area.◇ Coordinate temporary housing for those displaced by the disaster.<ul style="list-style-type: none">– Coordinate with RF # 12 Housing (Temporary/Replacement).◇ Coordinate mobile feeding capability as needed for victims and disaster workers (ARC/TSA).<ul style="list-style-type: none">– Identify facilities that are appropriate for feeding facilities.– Provide potable water.– Provide temporary sanitation facilities.◇ Obtain, coordinate mass care resources as requested by incident commanders.<ul style="list-style-type: none">– Coordinate temporary sheltering, feeding, potable water, sanitation facilities, for disaster workers.▣ Relief Services – Community Services.<ul style="list-style-type: none">◇ Assess social service needs of victims.◇ Coordinate additional services to disaster victims who normally depend upon others to maintain daily living activities. This could include:<ul style="list-style-type: none">– Financial assistance (rental, electric payment, medical).– Housing assistance.– Case management.– Child care.– Homemaker services.– Day care.– Information and referral.– Personal care.– Respite.– Home delivered meals.– Escort/transportation.
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- ◇ Assess the need for these services.
 - Contact the agencies who normally offer these services.
 - Ask each agency to determine its ability to continue to provide services.
- ◇ From this assessment, establish door-to-door outreach programs to determine unmet needs and publicize service availability.
- ◇ Request help to fill needs that cannot be met locally from various providers outside the area through established channels.
- ◇ Coordinate counseling services.
 - Coordinate with RF # 8 (Public Health) in conjunction with the ARC.
- ❑ Food and Water.
 - ◇ Locate and secure supplies of food, including federally owned surplus foods, to supplement those in the disaster area.
 - ◇ Identify locations for distribution service centers (EM).
 - ◇ Coordinate receipt of bulk items and donated goods.
 - Coordinate donated goods with RF # 15 (Volunteers and Donations) in conjunction with the ARC and TSA.
 - ◇ Establish, staff, and supervise supply distribution points within the County.
 - Coordinate potable water, ice, and food for mass care use and bulk distribution to disaster victims.
- ❑ Emergency Transportation in conjunction with the MCSB and PW.
 - ◇ Coordinate the procuring of transportation resources to support delivery of emergency goods and services, and other disaster related needs.
- ❑ Emergency Housing.
 - ◇ Assist individuals and families in identifying the availability and location of potential emergency housing (EM/ARC).
 - ◇ Provide information on available habitable housing units, within or adjacent to the disaster or affected area for use as emergency shelters.
 - ◇ Coordinate with home improvement businesses to ensure that critical building supplies are in stock or easily accessible to assist homeowners to make temporary repairs to their homes to make them habitable (in conjunction with Growth Management).

	<ul style="list-style-type: none">◇ Identify sites for emergency housing, i.e. parks, schools.◇ Encourage homeowners whose homes have been damaged and require “drying-in” to protect the interior of the home and its contents from further damage must contact their insurance companies.<ul style="list-style-type: none">– Coordinate public information with RF # 14 (Public Information).◇ Identify and assist the non-insured, and homeowners whose homeowner insurance does not cover the costs of “drying-in.”<ul style="list-style-type: none">– Coordinate with RF # 15 (Volunteers and Donations) for volunteers and donated materials.
Attachments	1. Initial Recovery Human Services Needs Assessment.
References	None.

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Attachment 1

INITIAL RECOVERY HUMAN SERVICES NEEDS ASSESSMENT

Describe what kinds of human services are now in place and which human services are needed in the short term and long term.

- Food and Water
 - ◇ Potable water
 - ◇ Ice
 - ◇ Food
- Sheltering
- Mass Feeding
- Medical/First Aid
- Medical Supplies
 - ◇ Insect repellent
- Crisis Counseling/Intervention
- Sanitation Facilities
- Individuals with Special Needs
- Animal Needs/Issues
- Emergency Transportation
- Emergency Housing

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Recovery Plan

Recovery Function # 7

Safety

Lead Department	COUNTY ADMINISTRATOR / SAFETY.
Support Agencies	1.
Purpose	Monroe County Code Section 2-457(c) - A safety program shall be established under the direction of the County Administrator or his designee to identify and implement ways and means to reduce or eliminate unsafe conditions or practices for which losses may occur. The safety program may include such rewards, disciplines or penalties as may tend to reduce losses and promote safety.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Works with departments when necessary in identifying and listing the disaster safety and health hazards that may threaten personnel involved in disaster response, recovery, or mitigation. <input type="checkbox"/> Develop directives for disaster safety issues to include: <ul style="list-style-type: none"> ◇ Taking all reasonable steps to protect deployed personnel from disaster-related hazards, including, but not limited to, compliance with safety and health standards, This includes, for example, allocating sufficient resources for safety and health protection, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions. ◇ Departments will ensure that these individuals are fitted and trained in the use of their Personal Protection Equipment (PPE), if applicable, prior to using the equipment. ◇ Departments will provide basic disaster safety and health training and information for all personnel. <input type="checkbox"/> Works with departments when necessary in providing training on the anticipated safety and health hazards, their potential impacts, and possible prevention or countermeasures.

Recovery Tasks

Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.

- ❑ The Safety Officer shall establish liaison with safety and health personnel of CDC, OSHA, and other agencies as needed.
- ❑ Each department shall assign Supervisors who:
 - ◇ Represents the County in all occupational safety and health matters within the context of the disaster.
 - ◇ Provides ongoing safety and health status reports to the County's risk management.
 - ◇ Develops a roster of replacements to rotate throughout disaster operations as necessary.
 - ◇ Deploys to, or near, the potential disaster location as appropriate.
 - ◇ Collect relevant information on the situation.
 - ◇ Obtain information on probable disaster-related safety and health hazards that could be expected to be found on initiation of on-site disaster response and recovery operations.
 - ◇ Develop an initial safety and health hazard assessment. Review often and revise after a more comprehensive impact assessment is provided.
 - ◇ Ensure that deployed personnel and others have adequate information about the potential safety and health hazards that they may face, and mitigation measures that may be employed.
 - ◇ Ensure that deployed personnel observe all normal safety and health practices of their respective agencies.
 - ◇ Appoint representatives as needed to provide safety and health service oversight for requirements unique to their specific operations.
 - ◇ Obtain and maintain suitable, safe, and healthful working facilities for deployed personnel.
 - ◇ Ensure facilities must meet all applicable safety, health, and fire criteria.
 - ◇ Identify hazards at the disaster site(s).
 - ◇◇ Determine hazard abatement strategies.
 - ◇◇ Coordinate the abatement of hazards.
 - ◇◇ Assign responsibilities for protecting personnel from these hazards.
 - ◇◇ Ensure prompt and effective remedial actions if and when a disaster-related illness or injury takes place.
 - ◇ Provide procedures and coordinate the acquisition of equipment to mitigate the effects of the anticipated hazards to the greatest degree possible.
 - ◇ Coordinate access to survey instrumentation (oxygen levels, chemicals, radiation, contamination, etc.) and proper personal protective equipment (helmets, gloves, safety shoes, eye protection, hearing protection, self contained breathing apparatus, etc.) may be required to protect the safety and health of deployed personnel.
 - ◇ Ensure that tasked agencies provide personal protective equipment (PPE) for all their staff needing such equipment.
 - ◇◇ Ensure personnel have been trained in the use of their PPE.

Note: No personnel should be deployed to the scene of an emergency that may

	<p>involve a response to hazardous materials until the Supervisor has coordinated personal protective equipment with those agencies leading a response under another plan.</p> <ul style="list-style-type: none"> ◇ Inspect and approve field facilities prior to leasing to ensure compliance with all applicable safety, health, and fire criteria. ◇ Works with Risk Management and Workers Compensation to implement a system to report, investigate, and recommend remediation for accidents, injuries, and illnesses related to the disaster. This system should include centralized collection and maintenance of safety and health related documentation and records. Workers' compensation reports may contribute to the reporting system but should not be construed as sole fulfillment of this requirement. <ul style="list-style-type: none"> ◇◇ Collect and review information for required reports. ◇ Provide written evaluations, after-action reports, and exit reports on the disaster safety and health activities. <ul style="list-style-type: none"> ◇◇ Include input from other agency safety personnel as appropriate.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Safety and Health Problems That Might Be Encountered In A Disaster.
<p>References</p>	<ol style="list-style-type: none"> 1. FEMA Instruction 6900.5, FEMA Safety and Occupational Health Program Authorities and Responsibilities, January 30, 1996. 2. FEMA Manual 6900.3, FEMA Occupational Safety and Health Program Manual, March 1997.

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Attachment 1

SAFETY AND HEALTH PROBLEMS THAT MIGHT BE ENCOUNTERED IN A DISASTER

1. **Safety Problems:** Wet or uneven floors or carpets, broken walkways, or unlighted parking lots; sharp edges on equipment in crowded work areas; falling objects from unsecured or improperly stacked cabinets in office work areas; blocked fire doors or emergency escape routes; lack of emergency lighting; electrical cables strung across floors or hanging from ceilings; unprotected or ungrounded electrical circuits; traffic safety issues such as driver fatigue, unfamiliar roads, or disaster-related road hazards; hazards relating to construction equipment and operations; hazards encountered by field inspectors in and around damaged or unsafe structures; and fire or other hazards created by poor housekeeping.
2. **Health Problems:** Ergonomic issues related to lifting and carrying, seating, or video display terminals; repetitive motion injury from using power tools, computers, or other equipment; reactions to particulate matter, chemicals, radioactive materials, or microbial contaminants such as fungi from mildewed carpets; exposure to asbestos or other contaminants that cause delayed or long-term health effects; infectious diseases (including vector-borne illnesses) that may be aggravated by crowded work spaces, poor ventilation, or poor air quality; exposure to weather extremes without adequate protective gear or time to become acclimated to the conditions; damage to eyes, hearing, or respiratory system as a result of failure to wear protective goggles, earplugs, or breathing apparatus; fatigue, stress, or hypoglycemia from poor nutrition or inadequate rest breaks; and exposure to diseases indigenous to the disaster area.

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Recovery Plan

Recovery Function # 8

Public Health (Long Term)

Lead Department	HEALTH DEPARTMENT.
Support Agencies	1.
Purpose	To identify threats to public health during the recovery period and to provide remedies.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and maintain an inventory and sources of Health resources, manpower and equipment to include supplies and maintenance. <input type="checkbox"/> Develop public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters. <input type="checkbox"/> Develop format for preparing health-related public information for distribution to the PIO for release to the general public. <input type="checkbox"/> Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major disasters. <input type="checkbox"/> Identify locations for long term shelters for Special Needs and Medically Managed clients.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with RF # 1 (Impact Assessment); Obtain information on probable disaster related public health hazards. <input type="checkbox"/> Establish and maintain liaison among federal, state, and local officials concerned with public health. <input type="checkbox"/> Develop an initial public health hazard assessment; Provide assessment to county EOC and state health officials.

	<ul style="list-style-type: none"> ❑ Ensure continuing monitoring and assessment of potential public health and safety threats, to include: <ul style="list-style-type: none"> ◇ Potable water, wastewater, and solid waste disposal sites. ◇ Health threats in damaged homes and other buildings. ◇ Health threats from vector-borne diseases; Inspecting other sites where vector-borne diseases may develop, such as areas where debris, sewage, and contaminated water have collected. ◇ Soil contamination. ◇ Water quality and supply; wells. ◇ Food quality and supply. ◇ Sanitation in temporary housing, comfort stations, shelters. ◇ Port-a-Potty/Sani-can waste disposal. ❑ Ensure information is provided to general public about health issues as applicable. ❑ Vector control. ❑ Coordinate Mental Health Care for both disaster victims and workers. ❑ Establish Rehabilitation (Rehab) centers for emergency workers to provide rest and any requested counseling. ❑ Coordinate removal of human remains and monitoring deceased identification. ❑ Review list of disaster health hazards to determine need for post disaster ordinances and policies; As appropriate, develop ordinances and policies for public health, issues could include: <ul style="list-style-type: none"> ◇ Sewage disposal and contamination. ◇ Vector control. ❑ Develop public education information for post disaster use, to include: <ul style="list-style-type: none"> ◇ Actions to take to maintain acceptable health standards. ◇ How to clean up buildings and contents damaged by water (fungi, yeast, bacteria, mold). ◇ Notices about public health threats. ◇ Notices about availability of first aid, immunizations, crisis counseling, drug and alcohol abuse counseling, and other health assistance. ◇ Water for drinking, cooking. ◇ Food safety. ◇ Frozen and refrigerated foods. ◇ Sanitation and hygiene. ◇ Septic tanks.
Attachments	None.
References	1. Monroe County Department of Health Emergency Operations Plan.

Recovery Plan

Recovery Function # 9

**Repair & Restoration of Public Infrastructure
& Services (Public Assistance)**

<p>Lead Department</p>	<p>PUBLIC WORKS / ENGINEERING.</p>
<p>Support Agencies</p>	<ul style="list-style-type: none"> • CES • DOH • FDOT • Fire/Rescue • FKA • FKEC • Growth Management • MCSO Emergency Communications • Municipalities • Nat'l Guard • Red Cross • Salvation Army • School Board • Waste Haulers
<p>Purpose</p>	<p>Repair & Restoration of Public Infrastructure & Services to return the public infrastructure and government's services to pre-event levels or better.</p> <p>Definitions.</p> <ol style="list-style-type: none"> 1. 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. 2. Critical Facilities: Specific structures or facilities that support the delivery of essential services. 3. Infrastructure: "Systems" upon which critical facilities, and hence, essential services are dependent

<p>Pre-Disaster Tasks</p>	<ul style="list-style-type: none"> ❑ Develop a general restoration plan to restore utility services, streets, sewage and solid waste disposal; other similar locally operated functions; Incorporate service providers in the planning and decision making process; Develop a general restoration priority scheme (See Attachment # 1). <ul style="list-style-type: none"> ◇ To be developed. ❑ Develop recovery communication and coordination procedures with non-government service providers; Develop a general restoration priority scheme. ❑ Develop GIS data base, to include: <ul style="list-style-type: none"> ◇ Critical facilities. ◇ Infrastructure: Electric; Gas; Water; Sewer; Roadways; Bridges; Roadway lighting; Traffic signals; Traffic signs; Waterways; Communication system. ◇ Debris clearance strategy, i.e. initial “push” routes, etc.
<p>Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ Coordinate with RF # 1 (Impact Assessment). <ul style="list-style-type: none"> • Collect relevant information on the situation. • Obtain information on disaster-related impacts to public infrastructure and services. <p>Note: Include Public Works so recovery plans are modified or adjusted to current situation</p> ❑ Develop an initial public infrastructure and services impact assessment; Review often and revise after a more comprehensive impact assessment is provided. <ul style="list-style-type: none"> ◇ Identify restoration needs of essential services: <ul style="list-style-type: none"> – Electricity. – Gas. – Water. – Sewer. ◇ Identify restoration needs of transportation system: <ul style="list-style-type: none"> – Roadways. – Bridges. – Roadway lighting. – Traffic signals. – Traffic signs. – Waterways. ◇ Identify restoration needs of communication system. ❑ Develop a prioritization of activities so sequence is associated with recovery efforts ❑ Coordinate a debris clearance strategy with RF # 3 (Debris Management).

- Contingent on damages and areas affected should be concerned
- Assess the public infrastructure and services and problems.
- Include all agencies as each considers themselves a priority
- Request accurate estimates from utility providers about damage impacts and estimated length of service interruption. If estimates are weeks to months, determine need for:
 - ◇ Temporary housing or business sites.
 - ◇ Potable water.
 - ◇ Solid waste disposal.
 - ◇ Portable power generation.
 - ◇ Transportation.
- Inform RF # 6 (Human Services–Short Term) of need for short-term housing, potable water, solid waste disposal, portable power generation, transportation, etc.
- Coordinate with RF # 6 (Human Services), RF # 8 (Public Health) and RF # 7 (Safety) to identify critical services and infrastructure to meet the physical and safety needs of the community: including water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.
- Coordinate with RF # 11 (Rebuilding, Construction, Repairs and Restoration) to identify infrastructure necessary for community reconstruction: i.e., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.
- Include Public Works in this activity so any interaction can be efficient
- Develop an “incident action restoration plan” based on the pre–event Restoration Plan to restore utility services, streets, sewage and solid waste disposal; other similar locally operated functions.
- Develop a priority component within this action plan
- Determine water service restoration priorities:
 - ◇ Valve off major leaks.
 - ◇ Identify high damaged areas.
- Assess and provide service to the following customers:
 - ◇ Emergency response and recovery facilities.
 - ◇ Hospitals, nursing homes, emergency public shelters, and kidney dialysis patient facilities and correctional facilities.

	<ul style="list-style-type: none"> ◇ Other identified emergency response facilities. ❑ Establish water sites as necessary. ❑ Ensure all recovery agencies are in the loop. ❑ Establish priorities and repair damaged trunk mains, distribution mains, and service connections (FKAA). ❑ Ensure communication is maintained as water availability is a critical resource ❑ Re-pressurize water system as necessary (FKAA). ❑ Establish water potability (FKAA). ❑ Determine waste water service restoration priorities: <ul style="list-style-type: none"> ◇ Assess damage to public system. ◇ Determine extent of damage to private franchise facilities and establish priorities in reestablishing service. ◇ Determine need and provide service to the following customers: <ul style="list-style-type: none"> – Emergency response and recovery facilities. – Hospitals. – Correctional Facilities. ◇ Repair damaged facilities closest to treatment plants first, then lift stations starting with those closest to the treatment plants. ◇ Reestablish wastewater service to franchise areas as power and water service are restored. ❑ Coordinate with RF # 20 (Recovery Administration and Finance) to: <ul style="list-style-type: none"> ◇ Identify public assistance projects. ◇ Establish procedures to manage federal disaster assistance programs.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. DRAFT: Utility Restoration Priority Scheme. 2. Public Works Tasks Performed by Communities During Recovery
<p>References</p>	<p>None.</p>

Attachment 1

DRAFT: UTILITY RESTORATION PRIORITY SCHEME

A. POWER AND COMMUNICATIONS RESTORATION PRIORITY SCHEME.	
The priority sequence established for restoring power and communication is the following: <ul style="list-style-type: none"> • Damaged transmission system (poles, lines). • Damaged electrical substations. • Damaged electrical distribution systems. 	
Priority # 1	Emergency response and recovery facilities having no emergency power or telephone service (community emergency operations or command centers, response/recovery centers), medical facilities having no emergency power, repairing emergency communication centers and facilities, and designated facilities providing emergency food, water and ice.
Priority # 2	Water treatment and pumping facilities, special care centers, nursing home facilities having no emergency power, law enforcement and fire stations having no emergency power, staging areas and distribution centers requiring emergency power, and detention centers.
Priority # 3	Wastewater treatment plants and lift stations, general telephone service, solid waste facilities, medical facilities having emergency power, nursing homes having emergency power, law enforcement and fire stations having emergency power, public shelters still housing evacuees and the homeless, adult congregate living facilities, facilities serving as disaster application centers for federal disaster relief, and public and private facilities necessary for resource management and distribution activities (government facilities handling emergency purchasing, designated grocery store/restaurant outlets).
Priority # 4	Community areas receiving minor damage, and other government facilities.
Priority # 5	Community areas receiving major damage.
Priority # 6	Community Areas receiving catastrophic damage.
B. WATER SERVICE RESTORATION PRIORITY SCHEME.	
Priority # 1	<ul style="list-style-type: none"> • Emergency response and recovery facilities. • Hospitals, nursing homes, emergency public shelters, kidney dialysis patient facilities and detention centers. • Other identified emergency response facilities.
C. WASTE WATER SERVICE RESTORATION PRIORITY SCHEME.	
Priority # 1	<ul style="list-style-type: none"> • Emergency response and recovery facilities. • Hospitals. • Detention Centers.

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Attachment 2

PUBLIC WORKS TASKS PERFORMED BY COMMUNITIES DURING RECOVERY

Electric and Gas Utilities

FKEC/CES

- Inspect and evaluate facility condition.
- Eliminate potentially hazardous conditions.
- Repair substations.
- Restore generation facilities.

Repair and restore regulator stations and storage facilities.

Note: No gas infrastructure in the Keys – Propane storage and filling stations owned by private sector

- Correct problems with property service lines.
- Reestablish temporary service capabilities.
- Provide emergency power to critical facilities.
- Identify and locate utility lines and systems.
- Monitor gas lines for leaks, explosions and other secondary effects.
- Establish “working rules.”

Water Systems

FKAA

- Inspect facility condition.
- Eliminate or isolate hazardous conditions.
- Repair breaks and leaks.
- Test water quality and report results to the public and the Health Department.
- Clean and purify water supply, including wells.
- Correct problems with distribution lines.
- Terminate service to demolished buildings or those where re-occupancy will be delayed.
- Install supplementary or temporary sources such as wells or tankers.

- Organize emergency water and ice distribution as required.
- Apply mitigation measures in restoring facilities.

Sewer and Wastewater Treatment Systems

FKAA/Sewer Districts/Municipalities/Private Utility

- Inspect and evaluate facility condition.
- Remove debris from storm drains.
- Prioritize repairs on public health outcomes.
- Repair sewer lines and lift stations.
- Clean up overflow areas.
- Clean up and repair treatment facilities.
- Provide temporary or emergency collection, treatment, and disposal systems.
- Cap service to demolished buildings or those where re-occupancy will be delayed.
- Apply mitigation measures.

Transportation Systems

- Set priorities for restoration of transportation systems.
- Inspect highways, roads, streets, signs, lighting, bridges, airports, and sidewalks for damage.
- Repair damaged structures.
- Clean streets and runways.
- Maintain roadblocks.
- Reestablish operations and communications facilities.
- Repair passenger waiting and loading areas.
- Repair ancillary facilities (e.g., fueling).
- Repair or replace traffic control systems and signs.
- Repair or replace roads and pedestrian signals.
- Establish short-term and long-term detours and signage.

- Maintain rights-of-way for emergency vehicles.
- Coordinate/check with Department of Transportation/Transit Authority on functional responsibilities and reimbursement for work done on:
 - Airports.
 - Transit.
 - State and federal roads.

Flood Control, Drainage and Irrigation Systems

- Inspect flood control, drainage, and irrigation systems for damage.
- Prioritize repairs on public health outcomes.
- Repair leaks and collapsed pipes and inlets.
- Provide alternative drainage as necessary.
- Clear debris from streambeds.
- Develop and maintain flood control systems.
- Install sandbags and dikes.
- Monitor water and storm drainage facilities for possible damage or collapse.

Public Buildings

- Inspect schools (School Board), hospitals (private & comes under Joint Commission), libraries, police stations, parking facilities, shelters, fire stations, prisons, and other critical facilities for damage.
- Restore usability of partially affected buildings.
- Where buildings are uninhabitable, locate and obtain alternate space.
- Oversee construction of parking facilities, trailer parks, and expedient shelters.
- Erect temporary buildings and install temporary roofing at critical facilities.
- Oversee demolition of destroyed and substantially damaged buildings.
- Identify and upgrade shelters, where necessary.
- Ensure custodial service for operating public buildings.

Parks and Recreational Facilities

- Inspect parks, playgrounds, stadiums, and other recreation facilities for damage.

- Repair damaged facilities.
- Identify staging areas and debris retention areas.

Recovery Plan

Recovery Function # 10

Permitting & Inspections

Lead Department	GROWTH MANAGEMENT / BUILDING DEPARTMENT / CODE ENFORCEMENT.
Support Agencies	1.
Purpose	To provide an emergency permitting plan to streamline the permitting process in the event of a disaster in Monroe County. These activities will consist of determining whether repair or reconstruction of damaged structures will be allowed and under what conditions, coordinating and streamlining the local government’s permitting processes, and implementing a system to verify that repairs/redevelopment comply with all applicable codes and laws.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a “One-Stop-Shop” to accommodate an Emergency Permitting process by streamlining and expediting the review and approval of an anticipated high volume of development related permits. (Residential & Commercial – See Attachment 1.) <input type="checkbox"/> Identify Critical Facilities and prioritize land uses for permitting functions. This will identify development review priorities for build back of structures to assure public health, safety and welfare based upon a community need assessment. (See Attachment 2.) <input type="checkbox"/> Establish a Build back Policy to identify a timely review period for emergency permitting operations (to include priorities for repairs and rebuilding) for use during disaster recovery operations. This policy will incorporate provisions to address structures that are not repaired or permitted within a specified time period as well as abandoned structures. <input type="checkbox"/> Create and provide emergency permitting information via webpage, media, and press releases. Introduce and maintain as part of the County’s Webpage, a link designated to educate and guide the public in the event of a natural disaster. This link shall include an emergency permitting subsection that will consist of, among other information, downloadable applications required for development review,

	<p>defined permitting process information, locations where emergency permitting reviews are processed, appeal procedures, etc. In addition, for emergency recovery functions, media and press releases should be prepared to educate the community about emergency permitting requirements and processes.</p> <ul style="list-style-type: none"> ❑ Establish a Community Awareness Campaign to educate the public about emergency permitting processing. Educate the public about recovery functions and emergency permitting processes in addition to the importance of acquiring and keeping safe, site plans and building plans required for development review and approval in the event of an emergency situation. ❑ Establish emergency permitting review team roles and responsibilities. Review teams shall review and approve/deny submitted applications as designed in the permitting flowcharts established by this Emergency Permitting Subcommittee. The number of review teams required for emergency permitting shall be dependent upon the severity of a natural disaster in conjunction with the demand for development review. A review team shall consist of at least one: Planner; Engineer; Construction Plans Examiner; Natural Resource Professional; Permitting Processor; Administrative Assistant; Addressing Support; Business License Support. (This can be adapted to County needs.) ❑ Provide annual training for Emergency Permitting review team for the new procedures, policies, and guidelines. ❑ Establish a pool of professional volunteer resources capable of assisting with development reviews and approvals – and fulfill the roles and duties of the required permit process review team. This list shall include building code and fire code plans examiners, engineers, site planners, natural resource professionals and permit processing assistants. This pool of resources should be acquired from in–state and out–of state resources such as various Chapters of the American Planning Association, and Building Officials Associations. ❑ Mutual Aid with Building Officials Association of Florida.. ❑ Create Emergency Applications and Permits that incorporate required information for each department responsible for development review and permitting functions. ❑ Develop a builders, contractors and inspectors screening process. ❑ Review demolition and abandoned building ordinance to ensure that buildings that are left standing but which are unsafe and/or not being repaired or rebuilt by the owner are demolished after an appropriate time period after the event.
<p>Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ General Tasks. <ul style="list-style-type: none"> ◇ Identify buildings that will be given priority for inspections (see Attachment 2).

	<ul style="list-style-type: none">◇ Determine requirement for outside assistance through mutual aid with Building Officials Association of Florida, such as:<ul style="list-style-type: none">– Need for additional inspectors.– Need for technical assistance on health and safety regulations, and state and federal environmental regulations.– Additional staffing needs (clerical, computer support, communications support).◇ Provide documentation and data on recovery/reconstruction costs.◇ Create and maintain a damaged structure inventory or database.□ Rebuilding and Reconstruction.<ul style="list-style-type: none">◇ Implement the builders, contractors and inspectors screening process.◇ Monitor building contractors conducting both repair work and new construction.◇ Convene a “Reconstruction fraud task force” as needed.<ul style="list-style-type: none">◇ DBPR.◇ DAT Code Enforcement□ Emergency Repairs.<ul style="list-style-type: none">◇ Identify and coordinate emergency repair activities to local government Facilities necessary to prevent injury, loss of life, imminent collapse or other additional damage to the building or structure and its contents.◇ Determine and prioritize emergency repairs to buildings or infrastructure necessary to protect the public health and safety.◇ Issue emergency repair “how to” information to home and business owners.□ Demolition.<ul style="list-style-type: none">◇ Obtain a list of structures identified by Damage Assessment Teams that require demolition (red tagged structures).◇ Ensure the required demolition documentation is completed and properly processed.◇ Notify property owners; If you cannot locate property owner, keep documentation of notification attempts.◇ Coordinate demolitions with contractors; ensure that a local government official is on site at time of demolition to ensure the correct building is being
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	<p>demolished.</p> <ul style="list-style-type: none"> ❑ Public Information. <ul style="list-style-type: none"> ◇ Respond to information requests from the public concerning inspections, permit requirements, re-inspection and technical assistance. ◇ Develop brochures, bulletins, fliers, posters, and other information on building topics to include: <ul style="list-style-type: none"> – Who to contact (names and phone numbers of agencies). – Meaning of the placards (explain what the different placards mean and what actions the home/business owner must take to allow the posting classification to be changed). – How to find a contractor (explain the precautions that should be taken to select a reputable and qualified contractor). – How to obtain permits (inform citizens of the correct procedures for obtaining repair, shoring or demolition permits; incorporate any special policies that have been adopted regarding field issuance of permits, plan review and/or inspections). – Who are the inspectors (depending on the type and amount of damage, and the type of assistance desired, a home/business owner may be visited by several different inspectors; this may be confusing, so develop information materials to explain). ◇ Distribute information in coordination with RF # 14 (Public Information). <ul style="list-style-type: none"> – Provide staff location(s) for dissemination of public information. – Share public information with other departments and internal staff members. ◇ Respond to telephone, correspondence, email, and in-person requests for technical assistance on building issues.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Emergency Permitting Activities: Residential and Commercial. <i>(To Be Developed)</i> 2. Critical Facilities and Prioritized Land Uses for Permitting Functions. <i>(To Be Developed)</i>
<p>References</p>	<p>None.</p>

Attachment 1

EMERGENCY PERMITTING ACTIVITIES: RESIDENTIAL & COMMERCIAL

(Note: Modify as needed.)

GREEN PLACARD	No Restriction On Use Or Occupancy	Damage 0–11%	<ul style="list-style-type: none"> No plans required for repairs. No permits required for repairs. No inspection activity required.
YELLOW PLACARD	Use And Occupancy Restrictions	Damage >11% to 50%	<ul style="list-style-type: none"> No plans required for repairs. Planning Department Development Plan review not required. Building Plan review not required. Emergency Building Permit required. Affidavit stating that owner or his/her authorized agent shall comply with all local government Codes. Building Department inspections required.
		Damage >50% to 74%	<ul style="list-style-type: none"> No plans required for repairs if pre-existing structure is in compliance, and there is no change in use, occupancy, expansion or reduction. Must be brought into full compliance with all applicable codes: Planning, Building Codes, and FEMA rules. Planning Department Development Plan review not required. Building Plan review not required. Emergency Building Permit required. Affidavit stating that owner or his/her authorized agent shall comply with all local government Codes. Building Department inspections required.
RED PLACARD	Use and occupancy restrictions	Damage >74%	<ul style="list-style-type: none"> Demolition permit required. Plans required. Planning Department Development Plan Review required. Building Department plan review required. Emergency Building Permit required. Building Department inspections required.

See Note "Use & Occupancy Restrictions."

**Note:
USE & OCCUPANCY RESTRICTIONS**

Any change in use, occupancy, expansion or reduction of pre-event structure will require complete review and approval from both the Department of Planning and the Department of Building & Fire Codes. Complete plans are required. Structure and Site Features must conform to the current codes and regulations.

As a requirement for approval and to assure that PRE-EVENT Site and Building Conditions existed, the applicant must provide at least one of the following: Site Plan; As Built Surveys; Pictures; Videos

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Attachment 2

CRITICAL FACILITIES AND PRIORITIZED LAND USES FOR PERMITTING FUNCTIONS

Critical Facilities:

To Be Developed.

Essential Facilities:

To Be Developed.

Support Facilities:

To Be Developed.

Retail Business:

To Be Developed.

Multifamily and Single Family Primary Residences

To Be Developed.

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Recovery Plan

Recovery Function # 11

Rebuilding, Construction, Repairs, Restoration

Lead Department	GROWTH MANAGEMENT / BUILDING DEPARTMENT.
Support Agencies	1.
Purpose	To provide for the physical rebuilding of the community, which necessarily includes the viability of commercial operations to support the residents.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Develop the ordinances to implement the Land Use Ordinance flexibility recommendations listed in Attachment <input type="checkbox"/> Obtain copies of federal and state mitigation measures required during reconstruction. <input type="checkbox"/> Include in the public education program (RF # 14: Public Information): <ul style="list-style-type: none"> ◇ Information for homeowners and business owners on how to perform emergency repairs. ◇ Information to business owners on the Land Use Ordinance criteria they will be required to meet, including Attachment 1. ◇ Information for property owners on what information data, etc., to take with them during an evacuation to provide proof of what the pre-existing conditions on the site were (to include things such as an as-built site plan, photographs, color samples, etc.). <input type="checkbox"/> Consider creating a database of sites which are non-conforming to the Land Use Ordinance.
Recovery Tasks	Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.

Option One

- ❑ Coordinate with RF # 10 (Permitting & Inspections) and RF # 12 (Housing) to establish priorities for repair and rebuilding.
- ❑ For local government facilities, coordinate with RF # 20 (Recovery Administration and Finance).
 - ◇ Review current federal reimbursement programs and rules.
 - ◇ Determine how much money is available to spend: short term; long term.
 - ◇ Recovery Task Force needs to establish priorities.

Option Two

- ❑ Build back.
 - ◇ Implement the Local Government's build back policy (Post-Disaster Ordinance _____):
 - Buildings or structures damaged up to and including 50% of replacement value shall be rebuilt to original condition, with repair work subject to current building and life safety codes.
 - Building or structures damaged greater than 50% of replacement cost shall be rebuilt to original square footage and density provided that they comply with permitted land uses, Federal flood insurance 100-year elevation requirements, building code requirements for flood proofing, repair work meets current building and life safety codes, disability access regulations, and any required zoning or other development regulations (other than density or intensity) unless compliance with such regulations would preclude reconstruction otherwise intended by the build back policy.
 - The following zoning regulations shall not preclude reconstruction for buildings and structures damaged greater than 50% of their replacement value if all other compliance requirements are met: water setbacks, rear/side setbacks, open space/lot requirements, parking requirements and building heights, and road setback regulations.
 - Require that any building damaged by the disaster that is improved, modified or added on to or reconstructed by more than twenty (20) percent of its replacement value, and which has recorded one or more National Flood Insurance flood losses of \$1,000.00 or more since 1978 shall be brought into compliance with current regulatory standards for new construction.
- ❑ Repair and Reconstruction.
 - ◇ Establish a Local Government(s) plan for repair and reconstruction activities to rebuild damaged facilities in an orderly and timely manner that takes into account changes to reduce future disaster disruption.
 - Establish moratoriums on current buildings, structures and development

	<ul style="list-style-type: none">orders.– Establish moratoriums on outstanding building permits, development orders and site plan reviews.– Exempt certain types of emergency repairs from moratoria or building permit provisions.– Allow certain types of emergency repairs to take place without issuing a building permit in a catastrophic disaster setting.– Issue permits that allow temporary residential or building quarters in areas suffering major or catastrophic damage for a defined period of time.– Implement the emergency permitting system to carry out the Local Government’s Build back Policy.– Implement the Local Government’s Build back policy in rebuilding structures suffering minor damage, major damage or damage greater than 50% of their replacement value. <p>◇ Implement a builders, contractors and inspectors screening process. Enact emergency ordinances to:</p> <ul style="list-style-type: none">– Register contractors not holding county or state certification, and requiring these contractors to pass an examination on the county’s building code. – Allowing volunteers to perform certain emergency construction, reconstruction and repair work for a limited period of time.– Allowing Florida licensed architects and engineers to serve as special inspectors within their area of expertise to augment local government building inspectors. <p>◇ Coordinate with RF # 10 (Permitting & Inspections) to:</p> <ul style="list-style-type: none">– Implement the established building permit process.– Identify and evaluate alternative types of construction.– License and monitor building contractors conducting both repair work and new construction. (Licensing)– Determine if/how volunteers may be used to augment contractors in rebuilding residences having no insurance coverage or are underinsured.<ul style="list-style-type: none">* Inter-Faith Network. <p>◇ Determine how construction fraud will be handled.</p> <ul style="list-style-type: none">– DBPR. <p>◇ Determine mitigation measures to take or to comply with federal, state or local law during reconstruction. Coordinate with RF # 19 (Mitigation) on such issues as:</p> <ul style="list-style-type: none">– Revised building code.– Build back policy.– Mobile home construction standards. <p>❑ Evaluate Rebuilding Options.</p>
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- ◇ Questions, policy issues:
 - What has to be done in order to rebuild.
 - What will be rebuilt.
 - Where will rebuilding take place.
 - Will there be changes in the building process.
 - What will the rebuilt community look like?
- ◇ Develop a reconstruction plan
 - Temporarily stop all existing construction?
 - Urgency ordinances?
 - How repairs will be handled.
 - How will construction industry be involved.
 - What private and public financial resources are available? How will financing be done?
 - How to receive input from public on restriction plan.
 - Include hazard mitigation opportunities.
 - Orientation of community toward development? Consult Comprehensive Plan.
- ◇ Coordinate with RF # 20 (Recovery Administration and Finance) to determine rebuilding finance options.
 - Stafford Act disaster assistance to local governments.
 - Determine sources of possible funding from private and nonprofit sectors.
 - Decide if the County/local government(s) will (should) increase public taxes or fees to pay for rebuilding.
 - Create a redevelopment districts with a large un-captured tax base? (Coordinate with RF # 13: Redevelopment)
- ▣ Long-Term Rebuilding; Developing Rebuilding Strategies
 - ◇ Coordinate with RF #13 (Redevelopment).
 - ◇ Determine whether rebuilding process will be guided by existing planning documents (Comprehensive Plan); or is new plan necessary.
 - Involve the business community, neighborhood groups, civic organizations.
 - ◇ Consider (if new plan or modified plan):
 - Reducing risks from future disasters.
 - Eliminating non-conforming uses.
 - Modifying land use.
 - Correcting plan or zoning inconsistencies.
 - Realigning, extending or improving roads.
 - Improving housing conditions or affordability.

	<ul style="list-style-type: none"> - Enhancing the local economy. - Upgrading inadequate commercial, industrial or public facilities. - Improving urban design. - Providing open space. - Preserving historic buildings or other cultural resources. <ul style="list-style-type: none"> ◇ Decide if a new authority will need to be created to oversee recovery planning process, or if existing organization will work (Recovery Management Organization). ◇ Determine environmental requirements. ◇ Determine if serious questions about whether, what and how to rebuild warrant a moratorium and restudy of an address, block, neighborhood. <ul style="list-style-type: none"> - If moratorium is imposed, then what information will be needed to lift it. ◇ Determine if nonconforming uses will be allowed to continue. <ul style="list-style-type: none"> - If no, what kinds of modifications will be required? ◇ Establish policies regarding the repair or replacement of substandard structures.
<p>References</p>	<p>None.</p>

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Recovery Plan

Recovery Function # 12

Housing (Temporary/Replacement)

Lead Department	GROWTH MANAGEMENT..
Support Agencies	1.
Purpose	To assist displaced people, emergency workers, businesses and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing (housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes).
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Identify County and local government properties (sites) that will accept temporary housing. <input type="checkbox"/> Identify additional areas that could serve as sites for temporary housing: <ul style="list-style-type: none"> ◇ Open spaces (for manufactured homes, tent cities). ◇ Schools, school grounds. ◇ Hotels, hotel grounds. <input type="checkbox"/> Determine infrastructure needed on temporary housing sites. <input type="checkbox"/> Develop an inventory of existing available housing that may be considered temporary housing (hotels, apartments, condos, time-shares). <input type="checkbox"/> Maintain a list of vendors and suppliers of equipment necessary to provide supplies and materials for temporary housing, e.g. tents, portable sanitation facilities, etc. <input type="checkbox"/> Establish standards, codes, ordinances and permit requirements that will apply to replacement housing. <input type="checkbox"/> Work with RF # 19 (Mitigation) to emphasize retrofit and mitigation projects for homeowners. <input type="checkbox"/> Adopt a policy or ordinance to deal with nonconforming uses.

	<ul style="list-style-type: none"> ❑ Establish a County government–sponsored relief fund that can be directed to housing recovery. ❑ Tailor short– and long–term responses to meet the needs of the most vulnerable populations anticipating ethnic, language, cultural or other special considerations. Anticipate problems for each particular type of housing. ❑ Identify resource and assistance programs in advance that can be activated following the disaster. Do not overlook foundations or philanthropic agencies that would not otherwise be involved in housing. ❑ Plan ways for existing County and local government housing programs (e.g., rehabilitation) to be refocused following the disaster. ❑ Work with County non–profit housing agencies (Habitat for Humanity, Housing Development Corporation, Housing Redevelopment Corporation) to establish post–disaster roles. ❑ Evaluate County housing market conditions (elasticity) to anticipate how varying levels of need could be addressed. ❑ Encourage residents to review their insurance policies to see if alternate living expenses are covered, and to determine if they carry replacement value coverage. <ul style="list-style-type: none"> ◇ Public information should point out that FEMA and SBA are not insurance carriers, and do not replace all that was lost. Assistance is short– term, not long–term. Majority of FEMA assistance goes to public agencies. ◇ Households must understand that they are responsible for their own recovery. The role of public funds is to fill in the gaps after people have made a reasonable effort to meet their own needs, including applying any insurance proceeds to the rehab of their home or to a new home.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ Appoint a temporary housing coordinator. <ul style="list-style-type: none"> ◇ Establish contact with State Emergency Management and FEMA. Points of contact should be available at the established Joint Field Office (JFO). ◇ Develop an estimate of temporary housing needs: <ul style="list-style-type: none"> – Work with RF # 6 (Human Services (Short Term)) to obtain an estimate temporary housing needs. – Emergency workers needs? – Recovery workers needs? – Other?

	<ul style="list-style-type: none">◇ Review the pre–event inventory of available housing resources. Determine what is available now. Modify this list as appropriate. Consider temporary housing options: Vacant rental units; Condos; Time–shares; Hotels; etc.◇ Review the pre–event identified areas that could serve as sites for temporary housing. Determine what is available now. Modify this list as appropriate. Consider: Open spaces (for manufactured homes, tent cities); Schools, school grounds; Hotels, hotel grounds.◇ Provide the state and federal officials at the JFO with the:<ul style="list-style-type: none">– Estimate of temporary housing needs.– Current inventory of available housing resources.– Identified areas that could serve as sites for temporary housing◇ Continuing actions:<ul style="list-style-type: none">– Maintain contact with the JFO.– Coordinate with the State Coordinating Officer (an individual in the State Emergency Management Agency appointed by the Governor to coordinate State and local disaster assistance efforts with those of the federal government).– Articulate concerns and needs regarding temporary housing.– Continue to serve as a liaison with federal and state housing officials.– Ensure temporary housing complies with applicable state and certain pre–determined local codes and ordinances regarding floodplains and wetlands.□ Housing Recovery Plan.<ul style="list-style-type: none">◇ Develop a housing recovery strategy. It should:<ul style="list-style-type: none">– Restore people to their pre–disaster condition and address health and safety concerns, not enrich their living situation.– Meet the housing needs of individual victims– Help rebuild the community’s housing stock.– Incorporate hazard mitigation principles so that in the rebuilding process you’re helping prevent future damage. Mitigation can be addressed through enforcement of floodplain management, building codes and ordinances. (See RF # 19)– Identify specific housing recovery programs.Note: Don’t assume that because the community has lost many housing units there will be a strong market for new housing development. Learn about the potential market – people’s financial capacity and their personal preferences – before deciding on your long term new construction strategy.◇ Seek input on the housing recovery strategy from organizations that delivered housing programs before the disaster, to include lenders, realtors, land
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developers, housing developers.

- ◇ Inform the public that households are responsible for their own recovery.
 - Emphasize that the role of public funds is to fill in the gaps after people have made a reasonable effort to meet their own needs, including applying any insurance proceeds to the rehab of their home or to a new home.
- ◇ Develop priorities for rehabilitation projects. For example, first fixing up homes that offer family day care or adult foster care may help facilitate the recovery for the whole community.
- ◇ Present the housing recovery strategy to the Recovery Management Organization for discussion and approval.

□ Temporary Housing. (Interim housing that people occupy between the time they leave the emergency shelter and the time they are able to move back into their homes.)

- ◇ Section 130.4 is in the LDCs for temporary emergency housing.
- ◇ Analyze available housing resources.
 - Assess usable housing stock.
 - Identify sources of housing units.
 - Identify number of rental units.
 - Identify manufactured (mobile) homes and parks.
 - Development of low and moderate income units.
- ◇ Possibilities for temporary housing include:
 - Vacant rental units.
 - Travel Trailers. This appeals to victims because they can protect their property, are able to work on their house, and sleep and eat in the trailer. The trailer can be connected to the home's utilities. There needs to be an ordinance in place that allows for this and a date should be established by which people have to vacate the travel trailers.
 - Manufactured (mobile) Homes. The absolute last resort for FEMA, when there has been a Presidential declaration, is to bring in manufactured homes for people to occupy for up to 18 months. When this is necessary, existing manufactured home pads will be used, if available. If a manufactured home park needs to be constructed, FEMA's standard procedure is to install the infrastructure in a temporary manner and remove it once people are out of the units. If the jurisdiction is going to need additional lots for housing, an option is for the jurisdiction to pay the difference to have the infrastructure installed permanently. When the manufactured homes are removed, two lots can be combined to form one permanent lot for new construction. When the lots are sold, the cost of permanent infrastructure installation will be recouped.

	<ul style="list-style-type: none">◇ Estimate housing needs.◇ Establish a community-based housing task force (sub group of Recovery Management Organization) to articulate community concerns and serve as a liaison to state and federal agencies.◇ Identify housing residents of multi-family buildings and low-income residency hotels.<ul style="list-style-type: none">– Rebuilding and repairing takes time; Long-term temporary housing will need to be provided; Identify possible designs and sites for such housing; Any buildings available that can be used as temporary housing?◇ Identify the kinds of reviews that are required for the siting of temporary housing.◇ Determine what kinds of temporary housing arrangements the local government will allow and/or encourage at individual home sites.<ul style="list-style-type: none">– Manufactured homes or recreational vehicles on individual lots?– Permits required?– Tents or other temporary structures?◇ Work with local insurance companies that may be providing temporary housing for their clients.<ul style="list-style-type: none">– Keep companies informed about the rebuilding plans.– Find out from them the type of coverage they will (are) provide.◇ Financing Temporary Housing.<ul style="list-style-type: none">– People with “loss of use” coverage included in their homeowners insurance should be properly covered for financing temporary housing. The Red Cross may be able to help those without “loss of use” coverage and renters. If a Presidential Declaration is obtained, FEMA may assist with the expense.◇ Urge homeowners to contact their mortgage companies to negotiate a workout agreement. Most mortgage companies are willing to work with borrowers through a recovery period. If a Presidential Declaration is made (including individual assistance) and homeowners in the designated area receive a notice of foreclosure as a result of the disaster, they may be eligible for assistance from FEMA to cover mortgage payments.□ Replacement Housing.<ul style="list-style-type: none">◇ Determine who in the local government requires assistance with housing replacement: low income earners; certain groups of renters; chronically homeless.
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	<ul style="list-style-type: none"> ◇ Assemble funding packages for the replacement of subsidized housing, using monies from state and federal government programs, from ARC and other nonprofit programs, and from donations. <ul style="list-style-type: none"> – Work in partnership with other organizations. ◇ Identify volunteer and community-based organizations that have resources and labor to contribute to the rebuilding process. <ul style="list-style-type: none"> – Some groups (Mennonite Disaster Services, Interfaith, Habitat for Humanity) provide assistance in repairing and reconstructing houses.
Attachments	<ol style="list-style-type: none"> 1. Housing Assistance (as per 206.117 of the Disaster Mitigation Act of 2000).
References	<ol style="list-style-type: none"> 1. Disaster Management Act of 2000, 44 CFR Part 206, Federal Assistance to Individuals and Households. 2. “State Administrative Plan” as required by subsection 206.120 of the Disaster Mitigation Act of 2000.

Attachment 1

HOUSING ASSISTANCE

(As per 206.117 of the Disaster Mitigation Act of 2000)

1. FEMA may provide financial or direct assistance under this section to respond to the disaster-related housing needs of individuals and households.
2. Eligible individuals and households may receive financial assistance to rent alternate housing resources, existing rental units, manufactured housing, recreational vehicles, or other readily fabricated dwellings. FEMA may also provide assistance for the reasonable cost of any transportation, utility hookups, or installation of a manufactured housing unit or recreational vehicle to be used for housing.
3. Any site upon which a FEMA provided housing unit is placed must comply with applicable State and local codes and ordinances, as well as 44 CFR part 9, Floodplain Management and Protection of Wetlands, and 44 CFR part 10, Environmental Considerations, and all other applicable environmental laws and Executive Orders.
4. All utility costs and utility security deposits are the responsibility of the occupant except where the utility does not meter utility services separately and utility services are a part of the rental charge.
5. FEMA-provided or funded housing units may be placed in the following locations:
 - (a) A commercial site that is complete with utilities; when the FEMA Regional Director or his/her designee determines that the upgrading of commercial sites, or installation of utilities on such sites, will provide more cost-effective, timely and suitable temporary housing than other types of resources, then Federal assistance may be authorized for such actions.
 - (b) A private site that an applicant provides, complete with utilities; when the FEMA Regional Director or his/her designee determines that the cost of installation or repairs of essential utilities on private sites will provide more cost effective, timely, and suitable temporary housing than other types of resources, then Federal assistance may be authorized for such actions.
 - (c) A group site that the State or local government provides that accommodates two or more units and is complete with utilities; when the FEMA Regional Director or his/her designee determines that the cost of developing a group site provided by the State or local government, to include installation or repairs of essential utilities on the sites, will provide more cost effective, timely, and suitable temporary housing than other types of resources, then Federal assistance may be authorized for such actions.
 - (d) A group site provided by FEMA, if the FEMA Regional Director or his/her designee determines that such a site would be more economical or accessible than one that the State or local government provides.
6. After the end of the 18-month period of assistance, FEMA may begin to charge up to the fair market rent rate for each temporary housing unit provided. We will base the rent charged on the number of bedrooms occupied and needed by the household. When establishing the amount of rent, FEMA will take into account the financial ability of the household.

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Recovery Plan

Recovery Function # 13

Redevelopment (Planning & Community Development)

Lead Department	GROWTH MANAGEMENT.
Support Agencies	1.
Purpose	To articulate the vision for recovery and redevelopment in both anticipation and in the wake of a catastrophic natural disaster.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Acquire current information from FEMA and other sources on community re-development and sustainability programs and strategies. <input type="checkbox"/> Review the current Comprehensive Plan. As appropriate incorporate: A post disaster re-development strategy; Community “sustainability” strategies; A hazard mitigation component. Strategies should include: <ul style="list-style-type: none"> ◇ Reducing risks from future disasters. ◇ Eliminating non-conforming uses. ◇ Modifying land use. ◇ Correcting plan or zoning inconsistencies. ◇ Realigning, extending or improving roads. ◇ Improving housing conditions or affordability. ◇ Enhancing the local economy. ◇ Upgrading inadequate commercial, industrial or public facilities. ◇ Improving urban design. ◇ Providing open space. ◇ Preserving historic buildings or other cultural resources. <input type="checkbox"/> Distribute educational materials provided on mitigation and community sustainability.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Following disaster review of the County Comprehensive Plan and analyze the

viability or applicability of the existing plan for post disaster re-development. In light of the disaster impacts: what elements of the Comprehensive Plan need to be changed or rewritten? Consider:

- ◇ Recovery priorities and goals.
- ◇ Current status of planning and zoning issues; suggest recovery options, strategies, and priorities.
- ◇ Recommend appropriate approaches and processes for re-development planning, and coordinating intergovernmental/interagency efforts.
- ◇ Recommend policies that promote long-term community re-development and mitigation.
- ◇ Identify programs and funding for long term recovery.

□ Assess Re-development Needs.

- ◇ For all major areas of physical change, ask:
 - What was there before the disaster?
 - What currently exists?
 - What had been planned?
 - What opportunities exist from looking at the long-term, big-picture?
 - What are the goals of the community?
 - What are the current national trends?

□ Issues to address in the re-development Plan:

- ◇ Repair or replacement of:
 - Infrastructure.
 - Housing.
 - Businesses.
 - Public buildings and facilities.
- ◇ Government buildings and facilities.
- ◇ Priority for acquisition/buy outs.
- ◇ Debris collection and removal from residential and commercial properties.
 - Disposal of debris.
- ◇ Hazard mitigation strategies.
- ◇ Strategy for communicating with the citizens.
- ◇ Assessment of community's fiscal situation, current and projected. (Financial Services)
- ◇ Redesign of damaged neighborhoods or business districts.
- ◇ For housing issues also ask:
 - Are in fill lots available within established neighborhoods to locate replacement housing on?
 - If new neighborhoods need to be created can they be built adjacent to existing residential, both downtown and on the edge of the city?
 - What is the market for new homes?
 - Are there easy links between housing and commercial?
- ◇ For businesses also ask:
 - How can public assistance (typically limited) be used most effectively to maximize and attract private capital?
 - How can we make the community more attractive for investment capital?

	<p>needed to reconstruct buildings and restore business activities?</p> <ul style="list-style-type: none"> ◇ Identify re-development environmental and historic issues and requirements; Coordinate with RF #18 (Environmental Concerns) and RF # 19 (Mitigation). <ul style="list-style-type: none"> – Air quality: Open air burning; Air curtain incineration. – Natural resources: Wildlife; Fish; Plants. – Re-vegetation: Native species policy; Exotic species policy. – Beach/shoreline management; Beach re-nourishment; Dune replenishment; Re-vegetation. – Wetland revitalization. – Historic preservation. – Recreation facilities.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Re-Development Tools. 2. Sustainable Community Characteristics (Philosophy to Consider).
<p>References</p>	<ol style="list-style-type: none"> 1. County Comprehensive Plan. 2. “Planning for a Sustainable Future: The Link Between Hazard Mitigation and Livability” (FEMA 364). 3. “Planning for Post-Disaster Recovery and Reconstruction” (FEMA/APA PAS # 483/484). 4. Rebuilding for a More Sustainable Future: An Operational Framework (FEMA). 5. Disaster Resistant Design – University of Colorado. 6. Dealing with Disaster – Laurie Johnson & Felix Kloman. 7. Readyng Small Businesses for Recovery: Palm Beach County’s Approach – Sheridan L. Truesdale. 8. Holistic Disaster Recovery – University of Colorado.

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Attachment 1

RE-DEVELOPMENT TOOLS

- ❑ Zoning And Subdivision Ordinances
 - ◇ Regulate land use.
- ❑ Building Codes And Standards
 - ◇ Review and upgrade as appropriate to include the latest in hazard prevention construction and design.
- ❑ Floodplain Regulations
 - ◇ Consider strengthening floodplain standards
- ❑ Capital Improvement Programs
 - ◇ Locate essential services, critical facilities and infrastructure outside of high hazard areas.
 - ◇ When siting public facilities in hazardous locations is necessary, incorporate hazard reduction measures into the design or require retrofit where economically feasible.
- ❑ Property Acquisition
 - ◇ Public acquisition of property in high hazard areas and restriction of development to uses that are water dependent or water enhanced. (Public Works, Real Estate)
 - ◇ Acquire lands in high hazard areas through conservation easements, purchase of development rights, purchase of property, or the right of eminent domain.
- ❑ Taxation and Fiscal Policies
 - ◇ Distribute the public costs of private development in high hazard areas by shifting more of the cost burden directly to owners.
 - ◇ One incentive option is to provide tax breaks for reducing land use intensities in hazardous areas.

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Attachment 2

**SUSTAINABLE COMMUNITY CHARACTERISTICS
(PHILOSOPHY TO CONSIDER)**

Integrate the concepts and principles of sustainable development, including disaster resistance, into the re-development plan. Consider incorporating the following “Sustainable Community Characteristics” in the re-development plan:

Economic Security: A more sustainable community includes a variety of businesses, industries, and institutions that are environmentally sound (in all respects); financially viable; provide training, education, and other forms of assistance to adjust to future needs; provide jobs and spend money within the community; and enable employees to have a voice in decisions that affect them. A more sustainable community also is one in which residents’ money remains in the community.

Ecological Integrity: A more sustainable community is in harmony with natural systems by reducing and converting waste into non-harmful and beneficial products, and by using environmental resources for human needs without undermining their ability to function over time.

Quality of Life: A more sustainable community recognizes and supports people’s evolving sense of well-being, which includes a sense of belonging, a sense of place, a sense of self-worth, a sense of safety, and a sense of connection with nature, and provides goods and services that meet people’s needs both as they define them and as can be accommodated within the ecological integrity of natural systems.

Empowerment with Responsibility: A more sustainable community enables people to feel empowered and take responsibility based on a shared vision, equal opportunity, ability to access expertise and knowledge for their own needs, and a capacity to contribute to decision that affect them.

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Recovery Plan

Recovery Function # 14

Public Information

Lead Department	EMERGENCY MANAGEMENT / TECHNICAL SERVICES / MCSO.
Support Agencies	1.
Purpose	To provide information to citizens, government employees, businesses and organizations concerning disaster recovery operations and progress; To identify necessary messages and appropriate methods of delivery.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a post-disaster information system that will provide timely recovery information to citizens, businesses, neighborhood organizations and special interest groups. <input type="checkbox"/> Develop and maintain an inventory of supplies and equipment needed for public information activities during post-disaster.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish media center, and ensure all actions in CEMP Emergency Support Function # 14: Public Information are undertaken. <input type="checkbox"/> Prepare and release information about the disaster incident to the news media, affected community citizens, response personnel and other agencies and organizations. <ul style="list-style-type: none"> ◇ Ensure approval by County Administrator and/or Emergency Management Director before issuing press releases. ◇ Maintain a file of all press releases. <input type="checkbox"/> Ensure visible County Mayor/County Commission leadership. Select key officials who have the public's respect and confidence to speak at press conferences and communicate to the public.

- Serve as a central point for distributing public information, and manage the various public information tasks to include:
 - ◇ Identify ways to distribute information to the public if normal means of transmission are not available.
 - ◇ Provide information on the status of emergency conditions within the disaster area.
 - ◇ Furnish information on the availability of emergency services.
 - ◇ Disseminate information on additional measures to take in protecting public health and safety.
 - ◇ Assure accuracy of information before its release.
 - ◇ Process requests for information from the media.
 - ◇ Arrange or hold press briefings to give the media access to information concerning the response or recovery process.
- Coordinate press releases and bulletins with the state and federal Joint Information Center (if established).
- Coordinate information releases with state and federal information officers, and information officers located at the Response Recovery Centers and Field Command Centers.
- Coordinate with federal Community Relation Teams. Maintain contact through the federal/state Disaster Field Office.
- Coordinate VIP briefings or tours.
 - ◇ Prepare to handle official visitors in a consistent manner.
 - ◇ Make briefing information available to include maps.
 - ◇ Brief each group on the situation, policy and procedures prior to visiting disaster sites.
 - ◇ Determine whether it is necessary that visitors be escorted to all or some sites. Coordinate with on-site personnel as necessary.
 - ◇ Be consistent with policies regulating access to restricted areas. If the County or local government(s) is restricting access by residents and business owners, the public will not like it if VIPs get access.
- Keep government employees and citizens continuously informed about recovery issues and changes in the recovery process.
 - ◇ Consider producing a newsletter or bulletin to keep the community informed.
- Establish an information hotline for government employees regarding local government office closures, relocations or new hours.
 - ◇ Use this hotline to communicate to the public about where government offices and services (disaster and non disaster) are being located, and any changes in the services provided, hours of operation, etc.
- Plan a series of articles in the local newspapers or talk shows on the local public

	<p>access cable channel, each devoted to a single topic, e.g. Individual assistance, small business assistance, insurance, the permitting and rebuilding process, etc.</p> <ul style="list-style-type: none">◇ Request that local radio and television stations advertise that information is available on the local access cable channel.❑ Establish contact and coordinate with local, state, federal agencies, community organizations, the Red Cross, and others who are providing outreach information.<ul style="list-style-type: none">◇ Ensure that everyone is distributing and using the same information.◇ Monitor media activities and information for consistency.◇ Coordinate with established citizen information centers to halt inaccurate information.❑ Ensure outreach to elderly, people with disabilities, and other special needs populations through local social service agencies.❑ Ensure outreach to non-English speaking population.❑ Publish and distribute a list of resource phone numbers.<ul style="list-style-type: none">◇ Request that local newspapers and community newsletters publish this as well.❑ Issue press releases and bulletins on specific topics:<ul style="list-style-type: none">◇ Property clean-up.◇ Debris removal information.◇ Contractor Fraud.◇ Insurance problems.◇ Housing needs.◇ FEMA issues.◇ Permits and inspections.◇ Abandoned homes.◇ Elevation requirements.◇ Individual assistance.◇ Business assistance.◇ Mail delivery.◇ Building codes.◇ Redevelopment policies.◇ Tax relief.◇ Boil water; emergency sanitation.◇ Curfew.❑ Establish an information “clearinghouse.” Be prepared to answer questions from residents, employees, visitors, and other government agencies. People will shop around for answers, so information needs to be coordinated. Conflicting information causes conflict and stress.❑ Methods for distribution of information include:<ul style="list-style-type: none">◇ Weekly newsletters.◇ Brochures.
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	<ul style="list-style-type: none"> ◇ Direct mailings. ◇ Posters. ◇ Press releases. ◇ Public broadcasting system. ◇ Community web sites. ◇ Billboards. ◇ Video tapes. ◇ Special population information centers. ◇ Briefings at temporary shelters. <p><input type="checkbox"/> Conduct community forums and workshops:</p> <ul style="list-style-type: none"> ◇ Recovery forums. ◇ Hazard preparedness workshops. ◇ “Town hall” (community) meetings. ◇ Housing opportunity/re-housing workshops. <p><input type="checkbox"/> Liaison with community organizations:</p> <ul style="list-style-type: none"> ◇ Chamber of Commerce. ◇ Homeowners associations. ◇ Business organizations. ◇ Civic organizations. ◇ New Groups/Councils. <p><input type="checkbox"/> Coordinate Speaking Engagements:</p> <ul style="list-style-type: none"> ◇ County and City Council Meetings. ◇ Workshops. ◇ Conferences. <p><input type="checkbox"/> Publicize Redevelopment Plan Policies.</p> <ul style="list-style-type: none"> ◇ Prepare and distribute brochures, video presentations and/or public service announcements that describe the following recovery and redevelopment activities: <ul style="list-style-type: none"> ◇ Planned response to a major or catastrophic disaster. ◇ Policy of reentering evacuated and disaster areas. ◇ Redevelopment priorities. ◇ Build-back policy. ◇ Debris clearance strategies. <p><input type="checkbox"/> Ensure that the Recovery Management Organization reviews and approves these education materials prior to distribution.</p>
Attachments	None.
References	1. Monroe County PIO Procedures.

Recovery Plan

Recovery Function # 15

Volunteers & Donations

Lead Department	EMERGENCY MANAGEMENT / COMMUNITY SERVICES.
Support Agencies	1.
Purpose	To continue to coordinate during recovery offers of assistance by volunteer organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.
Pre-Disaster Tasks	<p><u>VOLUNTEERS.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a County volunteer management plan for coordinating the influx of volunteers offering their services to Monroe County in time of disaster. Include provisions for referring needed services to appropriate RF(s) for consideration. Coordinate planning with other participant organizations. <p><u>DONATIONS.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a County plan for the management of donations. Coordinate plan development with the state donations management plan.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <p><u>VOLUNTEERS.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and update the County’s Volunteer Management Plan (see CEMP Emergency Support Function (ESF) # 15: Volunteers & Donations). Ensure methods are established for integrating convergent volunteers into other organized volunteer groups and nonprofit agencies. Ensure county-wide and state coordination mechanisms are in place. <input type="checkbox"/> Continue actions and tasks from CEMP ESF # 15 as appropriate.

- List likely recovery volunteer jobs.
- Determine legal and insurance requirements for use of volunteers during recovery.
- Establish guidelines for proper usage of County and municipal equipment by volunteers, i.e. vehicles, cell phones, credit cards, etc.
- Develop an inventory (with points of contact) of recovery volunteer resources.
- Determine present and future need for volunteer recovery resources.
 - ◇ Communicate with the other RFs. Determine what volunteer resources they may require.
- Receive and maintain records on volunteer hours and locations they worked. This helps off-set the County's matching funds "commitment" required for receiving federal disaster recovery monies.
- Provide information to the media (through the PIO RF # 14) concerning the proper method(s) of offering recovery services to disaster victims in Monroe County.

DONATIONS.

- Continue actions and tasks from CEMP ESF # 15 as appropriate.
- Review and update the County's Donations Management Plan as needed.
- Determine present and future needs for donated goods (type and approximate numbers).
 - ◇ Communicate with the other RF's. Determine what kinds of donated goods they may require.
- Set-up a mechanism to receive cash donated specifically for disaster victims.
 - ◇ Publicize where to send donations and how to make out the checks.
- Decide how, where and when to distribute donated funds.
 - ◇ Set up a coalition of community groups or representatives to decide who is most in need and what kinds of needs will be the highest priority.
- Ensure county-wide and state coordination mechanisms are in place.
- Receive offers of donated goods (non-cash).
- Ensure procedures are established for receiving, storing, sorting and distributing donated goods to include accepting special types of donations (i.e., cash, perishable materials, etc.).

	<ul style="list-style-type: none"><input type="checkbox"/> Put out guidance for other community agencies and organizations that might receive donations and offers.<ul style="list-style-type: none">◇ Shipments of unsorted donations should be directed to the county/state established Recovery Staging Area for sorting, inventorying and repacking.◇ Supplies will then be sent to county Response/Recovery Centers for dispersion to geographical division level distribution centers.◇ Large shipments of needed but unsorted relief supplies will be sent to the County Relief Center for sorting, inventorying and palletizing for shipment to staging areas.<input type="checkbox"/> Coordinate delivery system of donated goods to affected populations.<input type="checkbox"/> Establish and implement procedures for disposing of unneeded or unusable items.
Attachments	None.
References	<ol style="list-style-type: none">1. Monroe County Volunteer Management Plan.2. Monroe County Donations Management Plan.

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Recovery Plan

Recovery Function # 16

Reentry, Security

Lead Department	EMERGENCY MANAGEMENT / SHERIFF'S OFFICE.
Support Agencies	1.
Purpose	<p>A. To promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the impacted local government(s) and its economy; and to provide uniform guidance following a large-scale disaster to law enforcement personnel who direct access into the impacted area.</p> <p>B. This RF includes procedures to ensure safe and orderly reentry and clarifies the roles and responsibilities of local and state agencies that may be involved in reentry.</p>
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and maintain a Reentry Plan. <input type="checkbox"/> List and prioritize essential routes to be utilized for response and recovery; Coordinate list with RF # 3 (Debris Management). <input type="checkbox"/> Determine reentry liability issues and the legal implications of reentry; Develop public notices to be used in the reentry process. <input type="checkbox"/> Develop a public notice that emphasizes the need for people to exercise caution that law enforcement officers can distribute to people reentering a devastated area. <input type="checkbox"/> Develop a list of critical facilities that will require security during reentry. <input type="checkbox"/> Maintain a reentry identification system. <input type="checkbox"/> Develop an occupant "waiver system" that includes a release of liability to allow early reentry and to be able to track and account for people entering impact areas. Reentry decision considerations include accessibility, health and safety risks, and security of other's property.

<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate the local government Reentry Plan. <input type="checkbox"/> Determine reentry routes. <input type="checkbox"/> Coordinate with the EOC Infrastructure Branch to provide signage on road network for reentry. <input type="checkbox"/> Coordinate with RF # 3 (Debris Management) to prioritize the clearing of essential routes utilized for response and recovery. <input type="checkbox"/> Determine locations for reentry checkpoints and roadblocks. <input type="checkbox"/> Direct municipal and mutual aid law enforcement officers to establish and staff checkpoints during reentry. <input type="checkbox"/> Monitor entry into devastated areas; Monitor road conditions and report traffic flows and counts. <input type="checkbox"/> Coordinate with RF # 14 (Public Information; Community Relations) to publicize reentry information. <input type="checkbox"/> Ensure that persons reentering impacted areas are properly warned about hazards (verbal and written). <input type="checkbox"/> Ensure security is provided at critical facilities, as well as security and escort for recovery workers, VIPs, etc. <input type="checkbox"/> Recommend the implementation of curfews and other crime prevention measures as necessary. <input type="checkbox"/> Consider using public transportation systems to move people back into evacuated areas.
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Reentry Standard Operating Procedure (SOP).
<p>References</p>	<ol style="list-style-type: none"> 1. Monroe County Emergency Management Reentry Plan. 2. Monroe County Sheriff’s Office Reentry Plan.

Attachment 1

**REENTRY STANDARD OPERATING PROCEDURE (SOP) –
PHASED APPROACH**

A. LEVEL I ACCESS (FIRST PHASE).

1. Reentry of agencies and groups that play key roles in restoring normal after a disaster. They include the following:
 - Public Works Road Clearance Crews.
 - Fire/Rescue and Search/Rescue personnel.
 - Infrastructure and Utilities Repair Personnel.
 - Debris management contractors.
 - Damage Assessment Teams: These may include FEMA, state, and local officials.
 - Other personnel at the discretion of the Monroe County EOC.
2. Ensure identification of Level I priority groups is verified at established checkpoints.
 - Provide law enforcement officials at checkpoints with the list of all agencies and groups vital in the immediate restoration.
 - Require all Level I personnel to present employee identification.
3. Monitor entry into devastated areas and provide the Monroe County EOC with information on road conditions and status of impacted areas as well as information about roadblocks and detours.

B. LEVEL II ACCESS (SECOND PHASE).

1. Reentry of support agencies and critical businesses. Entry is based on the determination of the Monroe County EOC and public safety personnel. These groups include the following:
 - Relief Workers.
 - Healthcare Agencies.
 - Critical Business Operations. (Coordinate with RF # 1 Impact Assessment for determination/clarification.)
 - Insurance adjusters.
2. Ensure identification of Level II priority groups is verified at established checkpoints and warnings of risks and dangers within impacted areas are distributed.
 - Provide law enforcement officials at checkpoints with the list of support agencies and critical businesses.
 - Require all Level II personnel to present employee identification.
3. Monitor entry into devastated areas.

C. LEVEL III ACCESS (THIRD PHASE).

1. Reentry of residents and non-critical business operators. Allow reentry when the following factors are resolved:

- Access: Major routes are intact and passable.
 - Public Health: Threat to public safety is acceptable to citizens and public officials.
 - Rescue: All search and rescue operations have been completed.
2. Ensure identification of Level III priority groups is verified at established checkpoints and warnings of risks and dangers within impacted areas are distributed.
 3. Require residents and business operators to show proper identification/documentation to enter an impacted area.
 - a. Proper identification for resident access includes:
 - Current driver’s license (in cases where an address on a driver’s license does not correspond to the area being entered, other documents, see below, will be accepted).
 - Voter registration.
 - Utility bill.
 - Mortgage deed.
 - Property tax documents.
 - Car registration.
 - b. Proper identification for business operators includes:
 - Business license showing ownership.
 - Current utility bill.
 - Certificate of use.
 - Lease documents or similar documents.
 - c. Proper identification for business employees includes:
 - Employee identification badge.
 - Current payroll stub.
 4. Coordinate with RF # 14 (Public Information) to publicize reentry information concerning when and where it is safe to return to impacted areas.
 - Ensure that the public is informed about the forms of identification required for reentry.
 - Consider informing the public via the Internet, press releases, live interviews, and mobile AM radios.

D. OTHER CONSIDERATIONS.

1. Establish a Credential Verification Area (CVA) at each checkpoint for people with questionable identification.
2. Reduce traffic lanes to better manage checkpoints as appropriate.
3. MCSO may request the assistance of Public Works to enact traffic control procedures to avoid congestion and promote the movement of emergency vehicles and relief supplies. If necessary, the following steps will be taken to improve traffic conditions:

- Install temporary four-way stop signs at uncontrolled intersections if traffic signals and signs are damaged or destroyed.
 - Establish temporary street signs on barricades, telephone poles, or spray paint curbs or pavements.
 - Sign major intersections and routes near response recovery centers, staging and distribution centers and hospitals first.
4. Reentry security, focus on four tasks:
- Restricting entry into damaged areas.
 - Preventing looting in damaged areas.
 - Advise citizens of risks.
 - Providing security for recovery workers, VIPs, at critical facilities, etc.

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Recovery Plan

Recovery Function # 17

Economic Restoration & Development

Lead Department	TOURIST DEVELOPMENT COUNCIL.
Support Agencies	1.
Purpose	<p>A. To establish a partnership between Monroe County and its local governments and the County's business community to restore the local economy following disaster.</p> <p>B. To identify local government and business post-disaster roles and relationships.</p> <p>C. To identify economic recovery assistance programs.</p> <p>D. To encourage the development of business preparedness and mitigation programs.</p>
Pre-Disaster Tasks	<p><input type="checkbox"/> Develop a continuing business preparedness and recovery education program to encourage local business to:</p> <ul style="list-style-type: none"> ◇ Purchase applicable insurance. ◇ Develop business interruption plans. ◇ Protect (back up) business records and documentation. ◇ Line up alternate vendors for essential supplies and equipment. ◇ Develop inventory recovery strategies. ◇ Acquire back-up equipment and emergency power. ◇ Develop company and site specific emergency plans. ◇ Develop mitigation programs: Retrofit vulnerable structures; Work to minimize vulnerability of content to damages (content damage can be a major source of loss, even absent structural failure). ◇ Develop employee emergency preparedness programs. ◇ Develop emergency response capacity, i.e. response teams, equipment, supplies. ◇ Develop mutual aid agreements. <p><input type="checkbox"/> Distribute business preparedness and recovery materials.</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> Present educational workshops for businesses. <input type="checkbox"/> Research and determine the feasibility of a “business interruption/loss insurance pool.” <input type="checkbox"/> Determine sites and facilities, to include local government and county properties, that could be used as temporary business locations. <input type="checkbox"/> Determine the feasibility of establishing a tax–deductible business relief fund account (to be managed by RF # 5 (Unmet Needs) that can accept relief contributions for businesses. Determine a process for disbursing relief money. <input type="checkbox"/> Identify and list sources of business post–disaster relief programs and sources such as FEMA assistance, Small Business Administration loan programs, etc. <input type="checkbox"/> Determine the feasibility of a business “mutual aid program.” <input type="checkbox"/> Determine with the local banking community the feasibility of and criteria for “bridge loans” for businesses immediately following disaster.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine the scope of disaster impacts to the business community; Obtain information from RF # 1 (Impact Assessment). <input type="checkbox"/> Assess usable business locations, establishments. <input type="checkbox"/> Encourage community and Economic Development Entities to function as the local government liaisons to work with the business community during recovery. <input type="checkbox"/> Distribute information on available emergency assistance and recovery programs for businesses and their employees; Encourage impacted businesses to apply for available recovery assistance immediately following the disaster; Provide assistance with applications and paperwork as necessary. <input type="checkbox"/> Determine business “unmet needs.” <input type="checkbox"/> Identify the business community's immediate needs and issues, such as: <ul style="list-style-type: none"> ◇ Communication channels with County and local governments: what information does government want from them? Also, they want status reports from government. ◇ Access to County and local government policy making and policy makers (Recovery Action Team). ◇ Liaison to (business association) to Recovery Action Team; Individual representation (inform government of small merchants' personal plights); Mutual learning: expressing and understanding of public and private sector perspectives during recovery period.

	<ul style="list-style-type: none"> ◇ Involvement with discussions of potential remedies. ◇ Assistance with communication to employees. ◇ Assistance with communication between property owner / merchant. ◇ Access to their place of business (limited access to buildings: business records, personal, financial). ◇ Reestablishment of infrastructure and essential services necessary for business resumption. Coordinate with RF # 9 (Repair and Restoration of Public Infrastructure Services, Buildings (Public Assistance)). ◇ Building and construction issues. ◇ Information about building conditions (possible demolition of their buildings). ◇ Inventory and property recovery (extended access to their buildings). ◇ Cleanup, debris removal at business locations. ◇ Temporary business space. ◇ Temporary business services. <ul style="list-style-type: none"> ❑ Set up a process to keep business people involved in community-wide recovery decisions. ❑ Ensure public meetings are conducted to explain economic redevelopment plans, activities, priorities. ❑ Coordinate with RF #14 (Public Information; Community Relations) to access business community newsletters, bulletin boards, communication networks. ❑ Coordinate the providing of security at business sites (protection of inventory, assets) as necessary. ❑ Implement emergency loan program. <ul style="list-style-type: none"> ◇ Work with the local banking community and state and local programs to set up bridge loans for businesses. ◇ Might be a possible use for donated money. ❑ Provide comment to Recovery Action Team on economic recovery priorities and issues: <ul style="list-style-type: none"> ◇ Reestablish the tourist industry. ◇ Reestablish the banking and financial community. ◇ Reestablish the business community. ◇ Promote redevelopment opportunities in damaged areas that enhance recreational and commercial activities. ◇ Examine use of temporary structures to allow damaged business and other economic enterprises to carry out their activities until their damaged facility is rebuilt or replaced. ◇ Compliance with revised building codes. ◇ Compliance with construction standards to comply with future disaster assistance criteria from Federal/state agencies. ◇ Determine new types of construction to use in repairing and rebuilding damaged firms. ◇ Formation/activation of local economic development authority.
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Attachments	None.
References	1. Community and Economic Development Plans.

Recovery Plan

Recovery Function # 18

Environmental Concerns

Lead Department	GROWTH MANAGEMENT.
Support Agencies	1.
Purpose	To identify and implement projects or programs that restore, enhance, or protect natural resources and open space (flood plains, wetlands, and wildlife) from degradation to reduce impacts from natural disasters. By integrating these environmental projects or programs into its disaster recovery, Monroe County aims to save money, improve its quality of life, and contribute to the overall health, safety, and welfare of its citizens, thus building a sustainable community.
Pre-Disaster Tasks	<ul style="list-style-type: none"> ❑ Coordinate with the state Department of Environmental Protection (FDEP) as appropriate. Specifically: <ul style="list-style-type: none"> ◇ Coordinate with and receive technical support as appropriate especially in areas where the DEP has expertise and regulatory authority, such as water quality, wastewater, waste management facilities and regulation of wetlands and submerged lands. ◇ With regards to FDEP-permitted environmental facilities, whether they are solid waste, water or wastewater facilities, the FDEP permits and regulations contain specific requirements to ensure that the facilities are properly designed, and that they are operated in a safe manner to prevent or minimize impacts to the environment and public health. This includes requirements to prepare for, and respond to pollutant spills and equipment malfunction if they were to occur during a natural disaster such as a hurricane or tropical storm. ◇ Coordinate public outreach and disseminate information to the public including information posted in the FDEP website:http://www.dep.state.fl.us/mainpage/default.htm ◇ Coordinate post-disaster damage assessments of FDEP permitted projects and facilities, and issuing of emergency permits and authorizations under the

	<p>authority of the Governor’s Executive Order, and the FDEP Emergency Final Orders, to help expedite reconstruction and recovery efforts.</p> <ul style="list-style-type: none"> ◇ The attached web page contains examples of FDEP programs to assist local governments with post-storm debris cleanup activities. http://www.dep.state.fl.us/mainpage/em/debris.htm ❑ Identify and list potential environmental damages and problems from likely hazards; Describe the characteristics of the environment; Estimate the probable types and degree of damage; Identify development trends in the sensitive areas. ❑ Map the environmentally sensitive areas; Display potential environmental damages. ❑ Identify environmental projects and programs that will protect natural resources and open space while simultaneously reducing damage from natural disasters. <ul style="list-style-type: none"> ◇ Chances of success increase when environmental projects and programs reinforce solutions to other problems, such as wetlands protection, non–point source pollution reduction, erosion control, or a need for open space and recreational areas. At the same time, these projects and programs will curtail development in the most dangerous or hazardous locations in the community, thereby saving money and lives. ❑ Identify environmental projects or programs that make the local government less vulnerable to future disaster. Process: Ensure that each environmental project and program is realistic, technically possible, economically feasible, politically workable, and socially acceptable; Decide on a public involvement process; Invite representatives of the public and non–profit organizations to participate; Incorporate comments into the planning process and plans; Establish a regular process for providing information and receiving ideas. ❑ Develop an environmental recovery plan that becomes part of the County’s comprehensive plan. ❑ Make information on disasters and environmental characteristics available for use in community comprehensive planning.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ Coordinate with RF # 1 (Impact Assessment); Obtain information on disaster–related impacts to the environment. ❑ Develop an initial environmental impact assessment; Review often and revise after a more comprehensive impact assessment is provided. ❑ Coordinate with RF # 3 (Debris Management) to ensure environmental testing before designating debris waste sites.

	<ul style="list-style-type: none">❑ Establish and maintain liaison among federal, state, and local officials concerned with environmental impacts and issues.❑ Review the relevant local government's current Land Use Ordinance. In terms of the disaster environmental impacts, determine what, if any, changes or additions are necessary. Make recommendations.❑ Apply for relevant post-disaster federal and state environmental programs and funds.❑ Integrate post-disaster environmental projects and programs into the comprehensive plan and recovery program.<ul style="list-style-type: none">◇ Coordinate with RF # 13 (Redevelopment (Planning and Community Development)) to ensure that environmental plans and programs are integrated into local government's Redevelopment Plan (Comprehensive Plan), and not duplicate efforts or add another layer of planning.❑ Coordinate with RF # 19 (Mitigation) to revise and strengthen the mitigation plan by setting priorities that include environmental projects or programs as an important component.<ul style="list-style-type: none">◇ Integrating projects or programs that restore, enhance, and protect the natural landscape into a comprehensive or recovery plan(s) can help guide the disaster recovery and reconstruction along paths that will reduce or eliminate damage from future disaster.❑ Monitor the environmental projects and programs initiated to determine how effective they are and whether they need to be changed. Three performance measures should provide the needed information:<ul style="list-style-type: none">◇ Objective results data: statistics that are observable and can be measured, such as number of acres in a wetland removed from potential development.◇ Surveys and assessments of results: opinions from local government, County and State decision makers and the general public.◇ Activity measures: information on the implementation of the project or program.❑ Coordinate with the state Department of Environmental Protection (FDEP) as appropriate. Specifically:<ul style="list-style-type: none">◇ Coordinate with and receive technical support as appropriate especially in areas where the DEP has expertise and regulatory authority, such as water quality, wastewater, waste management facilities and regulation of wetlands and submerged lands.◇ With regards to FDEP-permitted environmental facilities, whether they are solid waste, water or wastewater facilities, the FDEP permits and regulations contain specific requirements to ensure that the facilities are properly
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	<p>designed, and that they are operated in a safe manner to prevent or minimize impacts to the environment and public health. This includes requirements to prepare for, and respond to pollutant spills and equipment malfunction if they were to occur during a natural disaster such as a hurricane or tropical storm.</p> <ul style="list-style-type: none"> ◇ Coordinate public outreach and disseminate information to the public including information posted in the FDEP website:http://www.dep.state.fl.us/mainpage/default.htm ◇ Coordinate post-disaster damage assessments of FDEP permitted projects and facilities, and issuing of emergency permits and authorizations under the authority of the Governor’s Executive Order, and the FDEP Emergency Final Orders, to help expedite reconstruction and recovery efforts. ◇ The attached web page contains examples of FDEP programs to assist local governments with post-storm debris cleanup activities. http://www.dep.state.fl.us/mainpage/em/debris.htm
Attachments	None.
References	None.

Recovery Plan

Recovery Function # 19

Mitigation

Lead Department	EMERGENCY MANAGEMENT / LOCAL MITIGATION STRATEGY (LMS) WORKING GROUP.
Support Agencies	1.
Purpose	To prepare a post-disaster hazard mitigation plan that will define actions during the recovery period that help prevent repeated future losses and reduce local government vulnerability to natural hazards.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain and maintain familiarity with federal law and guidelines (Sections 404, 406 and 409 of PL 93-288; Disaster Management Act, 2000) which outline the requirements and opportunities for hazard mitigation within the recovery process. <input type="checkbox"/> Obtain a copy of the State Hazard Mitigation Plan and related documents. <input type="checkbox"/> Identify and list which current mandates, policies or programs are designed to reduce potential losses from natural disasters. <input type="checkbox"/> Review and update the County vulnerability analysis to guide mitigation planning recommendations. <input type="checkbox"/> Identify and list projects eligible for state/federal hazard mitigation funding; Include this list in County Hazard Mitigation Plan. Typical projects eligible for funding include: <ul style="list-style-type: none"> ◇ Structural hazard control. ◇ Acquiring lands within Hazard Vulnerability Zones. ◇ Retrofitting, such as flood proofing to protect structures from future damage. ◇ Protection or relocation of critical facilities. ◇ Reducing government's exposure from multiple-loss properties. ◇ Acquisition and relocation of structures from hazard-prone area. ◇ Warning system and disaster preparedness and mitigation plans to protect communities from loss of life and property.

	<ul style="list-style-type: none"> ◇ Development of local standards to protect new and substantially improved structures from disaster damage. ◇ Activities that will enhance government’s ability to quickly respond to needs after a disaster. ◇ Public education on the benefits of hazard mitigation for private property. ❑ Develop a Mitigation Plan (pre–disaster mitigation strategies). Mitigation Plan content should include: <ul style="list-style-type: none"> ◇ Hazard identification. ◇ Existing mitigation resources (policies, codes, ordinances, programs). ◇ Inventory of environmental, structural, social, and economic vulnerability to loss. ◇ Hazard mitigation strategies approaches and techniques. ◇ Intra–governmental and intergovernmental coordination. ◇ Public sector partnerships. ◇ Hazard mitigation opportunities (both structural and non–structural) and priorities. ◇ Designated hazard mitigation coordinator/agency. ◇ Process for plan review and updating.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> ❑ Assign a Hazard Mitigation Coordinator to lead the effort and provide overall coordination of the post–disaster mitigation planning process and grant proposal development. <ul style="list-style-type: none"> ◇ Ensure this person has the authority to cross departmental lines and ensure interdepartmental participation. ❑ Review the County’s Pre–Disaster Mitigation Plan; Determine updates and changes needed. ❑ Participate on an Interagency Hazard Mitigation Committee (IHMC), made up of federal, state and local representatives who will prepare a report that serves as the basis for the hazard mitigation plan. <ul style="list-style-type: none"> ◇ The IHMC identifies opportunities for reducing or eliminating the long–term hazard risk to people and property. The IHMC report normally includes an analysis of the disaster incident, a historical perspective regarding disasters in the impacted area, and recommendations to bring various governmental agencies together to reduce the potential for future losses. ❑ Coordinate with RF # 13 (Redevelopment (Planning and Community Development)) to ensure the Post–Disaster Mitigation Plan and strategies are linked with land use plans, subdivision regulations, building codes, storm water management plans, the capital improvement plan, and other components of the County’s Comprehensive Plan.

	<ul style="list-style-type: none"><input type="checkbox"/> Identify and apply for federal and state post-disaster mitigation programs and funds.<input type="checkbox"/> Update the County’s Hazard Mitigation Plan.
Attachments	<ol style="list-style-type: none">1. Measures To Reduce The Risks From Future Disasters.2. Mitigation Measures.
References	<ol style="list-style-type: none">1. Federal Disaster Management Act, 2000.2. Monroe County Hazard Mitigation Plan.3. Florida Hazard Mitigation Plan4. FEMA’s Hazard Mitigation Grant Program (HMGP) Desk Reference.

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Attachment 1

MEASURES TO REDUCE THE RISKS FROM FUTURE DISASTERS

1. Building standards to specify how buildings are constructed. In addition to traditional building codes, building standards can include flood-proofing requirements, and wind-bracing and anchoring requirements for new construction and similar requirements for retrofitting existing buildings, which are addressed in the Building Code.
2. Development regulations include separate zoning and subdivision ordinances to regulate the location, type, and intensity of new development. Development regulations can include flood-zone regulations; setbacks, steep slopes, and coastal erosion areas; and overlay zoning districts that apply additional development standards for sensitive lands, such as wetlands, dunes, and hillsides.
3. Capital improvement programs include: locating schools, fire stations, and other public buildings, streets, storm sewers, and other utilities outside of high hazard areas; incorporating hazard reduction measures into the design or require retrofits where economically feasible; ensuring that public facilities, particularly new roads and utilities, unless funded by property owners within the area, are not sited where they have the potential to encourage growth in high hazard zones.
4. Retrofitting includes making changes to buildings to make them more resistant to hazards.
5. Land and property acquisition, the purchasing of properties in hazard-prone areas with public funds, and restricting development to uses that are less vulnerable to disaster-related damages, and/or water dependent or water enhanced uses, i.e. acquisition of undeveloped lands, acquisition of development rights, transfer of development rights to lower-risk areas, relocation of buildings, and acquisition of damaged buildings.
6. Consider taxation and fiscal policies to distribute the public costs of private development of high hazard areas more equitably, specifically shifting more of the cost burden directly onto owners of such properties, i.e. employing impact fees to cover the public costs of development in areas of high hazards or providing tax breaks for reducing land use intensities in hazardous areas.
7. Public awareness through information dissemination on hazards, and providing educational materials to the construction industry, homeowners, tenants, and businesses. Included in this strategy are hazard disclosure policies for the real estate industry and public information campaigns to increase awareness in all sectors of the community.
8. Warning system to allow evacuation of people at risk.
9. Promoting and obtaining hazard and other insurance. Insurance is a means of sharing hazard risk and providing for financial assistance when disasters occur.

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Attachment 2
MITIGATION MEASURES

STRUCTURAL MITIGATION MEASURES.

Auxiliary Power Source. During an emergency, an auxiliary power source is mandatory for many facilities such as hospitals and desirable for all inhabited structures. Standby generators and battery systems are the most common sources of auxiliary power during a power outage.

Better Building Design, Engineering, Materials. Although minimal standards for various types of construction are mandated, builders can make structures less vulnerable to certain natural and manmade hazards through the use of better design, engineering and construction materials. For example, the use of two-by-eight boards rather than the traditional two-by-six boards adds additional sturdiness to residential structures.

Better Facility Design, Engineering, Materials, Locations. As with individual buildings, infrastructure and other public structures can be made less vulnerable to failure through the use of better design, engineering, construction materials and careful siting of such facilities.

Breakwaters. A breakwater is defined as a wall extending into a body of water for the purpose of protecting a natural or artificial harbor from the waves. Breakwaters are typically built of huge stones (rubble-mound) or of pre-cast concrete blocks (block work) and can function to lessen the impact of shoreline flooding.

Building Orientation. Since most storms travel in a predictable direction, the location of an exterior exit downwind from the prevailing storm path maximizes the occupants' ability to exit a structure after such an occurrence.

Bulkheads. A bulkhead is defined as a retaining wall constructed along a body of water behind which fill is placed. A bulkhead consisting of closely set timber piles is widely used where there is a firm foundation material into which the piles may be driven. Cellular steel bulkheads are used where rock is found near the surface of the water. Bulkheads are one of several man-made structures used to mitigate the effects of shoreline flooding.

Detention Ponds. A detention point is defined as a surface depression designed to provide for the temporary storage of storm water runoff. By retarding the amount of runoff reaching a body of water immediately following a heavy rain, the possibility of riverine flooding is greatly diminished. If flooding does occur, such detention reduces the degree of flooding by releasing the storm water at a slower rate.

Dikes. A dike is defined as a mound of earth located some distance from a river, the intent of which is to contain floodwater. Dikes are one of several man-made structures often erected to provide flood protection along interior waterways.

Drainage Systems. A drainage system is the general term used to describe the natural features and/or man-made improvements used to carry surface water runoff from its source of accumulation to its point of discharge. Drainage systems are intended to prevent or alleviate flooding and may consist of catch basins, detention areas, detention points, retention basins, storm sewers, swales, ditches, or any combination thereof.

Elevation. Elevation is defined as the vertical distance above or below a fixed reference level. For the purpose of flood protection, the fixed reference level is typically the 100year flood base flood elevation (BFE). To avoid or minimize flood damage, the lowest floor of structures should be built at or above the base flood elevation (BFE) in flood-prone areas.

Flood Proofing. Flood proofing is the term commonly used to describe those specific provisions taken to reduce or eliminate flood damage to properties, structures, water and sanitary facilities and other utilities. Flood proofing also includes those measures intended to protect the contents of buildings. Flood proofing measures can be included as part of the initial design and construction phase or used to retrofit existing structures and facilities.

Groins. A groin is defined as a wall extending from the shoreline that functions to reduce the scouring affect of water. Primarily classified by permeability, height and length, groins are usually made of stone, concrete, timber or steel and can help mitigate shoreline flooding.

Interconnected Network Design. Since services provided by one central facility are at greater risk than those provided by several smaller facilities, an interconnected utilities network design minimizes the negative impact of site-specific occurrences.

Levees. A levee is defined as an embankment built along an interior waterway to prevent the flooding of low-lying land. Permanent levees are usually earthen and mayor may not have an impervious core.

Manufactured Home Tie-Downs. Acceptable anchoring systems for mobile homes will, when properly installed, resist movement caused by high winds and increase structural integrity.

Reduced Use of Glass. Although windows provide an alternate means of escape from a fire, the use of fire-resistive building materials in lieu of glass openings can retard the spread of flames. The reduced use of glass can also help mitigate the potential for bodily injury from flying glass or debris during high wind occurrences.

Retention Basins. A retention basin is defined as a pool, pond or basin used for the permanent storage of storm water runoff. A retention basin is similar to a detention pond in that it sores storm water runoff. However, water is permanently retained in retention basins versus being temporarily stored in a detention pond. Since such facilities retard the rate of runoff, retention basins mitigate the potential of riverine flooding.

Revetments. To mitigate the affects of shoreline flooding, revetments can be used to protect soil or rock surfaces. A revetment, which is defined as a rock or soil covering intended to prevent scouring by water, may be a wall but differs from the usual wall in that its function is to protect the earth not to withstand its thrust. Common revetments include asphalt sheets, beaching, pre-case or cast-in-place concrete slabs, grass, mattresses, maritime plants, and rip-rap.

Roof Bracing. Although building codes dictate the minimal bracing required for construction of a roof, additional boards or studs set at an angle to the primary roof supports will strengthen a roof and increase its ability to withstand higher wind velocities.

Seawalls. A seawall is defined as a wall or embankment used to prevent beach erosion. The main distinction between seawalls, bulkheads and revetments is a manner of purpose. Seawalls are generally the most massive of the three and are intended to resist the full force of the waves. As such, seawalls can provide the greatest protection against shoreline flooding.

Strengthened Electrical/Phone Infrastructure. Although underground electric and telephone installation precludes damage from hurricane force winds, the strengthening of such aboveground infrastructure through use of metal rather than wooden supports can help reduce the potential for disruption.

Underground Utility Lines. While such utility services as sanitary sewer lines, storm sewers, water mains and natural gas lines must be installed beneath the surface of the ground, electric and telephone lines have been traditionally located above-ground. Although more costly, the underground installation of such infrastructure can

greatly mitigate the disruption of service during natural occurrences involving high winds.

Use of Structural Connectors and Storm Shutters. A structure is defined as the parts of a building that, in the proper combination, withstand the weight, wind, rain, snow and other forces to which a building is subjected. The use of structural connectors strengthen a structure against the stresses created during excessive wind occurrences, while the use of storm shutters minimizes the potential on injury from flying glass or debris.

Vegetation. Grass and other vegetative covers absorb storm water and thereby reduce the rate of storm water runoff. Vegetation also stabilizes the soil and helps prevent erosion. Therefore, vegetation can be used to reduce the potential for riverine flooding and the amount of erosion caused by shoreline flooding

NON-STRUCTURAL MITIGATION MEASURES

Acquisition. If structural measures cannot preclude damage caused by flooding, communities may need to purchase flood-prone lands to minimize the negative impacts of future flooding. Public acquisition can occur through the outright purchase of such properties or through the less expensive purchase of easements or development rights. It may be possible to include the purchase of flood-prone areas as part of an acquisition program intended to provide recreational and environmental open space.

Adequate Maintenance. It is important that those responsible for regulating hazardous materials facilities establish procedures for the regular maintenance, inspection and testing of equipment to ensure that it is serving the purpose for which it was designed at all times.

Adequate Roads/Vehicular Access. Emergency response equipment must be able to reach an affected area in an expedient manner. To minimize risk to citizens and property, roadways should be of a sufficient width and surface condition to allow safe and expedient transit of emergency vehicles. Further, communities should provide for more than one means of vehicular access for emergency vehicles.

Available All-Terrain Vehicles. All-terrain vehicles may be necessary for emergency evacuation, emergency transit and delivery of needed supplies. Leadership should be aware of all available county all-terrain vehicles, four-wheel-drive vehicles, utility vehicles and other such vehicles and other such vehicles capable of traversing during emergencies.

Better Building Design, Engineering, Materials. Builders are able to make buildings less vulnerable to damage from high winds through the use of better design, engineering, and construction materials. Building codes can be used to regulate the increased sturdiness of structures by increasing the minimum standards for construction.

Building Codes. Building codes set minimal safety standards for construction materials, design and procedures. Codes can be used to protect new construction in hazard areas by specifying design standards for resisting the stresses of natural and technological hazards, as well as to set standards for retrofitting existing buildings to make them less vulnerable.

Capital Improvements Planning. A Capital Improvements Program (CI) is a proposed schedule of future capital improvements listed in order of priority during a specified period of time. Cost estimates and the anticipated means of financing each project are also including in the CIP. Once structural measures to mitigate either riverine or shoreline flooding have been identified, these improvements should be incorporated into the capital improvements planning process.

Comprehensive Planning. Comprehensive or land use planning specifies the location of future growth and development, as well as the adopted goals, objectives, and policies of a community. Such plans should also

delineate hazard areas, such as floodplains, and provide policies and standards to control development in these areas to reduce vulnerability.

Deed Restrictions. A deed restriction or restrictive covenant places restrictions on the use of land and usually is binding upon subsequent owners of the property. As a means of mitigating the damage caused by flooding, a property owner may use a deed restriction to prohibit the use of flood-prone areas for other than recreational or open space purposes.

Design Standards/Construction Standards. If structures and infrastructure are properly designed and constructed in accordance with industry standards, they should be strong enough to withstand all the forces to which they may be subjected and a potential failure may have been avoided.

Emergency Alerting Systems. Although the Emergency Alerting System (EAS) is governed by the Federal Communications Commission, local authorities are responsible for transmitting emergency information to the EAS. Additionally, the information should be translated for non-English speakers and made available to those with visual and hearing disabilities.

Emergency Operations Plans (EOP). Although there is no standard format for preparation of a local EOP, FEMA recommends that the EOP consist of the following three components: (1) the basic plan; (2) functional annexes in support of the basic plan; and (3) hazard-specific appendixes in support of each functional annex.

Emergency Plans for Critical Facilities. Critical facilities include such public facilities as fire stations, utility plants and municipal buildings, as well as private institutions such as nursing homes, hospitals, schools and jails. Since disasters directly involving critical facilities enlarge the scope of its impact, it is important to develop an emergency plan for each critical facility and with consideration to the specific challenges each presents.

Emergency Water, Sewer and Power. An infrastructure disaster can cripple a community that has not made arrangements for emergency water, sanitary sewer and/or electrical power to the area or areas affected by such failure.

Hazard Analyses. An analysis of each hazard that poses a significant threat to Monroe County should be prepared and include the following: (1) information on the location and extent of risk and vulnerability the hazard presents; (2) identification of the different groups involved and their roles; (3) the potential extent of losses caused by the hazard; and (4) the benefits to be realized from mitigation.

Litigation. The legal issues associated with disaster response are shaped by both state and federal law. The legal issues involved under state law include negligence, which occurs when the careless action or inaction of employees or volunteers caused injuries or property damage, and state statutory requirements. Under federal law, legal issues include both federal statutory issues and constitutional rights involved in claims resulting from land use regulation, emergency powers of law enforcement officers, limitations placed on citizens during a disaster or business inspections.

Mutual Aid Agreements. Mutual aid agreements are either mandated by legislation or negotiated as legal contracts. Mutual aid agreements may be for reciprocal assistance or may be non-reciprocal service contracts under which the service is provided only under disaster conditions. The most common mutual aid agreements for reciprocal assistance are among jurisdictions for police, fire, public works and emergency medical care services.

Public Education/Emergency Public Information Materials. To be able to educate the public, county leadership must communicate with the public. Although the most common means of communicating with citizens is through emergency public information materials like circulars and handouts, the county should take advantage

of other methods of communication such as newspaper articles, radio talk shows, radio interviews and individual presentations to schools, clubs and other community groups. Television can be an effective education tool through such means as talk shows, spot announcements, interviews, specials, training tapes and government access cable channels.

Public/Private Partnerships. The role of the private sector in disaster mitigation and emergency preparedness is important, particularly in Monroe County where the risk of disaster is well documented.

Relocation. Since relocation of vulnerable structures removes the threat of loss, it is now an allowable expense under the National Flood Insurance Program (NFIP) and can be assisted locally through technical assistance programs.

Safety Codes. In addition to the Building Officials & Code Administrators (BOCA) National Building Code, other safety codes are available for consideration and possible adoption.

Staffing and Training of Response Personnel. A local response training program should take advantage of programs and courses available through FEMA or the state, each of which has a training officer responsible for coordinating the delivery of federally-funded emergency management programs.

Subdivision Regulations. Subdivision regulations govern both the conversion of undeveloped land to building sites and the provision of improvements such as streets and utilities. Relative to hazard mitigation, local subdivision regulations can also require the flood proofing of infrastructure, the dedication of hazard areas for open space, the clustering of buildings on least hazardous sites and the disclosure of risks to prospective property owners.

Tax Incentives. Tax policy can provide incentives to undertake mitigation actions. For example, the county can establish “preferential” or “use value” taxes for properties located in the flood-prone areas if the property owner agrees to maintain a low-density use of the land. In this way, property is taxed on the basis of its actual income production rather than its market value.

Transfer of Development Rights. A Transfer of Development Rights (TDR) program is intended to use properties located within a high hazard area for recreational or open space purposes by compensating the property owners for the loss of their right to develop it in more intense land uses. A typical TDR program establishes both a preservation district and a development district. Landowners in the preservation or “sending” district may sell their development rights to landowners in the development or “receiving” district who may then use these rights to build at higher densities than allowed under current zoning standards.

Watershed Management. A watershed is defined as the total area drained by a given stream or river. The plan for management of a watershed should include a complete watershed analysis. Such an analysis provides statistical, schematic and graphic information that can be used to calculate potential runoff, to simulate flooding conditions, to analyze proposed site plans and to storm drain layout.

Zoning Ordinances. Zoning ordinances regulate the use of land and structures; standards for setbacks, yards, building height, lot size and density; and establish the method for dealing with nonconforming uses and structures. Zoning can be used to limit development in hazard-prone areas to establish performance standards that reduce vulnerability and to create incentives for development that incorporate hazard mitigation.

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Recovery Plan

Recovery Function # 20

Recovery Administration & Finance

Lead Department	OFFICE OF MANAGEMENT & BUDGET.
Support Agencies	1.
Purpose	To provide a framework for implementing administrative and financial services necessary for disaster recovery.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a copy of FEMA’s Public Assistance Program and Project Eligibility Handbook and other related information (includes authorities, work eligibility, cost eligibility, application procedures, project worksheets); Be aware of the different rules governing eligible costs for permanent, temporary and volunteer workers; Be aware of different documentation needed by various programs. <input type="checkbox"/> Obtain training in the federal/state disaster assistance process before the disaster. <input type="checkbox"/> Establish and maintain a system to identify and compile incident costs for State and Federal reimbursements. <input type="checkbox"/> Design a “disaster cost-tracking documentation system.” Base it on state and federal requirements. Should be compatible with normal accounting system. <input type="checkbox"/> Establish accounting and documentation procedures for recovery activities to include: <ul style="list-style-type: none"> ◇ Financial donations (coordinate with RF # 9: Unmet Needs) to establish procedures to accept and disperse cash donations to be used for both individual and other community unmet needs). ◇ Emergency procurement guidelines. ◇ Recovery accounting and record keeping system, including personnel time and attendance, contract work, equipment, supplies, and other expenditures. ◇ Tax adjustments for damaged property. ◇ Audit and documentation requirements.

	<ul style="list-style-type: none"> <input type="checkbox"/> Train staff to implement and use the disaster documentation system. <input type="checkbox"/> Identify strategies to recover un-reimbursed disaster costs: re-budgeting, bonds, taxes. <input type="checkbox"/> Research and list sources of recovery grant assistance. <input type="checkbox"/> Review insurance policies and programs; Identify vulnerable areas and government assets; obtain insurance as appropriate.
<p style="text-align: center;">Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purchasing. <ul style="list-style-type: none"> ◇ Facilitate the acquisition of supplies, equipment, and services necessary to support recovery actions. <ul style="list-style-type: none"> – Ensure that all obligation documents initiated in the incident are properly prepared and completed. ◇ Determine if normal competitive bidding procedures should be waived to expedite response and relief efforts. <ul style="list-style-type: none"> – Maintain responsible effort to foster competition for work; solicit proposals by phone or other means from more than one vendor. <p style="margin-left: 40px;">Note: Verbal contracts may be eligible for reimbursement if a record of the conversation is kept and followed up with a written contract as soon as practicable.</p> <input type="checkbox"/> Administrative Services. <ul style="list-style-type: none"> ◇ Provide legal guidance. Legal Department: <ul style="list-style-type: none"> – Prepare additional ordinances or other legal documents necessary to continue recovery activities on an as needed basis. – Review documents for legal sufficiency. – Investigate claims/legal actions against local government resulting from disaster response activities. ◇ Ensure supply of vouchers, receipts, and other forms. ◇ Establish a system for collecting and processing time and equipment reports for each operational period (shift or daily). <ul style="list-style-type: none"> – Ensure that daily personnel time reports are prepared. <ul style="list-style-type: none"> * Verify time records for accuracy. – Ensure that equipment time reports are prepared. ◇ Oversee the development and execution of contractual agreements for disaster

	<p>related services (debris removal, public building repair and restoration, equipment rental or leasing).</p> <ul style="list-style-type: none">– Establish a process to monitor contractual performance. <ul style="list-style-type: none">◇ Coordinate supply contracts.◇ Manage activities related to worker’s compensation programs. <ul style="list-style-type: none">– Maintain records on injuries or illnesses for disaster workers associated with the disaster incident.– Coordinating investigations related to workman compensation/injury claims. <ul style="list-style-type: none">◇ Maintain accurate data on disaster response and recovery costs. <ul style="list-style-type: none">– Assess and report on status of agency budgets to determine ability to handle disaster caused costs.– Assure that personnel and equipment costs are properly identified and filed.– Obtain and record cost data.– Analyze and prepare disaster incident cost estimates; and– Provide cost estimates of resource use. <ul style="list-style-type: none">◇ Risk Management:<ul style="list-style-type: none">– Obtain final damage assessment.– Determine insured losses and uninsured losses.– Compile personnel injury claims/reports. <ul style="list-style-type: none">□ Documentation of Disaster Costs.<ul style="list-style-type: none">◇ Activate the County’s “disaster cost-tracking documentation system.”<ul style="list-style-type: none">– Direct Departments to keep accurate records separating disaster operational expenditures from day-to-day expenditures.– Ensure all departments are using the disaster “project code” in charging disaster related costs, i.e. labor, materials, equipment and supplies.– Normally used fund numbers, department/division numbers and object code numbers to charge the costs should remain the same.◇ Ensure that 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.◇ Persons responsible for directing or supervising emergency work shall document personnel, equipment and supplies expended—on a daily basis. Documentation will include:<ul style="list-style-type: none">– Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
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- ◇ Daily Activity Reports shall be kept by the agency responsible for directing a specific emergency operation.
- ◇ Document all labor and materials/supplies costs by damage category and by specific site.

– See Applicant Checklist for Public Assistance, Attachment # 4.

Note: Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads.
- Water control facilities.
- Public buildings and related equipment.
- Public utilities.
- Facilities under construction.
- Recreational and park facilities.
- Educational institutions.
- Certain private non-profit facilities.

Public Assistance Process and Administration.

- ◇ Determine eligible projects and submit application paperwork. The Project Application is the document which summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Monroe County, FDEM and the Federal Emergency Management Agency. Details on eligible projects are found in the FEMA Project Eligibility Handbook.
- ◇ Develop “Project Worksheets” for each eligible project. 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 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.
- ◇ County responsibilities will 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.
 - Providing insurance for approved projects.

Disaster Cost Reimbursement.

- ◇ Estimate costs of disaster-generated projects and activities.

	<ul style="list-style-type: none"> ◇ Identify likely sources of disaster funds. <ul style="list-style-type: none"> – FEMA reimbursements for community losses. – Other Federal and State aid. – Community Development Block Grant. ◇ Coordinate use of public and private funding sources. □ Budget. <ul style="list-style-type: none"> ◇ Project budget for coming year(s). ◇ Estimate remaining tax base. ◇ Revise estimates of revenue. ◇ Identify new sources of revenue. <ul style="list-style-type: none"> – Tax increase. – Bond issue. – Private funds. – Recovery trust fund(s). – Economic development administrative grants. <p>Note: Federal cost reimbursement includes the repair/replacement of roads, water control facilities, public buildings and related equipment, public utilities, facilities under construction, recreational and park facilities, educational institutions, certain private non-profit facilities. 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.</p>
<p>Attachments</p>	<ol style="list-style-type: none"> 1. Accounting Procedures for Disaster Events. 2. Public Assistance Damage Assessment Checklist. 3. Public Assistance Project Checklist. 4. Applicant’s Agent Checklist.
<p>References</p>	<ol style="list-style-type: none"> 1. FEMA Public Assistance Program and Project Eligibility Handbook.

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Attachment 1

EOC's ACCOUNTING PROCEDURES FOR DISASTER EVENTS

- A. When the threat of a disaster is imminent, or if the County has suffered any other disastrous event that warrants the activation of the Emergency Operations Center, will notify the Finance Department to initiate a special project code for the impending or current disaster.
- B. In most circumstances County Mayor/County Commission will already have issued a State of Local Emergency that will immediately place the County in an emergency protective measures status, followed by an emergency response mode.
- C. It is a requirement that all expenses, including payroll, are charged to the applicable account code, using the project code designated for the event. This applies for all employees who are requested/required to work prior to and during an event. All purchase orders must reflect the appropriate project code.
- D. Financial tracking forms are distributed to all affected employees to track their time, equipment use and expenses prior to and during an event. These forms will be utilized to reconcile payroll and, if applicable, serve as backup for FEMA reimbursement.

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Attachment 2

**PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)**

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the categories of work below. All damage sites should be identified by the applicant before the inspectors arrive.
 - ◇ Roads.
 - ◇ Water control facilities.
 - ◇ Public buildings and related equipment.
 - ◇ Public utilities.
 - ◇ Facilities under construction.
 - ◇ Recreational and park facilities.
 - ◇ Educational institutions.
 - ◇ Certain private non-profit facilities.
2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

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Attachment 3

**PUBLIC ASSISTANCE PROJECT CHECKLIST
(To prepare for State and/or Federal Project Officers)**

In order to expedite the project process, applicants should take the following steps and be aware of the following procedures before the Kickoff meeting (or first visit) with the Federal/State team:

1. Mark the location of each damage project on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work. The applicant should identify all damage/work projects before the Project Officers arrive.
2. A list of projects broken down by small (< \$xx,xxx) and large (>\$xx,xxx). Note, dollar amounts established by FEMA.
3. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired.
4. Have photographs, site sketches or drawings of each damage site available for the Project Officers (especially where work has already been performed).
5. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each project where work has been completed or is in progress. While a variety of forms can be used or summarize these items, the format chosen must document the type and location of work performed on a daily basis.
6. Provide force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for a review and inspection by the survey team.
7. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
8. Be prepared to describe to the inspectors which projects will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the Project Officers.
9. If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide Project Officers with copies of the appropriate standards.
10. Provide Project Officers with policy information on insurance coverage and any proceeds received or anticipated.
11. Notify DEM as soon as possible, but no later than 60 days from the date of the initial Kickoff meeting, of any additional damage that has been identified.
12. Be aware that a statement of non-concurrence must be attached to any project in which the local representative does not agree with the proposed scope of work.

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Attachment 4

APPLICANT'S AGENT CHECKLIST

Administration.

- Attend the applicant's briefing.
- Contact other potential applicants within the county who sustained disaster related damages/cost and advise them of who to contact by filling out a request for assistance within 30 days from the date the county was declared.
- Ensure that an applicant's agent is designated.
- Submit appeals in a timely manner normally within 60 days of notification.
- Check on insurance coverage and determine the settlement amount, if any. Submit a proof of loss statement (insurance settlement) from the insurance company.

Work Monitoring.

- Review each Project Worksheet (PW) to become familiar with approved scope of work.
- Give appropriate supervisors a copy of each PW.
- Make approved repairs ONLY or obtain FDEM and/or FEMA approval before changing the approved scope of work.
- Notify FDEM of significant cost overruns.
- Follow proper bid and contract procedures. Ensure the contractor is NOT on the most current "List of Parties Excluded from current Federal Procurement or Non-Procurement Programs" published by the U.S. General Services Administration.
- Complete work within allowable time periods.
- Request a time extension by PW if needed.
- Submit a project cost summary for each large PW that is completed.
- Complete the project completion report once all approved work has been completed.

Documentation.

- Maintain a separate folder for each PW.
- Document repair costs at each work site as they occur.
- Prepare summary reports from supervisor's daily logs.
- Keep these documents for each work site as they occur:
 - Summary reports for labor, equipment and materials.
 - Delivery tickets.
 - Invoices.
 - Payroll journals.
 - Canceled checks.
 - Daily logs from supervisors.
- Keep these documents for each PW done by contract:
 - Bid specifications.
 - Bid advertisement.
 - Bid summary sheet.
 - Contract award documents.
 - Invoices.
 - Canceled checks.
 - Record of work inspections.

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Recovery Plan

Recovery Function # 21

Mutual Aid

Lead Department	EMERGENCY MANAGEMENT.
Support Agencies	1.
Purpose	To establish a Recovery Function (RF) to manage requests for mutual aid assistance for the County, or to assist another local government.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain copies of relevant mutual aid agreements. <input type="checkbox"/> List types and sources of recovery mutual aid assistance that could be needed/desired should large disaster occur. <input type="checkbox"/> List needed mutual aid agreements; Recommend strategy to obtain needed mutual aid agreements.
Recovery Tasks	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine need for mutual aid assistance. <input type="checkbox"/> Requests should also be as specific as possible on the size, amount and type of resource needed. <ul style="list-style-type: none"> ◇ Identify the problem to be dealt with by the resources, what type of resource will be needed, how much of it will be needed, and where it will be needed. <input type="checkbox"/> Establish and maintain an incident activity log. <input type="checkbox"/> Receive mutual aid requests from other jurisdictions. <ul style="list-style-type: none"> ◇ Ensure that outgoing mutual aid will not be a drain on County resources and capability. <input type="checkbox"/> Request mutual aid.

	<ul style="list-style-type: none"> ❑ A Mutual Aid request should contain the following information: <ul style="list-style-type: none"> ◇ Priority classification. ◇ The requesting party. ◇ The mission’s frequency. ◇ The mission’s assignment request. ◇ What resources are needed to carry out the mission assignment. ◇ Where the resources are to be delivered. ◇ If transportation or escort services are needed.
Attachments	1. Checklist for Determining Mutual Aid Needed.
References	None.

Attachment 1

CHECKLIST FOR DETERMINING MUTUAL AID NEEDED

A. IDENTIFY NEED.

1. Ensure a real need exists.
2. Identify what mutual aid resources can help you repair or furnish emergency service.
3. Identify what type of equipment, materials, personnel are needed.
4. Identify how long they may be needed.
5. Identify how soon they may be needed.
6. Identify where they will work.
7. Determine if resources will work independently under direct County direction, or with a supervisor provided by the mutual aid agency.

B. LOGISTICAL ARRANGEMENTS.

1. Determine where will mutual aid resources eat, sleep and shower.
2. Determine what staging area mutual aid resources will be sent to for a briefing and work assignment.
3. Identify who will meet the mutual aid resources and brief them.

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Recovery Plan

Recovery Function # 22

Property Owner Associations (POA's) & Municipalities

Lead Department	GROWTH MANAGEMENT.
Support Agencies	1.
Purpose	Provide a means to coordinate Disaster Recovery Programs between the County and the POA's to include Planned Unit Developments, Municipalities and Community Associations.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage POA's to identify a "POA Recovery Coordinator" (with 3 backups) to liaison with the County's RF # 22 (Property Owner Associations (POA's) & Municipalities) Coordinator during recovery events. (During evacuation events, POA Recovery Coordinators shall notify the County's RF # 22 Coordinator of their location and contact numbers.) <input type="checkbox"/> Maintain a roster of POA Recovery Coordinators and backups. <input type="checkbox"/> Encourage POAs to establish and maintain emergency and recovery plans. <input type="checkbox"/> Review POA Recovery Plans and Procedures and communicate current information to residents. <input type="checkbox"/> Obtain from POAs necessary address and related data to the County's GIS Department for critical infrastructure and facilities, etc. (Aids in damage and impact assessment.) <input type="checkbox"/> Encourage POAs to ensure that their covenants allow for ease of compliance with County Disaster Ordinances. <input type="checkbox"/> Encourage appropriate POAs to sign onto the County's debris management plan and contract through Memorandum of Understanding. <input type="checkbox"/> Encourage appropriate POAs to identify temporary housing sites and resources.

	<ul style="list-style-type: none"> <input type="checkbox"/> Encourage POAs to participate in recovery planning, training and exercises. <input type="checkbox"/> Encourage POAs to distribute emergency preparedness and recovery information to their property owners.
<p>Recovery Tasks</p>	<p>Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appoint a POA Coordinator. <input type="checkbox"/> Identify which POAs are impacted by the event. <ul style="list-style-type: none"> ◇ Coordinate with RF # 1 Impact Assessment. <input type="checkbox"/> Establish contact with the impacted POAs “Recovery Coordinators.” <ul style="list-style-type: none"> ◇ Determine activations of emergency/recovery plans. ◇ Validate current status of impacts. <input type="checkbox"/> Coordinate debris clearance and management with POAs.
<p>Attachments</p>	<p>1. Community Association Coordinator Duties.</p>
<p>References</p>	<p>None.</p>

Attachment 1

POSITION OUTLINE FOR POA COORDINATOR

Monroe County will appoint a County staff member to assist community associations in recovery from any disaster event. Some of the functions to be performed are:

- Maintain a contact list for all POAs. POAs will be required to provide this information to the County in a timely manner and keep updated.
- Provide information on County permitting processes and locations.
- Provide information on where insurance agents, claims adjusters, etc. are located and how to contact.
- Provide lists of approved builders, roofers, etc.
- Meet with POA Representatives to review procedures and make any needed adjustments on annual basis.
- Provide information on damage assessment for POA.

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Recovery Plan

Recovery Function # 23

Historic Concerns

Lead Department	GROWTH MANAGEMENT / HISTORIC FLORIDA KEYS PRESERVATION BOARD / LMSP REP.
Support Agencies	1.
Purpose	To identify and implement projects or programs that restore, enhance, or protect historic resources from degradation to reduce impacts from disasters.
Pre-Disaster Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Identify and list potential historic damages and problems from likely hazards; Describe the characteristics of the historic resources; Estimate the probable types and degree of damage; Identify development trends in the historic areas. <input type="checkbox"/> Map the historic sensitive areas; Display potential historic damages. Establish GPS database. <input type="checkbox"/> Identify projects and programs that will protect historic resources while simultaneously reducing damage from disasters. <ul style="list-style-type: none"> ◇ Process: Ensure that each historic project and program is realistic, technically possible, economically feasible, politically workable, and socially acceptable; Decide on a public involvement process; Invite representatives of the public and non-profit organizations to participate; Incorporate comments into the planning process and plans; Establish a regular process for providing information and receiving ideas. <input type="checkbox"/> Develop a historic recovery plan that becomes part of the local government's comprehensive plan. <input type="checkbox"/> Make information on disasters and environmental characteristics available for use in community comprehensive planning.
Recovery Tasks	Note: Review and consider the following tasks and perform those tasks as appropriate to the recovery situation and needs.

	<ul style="list-style-type: none"> ❑ Coordinate with RF # 1 (Impact Assessment) Growth Management; Obtain information on disaster-related impacts to historic resources. ❑ Develop an initial historic resources impact assessment; Review often and revise after a more comprehensive impact assessment is provided. ❑ Establish and maintain liaison among federal, state, and local officials concerned with historic impacts and issues. ❑ Review the relevant local government’s current Land Use Ordinance. In terms of the disaster environmental impacts, determine what, if any, changes or additions are necessary. Make recommendations. ❑ Apply for relevant post-disaster federal and state environmental programs and funds. ❑ Integrate post-disaster historic projects and programs into the comprehensive plan and recovery program. <ul style="list-style-type: none"> ◇ Coordinate with RF # 13 (Redevelopment (Planning and Community Development)) to ensure that historic plans and programs are integrated into local government’s Redevelopment Plan (Comprehensive Plan), and not duplicate efforts or add another layer of planning. ❑ Coordinate with RF # 19 (Mitigation) to revise and strengthen the mitigation plan by setting priorities that include historic projects or programs as an important component. <ul style="list-style-type: none"> ◇ Integrating projects or programs that restore, enhance, and protect historic resources into a comprehensive or recovery plan(s) can help guide the disaster recovery and reconstruction along paths that will reduce or eliminate damage from future disaster. ❑ Monitor the historic restoration projects and programs initiated to determine how effective they are and whether they need to be changed. Three performance measures should provide the needed information: <ul style="list-style-type: none"> ◇ Objective results data: statistics that are observable and can be measured. ◇ Surveys and assessments of results: opinions from local government, county and state decision makers and the general public. ◇ Activity measures: information on the implementation of the project or program.
<p>Attachments</p>	<p>None.</p>
<p>References</p>	<p>None.</p>