File #:	**2019-066**
Owner's Name:	Venture Out at Cudjoe Cay Condominium Assoc.
Applicant:	Smith Hawks, PL
Agent:	Barton Smith
Type of Application:	CP Text Amendment
Key:	Cudjoe Key
RE #:	00188681.000000

Additional Information added to File 2019-066

End of Additional File 2019-066

RECEIVED
FEB 11 2020
MONROE CO. PLANNING DEPT.

MONROE COUNTY, FLORIDA
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT

Comprehensive Plan (CP) Text Amendment Application

An application must be deemed complete and in compliance with the Monroe County Comprehensive Plan and Code by the staff prior to the item being scheduled for review

Application Fee: $6,470.00 (plus $850 for the BOCC adoption hearing)
The base fee includes two internal staff meetings with applicants; one Development Review Committee meeting, one Planning Commission public hearing; and one Board of County Commission public hearing. If this minimum number of meetings/hearings is exceeded, additional fees shall be charged pursuant to Fee Schedule Resolution and paid prior to the private application proceeding through public hearings.

In addition to the application fee, the following fees also apply:
Advertising Costs: $245.00
Surrounding Property Owner Notification (SPON): $3.00 for each property owner required to be noticed
Transportation Study Review: $5,000.00 Deposit (any unused funds will be returned upon approval)
Advertising and Noticing fees for a community meeting: $245.00 plus $3.00/SPON

Date of Request: 02 / 10 / 2020
Month Day Year

Applicant / Agent Authorized to Act for Property Owner: **(Agents must provide notarized authorization from all property owners.)**

Smith Hawks, PL — Barton W. Smith, Esq./Jess Miles Goodall, Esq.
Applicant (Name of Person, Business or Organization) — Name of Person Submitting this Application

138 Simonton Street, Key West, Florida 33040
Mailing Address (Street, City, State and Zip Code)

(305) 296-7227 — Bart@SmithHawks.com/Jess@Smithhawks.com
Work Phone — Home Phone — Cell Phone — Email Address

Property Owner: **(Business/Corp must include documents showing who has legal authority to sign.)**

Venture Out at Cudjoe Cay Condominium Association. — c/o Agent
(Name/Entity) — Contact Person

c/o Agent
Mailing Address (Street, City, State and Zip Code)

c/o Agent — c/o Agent
Work Phone — Home Phone — Cell Phone — Email Address

Goal(s), Objective(s) and/or Policy(s) of the Comprehensive Plan Affected:
The proposed text amendment amends Policy 101-3.1 of the Monroe County Comprehensive Plan.

Please describe the reason for the proposed text amendment (attach additional sheets if necessary):
See attached letter explaining proposed text amendment.

Pursuant Chapters 163 and 380, Florida Statutes, an amendment to the Comprehensive Plan must be consistent with Florida Statute, with the Monroe County Comprehensive Plan, and with the Principles for Guiding Development for the Florida Keys Area, Section 380.0552(7), Florida Statute. Please describe how the proposed text amendment is consistent with each of the following (attach additional sheets if necessary):

1) **The proposed amendment is consistent with Part II of Chapter 163, Florida Statute.** ***(At a minimum, please review and address Sections 163.3177, 163.3178, 163.3180, and 163.3184, F.S.)*** **Specifically the amendment furthers:**
   See attached letter explaining how the proposed amendment is consistent with the Florida Statues.

2) **The proposed amendment implements and is consistent with the following Goals, Objectives and Policies of the Monroe County Year 2030 Comprehensive Plan:**

See attached letter explaining how the proposed amendment is consistent with the Comprehensive Plan.

3) **The proposed amendment is consistent with the Principles for Guiding Development for the Florida Keys Area, Section 380.0552(7), Florida Statute:**

See attached letter explaining how the proposed amendment is consistent with the Principles for Guiding Development for the Florida Keys Area, Section 380.0552(7).

The Board of County Commissioners may consider an ordinance to transmit to the State Land Planning Agency an amendment if the change is based on one or more of the following factors. Please describe how one or more of the following factors shall be met (attach additional sheets if necessary)**:**

1) **Changed projections (e.g. regarding public service needs) from those on which the text was based**

N/A

2) **Changed assumptions (e.g. regarding demographic trends):**

See attached letter explaining the proposed amendment regarding changed assumptions

3) **Data errors, including errors in mapping, vegetative types and natural features:**
N/A

4) **New issues:**
See Attached letter explaining the proposed amendment regarding additional text to be added.

5) **Recognition of a need for additional detail or comprehensiveness:**
See Attached letter explaining the proposed amendment regarding additional detail or comprehensiveness.

6) **Data updates:**
N/A

In no event shall an amendment be approved which will result in an adverse community change of the planning area in which the proposed development is located or **to any area in accordance with a Livable CommuniKeys master plan. Please describe how the text amendment would not result in an adverse community change** (attach additional sheets if necessary):
See Attached letter explaining how the proposed amendment would not result in an adverse community change.

* * * * * * *

Applicants submitting an application for an amendment to the text of the Comprehensive Plan shall participate in a <u>concept meeting</u> with the Planning and Environmental Resources Department, as indicated in Code Section 102-158(d)(3), to discuss the proposed amendment.

Scheduling. A concept meeting shall be scheduled by department staff once the application is determined to be complete.

As part of this concept meeting, department staff will identify whether or not the proposed text amendment will have a <u>county-wide impact.</u> If the proposal is determined to have a <u>county-wide impact</u>, a public meeting with the Board of County Commissioners ("**Impact Meeting**") prior to the application proceeding to the DRC for review is required. The applicant shall coordinate with the Planning Director regarding the date and time of the Impact Meeting; however, all Impact Meetings shall be held in Marathon.

Notice of Meeting. The Impact Meeting shall be noticed at least 15 days prior to the meeting date by advertisement in a Monroe County newspaper of general circulation.

Noticing and Advertising Costs. The applicant shall pay the cost of the public notice and advertising for the Impact Meeting and provide proof of proper notice to the Planning Director.

The Impact Meeting is not to be a public hearing (the BOCC will not vote on the proposal), but a public meeting during which the BOCC may offer their initial opinions and the public may have input on the proposed amendment.

PROOF OF PROPER NOTICING ON THE IMPACT MEETING WILL BE REQUIRED.

Applicants requesting a Comprehensive Plan Text Amendment shall provide for public participation through a <u>community meeting, as indicated in Code Section 102-159.</u>

Scheduling. The applicant will coordinate with the Planning Director regarding the date, time and location of the proposed community meeting; however, all meetings are to be held on a weekday evening at least three (3) months prior to any of the public hearings.

Notice of Meeting. The community meeting shall be noticed at least 15 days prior to the meeting date by advertisement in a Monroe County newspaper of general circulation, mailing of notice to surrounding property owners, and posting of the subject property.

Noticing and Advertising Costs. The applicant shall pay the cost of the public notice and advertising for the community meeting and provide proof of proper notice to the Planning Director.

The community meeting shall be facilitated by a representative from the Monroe County Planning & Environmental Resources Department and the applicant shall be present at the meeting.

PROOF OF PROPER NOTICING ON THE COMMUNITY MEETING WILL BE REQUIRED.

* * * * * * *

All of the following must be submitted in order to have a complete application submittal: (Please check as you attach each required item to the application)

- ☐ Completed application form (unaltered and unbound)
- ☐ Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- ☐ Existing text of Comprehensive Plan Goal(s), Objective(s), and/or Policy(s) affected (See attached letter)
- ☐ Proposed amendment(s) to text of Comprehensive Plan Goal(s), Objective(s), and/or Policy(s). *Must be provided in strikethrough and underline format.* See attached letter
- ☐ If a site specific amendment is proposed:
  - ☐ Proof of ownership (i.e., Warranty Deed) Condo. Declaration (Tab 1)
  - ☐ Ownership Disclosure Form (Tab 2)
  - ☐ Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property) (Tab 3)
  - ☐ Copy of current Future Land Use Map (*required if application affects specific and defined area)* (Tab 4)
  - ☐ Current Property Record Card(s) from the Monroe County Property Appraiser (Tab 5)
  - ☐ Location map (Tab 6)
  - ☐ Photograph(s) of site(s) from adjacent roadway(s) (Tab 7)
  - ☐ Signed and Sealed Boundary Survey(s), prepared by a Florida registered surveyor – eight (8) sets (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; total acreage by habitat; and total upland area (Tab 1- See Declaration)
  - ☐ Typed name and address mailing labels of all property owners within a 600 foot radius of the property(s) – (three sets). This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 600 foot radius, each unit owner must be included (Tab 8)

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ 600ft Radius report, prepared by the Monroe County Property Appraiser's Office (required if application affects specific and defined area) (Tab 8)
- ☐ Traffic Study, prepared by a licensed traffic engineer (*required if application affects specific and defined area*) N/A
- ☐ Transportation fee of $5,000 to cover the cost of experts hired by the Department to review the traffic study – any unused funds deposited will be returned upon approval (*required if application affects specific and defined area*) N/A

If deemed necessary to complete a full review of the application, within reason, the Planning & Environmental Resources Department reserves the right to request additional information.

Additional fees may apply pursuant to the approved fee schedule.

* * * * * * *

Has a previous application been submitted for this site(s) within the past two years? ☒ Yes ☐ No

Is there a pending code enforcement proceeding involving all or a portion of the parcel(s) proposed for development? ☐ Yes ☒ No Code Case file #_____ Describe the enforcement proceedings and if this application is being submitted to correct the violation: _____

The applicant/owner hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

By signing this application, the owner of the subject property authorizes the Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

I, the Applicant, certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant:_____ **Date:** 02/10/2020

STATE OF Florida

COUNTY OF Monroe

Sworn to and subscribed before me this 10th day of February, 2020,

by Barton W. Smith, who is personally known to me OR produced

(PRINT NAME OF PERSON MAKING STATEMENT)

_____ as identification.

(TYPE OF ID PRODUCED)

JESS MILES GOODALL
MY COMMISSION # GG 344282
EXPIRES: June 12, 2023
Bonded Thru Notary Public Underwriters

Signature of Notary Public

Jess Miles Goodall

Print, Type or Stamp Commissioned Name of Notary Public

My commission expires:

Send complete application package to:

Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050

SMITH/HAWKS
ATTORNEYS AT LAW

Barton W. Smith, Esq.
Telephone: (305) 296-7227
Facsimile: (305) 296-8448
Email: Bart@SmithHawks.com

SENT VIA EMAIL AND FEDEX
7776-7496-6945

February 10, 2020

Emily Schemper, AICP, CFM
Sr. Director Planning & Environmental Resources
Monroe County Planning & Environmental Resources Department
2798 Overseas Highway, Suite 400
Marathon, Florida 33050
Email: Schemper-Emily@MonroeCounty-FL.Gov

RE: PROPOSED TEXT AMENDMENT TO POLICY 101-3.1 OF THE MONROE COUNTY COMPREHENSIVE PLAN.

Dear Emily,

Please allow this letter to serve as data and analysis in support of the enclosed Comprehensive Plan Text Amendment Application ("Application") made on behalf of Venture Out at Cudjoe Cay Inc., a Condominium ("Venture Out"). The Application is being submitted as a revision and replacement of the previously submitted Land Development Code Text Amendment Application with file number 2019-066 ("LDC Amendment"). Additionally, Venture Out requests that all unused application, advertising, and SPON fees, rendered to the County for the LDC Amendment, be credited towards this Application. Please find: 1) the original application package, 2) a copy of this letter for date stamp return, using the enclosed self-addressed envelope, and 3) a check in the amount of $5,204.00 which accounts for the difference between the required Comprehensive Plan filing, advertising, and SPON fees, and the LDC Amendment fees previously submitted to the County.

I. Text Amendment Background

a. Overview

The proposed text amendment ("Amendment") will amend Policy 101-3.1 of the Monroe County Comprehensive Plan ("Comp. Plan.") to include additional language that would exempt Venture Out from certain Policies and allow for the interchangeability of mobile homes and Recreational Vehicles ("RVs") within the site-specific Venture Out community.

b. Amendment Request

Venture Out is a controlled access, gated community that is separate and distinct from the rest of Monroe County ("County"). The Amendment will allow all 659 of Venture Out's lots, which are

zoned URM-L to maintain their historically utilized right to interchange a lot's use between a mobile home and recreational vehicle, as a site-specific exemption, contained entirely to within the boundaries of Venture Out.

Additions to the relevant portions of Sections 114-67 and 138-22 are set forth below in Blue and deletions are set forth in ~~Red~~.

c. The Amendment

Policy 101.3.1

Monroe County shall maintain a Permit Allocation System for new residential development known as the Residential Rate of Growth Ordinance (ROGO) System. The Permit Allocation System shall limit the number of permits issued for new residential dwelling units. The ROGO allocation system shall apply within the unincorporated area of the county, excluding areas within the county mainland and within the Ocean Reef planned development (Future development in the Ocean Reef planned development is based upon the December 2010 Ocean Reef Club Vested Development Rights Letter recognized and issued by the Department of Community Affairs). New residential dwelling units included in the ROGO allocation system include the following: affordable housing units; market rate dwelling units; mobile homes; and institutional residential units (except hospital rooms).

Vessels are expressly excluded from the allocation system, as the vessels do not occupy a distinct location, and therefore cannot be accounted for in the County's hurricane evacuation model. Under no circumstances shall a vessel, including live-aboard vessels, or associated wet slips be transferred upland or converted to a dwelling unit of any other type. Vessels or associated wet slips are not considered ROGO allocation awards and may not be used as the basis for any type of ROGO exemption or TRE (Transfer of ROGO Exemption).

ROGO Allocations for rooms, hotel or motel; campground spaces; transient residential units; and seasonal residential units are subject to Policy 101.3.5.

For the purposes of this Policy, the redevelopment or replacement of any lawfully established unit within the Venture Out community, which is located in the Lower Keys at MM 23 on Cudjoe Key, that does not increase the number of units, above that which existed on or before January 4, 1996 shall be exempt from the permit allocation (ROGO) system. Policies 101.3.5 and 101.6.8 shall not apply to Venture Out, and the units within Venture Out may be developed as either a mobile home or recreational vehicle use through the approval of a building permit and no unit, regardless of use type, within the Venture Out community may be transferred to another site outside the Venture Out community.

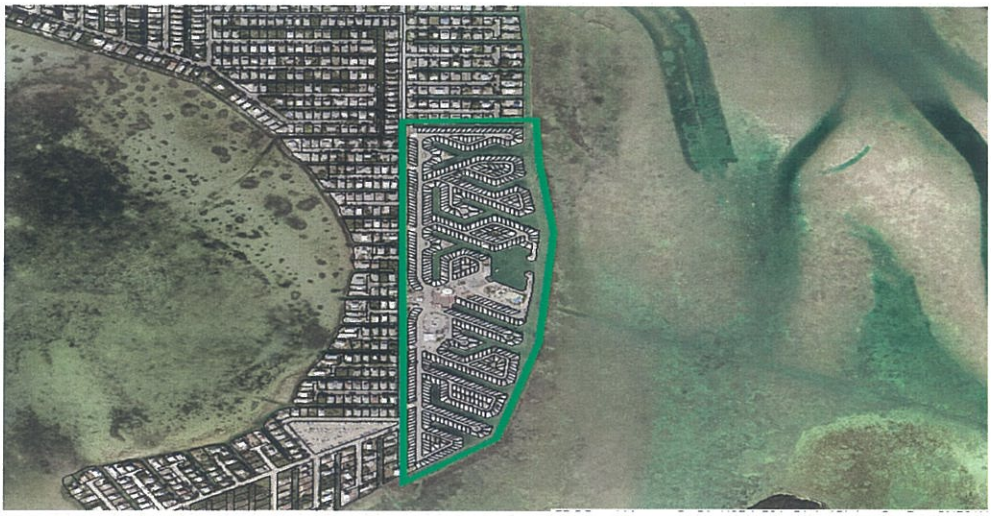
II. Reason for Proposed Text Amendment

a. Overall Data and Analysis

Venture Out is a controlled access gated, master planned community developed prior to the

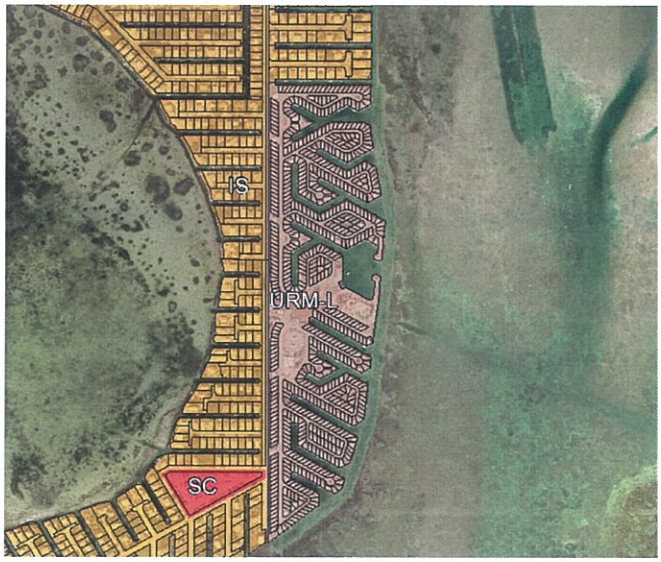
adoption of County's Code in 1986 and its Comprehensive Plan ("Comp. Plan") in 1992.

Venture Out's development as a separate and distinct master planned community is unique to the Florida Keys as it is approximately over 60 acres in size located at mile marker 23 on Cudjoe Key. The aerial photograph marked below shows the Venture Out community.



Venture Out was submitted to the condominium form of ownership in 1971. Venture Out at Cudjoe Cay, Inc. membership consists of each lot owner in Venture Out. Venture Out has subjected itself and each property owner within Venture Out to a master development plan, which amongst other covenants and restrictions has adopted rules and restrictions ("Rules and Restrictions"), to protect the community character and provide for the orderly management of Venture Out. A copy of which is enclosed as Exhibit A.

The entirety of Venture Out is within the zoning district classified as Urban Residential Mobile Home- limited district ("URM-L"), as shown on the photograph below:



b. Data and Analysis as to each Section amended

1. <u>Interchangeability within Venture Out, under the Amendment, will not Affect the Hurricane Evacuation Models</u>.

The State of Florida Administration Commission Administrative Code Rule 28-20.140 provides in relevant parts that Monroe County shall enter into a memorandum of understanding with the Department of Community Affairs, Division of Emergency Management, Marathon, Islamorada, Key West, Key Colony Beach, and Layton that shall stipulate, based on professionally acceptable data and analysis, the input variables and assumptions, including regional considerations, for utilizing the Florida Keys Hurricane Evacuation Model or other models acceptable to the Department to accurately depict evacuation clearance times for the population of the Florida Keys to complete an analysis of maximum build-out capacity for the Florida Keys Area of Critical State Concern, consistent with the requirement to maintain a 24-hour evacuation clearance time and the Florida Keys Carrying Capacity Study constraints. This analysis shall be prepared in coordination with the Department of Community Affairs and each municipality in the Keys. *See Fla. Admin. Rule 28-20.140(11) and (12)* attached as Exhibit B.

In conformity with these provisions, Monroe County entered into the Hurricane Evacuation Clearance Time Memorandum of Understanding, by and between the Florida Department of Economic Opportunity and the County of Monroe, City of Key West, Islamorada, Village of Islands, City of Layton, City of Key Colony Beach, City of Marathon, and Florida Division of Emergency Management ("Hurricane Evacuation MOU"), which provides that mobile homes, RVs, and park models are evacuated prior to the permanent resident population. More specifically, they are all evacuated in Phase 1, which is subject to mandatory evacuation within the first 24 hours in advance of tropical storm winds.[1]

The State of Florida and County recognize that the actual sequence of the evacuation by zones will vary depending on the individual storm. Therefore, the concepts of the staged evacuation procedures are embodied in the County operational Emergency Management Plans. County's Comprehensive Emergency Management Plan ("Emergency Plan") is attached as Exhibit C. In conformity with the Hurricane Evacuation MOU, the Emergency Plan evacuates mobile homes and RVs at the same time for Category 3. Specifically, the Emergency Plan provides as follows:

[1] RVs are classified as "tourist units" which are subject to mandatory evacuation under Phase 1 of the hurricane evacuation model.

Category 3 or higher Storms:

All visitors (tourists, campers, day-trip travelers, high profile vehicles, etc), hospitals, Special Needs and general population are mandated to evacuate out-of-the county. Special Needs population will be directed to the County shelter at FIU. General Population will be informed of, and directed to, a designated shelter on the Mainland well in advance of the evacuation process, or they may continue on to destination of their choice.

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

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

The Amendment is consistent with the Emergency Plan.

Additionally, the Amendment is consistent with County Comp. Plan Goal 215 by requiring the occupants of Venture Out's units/lots to evacuate "48 hours in advance of tropical storm winds", which exceeds Comp. Plan Policy 215.1.4 requirement that requires mobiles to evacuate within thirty-six (36) hours of tropical storm winds.[2]

c. <u>Short Term Vacation Rentals are Already Permitted in Venture Out Pursuant to Sec. 130-100(a)(5) of the Code.</u>

---

[2] Policy 215.1.4 In the event of a pending major hurricane (category 3-5) Monroe County shall implement the following staged/phased evacuation procedures to achieve and maintain an overall 24-hour hurricane evacuation clearance time for the resident population.

1. Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, recreational vehicles (RV's), travel trailers, live-aboards (transient and non-transient), and military personnel from the Keys shall be initiated. State parks and campgrounds should be closed at this time or sooner and entry into the Florida Keys by non-residents should be strictly limited.

2. Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys shall be initiated.

3. Approximately 30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone (described below) shall be initiated. Existing evacuation zones are as follows:

a) Zone 1 - Key West, Stock Island and Key Haven to Boca Chica Bridge (MM 1-6)

b) Zone 2 - Boca Chica Bridge to West end of 7-mile Bridge (MM 6-40)

c) Zone 3 - West end of 7-Mile Bridge to West end of Long Key Bridge (MM 40-63)

d) Zone 4 - West end of Long Key Bridge to CR 905 and CR 905A intersection (MM 63-106.5 and MM 1-9.5 of CR 905)

e) Zone 5 - 905A to, and including Ocean Reef (MM 106.5-126.5)

Under the current Code, mobile homes are considered permanent residences, whereas RVs are transient units, which are limited to short term use. Pursuant to Sec. 101-1 of the Code, the "tenancy of an occupied recreational vehicle upon a lawful residential vehicle space" is limited to less than six (6) months

Sec. 130-100(a) of the Code establishes the uses that are permitted as of right in the URM-L zoning district. Pursuant to Sec. 130-100(a)(5) tourist housing uses, including vacation rental uses, are permitted as of right in gated communities that have: "(A) [c]ontrolled access; and (B) [a] homeowner's or property owner's association that expressly regulates or manages vacation rental uses[.]" Venture Out, is a gated community with controlled access and a property owner's association that expressly regulates or manages vacation rental uses, and as such meets this definition.

The County recognized Venture Out's ability to have short term rentals in a letter dated June 26, 2004. The letter is attached as Exhibit D. Therefore, tourist housing uses, including vacation rental uses, are permitted as of right on all Venture Out lots. Regardless of whether the lot is occupied by an RV, mobile home, or park model, the lot may be leased short term. Therefore, the interchangeable use of Venture Out lots does not affect the ability to short term rent.

d. <u>Interchangeability has been Permitted at Venture Out since the Community's Initial Development.</u>

When Venture Out was developed in the 1960's, it consisted entirely of RV lots. Since Venture Out was submitted to the condominium form of ownership in 1971, interchangeability between mobile homes and RVs has continuously occurred, and been recognized and approved by the County. Multiple Lots within the Venture Out community have applied for demolition permits to remove existing mobile homes.[3] These permits were approved by the County, and many provided specific language that allows for the use of RVs on the lot once the mobile home has been demolished. As an example, Venture Out Lot 317 applied for a demolition permit[4] to remove an existing mobile home from the lot. The County Approved the permit for demolition, and provided the following language:

> LOT 317 VENTURE OUT, CUDJOE KEY
> DEMO EXISTING TRAVEL TRAILER
> ***NOTICE OF COMMENCEMENT NOT REQUIRED***
> PERMIT APPROVAL OF DEMOLITION OF TRAILER.
> SPOT WILL BE USED FOR RV PARKING.
> THIS PERMIT IS FOR DEMO ONLY.
> NO ELECTRIC OR PLUMBING TO DEMO.
> PERMIT REQUIRED FOR REPLACEMENT.
> NO OTHER WORK THIS PERMIT.
> ALL DEBRIS TO BE REMOVED TO A LEGAL DUMP SITE.
> DEEMED NON-DEVELOPMENT,
> INSEPCTION(S) REQUIRED PER PERMIT CARD.
> DCA EXEMPT.

---

[3] *See* Table 1, labeled "Venture Out, Mobile Homes to Recreational Vehicles."

[4] *See* Demolition Permit for lot 317, permit number 5105282 (2005).

The permit language clearly included the phrase "**spot will be used for RV parking,**" the inclusion of which is direct evidence of interchangeability and knowledge thereof.

Similarly, Lot 4 applied for a demolition permit[5] as recently as 2017. Again, the County approved and issued the demolition permit, which included the following language:

> PLANNING APPROVAL FOR THE DEMOLITION OF THE TRAVEL TRAILER, DISCONNECT WATER AND PLUMBING. CONCRETE SLAB IS TO REMAIN FOR THE USE OF AN RV PARKING SPACE ACCORDING TO SUBMITTED PLANS.

Again, the language provides for the demolition of an existing mobile home on the lot and is clear and unambiguous that the lot can thereafter be used for RV parking, providing that the **"Concrete slab is to remain for the use of an RV parking."**

These examples, along with the other permitted lots included in Table 1, "Venture Out, Mobile Homes to Recreational Vehicles," attached hereto as **Exhibit E,** serve as definitive proof that interchangeability between mobile homes and RVs has not only been historically occurring within Venture Out, but that the County has continuously recognized and permitted it.

In addition to recognizing the interchangeability from mobile homes to RVs, the County has also permitted the replacement of mobile homes on lots that previously held RV units. As an example, in 1998, lot 55 was granted a permit[6] to replace an existing RV on the lot. Subsequently, in 2003, the same lot was granted a permit[7] to replace a mobile home upon the lot.
Similarly, in 1990, lot 279 was issued a permit[8] to replace an existing RV on the lot. The same lot was issued a permit[9] to replace a mobile home on the lot in 2004.
Table 2, "Venture Out, Recreational Vehicles to Mobile Homes", attached hereto as **Exhibit E.** provides additional lots within Venture Out that have been granted similar permits.

The placement and number of RVs and mobile homes within Venture Out, prior to Hurricane Irma, is provided in the 2017 "Venture Out site map" attached hereto as **Exhibit F.** The same map is provided from post Hurricane Irma in the 2018 "Venture Out site map" *See* **Id.** A comparison of the two maps evidences that Venture Out now contains more RV lots post Hurricane Irma.

Every lot within Venture Out has a pedestal that is hard wired regardless of the type of unit present upon it. Regardless of whether an RV or mobile home is present on the lot, they are connected to the existing pedestal the same way.

---

[5] *See* Demolition permit for Venture Out Lot 4, permit number 17102359 (2017).

[6] *See* RV Replacement Permit for lot 55, permit number 88101256 (1998).

[7] *See* Mobile Home Replacement Permit for lot 55, permit number 03102962 (2003).

[8] *See* RV Replacement Permit for lot 279, permit number 90100797 (1990).

[9] *See* Mobile Home Replacement Permit for lot 279, permit number 04104969 (2004).

e. <u>Transfer of ROGO Exemptions Off-Site</u>.

Sec. 138-23 of the Code prohibits the creation of new transient units until May 1, 2022. Sec. 138-22(b) of the Code provides that existing "[r]esidential dwelling units and transient units may be transferred to another site in the same ROGO subarea, provided that the units lawfully exist and can be accounted for in the County's hurricane evacuation model." Pursuant to Sec. 138-22(b) of the Code, residents with transient ROGO units can transfer their units off-site provided that the sender site and receiver site meet certain criteria. Sec. 138-22(b) allows residents to transfer their ROGO exemption(s) off-site.

The interchangeable use of URM-L lots with vacation rental exemption could result in the creation of new transient units in violation of the County's moratorium against new transient ROGO allocations by residents converting mobile homes to RVs then transferring their transient ROGO units off-site, and applying for a new market rate ROGO, obtaining the market rate ROGO and repeating the same process again, effectively creating new transient units.

The Amendment resolves this concern by prohibiting the transference of any ROGO exemption from Venture Out which eliminates the creation of new transient units.

III. The Amendment is consistent with Part II of Chapter 163, Florida Statute. (At a minimum, please review and address Sections 163.3177, 163.3178, 163.3180, and 163.3184, F.S.) Specifically the amendment furthers:

a. **163.3177(1):** The comprehensive plan shall provide the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area that reflects community commitments to implement the plan and its elements. These principles and strategies shall guide future decisions in a consistent manner and shall contain programs and activities to ensure comprehensive plans are implemented. The sections of the comprehensive plan containing the principles and strategies, generally provided as goals, objectives, and policies, shall describe how the local government's programs, activities, and land development regulations will be initiated, modified, or continued to implement the comprehensive plan in a consistent manner.

b. **163.3177(1)(c):** The format of these principles and guidelines is at the discretion of the local government, but typically is expressed in goals, objectives, policies, and strategies.

c. **163.3177(1)(f):** All mandatory and optional elements of the comprehensive plan and plan amendments shall be based upon relevant and appropriate data and an analysis by the local government that may include, but not be limited to, surveys, studies, community goals and vision, and other data available at the time of adoption of the comprehensive plan or plan amendment. To be based on data means to react to it in an appropriate way and to the extent necessary indicated by the data available on that particular subject at the time of adoption of the plan or plan amendment at issue.

d. **163.3177(3):** Data must be taken from professionally accepted sources. The application of a methodology utilized in data collection or whether a particular methodology is professionally accepted may be evaluated. However, the evaluation may not include whether one accepted methodology is better than another. Original data collection by local governments is not required. However, local governments may use original data so long as methodologies are professionally accepted.

e. **63.3178 (1)** The Legislature recognizes there is significant interest in the resources of the coastal zone of the state. Further, the Legislature recognizes that, in the event of a natural disaster, the state may provide financial assistance to local governments for the reconstruction of roads, sewer systems, and other public facilities. Therefore, it is the intent of the Legislature that local government comprehensive plans restrict development activities where such activities would damage or destroy coastal resources, and that such plans protect human life and limit public expenditures in areas that are subject to destruction by natural disaster.

f. **63.3178(8)(a):** A proposed comprehensive plan amendment shall be found in compliance with state coastal high-hazard provisions if:

   i. The adopted level of service for out-of-county hurricane evacuation is maintained for a category 5 storm event as measured on the Saffir-Simpson scale; or
   ii. A 12-hour evacuation time to shelter is maintained for a category 5 storm event as measured on the Saffir-Simpson scale and shelter space reasonably expected to accommodate the residents of the development contemplated by a proposed comprehensive plan amendment is available.

g. **63.3178(8)(b):** Appropriate mitigation is provided that will satisfy subparagraph 1. or subparagraph 2. Appropriate mitigation shall include, without limitation, payment of money, contribution of land, and construction of hurricane shelters and transportation facilities. Required mitigation may not exceed the amount required for a developer to accommodate impacts reasonably attributable to development. A local government and a developer shall enter into a binding agreement to memorialize the mitigation plan.

h. **163.3184(2):**

   (a) Plan amendments adopted by local governments shall follow the expedited state review process in subsection (3), except as set forth in paragraphs (b) and (c).
   (b) Plan amendments that qualify as small-scale development amendments may follow the small-scale review process in s. 163.3187.
   (c) Plan amendments that are in an area of critical state concern designated pursuant to s. 380.05; propose a rural land stewardship area pursuant to s. 163.3248; propose a sector plan pursuant to s. 163.3245 or an amendment to an adopted sector plan; update a comprehensive plan based on an evaluation and appraisal

pursuant to s. 163.3191; propose a development that is subject to the state coordinated review process pursuant to s. 380.06; or are new plans for newly incorporated municipalities adopted pursuant to s. 163.3167, must follow the state coordinated review process in subsection (4).

i. **163.3184(2):**

(a) The process for amending a comprehensive plan described in this subsection shall apply to all amendments except as provided in paragraphs (2)(b) and (c) and shall be applicable statewide.

(b) (1) The local government, after the initial public hearing held pursuant to subsection (11), shall transmit within 10 working days the amendment or amendments and appropriate supporting data and analyses to the reviewing agencies. The local governing body shall also transmit a copy of the amendments and supporting data and analyses to any other local government or governmental agency that has filed a written request with the governing body.

(c) The reviewing agencies and any other local government or governmental agency specified in subparagraph 1. may provide comments regarding the amendment or amendments to the local government. State agencies shall only comment on important state resources and facilities that will be adversely impacted by the amendment if adopted. Comments provided by state agencies shall state with specificity how the plan amendment will adversely impact an important state resource or facility and shall identify measures the local government may take to eliminate, reduce, or mitigate the adverse impacts. Such comments, if not resolved, may result in a challenge by the state land planning agency to the plan amendment. Agencies and local governments must transmit their comments to the affected local government such that they are received by the local government not later than 30 days after the date on which the agency or government received the amendment or amendments. Reviewing agencies shall also send a copy of their comments to the state land planning agency.

j. **163.3184(2):**

(a) ***Coordination.***—The state land planning agency shall only use the state coordinated review process described in this subsection for review of comprehensive plans and plan amendments described in paragraph (2)(c). Each comprehensive plan or plan amendment proposed to be adopted pursuant to this subsection shall be transmitted, adopted, and reviewed in the manner prescribed in this subsection. The state land planning agency shall have responsibility for plan review, coordination, and the preparation and transmission of comments, pursuant to this subsection, to the local governing body responsible for the comprehensive plan or plan amendment.

(b) ***Local government transmittal of proposed plan or amendment.***—Each local governing body proposing a plan or plan amendment specified in paragraph (2)(c) shall transmit the complete proposed comprehensive plan or plan amendment to the reviewing agencies within 10 working days after the first public hearing pursuant to subsection (11). The transmitted document shall clearly indicate on the cover sheet that this plan amendment is subject to the state coordinated review process of this subsection. The local governing body shall also transmit a copy of the complete proposed comprehensive plan or plan amendment to any other unit of local government or government agency in the state that has filed a written request with the governing body for the plan or plan amendment.

(c) ***Reviewing agency comments.***—The agencies specified in paragraph (b) may provide comments regarding the plan or plan amendments in accordance with subparagraphs (3)(b)2.-4. However, comments on plans or plan amendments required to be reviewed under the state coordinated review process shall be sent to the state land planning agency within 30 days after receipt by the state land planning agency of the complete proposed plan or plan amendment from the local government. If the state land planning agency comments on a plan or plan amendment adopted under the state coordinated review process, it shall provide comments according to paragraph (d). Any other unit of local government or government agency specified in paragraph (b) may provide comments to the state land planning agency in accordance with subparagraphs (3)(b)2.-4. within 30 days after receipt by the state land planning agency of the complete proposed plan or plan amendment. Written comments submitted by the public shall be sent directly to the local government.

(d) **State land planning agency review.**

a. If the state land planning agency elects to review a plan or plan amendment specified in paragraph (2)(c), the agency shall issue a report giving its objections, recommendations, and comments regarding the proposed plan or plan amendment within 60 days after receipt of the proposed plan or plan amendment. Notwithstanding the limitation on comments in sub-subparagraph (3)(b)4.g., the state land planning agency may make objections, recommendations, and comments in its report regarding whether the plan or plan amendment is in compliance and whether the plan or plan amendment will adversely impact important state resources and facilities. Any objection regarding an important state resource or facility that will be adversely impacted by the adopted plan or plan amendment shall also state with specificity how the plan or plan amendment will adversely impact the important state resource or facility and shall identify measures the local government may take to eliminate, reduce, or mitigate the adverse impacts. When a federal, state, or regional agency has implemented a permitting program, a local government is not required to duplicate or exceed that permitting program in its comprehensive plan or to implement such a permitting program in its land development regulations. This subparagraph does not prohibit the state land planning

agency in conducting its review of local plans or plan amendments from making objections, recommendations, and comments regarding densities and intensities consistent with this part. In preparing its comments, the state land planning agency shall only base its considerations on written, and not oral, comments.

b. The state land planning agency review shall identify all written communications with the agency regarding the proposed plan amendment. The written identification must include a list of all documents received or generated by the agency, which list must be of sufficient specificity to enable the documents to be identified and copies requested, if desired, and the name of the person to be contacted to request copies of any identified document.

IV. The Amendment implements and is consistent with the following Goals, Objectives and Policies of the Monroe County Year 2030 Comprehensive Plan. Specifically, the amendment furthers:

Objective 101.2 As mandated by the State of Florida, pursuant to Section 380.0552, F.S. and Rule 28- 20.140, F.A.C., and to maintain the public health, safety, and welfare, Monroe County shall maintain a maximum hurricane evacuation clearance time of 24 hours and will coordinate with the State Land Planning Agency relative to the 2012 Memorandum of Understanding that has been adopted between the County and all the municipalities and the State agencies.

Policy 101.2.1 Monroe County shall maintain a memorandum of understanding with the State Land Planning Agency, Division of Emergency Management, Marathon, Islamorada, Key West, Key Colony Beach, and Layton to stipulate, based on professionally acceptable data and analysis, the input variables and assumptions, including regional considerations, for utilizing the Florida Division of Emergency Management's (DEM) Transportation Interface for Modeling Evacuations ("TIME") Model to accurately depict evacuation clearance times for the population of the Florida Keys.

Policy 101.2.2 Monroe County shall coordinate with all the municipalities, the State Land Planning Agency and Division of Emergency Management to update the variables and assumptions for the evacuation clearance time modeling and analyses of the build-out capacity of the Florida Keys Area of Critical State Concern based upon the release of the decennial Census data. Pursuant to the 2012 completed hurricane evacuation clearance time modeling by the State Land Planning Agency, which incorporates the 2010 Census data, the County may allocate 10 years' worth of growth (197 x 10 = 1,970 allocations, 197 annual ROGO rate based on Rule 28-20.140, F.A.C.) through the year 2023, while maintaining an evacuation clearance time of 24 hours. The County will adopt a slower rate of annual allocations for market rate development to extend the allocation timeframe to 2033 without exceeding the total of 1,970 allocations (see Policy 101.3.2). The County shall reevaluate the annual ROGO allocation rate based on: 1) statutory changes for hurricane evacuation clearance time requirement standards; 2) new hurricane evacuation

modeling by the State Land Planning Agency and Division of Emergency Management; and 3) a new or revised memorandum of understanding with the State Land Planning Agency, Division of Emergency Management, Marathon, Islamorada, Key West, Key Colony Beach and Layton (see Policy 101.2.1).

Policy 101.2.4 In the event of a pending major hurricane (Category 3-5) Monroe County shall implement the following staged/phased evacuation procedures to achieve and maintain an overall 24-hour hurricane evacuation clearance time for the resident population.

1. Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, recreational vehicles (RVs), travel trailers, live-aboard vessels (transient and non-transient), and military personnel from the Florida Keys shall be initiated. State parks and campgrounds should be closed at this time or sooner and entry into the Florida Keys by non-residents should be strictly limited.
2. Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys shall be initiated.
3. Approximately 30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone (described below) shall be initiated. Existing evacuation zones are as follows:
    a) Zone 1 – Key West, Stock Island and Key Haven to Boca Chica Bridge (MM 1-6)
    b) Zone 2 – Boca Chica Bridge to West end of 7-mile Bridge (MM 6-40)
    c) Zone 3 – West end of 7-Mile Bridge to West end of Long Key Bridge (MM 40-63)
    d) Zone 4 – West end of Long Key Bridge to CR 905 and CR 905A intersection (MM 63-106.5 and MM 1-9.5 of CR 905)
    e) Zone 5 – 905A to, and including Ocean Reef (MM 106.5–126.5)

The actual sequence of the evacuation by zones will vary depending on the individual storm. The concepts embodied in this staged evacuation procedures should be embodied in the appropriate County operational Emergency Management Plans. The evacuation plan shall be monitored and updated on an annual basis to reflect increases, decreases and or shifts in population; particularly the resident and nonresident populations. For the purpose of implementing Policy 101.2.4, this Policy shall not increase the number of allocations to more than 197 residential units a year, except for affordable housing. Any increase in the number of allocations shall be for affordable housing.

Objective 101.3 Monroe County shall regulate new residential development based upon the finite carrying capacity of the natural and man-made systems and the growth capacity while maintaining a maximum hurricane evacuation clearance time of 24 hours.

Policy 101.3.1 Monroe County shall maintain a Permit Allocation System for new residential development known as the Residential Rate of Growth Ordinance (ROGO) System. The Permit Allocation System shall limit the number of permits issued for new residential dwelling units The ROGO allocation system shall apply within the unincorporated area of the county, excluding areas within the county mainland and within the Ocean Reef planned development (Future development in the Ocean Reef planned development is based upon the December 2010 Ocean Reef Club Vested Development Rights Letter recognized and issued by the Department of Community Affairs). New residential dwelling units included in the ROGO allocation system include the following: affordable housing units; market rate dwelling units; mobile homes; and institutional residential units (except hospital rooms).

Vessels are expressly excluded from the allocation system, as the vessels do not occupy a distinct location, and therefore cannot be accounted for in the County's hurricane evacuation model. Under no circumstances shall a vessel, including live-aboard vessels, or associated wet slips be transferred upland or converted to a dwelling unit of any other type. Vessels or associated wet slips are not considered ROGO allocation awards, and may not be used as the basis for any type of ROGO exemption or TRE (Transfer of ROGO Exemption). ROGO Allocations for rooms, hotel or motel; campground spaces; transient residential units; and seasonal residential units are subject to Policy 101.3.5

Policy 101.3.2 The number of permits issued for residential dwelling units under the Rate of Growth Ordinance shall not exceed a total of 1,970 new allocations for the time period of July 13, 2013 through July 12, 2023, plus any available unused ROGO allocations from a previous ROGO year. A ROGO year means the twelve-month period beginning on July 13. Market rate allocations shall not to exceed 126 residential units per year. Unused allocations for market rate shall be available for Administrative Relief. In 2012, pursuant to Rule 28-20.140, F.A.C., the Department of Economic Opportunity completed the hurricane evacuation clearance time modeling task and found that with 10 years' worth of building permits, the Florida Keys would be at a 24-hour evacuation clearance time. This creates challenges for State of Florida and Monroe County as there are 8,168 privately owned vacant parcels [3,979 Tier I; 393 Tier II, 260 Tier III-A (SPA); 3,301 Tier III, and 235 No tier (ORCA, etc.)] and with 1,970 new allocations this may result in a balance of 6,198 privately held vacant parcels at risk of not obtaining permits in the future.

In recognition of the possibility that the inventory of vacant parcels exceeds the total number of allocations which the State will allow the County to award, the County will consider adopting an extended timeframe for distribution of the ROGO allocations through 2033 with committed financial support from its State and Federal partners. This timeframe can provide a safety net to the County and provide additional time to implement land acquisition and other strategies to reduce the demand for ROGO allocations and help transition land into public ownership. The County is actively engaged in acquisitions and is requesting its State and Federal partners for assistance with implementing land acquisitions in Monroe County.

The County will allocate the 1,970 new dwelling unit allocations over a 10-year timeframe. If substantial financial support is provided by July 12, 2018, the County will reevaluate the ROGO distribution allocation schedule and consider an extended timeframe for the distribution of market rate allocations (through a comprehensive plan amendment). Further, the State and County shall develop a mutually agreeable position defending inverse condemnation cases and Bert J. Harris, Jr. Private Property Rights Protection Act cases, with the State having an active role both directly and financially in the defense of such cases. The County shall distribute ROGO allocations by ROGO year, as provided in the table below.

ROGO Year	Annual Allocation	
	Market Rate	Affordable Housing
July 13, 2013- July 12, 2014	126	71
July 13, 2014- July 12, 2015	126	71
July 13, 2015- July 12, 2016	126	568 total AFH (total available immediately)
July 13, 2016- July 12, 2017	126	
July 13, 2017- July 12, 2018	126	
July 13, 2018- July 12, 2019	126	
July 13, 2019- July 12, 2020	126	
July 13, 2020- July 12, 2021	126	
July 13, 2021- July 12, 2022	126	
July 13, 2022- July 12, 2023	126	
TOTAL	1,260	710*

*(includes two annual affordable ROGO allocations for the Big Pine Key/No Name Key subarea)

The State of Florida, pursuant to Administration Commission Rules, may modify the annual allocation rate. Monroe County will request a Rule change from the Administration Commission to authorize the above allocation timeframe and rate.

Policy 101.3.5 Due to the limited number of allocations and the State's requirement that the County maintain a maximum hurricane evacuation clearance time of 24 hours, Monroe County shall prohibit new transient residential allocations for hotel or motel rooms, campground spaces, or spaces for parking a recreational vehicle or travel trailer until May 2022. Lawfully established transient units shall be entitled to one unit for each type of unit in existence before January 4, 1996 for use as a ROGO exemption. (Ord. No. 024-2011).

Policy 101.6.8 Monroe County shall maintain a Transfer of ROGO Exemption (TRE) program, that allows for the transfer off-site of dwelling units, hotel rooms, campground/recreational vehicle spaces and/or mobile homes to another site in the same ROGO subarea, provided that they are lawfully existing and can be accounted for in the County's hurricane evacuation model. Dwelling units may be transferred as follows:

a. between sites in the Upper Keys ROGO subarea;
b. between sites in the Lower Keys ROGO subarea;
c. between sites in the Big Pine Key and No Name Key ROGO subarea;

d. units from the Big Pine Key and No Name Key ROGO subarea may also be transferred to the Lower Keys ROGO subarea.

No sender units may be transferred to an area where there are inadequate facilities and services.

Sender Site Criteria:

1. Contains a documented lawfully-established sender unit recognized by the County; and
2. Located in a Tier I, II, III-A, or III designated area; including any tier within the County's Military Installation Area of Impact (MIAI) Overlay.

Receiver Site Criteria:

1. The Future Land Use category and Land Use (Zoning) District must allow the requested use;
2. Must meet the adopted density standards;
3. Includes all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.);
4. Located within a Tier III designated area; and
5. Structures are not located in a velocity (V) zone or within a CBRS unit.

Objective 101.16 Monroe County shall maintain guidelines and criteria consistent with nationally recognized standards and tailored to local conditions which provide for safe and convenient on-site traffic flow, adequate pedestrian ways and sidewalks, and sufficient on-site parking for both motorized and non-motorized vehicles.

Policy 101.16.1 Monroe County shall maintain land development regulations which provide for safe and convenient on-site traffic flow, adequate pedestrian ways and sidewalks, and sufficient on-site parking for both motorized and non-motorized vehicles.

Objective 215.1 Monroe County shall maintain a maximum hurricane evacuation clearance time of 24 hours. [§163.3178(2)(d), F.S.]

Policy 215.1.1 Monroe County shall continue to work cooperatively with the municipalities and DEO to complete the tasks within Rule 28-20.140 F.A.C, related to hurricane evacuation modeling. [§163.3178(2)(d), F.S.]

Policy 215.1.4 In the event of a pending major hurricane (category 3-5) Monroe County shall implement the following staged/phased evacuation procedures to achieve and maintain an overall 24-hour hurricane evacuation clearance time for the resident population.

1. Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, recreational vehicles (RV's), travel trailers, live-aboards (transient and non-transient), and military personnel from the Keys shall be initiated. State parks and campgrounds should be closed at

this time or sooner and entry into the Florida Keys by non-residents should be strictly limited.

2. Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys shall be initiated.
3. Approximately 30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone (described below) shall be initiated. Existing evacuation zones are as follows:
    a. Zone 1 - Key West, Stock Island and Key Haven to Boca Chica Bridge (MM 1-6)
    b. Zone 2 - Boca Chica Bridge to West end of 7-mile Bridge (MM 6-40)
    c. Zone 3 - West end of 7-Mile Bridge to West end of Long Key Bridge (MM 40-63)
    d. Zone 4 - West end of Long Key Bridge to CR 905 and CR 905A intersection (MM 63-106.5 and MM 1-9.5 of CR 905)
    e. Zone 5 - 905A to, and including Ocean Reef (MM 106.5-126.5)

The actual sequence of the evacuation by zones will vary depending on the individual storm. The concepts embodied in this staged evacuation procedures should be embodied in the appropriate County operational Emergency Management Plans.

The evacuation plan shall be monitored and updated on an annual basis to reflect data from actual evacuation events and increases, decreases and or shifts in population; particularly the resident and non-resident populations. [F.S. § 163.3178(2)(d)]

This Policy shall not increase the number of allocations to more than 197 residential units a year, except for affordable housing. Any increase in the number of allocations shall be for affordable housing only.

Policy 215.1.5 In accordance with the Monroe County Hurricane Preparedness Evacuation and Shelter Plan, special needs populations shall be identified by the Monroe County Department of Emergency Management. Monroe County shall implement the procedures contained in the Plan for the safe evacuation of these populations. [F.S. § 163.3178(2)(d)]

Policy 101.6.1 Monroe County shall maintain land development regulations which provide for a Point System for new residential (ROGO) and nonresidential (NROGO) development. Except for affordable housing, this Point System, as set forth in Policy 101.6.4 for residential development and Policy 101.6.5 for nonresidential development, shall be used as a basis for selecting the development applications which are to be issued permits through the Permit Allocation System pursuant to Policy 101.6.4 and Policy 101.6.5. For market rate housing units or nonresidential development to be awarded allocations under the Permit Allocation System the Point System shall specify positive point factors which shall be considered as assets and shall specify negative point factors which shall be considered as liabilities in the evaluation of applications for new residential and nonresidential development.

Policy 215.1.12 Reduced evacuation clearance times which may result from adjustments to evacuation model variables, programs to reduce the number of evacuating vehicles or increased roadway facility capacity, shall not be used to increase development expectations beyond the growth allocations provided herein, except to the extent that a hurricane evacuation clearance time of 24 hours can be maintained. Any necessary reduction in hurricane clearance times shall be accomplished by a plan amendment within 180 days of the re-assessment.

Policy 105.1.4 Within one (1) year after the adoption of the 2030 Comprehensive Plan, Monroe County shall prepare redevelopment standards and within one year afterwards, shall amend the LDC to address the large number of nonconforming commercial structures that are non-compliant as to on-site parking, construction and shoreline setbacks, stormwater management, landscaping and buffers. By identifying the existing character and constraints of the different island communities, regulations can be adopted that provide incentives for redevelopment and permit the continuance of businesses while moving towards an integrated streetscape

IV. The amendment is consistent with the Principles for Guiding Development for the Florida Keys Area, Section 380.0552(7), Florida Statutes. The Amendment specifically furthers the following Principles (Bolded):

(a) Strengthening local government capabilities for managing land use and development so that local government is able to achieve these objectives without continuing the area of critical state concern designation.

(b) Protecting shoreline and marine resources, including mangroves, coral reef formations, seagrass beds, wetlands, fish and wildlife, and their habitat.

(c) Protecting upland resources, tropical biological communities, freshwater wetlands, native tropical vegetation (for example, hardwood hammocks and pinelands), dune ridges and beaches, wildlife, and their habitat.

(d) Ensuring the maximum well-being of the Florida Keys and its citizens through sound economic development.

(e) Limiting the adverse impacts of development on the quality of water throughout the Florida Keys.

(f) Enhancing natural scenic resources, promoting the aesthetic benefits of the natural environment, and ensuring that development is compatible with the unique historic character of the Florida Keys.

(g) Protecting the historical heritage of the Florida Keys.

(h) Protecting the value, efficiency, cost-effectiveness, and amortized life of existing and proposed major public investments, including:

1. The Florida Keys Aqueduct and water supply facilities;
2. Sewage collection, treatment, and disposal facilities;
3. Solid waste treatment, collection, and disposal facilities;

4. Key West Naval Air Station and other military facilities;
5. Transportation facilities;
6. Federal parks, wildlife refuges, and marine sanctuaries;
7. State parks, recreation facilities, aquatic preserves, and other publicly owned properties;
8. City electric service and the Florida Keys Electric Co-op; and
9. Other utilities, as appropriate.

(i) Protecting and improving water quality by providing for the construction, operation, maintenance, and replacement of stormwater management facilities; central sewage collection; treatment and disposal facilities; the installation and proper operation and maintenance of onsite sewage treatment and disposal systems; and other water quality and water supply projects, including direct and indirect potable reuse.

(j) Ensuring the improvement of nearshore water quality by requiring the construction and operation of wastewater management facilities that meet the requirements of ss. 381.0065(4)(l) and 403.086(10), as applicable, and by directing growth to areas served by central wastewater treatment facilities through permit allocation systems.

(k) Limiting the adverse impacts of public investments on the environmental resources of the Florida Keys.

(l) Making available adequate affordable housing for all sectors of the population of the Florida Keys.

(m) Providing adequate alternatives for the protection of public safety and welfare in the event of a natural or manmade disaster and for a post disaster reconstruction plan.

(n) Protecting the public health, safety, and welfare of the citizens of the Florida Keys and maintaining the Florida Keys as a unique Florida resource.

V. Factors for basis of Amendment

The Board of County Commissioners may consider an amendment if the change is based on one or more factors, including changed projections (e.g. regarding public service needs) from those on which the text was based, changed assumptions (e.g. regarding demographic trends), data errors, new issues, or recognition of a need for additional detail or comprehensiveness. This Amendment is based upon changed projections, changed assumptions, data errors, and new issues.

a. Changed projections

Not Applicable.

b. Changed assumptions

There is no meaningful distinction between mobile homes and recreational vehicles under the County's hurricane evacuation memorandum of understanding.

c. Data errors

Not Applicable.

d. New issues

The Amendment seeks to address and resolve Venture Out's interchange between mobile homes and RVs that has existed for almost 50 years. The County has historically approved interchangeable use of the lots in Venture Out and this amendment provides express allowance of this historically recognized use at Venture Out.

VI. No Adverse Community Change

There will be no adverse change to unincorporated Monroe County if the Amendment is approved. As discussed herein, there are no increased concurrency, environmental, or practical impacts associated with maintaining interchangeability between mobile homes and RVs at all Venture Out's units/lots. All changes will have to comply with level of service, concurrency, and performance standards as set forth in the Code. The Amendment is geographically limited in scope.

VII. Conclusion

Based on the foregoing, Venture Out requests Monroe County adopt the Amendment. Thank you for your consideration and assistance, and please feel free to contact me with any questions.

Sincerely,

Barton W. Smith, Esq.

Enclosures

BWS/JMG/bg

Electric cc: Cheryl Cioffari, Cioffari-Cheryl@MonroeCounty-FL.Gov
Ilze Aguila, Aguila-Ilze@MonroeCounty-FL.Gov

SEE OFFICIAL RECORD 575 PAGE 140

OR 467 PAGE 30

198947

FILED FOR RECORD
1971 JAN-4 PM 2 04
EARL B. ADAMS, CLK. CT. CT.
MONROE COUNTY, FLORIDA

DECLARATION CONDOMINIUM

I.

SUBMISSION STATEMENT

The undersigned, being the owner of record of the fee simple title to the real property situate, lying and being in Monroe County, Florida, as more fully described in the attached Schedule "A", hereby states and declares that said realty, together with improvements thereon is submitted to condominium ownership, pursuant to the Condominium Act of the State of Florida, Chapter 711 et seq., Florida Statutes, 1965, (hereinafter referred to as the Condominium Act), and the provisions of said Act are hereby incorporated by reference and included herein thereby, and does herewith file for record this Declaration.

Definitions:--As used in this Declaration of Condominium and By-Laws attached hereto, and as amendments thereto, unless the context otherwise requires, the following definitions shall prevail:

A. Declaration, or Declaration of Condominium, or Enabling Declaration, means this instrument, as it may from time to time be amended.

B. Association or Corporation means VENTURE OUT AT CUDJOE CAY, INC., a Non-profit Corporation, being the entity responsible for the operation of the Condominium.

C. By-Laws mean the By-Laws of VENTURE OUT AT CUDJOE CAY, INC., a Condominium, as they exist from time to time.

D. Common Elements mean the portions of the Condominium property not included in the Units.

E. Limited Common Elements mean and include those common elements which are reserved for the use of certain units, to the exclusion of all other units, or to the use of the Developer exclusively as set forth on the recorded plat.

F. Condominium means that form of ownership of condominium property under which units of improvements are subject to ownership by different owners, and there is appurtenant to each unit, as part thereof, an undivided share in the common elements.

G. Condominium Act means and refers to the Condominium Act of the State of Florida, Chapter 711 et seq., Florida Statutes, 1965, as amended, and as same may be amended from time to time.

H. Common Expenses mean the expenses for which the unit owners are liable to the Association.

I. Common Surplus means the excess of all receipts of the Association, including, but not limited to, assessment, rent, profits and revenues on account of the common elements, over the amount of common expense.

J. Condominium Property means and includes the land in a condominium, whether or not contiguous, and all improvements thereof, and all easements and rights thereto, intended for use in connection with the condominium.

K. Assessment means a share of the funds required for the payment of common expenses which, from time to time, is assessed against the unit owner.

L. Condominium Parcel means a unit, together with the undivided share of the common elements, which is appurtenant to the unit.

M. Condominium Unit, or Unit, means a part of the Condominium property which is to be subject to private ownership.

N. Unit Owner, or Owner of a Unit, or Parcel Owner, means the owner of a Condominium parcel.

O. Developer means VENTURE OUT IN AMERICA, INC., a Delaware corporation, domesticated to do business in Florida, its assigns or successors.

P. Institutional Mortgagee means a Bank, Savings and Loan Association, Insurance Company, Union Pension Fund, or any other lender authorized to do business in the State of Florida, or an Agency of the United States Government.

Q. Occupant means the person or persons, other than the Unit Owner, in possession of a unit.

R. Condominium Documents mean this Declaration, the By-Laws and all Exhibits annexed hereto as the same from time to time may be amended.

S. Unless the context otherwise requires, all other terms used in this Declaration shall be assumed to have the meaning attributed to said term by Section 3 of the Condominium Act.

II.

NAME

The name by which this Condominium is to be identified is:

VENTURE OUT AT CUDJOE CAY, INC., a Condominium

III.

IDENTIFICATION OF UNITS

A. The Condominium property consists essentially of the units subdivided within the area described in Exhibit "A". For the purpose of identification, all units in the area on said Condominium property are given identifying numbers and delineated on the survey exhibits collectively identified as Exhibit "B", attached hereto and made a part of this Declaration. Developer may from time to time enter further descriptions and plats to form the whole of Exhibit "B". No unit bears the same identifying number as does any other unit. The aforesaid identifying number as to the unit is also the identifying number as to the parcel. The said Exhibit "B" also contains a survey of the land, a plot plan, and together with this Declaration, they are in sufficient detail to identify the location, dimensions and size of the common elements and of each unit, as evidenced by the Certificate of the Registered Land Surveyor hereto attached. The legend and notes contained within the said Exhibit are incorporated herein and made a part hereof by reference.

B. Provided, however, that until all condominium parcels have been sold by the Developer, no parcel shall be deemed to have been submitted to this Declaration as to Association management and control but as to the restrictions of use, apportionment of expenses (including accounting costs), the by-laws, assessments, etc. shall apply; provided further, however, whenever the Developer actively ceases to generate sales, it shall be interpreted as the event of completion of sales.

IV.

OWNERSHIP OF COMMON ELEMENTS

A. The unit owners of the Condominium shall own a proportional undivided interest in the common elements and limited common elements, if any are shown upon the plat or plats identified fully as Exhibit "B", equal to 1/659 for each lot owned.

B. The fee title to each Condominium parcel shall include both the Condominium unit and the above respective undivided interest in the common elements, said undivided interest in the common elements to be deemed to be conveyed or encumbered with its respective Condominium unit, even though the description in the instrument of conveyance or encumbrance may refer only to the fee title to the Condominium unit. Any attempt to separate the fee title to a Condominium unit from

the undivided interest in the common elements appurtenant to each unit shall be null and void. The term "common elements", when used throughout this Declaration, shall mean both common elements and limited common elements, unless the context otherwise specifically provides or requires.

C. These common elements include, but are not limited to, the following: the water distribution system the sewage collection system, the roads within the Condominium property (excepting State or Federal roads), pathways, as shown on the Condominium subdivision plat, bathhouses, recreation facilities in the recreation area, service facilities located in common use areas, beaches, parks, parking areas, drainage facilities, and any other areas which are for the common benefit and enjoyment of the owners of the lots included within Exhibit "A".

V.

VOTING RIGHTS

A. There shall be one person with respect to each unit ownership who shall be entitled to vote at any meeting of the unit owners; such person shall be known (and is hereinafter referred to) as a "voting member".

B. If a unit is owned by more than one person, the owners of said unit shall designate one of them as a voting member, or in the case of a corporate unit ownership, an officer or an employee thereof shall be designated the voting member. The designation of the voting member shall be made as provided by, and subject to, the provisions and restrictions set forth in the By-Laws of the Association. The total number of votes shall be equal to the total number of units in the Condominium, as declared as of that date, and each Condominium unit shall have no more and no less than one equal vote in the Association. If one individual owns two Condominium parcels, he shall have two votes, etc. The vote of a Condominium unit is not divisible.

C. Unit ownership, for the purposes of voting rights, is defined as ownership in fee title; however, should a person acquire the unexpired term of a ninety-nine year leasehold interest in and to a unit, said Lessee shall be entitled to the voting rights for said unit.

VI.

COMMON EXPENSES AND COMMON SURPLUS

A. Subject to the qualification of Section III, B, the common expenses of the Condominium shall be shared by

the unit owners as specified and set forth in Item X herein below. The foregoing ratio of sharing common expenses and assessments shall remain regardless of the purchase price of the Condominium parcels, their location or the square footage included in each condominium unit. Until all condominium parcels in the subdivision are sold by the Developer, no parcels will be subject to Condominium; however, expenses for the operation and maintenance of the condominium parcels and all common use elements will be paid by the condominium parcel owner in the amount of 1/659 of the total amount thereof per month, payable quarterly, including in such calculation the cost of accounting therefor; provided, however, during the time of sales and until such time as all lots have been sold or are being rented by the Developer, each owner shall pay a proportional part of expense in ratio to total lots sold at end of each month.

b. Any common surplus of the Association shall be owned by each of the unit owners in the same proportion as their percentage ownership interest in the common elements.

VII.

METHOD OF AMENDMENT OF DECLARATION

a. This Declaration may be amended after completion of sales by the Developer at any regular or special meeting of the unit owners of this Condominium called and convened in accordance with the By-Laws, by the affirmative vote of the voting members casting not less than three-fourths (3/4) of the total vote of the members of the Association. As used herein, completion of sales shall occur when the entire number of lots submitted to the Declaration have been sold, or the Developer has, in writing, declared it has sold all lots it intends to sell and the remaining lots belonging to it shall be held for investment. Until the event of completion of sales, the Declaration of Condominium may be amended by the Developer to correct mechanical errors or to add such provisions as will more fully protect the Condominium Parcel Owner..

b. Any amendments shall be recorded and certified as required by the Condominium Act. No amendments shall change any Condominium parcel nor a Condominium unit's proportionate share of the common expenses of common surplus, nor the voting rights appurtenant to any unit, unless the record owner(s) thereof, and all record owners of mortgages, or other voluntarily placed liens thereon, shall join in the execution of the amendment. No amendment shall be passed which shall impair or prejudice the rights of any Lessor's interest under any lease.

VIII.

BY-LAWS

A. The operation of the Condominium property after completion of sales shall be governed by the By-Laws which are set forth in a document entitled "By-Laws of VENTURE OUT AT CUDJOE CAY, INC., a Condominium", which is annexed to this Declaration, marked Exhibit "C" and made a part hereof.

B. No modification of or amendment to the By-Laws of said Association shall be valid unless set forth in or annexed to a duly recorded amendment of this Declaration. The By-Laws may be amended in the manner provided for therein, but no amendment to said By-Laws shall be adopted which would affect or impair the validity or priority of any mortgage covering any Condominium parcel(s).

IX.

THE OPERATION ENTITY

A. The name of the Association responsible for the operation of the Condominium is set forth in Article II hereinabove; said corporation, when organized shall be, a non-profit Florida corporation, organized and existing pursuant to the Condominium Act. The said Association shall have all of the powers and duties granted to or imposed upon it by this Declaration, the By-Laws of the Association, and its Articles of Incorporation, which Articles of Incorporation are attached hereto, marked Exhibit "D" and made a part hereof.

B. Every owner of a Condominium parcel, whether he has acquired his ownership by purchase, by gift, conveyance, or transfer of operation of law, or otherwise, shall be bound by the By-Laws of said Association, the Articles of Incorporation of the Association, and by the provisions of this Declaration.

C. Notwithstanding any of the foregoing provisions, until completion of sales by the Developer, all rights of management, collection of assessments as provided for in Section X, etc. shall vest exclusively in it.

X.

ASSESSMENTS

A. The Association, when it commences to function, through its Board of Directors, shall have the power to fix and determine, from time to time, the sum or sums necessary and adequate to provide for the common expenses of the Condominium property, and such other assessments as are specifically provided for in this Declaration and the By-Laws of the Association. Prior to the commencement to function as an Association, each Condominium parcel owner shall pay as provided by Article VII his proportion of all expenses, including accounting, to the Developer; provided, however, during the time of sales and until such time as all lots have been sold or are being rented by the Developer, each owner shall pay a proportional part of expense in ratio to total lots sold at end of each month, payable quarterly. All rights of enforcement as set forth herein as to the Association shall vest in the Developer until its completion of sales.

B. The Board of Directors may take such action as they deem necessary to collect assessments by personal action, or by enforcing and foreclosing said lien, and may settle and compromise the same, if in the best interests of the Association. Said lien shall be effective as in the manner provided for by the Condominium Act, and shall have the priorities established by said Act. The Association shall be entitled to bid at any sale held pursuant to a suit to foreclose an assessment lien, and to apply as a cash credit against its bid, all sums due the Association covered by the lien enforced. In case of such foreclosure, the unit owner shall be required to pay a reasonable rental for the Condominium parcel, and the Plaintiff in such foreclosure shall be entitled to the appointment of a Receiver to collect same from the unit owner and/or occupant.

C. The Association shall have the right, in lieu of foreclosure, if it deems it prudent, to take possession of the said Condominium unit and offer the same for rental. From the proceeds of such rental, if any, the Association shall credit one-half of the income therefrom to the arrearages and in payment of the lien established by the default of the said Condominium owner, and to pay the other one-half to the Developer as its charges for acting as rental agent. The Association shall likewise, if necessary, in order to carry out this right of rental, remove any travel trailer in place on such Condominium parcel and place the same in storage, all without liability to the owner. The selection of this mode of procedure in payment of the lien established by said arrearages and delinquencies shall not be exclusive, and the Association may, at any time, proceed in foreclosure should they deem the same necessary, or expedient, or prudent, and no question of judgment may be raised, as this right of renting is an absolute right and a part of this Declaration.

D. Any person who acquired an interest in a unit including, without limitation, persons acquiring title by operation of law, including purchasers at judicial sales, shall not be entitled to occupancy of the unit or enjoyment of the common elements until such time as all unpaid assessments due and owing by the former unit owner have been paid.

E. The Condominium Association formed shall levy and collect a reasonable monthly assessment against the owners of each unit sufficient to cover each unit's proportionate share of the actual cost of operating and maintaining all common use property and facilities, providing water, electricity and garbage disposal service, sewage service, general maintenance, and carrying out its duties hereunder as "management". Likewise, the Association shall include in the assessment so made the sum adequate to pay all real property taxes on the Condominium parcel as well as the common elements. The collection of these sums shall be provided for in an adequate manner to assure the maintenance necessary. When the unit owner is not in possession of his unit as provided in Article XI hereof, the Developer may undertake to rent to others. Rental income may be apportioned as provided and disbursement will be made as to the unit owner's portion first to accrued Condominium charges with the residue, if any, to the unit owners.

XI.

PROVISIONS RELATING TO RENTAL OR SALE OF CONDOMINIUM UNITS

A. Inasmuch as the Developer is in the general business of developing and operating resort parks, including advertising, in the establishment of a national image, it is in a superior position to establish rental rates. Therefore, it shall have first right of refusal whether it shall establish and operate all parcels in the Condominium for rental after completion of sales. Should it exercise its option to remain active in the rental program of the Condominium after completion of sales, the proceeds of all rental shall be divided equally between those parcels involved in the rental program with the Developer, with parcels sharing equally one with another as to its proportional part. The Developer's one-half share shall be retained as compensation to it for its management, advertising, promotion, etc. Should any owner of a Condominium parcel choose to permit the use thereof by a friend or relative, it is distinctly understood that such user shall register with the office of the Developer and shall pay one-half of the established rental rate which one-half shall be retained exclusively by the Developer as it's portion of revenue to which it is entitled for use of lots other than by the owner; provided however, the parents or children of the owners of the respective Condominium parcels are excepted from such obligation of payment.

B. No resale transaction shall be accomplished with respect to any unit effecting a change in ownership upon the books until there shall have been paid

by the buyer a transfer fee equal to one-half of one percent of the gross sales price to compensate park management for record charges, inspection, decals, etc., together with such additional sums as may be required to satisfy unpaid common expenses.

XII.

INSURANCE PROVISIONS

A. LIABILITY INSURANCE

The Board of Directors of the Association shall obtain Public Liability and Property Damage Insurance covering all of the common elements and the Condominium units, and insuring the Association and the unit owners as its and their interest appears, in such amounts as the Board of Directors of the Association may determine from time to time, provided that the minimum amount of coverage shall be $250,000/$500,000/$100,000. Said insurance shall include, but not limit the same, to water damage, legal liability, hired automobile, non-owned automobile and off-premises employee coverages. All liability insurance shall contain cross-liability endorsement to cover liabilities of the unit owners as a group to a unit owner. Premiums for the payment of such insurance shall be paid by the Association and charged as a common expense.

B. CASUALTY INSURANCE

1. Purchase of Insurance. The Association shall obtain Fire and Extended Coverage Insurance and Vandalism and Malicious Mischief Insurance insuring all of the insurable improvements within the Condominium including personal property owned by the Association, in and for the interest of the Association, all unit owners and their mortgagees, as their interests may appear, in a company acceptable to the standards set by the Board of Directors of the Association, in an amount equal to the maximum insurable replacement value as determined annually by the Board of Directors of the Association; the premiums for such coverage and other expenses in connection with said insurance shall be paid by the Association and charged as a common expense. The company or companies with whom the Association shall place its insurance coverage as provided in this Declaration must be good and responsible companies authorized to do business in the State of Florida.

2. Loss Payable Provisions. All policies purchased by the Association shall be for the benefit of the Association, all unit owners and their mortgagees, if any, as their interest may appear.

3. Surplus. It shall be presumed that the first monies disbursed in payment of costs of repair and restoration shall be made from the insurance proceeds; and if there is a balance in the funds after payment of all costs of the repair and restoration, such balance shall be distributed to the Association's General Fund.

4. Plans and Specifications. Any repair and restoration must be substantially in accordance with the plans and specifications for the original improvements, or according to the plans approved by the Board of Directors of the Association, which approval shall not be unreasonably withheld.

5. Such other insurance shall be carried as the Board of Directors of the Association shall determine in its discretion from time to time to be desirable.

6. Each individual unit owner shall be responsible for purchasing at his own expense, any additional liability insurance as he may deem necessary, to cover accidents, occurring upon his own unit, and for the purchasing of insurance upon his own personal property.

XIII.

USE AND OCCUPANCY

A. All travel trailer units, hereinafter referred to as units in the subdivision, are hereby designated RECREATIONAL SITES FOR TRAVEL TRAILERS (SITES), including within such category, tent type folding trailers, pick-up campers, modern travel trailers and other similar types of camping trailers and equipment that are mobile, hereinafter referred to as "recreational vehicles". NOT INCLUDED within such classification shall be folding tents not mounted on wheels. No permanent or semi-permanent structure may be erected on any unit in the subdivision nor may any trailer which is designated as permanent living quarters be located or placed on any unit, it being the declared intent of the subdivider to exclude mobile homes from use of the unit and to create and maintain an area designed for the maximum beauty and benefit of leisure time campers. PROVIDED, further, that tables, benches, fireplaces and grills may be erected, but no personal property except as provided for immediately above, shall be permitted to remain where it can be seen by other site owners or visitors to the area, except when the unit is actually in use; provided, further, however, that the foregoing shall not apply to the principal recreational vehicle which may be allowed to remain on the unit even though not in use; provided, however, each owner of a recreational vehicle shall be obligated to cause to be removed that vehicle during seasons normally attended by high velocity winds. No camping facility shall be placed on a unit for more than five days without the said facility having been approved by a duly authorized representative

of the Association, as having met the above requirements as to condition and type of facility and said facility shall thereafter be inspected and approved annually as to condition. The foregoing shall be deemed to prohibit the construction and maintenance of fences and radio and TV antennas on the unit. ONLY ONE (1) principal recreational vehicle may be located or maintained on each unit.

B. No animals or fowl shall be kept or maintained on the unit except the customary household pets, and then only on a leash. No signs of any kind shall be displayed on any unit without the written consent of the Association, or its assigns or successors.

C. An easement ten (10) feet in width is reserved along or across each of the unit lines of each site in the subdivision for the installation and maintenance of utility services and it is understood that such easement may be used by the subdivider and/or its successors and assigns for such installation and maintenance, as the case might be.

D. No outside toilets shall be installed or allowed on any unit. Venture Out will or has installed suitable and adequate sanitary facilities as provided by the Laws of the State of Florida, and each user of such facilities agrees to protect the same and prevent loss or damage to accrue thereto.

E. No nuisance shall be allowed upon the Condominium property nor any use or practice which is the source of annoyance to residents, or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the property shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage shall be allowed to accumulate, or any fire hazard allowed to exist.

F. All units in the subdivision are restricted to recreational uses for parking of a travel trailer, eating, etc., and no commercial activities shall be conducted thereon; provided, however, the foregoing shall not be construed so as to prevent the Developer from designating certain areas reserved to it as commercial for its use in supplying goods and services to the unit users in the Condominium.

G. These restrictions shall be considered as covenants running with the land, and shall bind the purchasers of all units shown on the subdivision plat or plats hereinbefore referred to, recorded or to be recorded, their heirs, executors, administrators, successors, and assigns, and if said owners, or any of them

their heirs, executors, administrators, successors or assigns, shall violate or attempt to violate any of the covenants or restrictions herein contained, it shall be lawful for any person or persons owning any such unit in the subdivision in which said unit is situated to prosecute any proceeding at law or in equity against the person or persons violating or attempting to violate any such covenant or restriction and either to prevent him or them from so doing or to recover damages for such violation, including costs of the suit and a reasonable attorney's fee. Any invalidation of any of these covenants and restrictions shall in no way affect any other of the provisions thereof which shall thereafter remain in full force and effect.

H. The unit owner shall not permit or suffer anything to be done or kept in or on his unit which will increase the rate of insurance on the Condominium property, or which will obstruct or interfere with the rights of other unit owners, or annoy them by unreasonable noises, or otherwise; nor shall the unit owner commit or permit any nuisance, immoral or illegal act in or about the Condominium property.

I. No person shall use the common elements or any part thereof, or a Condominium unit or the Condominium property or any part thereof, in any manner contrary to or not in accordance with such rules and regulations pertaining thereto, as from time to time may be promulgated by the Association.

J. The initial rules and regulations are captioned "Rules and Regulations" and are as set forth in the By-Laws of the Association which are annexed hereto as Exhibit "C". The said Rules and Regulations shall be deemed effective until amended, as provided in the By-Laws.

XIV.

MAINTENANCE AND ALTERATIONS

A. The Board of Directors of the Association may enter into a contract with any firm, person, or corporation for the maintenance and repair of the Condominium property, and may join with other Condominium corporations in contracting with the same firm, person, or corporation for maintenance and repair.

The Board of Directors may likewise enter into a contract with the owners of any public utility for the furnishing of such public services as electricity or

sewage disposal to the Condominium. This may include the purchase by the Condominium of wholesale electricity or the payment for the use of any sewage disposal plant. The Board of Directors may likewise, from time to time, enter into long term leases for the use of such public service utilities or may purchase the same outright and thereafter the said facility may, by an amendment to this Declaration, become a part of the common use elements. The Developer hereby reserves the right to be provided water to its facilities and operations through the pipes of the Condominium. Each unit in the Condominium is improved with pipes for the delivering to individual units for water from the same source and each unit owner purchases his interest in said pipes as same relate to his unit and a common interest in the general facility providing water.

B. There shall be no material alterations, or substantial additions to the common elements or limited common elements, except as provided immediately hereinabove in Section "A", or except as the same are authorized by the Board of Directors, and ratified by the affirmative vote of the voting members casting not less than seventy-five percent (75%) of the total votes of the members of the Association present at any regular or special meeting of the unit owners called for that purpose; provided the aforesaid alterations or additions do not prejudice the right of any unit owner unless his consent has been obtained. The cost of the foregoing shall be assessed as common expense. Where any alterations or additions, as aforedescribed, are exclusively or substantially exclusively for the benefit of the unit owner(s) requesting same, then the cost of such alterations or additions shall be assessed against and collected solely from the unit owners exclusively or substantially exclusively benefiting and the assessment shall be levied in such proportion as may be determined as fair and equitable by the Board of Directors of the Association. Where such alterations or additions exclusively or substantially exclusively benefit unit owners requesting same, said alterations of additions shall only be made when authorized by the Board of Directors and ratified by not less than seventy-five percent (75%) of the total votes of the unit owners, exclusively or substantially exclusively benefiting therefrom, and where said unit owners are ten or less, the approval of all but one shall be required.

XV.

TERMINATION

This Condominium may be voluntarily terminated in the manner provided for by applicable law.

XVI.

RETENTION OF INTEREST

The Developer, as identified herein, has retained ownership of certain lands within the Condominium parcel and to which a Condominium identification may or may not have been ascribed. The Developer intends to erect thereon certain buildings for use as an office, laundry, grocery, marina or other sympathetic commercial uses, as in its opinion the Developer deems expedient for the operation of the Condominium. It is agreed that such ownership and individual operation is separate and apart from the Condominium and the Developer agrees to pay, at a meter at the property line of the parcels above identified, for electricity, sewage use, and other like common elements for access over and above the owners in the Condominium; it also has the responsibility of placing its own insurance, both as to liability, property damage, and all other kinds of insurance that it so desires; however, the said office, grocery, laundry, and other commercial facilities shall not be a part of the Condominium but remain the property of the Developer or its assigns. The entire liability for taxes with respect to retaining property shall remain in and be the liability of the Developer, its successors and assigns as contained in Paragraph XVII. No liability shall attach to the Developer should it determine its inadvisable to install such commercial facilities.

XVII.

MISCELLANEOUS PROVISIONS

A. Escrow Account for Insurance and Certain Taxes: There shall be established and maintained in a local, national or state bank, or Federal or State Savings and Loan Association, two (2) interest bearing savings deposit

accounts, in order to accumulate sufficient monies for the following purposes:

(1) To pay all insurance premiums for insurance on the Condominium property obtained and purchased by the Association pursuant to Article XII of this Declaration; and

(2) To pay all real or personal property taxes assessed by the taxing authorities aforedescribed, for property owned by the Condominium or taxes which the Condominium is required to pay as part of its common expenses.

B. On or before the 28th day of each month the Treasurer of the Condominium Association shall cause two checks to be issued and drawn on the Association's bank account; each check being equal respectively to 1/12th of the estimated yearly amounts as to items (1) and (2) above. Said checks shall be immediately deposited into the appropriate savings deposit account.

C. Should a Condominium unit owner fail to pay that portion of the monthly assessment relating to items 1 and 2 above within thirty (30) days from the due date, the Condominium Association shall have the right, but it is not required, to advance the necessary funds, so as to deposit the required monthly sum into the savings deposit accounts.

D. The Condominium Association shall have a lien for all sums so advanced, together with interest at the highest legal rate thereon. It shall also have the right to assign its lien on any unit owner or group of unit owners or to any third party.

E. The Condominium unit owners herein consent to the establishment of such a lien as a result of these advances in favor of the institution(s) or Association, as aforedescribed. However, no such foreclosure action may be brought by said institution or individual or group of individuals where the Association advances the necessary funds and assigns its lien, until the delinquent unit owner has received not less than ten (10) days' written notice in this regard.

F. The owner of the respective Condominium unit shall not be deemed to own pipes, wires, conduits, roads, sewage connections, etc., or other public utility lines running through the Condominium parcel or unit which are utilized by or serve more than one Condominium unit, which items are by these presents, made a part of the common elements.

G. The owners of the respective Condominium units agree that if any portion of a Condominium unit or common element or limited common element encroaches upon another, a valid easement for the encroachment and maintenance of same, so long as it stands, shall and does exist.

H. That no owner of a Condominium parcel may exempt himself from liability for his contribution toward the common expenses by waiver of the use and enjoyment of any of the common elements, or by the abandonment of his Condominium unit.

I. The Association shall obtain for the owners of each and every Condominium parcel, ad valorem tax notices, receipts and information from the Tax Assessor of the county or such other future legally organized governmental officer or authority having jurisdiction over the same. Nothing herein shall be construed, however, as giving to any unit owner the right of contribution or any right of adjustment against any other unit owner on account of any deviation by the taxing authorities for the valuations herein prescribed, each unit owner to pay such ad valorem taxes and special assessments as are separately assessed against his "Condominium parcel" as set out hereinabove.

J. For the purposes of ad valorem taxation, the interest of the owner of a "Condominium parcel" in his Condominium unit, and in the "common elements", shall be considered as a unit. The value of said unit shall be equal to the percentage of the value of the entire Condominium, including land and improvements as has been assigned to said unit and as set forth in this Declaration. The total of all of said percentages equals 100% of the value of all of the land and improvements.

K. All provisions of this Declaration and Exhibits attached hereto and Amendments thereof, shall be construed to be covenants running with the land, and of every part thereof and interest therein, including, but not limited to, every unit and the appurtenances thereto, and every unit owner and claimant of the property or any part thereof or of any interest therein, and his heirs, executors, administrators, successors and assigns, shall be bound by all of the provisions of said Declaration and Exhibits annexed hereto and Amendments hereof.

L. If any provisions of the Declaration or of the By-Laws attached hereto, or of the Condominium Act, or any section, sentence, clause, phrase, or word, or the application thereof, in any circumstances, is held invalid the validity of the remainder of this Declaration, By-Laws attached hereto or the Condominium Act, and of the application of any such provision, section, sentence, clause, phrase or word in other circumstances shall not be affected thereby.

M. Whenever notices are required to be sent hereunder, the same may be delivered to unit owners, either personally or by mail addressed to such unit owners at their place of residence in the Condominium, unless the unit owner has, by written notice duly receipted for, specified a different address. Proof of such mailing or personal delivery by the Association shall be given by the Affidavit of the person mailing or personally delivering said notices. Notices to the Association shall be delivered by mail to the office of the Association at

Post Office Box 211
Summerland Key, Florida 33457

or such other place as designated by the Board of Directors.

N. The developer reserves the right to install certain utility services underground, over and across any unit or common use area or facility to serve areas other than those involved in this Condominium development described herein, as well as those within the Condominium, and includes maintenance of the same.

O. Notices to the Developer shall be delivered by mail at P.O. Box 219, Knoxville, Tennessee 37901. Notices shall be deemed and considered sent when mailed. Any party may change his or its mailing address by written notice duly receipted for. Notices required to be given the personal representative of a deceased owner or devisee, when there is no personal representative, may be delivered either personally or by mail to such party at this or its address appearing in the records of the Court wherein the estate of such deceased owner is being administered.

P. The "Remedy for Violation", provided for by Section 23 of the Condominium Act, shall be in full force and effect. In addition thereto should the Association find it necessary to bring a Court action to bring about compliance with the law, this Declaration and the By-Laws, upon a finding by the Court that the violation complained of is willful and deliberate, the unit owner so violating shall reimburse the Association for reasonable attorney's fees incurred by it in bringing such action, as determined by the Court.

Q. Whenever the context so requires, the use of any gender shall be deemed to include all genders, and the use of the singular shall include the plural, and the plural shall include the singular. The provisions of the Declaration shall be liberally construed to effectuate its purpose of creating a uniform plan for the operation of a Condominium.

R. The captions used in this Declaration and Exhibits annexed herein are inserted solely as a matter of convenience and shall not be relied upon and/or used in construing the effect or meaning of any of the text of this Declaration or Exhibits annexed hereto.

S. If any term, covenant, provision, phrase, or other element of the Condominium documents is held invalid or unenforceable for any reason whatsoever, such holding shall not be deemed to effect, alter, modify or impair in any manner whatsoever, any other term, provision, covenant, or element of the Condominium documents.

T. The Developer specifically disclaims any intent to have made any warranty or representation in connection with the property or the Condominium documents, except as specifically set forth therein, and no person shall rely upon any warranty or representation not so specifically made therein. Any estimates of common expenses, taxes or other charges are deemed accurate, but no warranty or guaranty is made or intended, nor may one be relied upon.

IN WITNESS WHEREOF, VENTURE OUT IN AMERICA, INC., a Delaware corporation, has caused these presents to be signed in its name by its President and its corporate seal affixed, attested by its Secretary this 2nd day of November, 1970.

VENTURE OUT IN AMERICA, INC.

(Corporate Seal) By

ATTEST:

Signed, sealed and delivered in the presence of:

Carolyn A. Burns

LaVonne R. Sewell

Signed, sealed and delivered in the presence of:

Carolyn A. Burns (SEAL)

LaVonne R. Jewell (SEAL)

STATE OF TENNESSEE)
: ss
COUNTY OF KNOX)

Before me, the undersigned authority, personally appeared Hazen Kreis, to me well known to be the person described in and who executed the foregoing instrument as President of VENTURE OUT IN AMERICA, INC., a Delaware corporation and he acknowledged before me that he executed such instrument as such officer of said corporation, and that the Seal affixed thereto is the corporate seal of said corporation, and that it was affixed to said instrument as the free act and deed of said corporation.

WITNESS my hand and official seal, at Knoxville, Knox County, Tennessee, this 23rd day of December, 197 .

My Commission Expires:1-18-71

Sylvia G. Whitlock (SEAL)
Notary Public

STATE OF TENNESSEE)
COUNTY OF KNOX)

Before me, the undersigned authority, personally appeared Henry T. Ogle, to me well known to be the person described in and who executed the foregoing instrument as Secretary of VENTURE OUT IN AMERICA, INC., a Delaware corporation and he acknowledged before me that he executed such instrument as such officer of said corporation and that the seal affixed thereto is the corporate seal of said corporation, and that it was affixed to said instrument by due and regular corporation and that said instrument is the free act and deed of said Corporation.

WITNESS my hand and official seal at Knoxville, Knox County, Tennessee, this 23rd day of December, 1970.

Sylvia G. Whitlock (SEAL)
Notary Public

My commission expires: January 18, 1971

DESCRIPTION OF PROPERTY

VENTURE OUT IN AMERICA, INC.

CUDJOE CAY

All of Tract "A" of "Cudjoe Ocean Shores" according to the plat thereof as recorded in Plat Book 5 at Page 107 of the Public Records of Monroe County, Florida, containing 63.87 acres, more or less.

All lots (herein "Condominium Parcles") as shown on the attached plats shall be used exclusively for recreational Resort purposes (See Declaration of Condominium) and uses incidental and complimentary thereto. Areas designated as "Common Use" are for the benefit and enjoyment of all owners of all the Condominium Parcels in the subdivision and such designation shall constitute a dedication of all such areas and improvements thereon situated to owners of the Condominium Parcels as shown on said plat. There are no "Public" areas or facilities. "Limited Common Use" is defined to mean that the Developer retains a co-use with Condominium owners to those areas so designated for access to its property not included in the subdivision.

EXHIBIT "A"

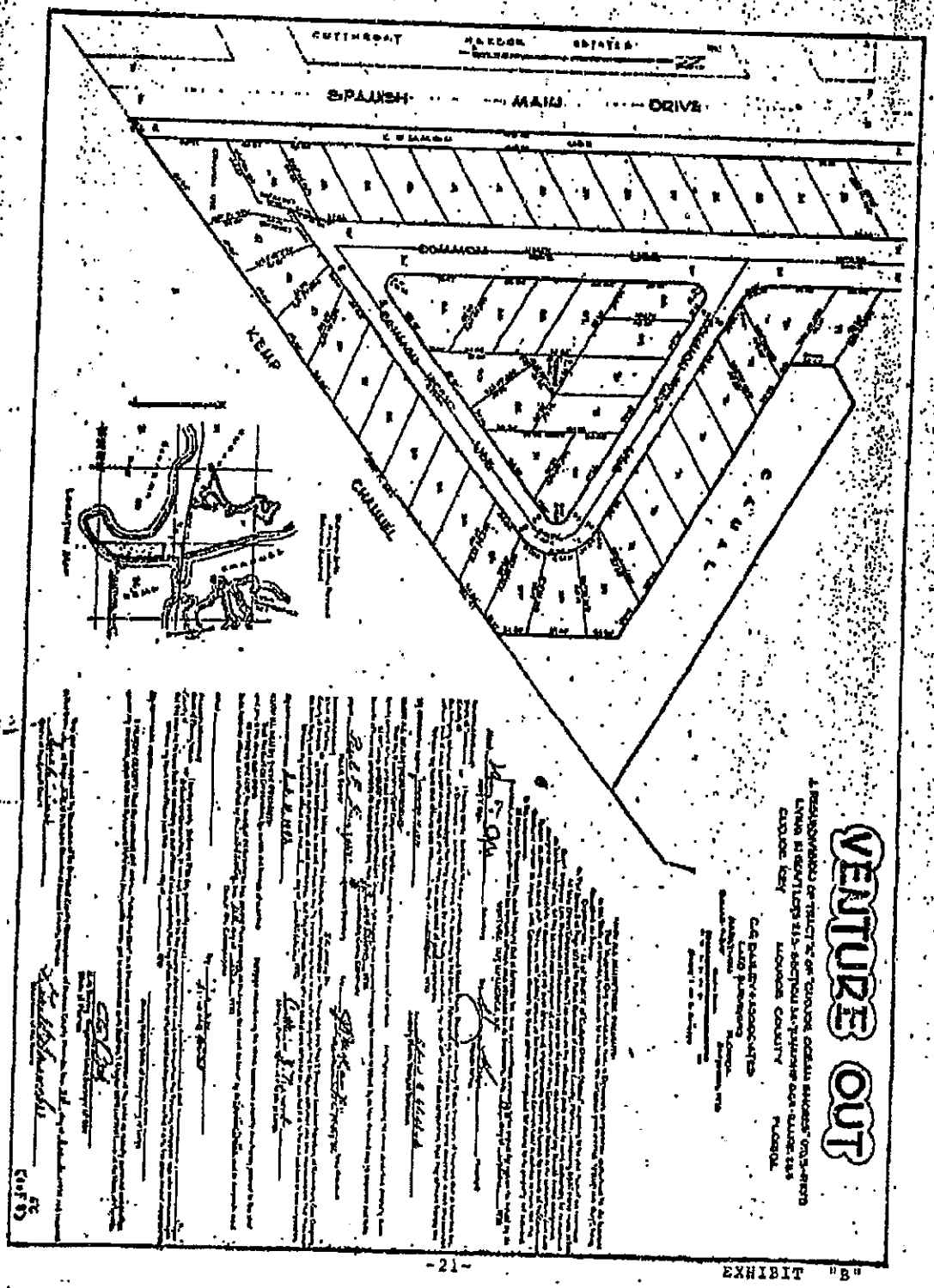


EXHIBIT "B"

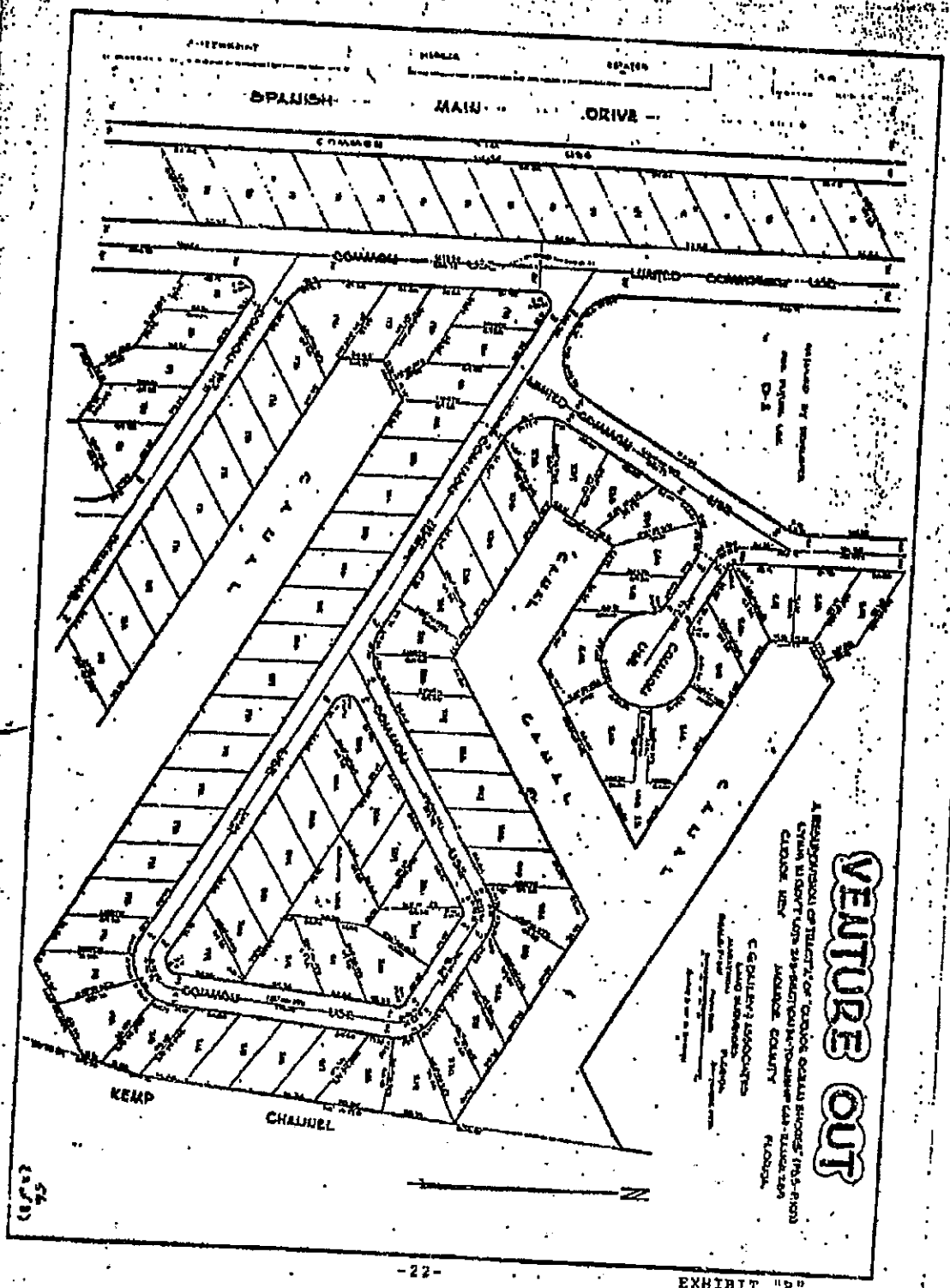

SPANISH MAIN DRIVE
COMMON USE
LIMITED COMMON USE
CANAL
KEMP
CHANNEL
VENTURE OUT

EXHIBIT "B"

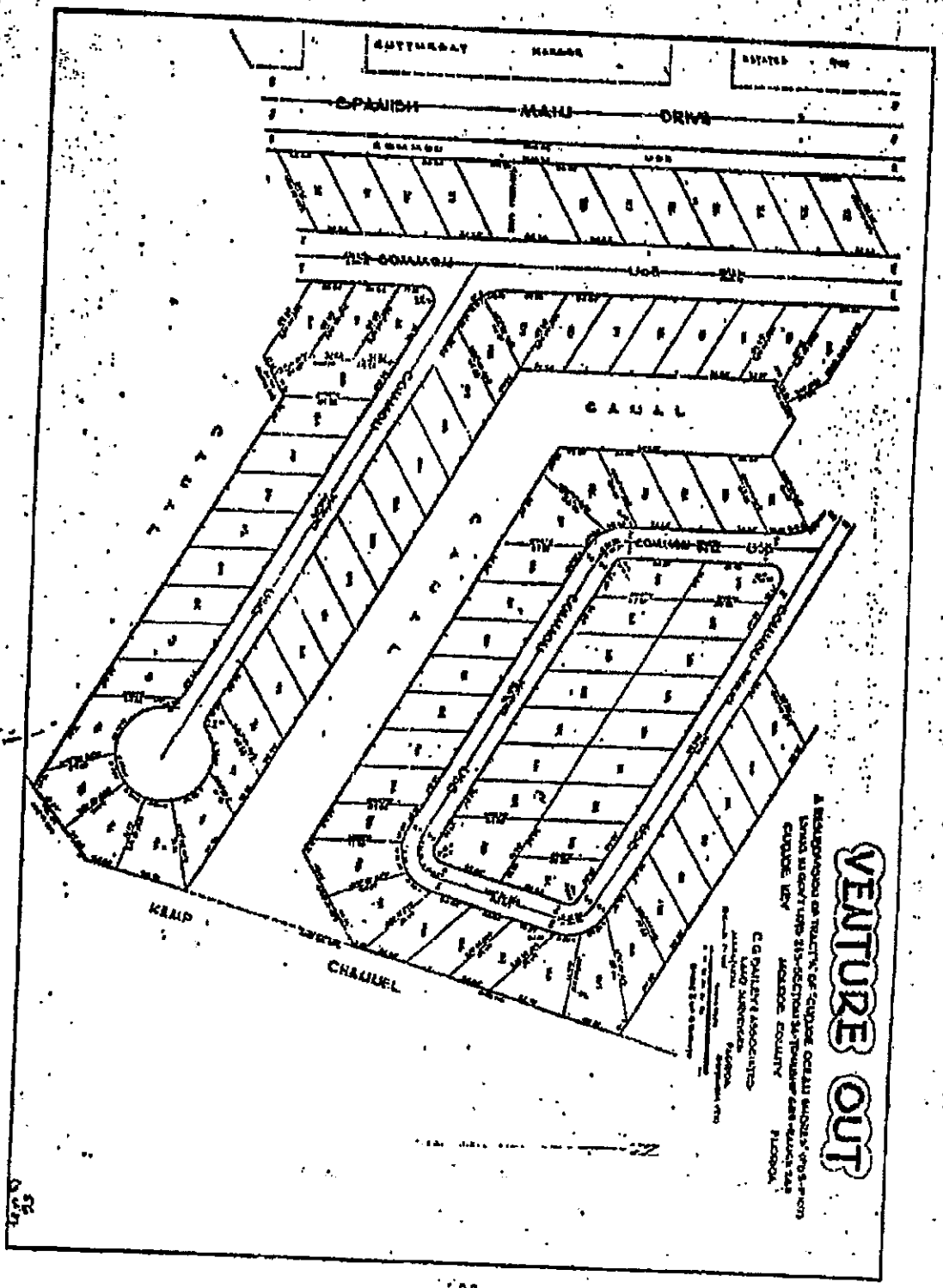


EXHIBIT "B"

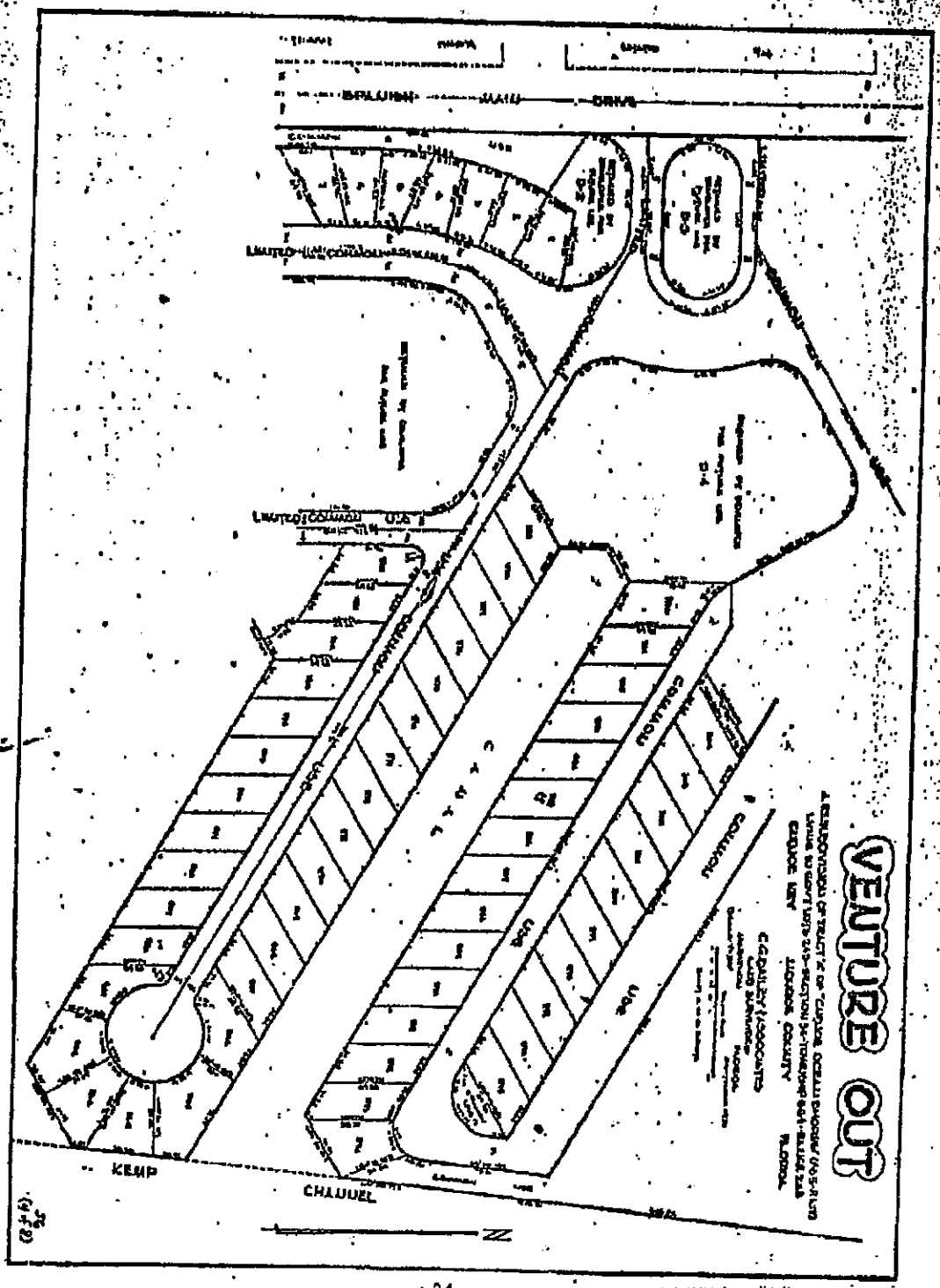


EXHIBIT "B"

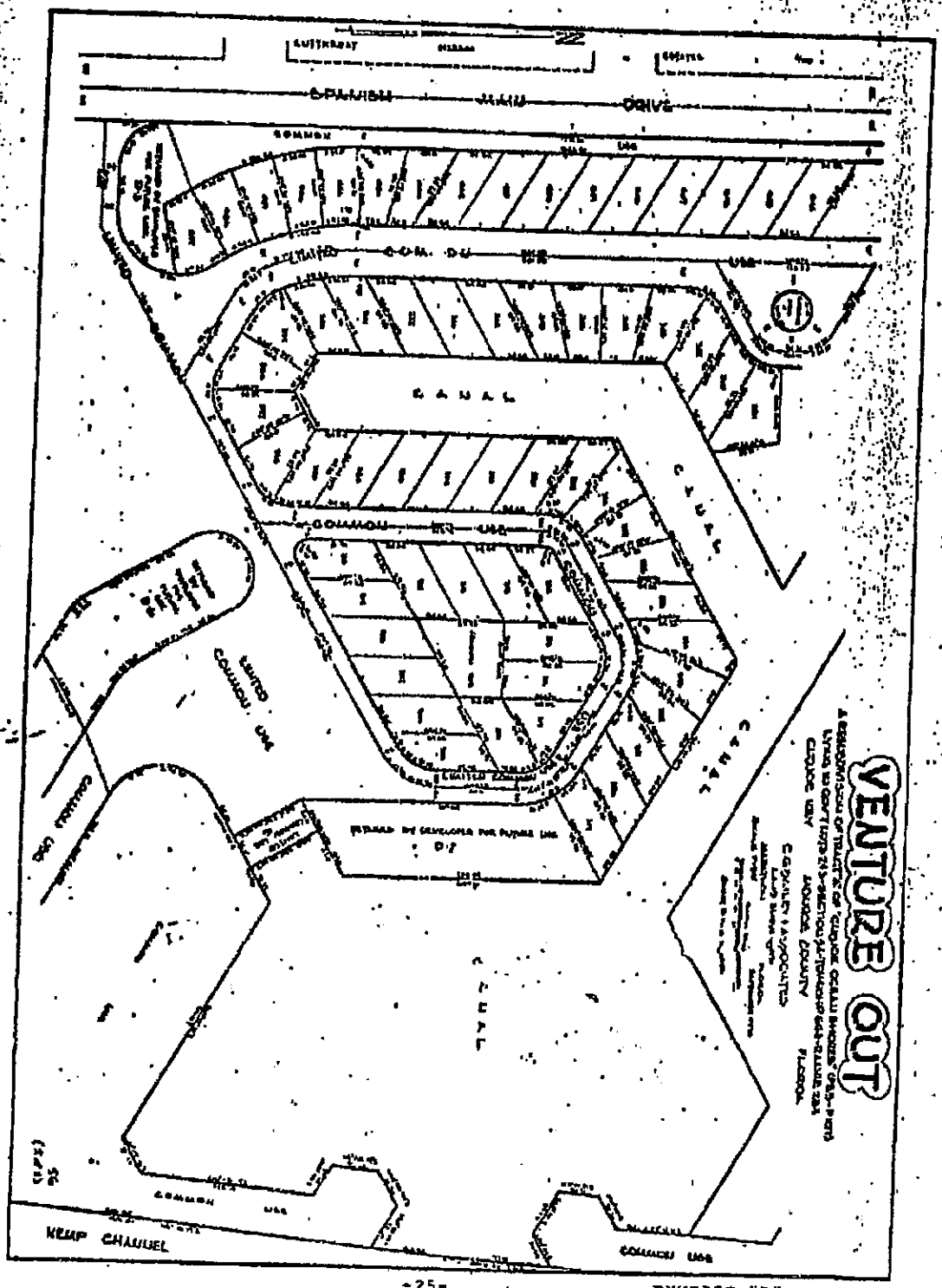

SPANISH MAIN DRIVE
COMMON USE
CANAL
KEMP CHANNEL
VENTURE OUT

EXHIBIT "B"

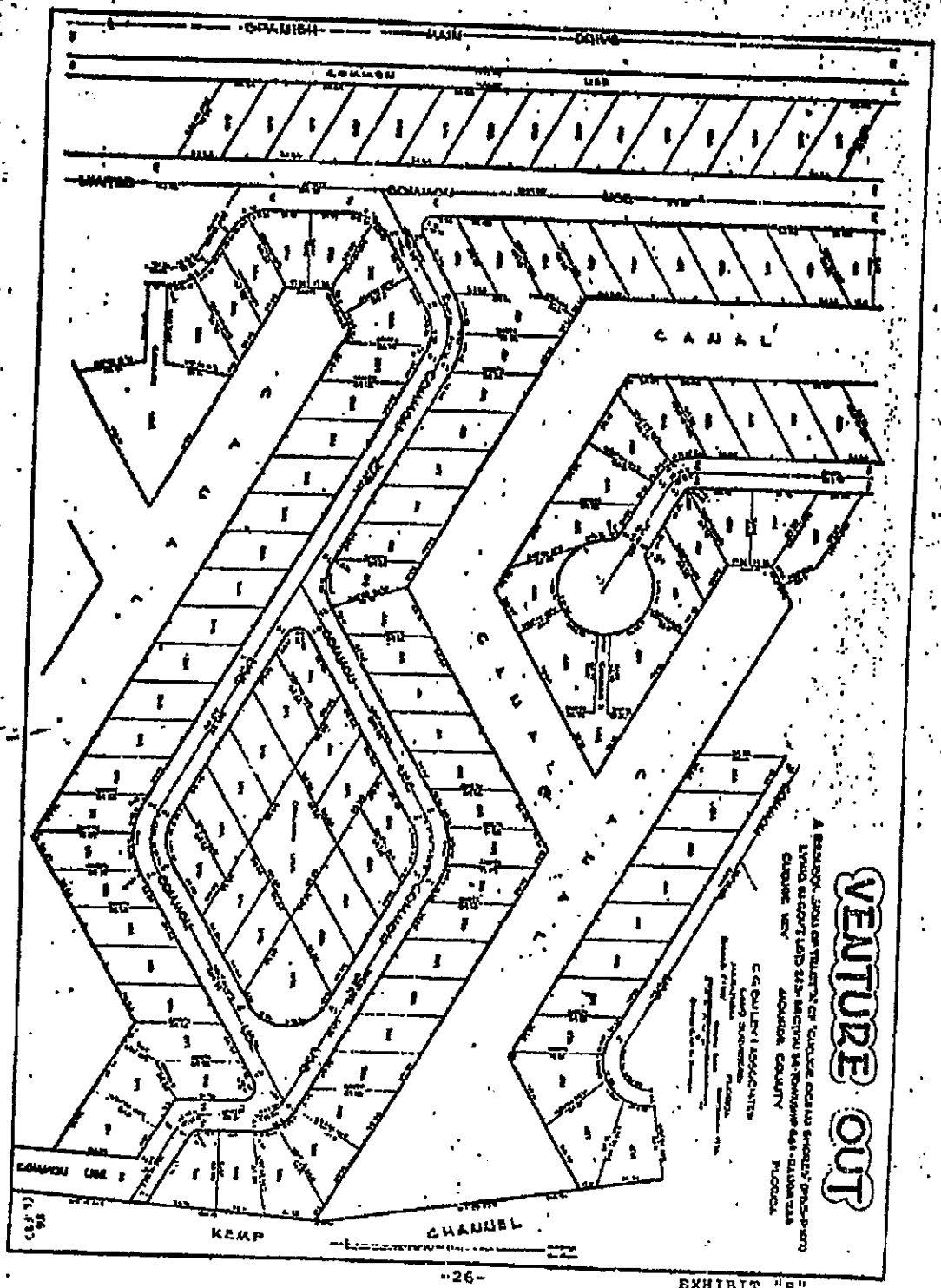

SPANISH MAIN DRIVE
COMMON USE
LIMITED COMMON USE
CANAL
CANAL
CANAL
COMMON USE
KEMP CHANNEL
VENTURE OUT
MONROE COUNTY
FLORIDA

EXHIBIT "B"

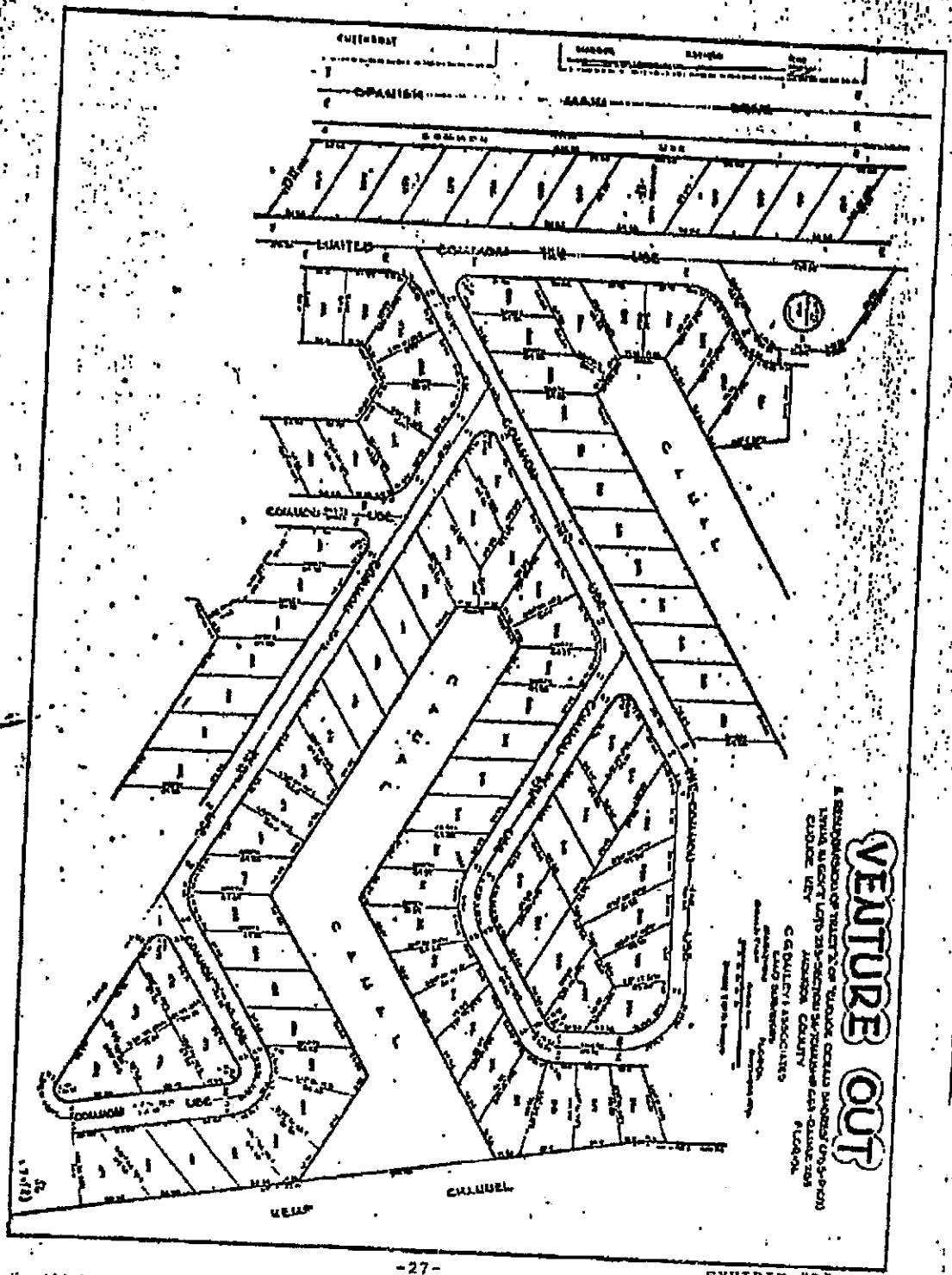

VENTURE OUT
LIMITED COMMON USE
COMMON USE
CANAL
CANAL
CANAL
CHANNEL

EXHIBIT "B"

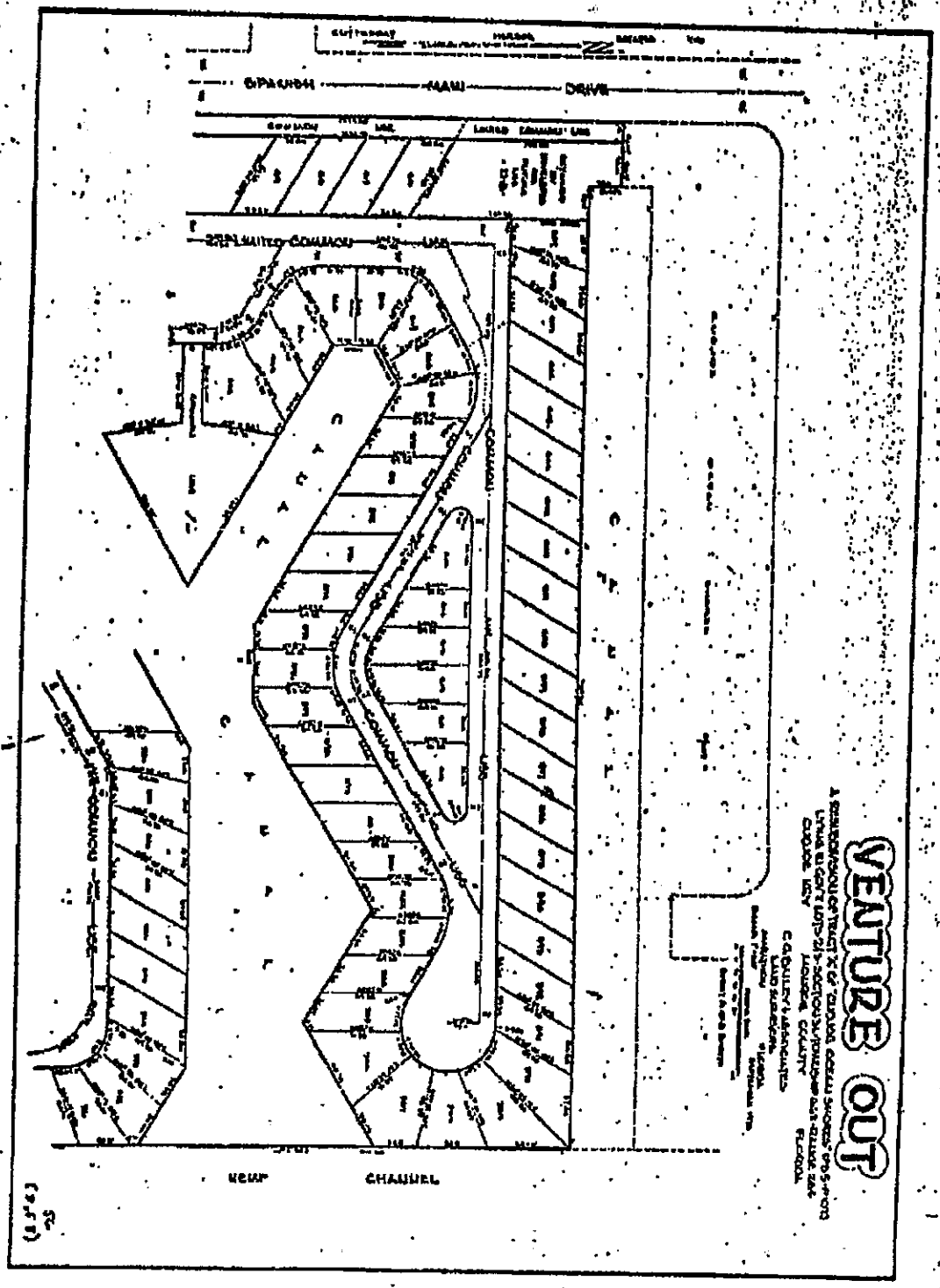


EXHIBIT "B"

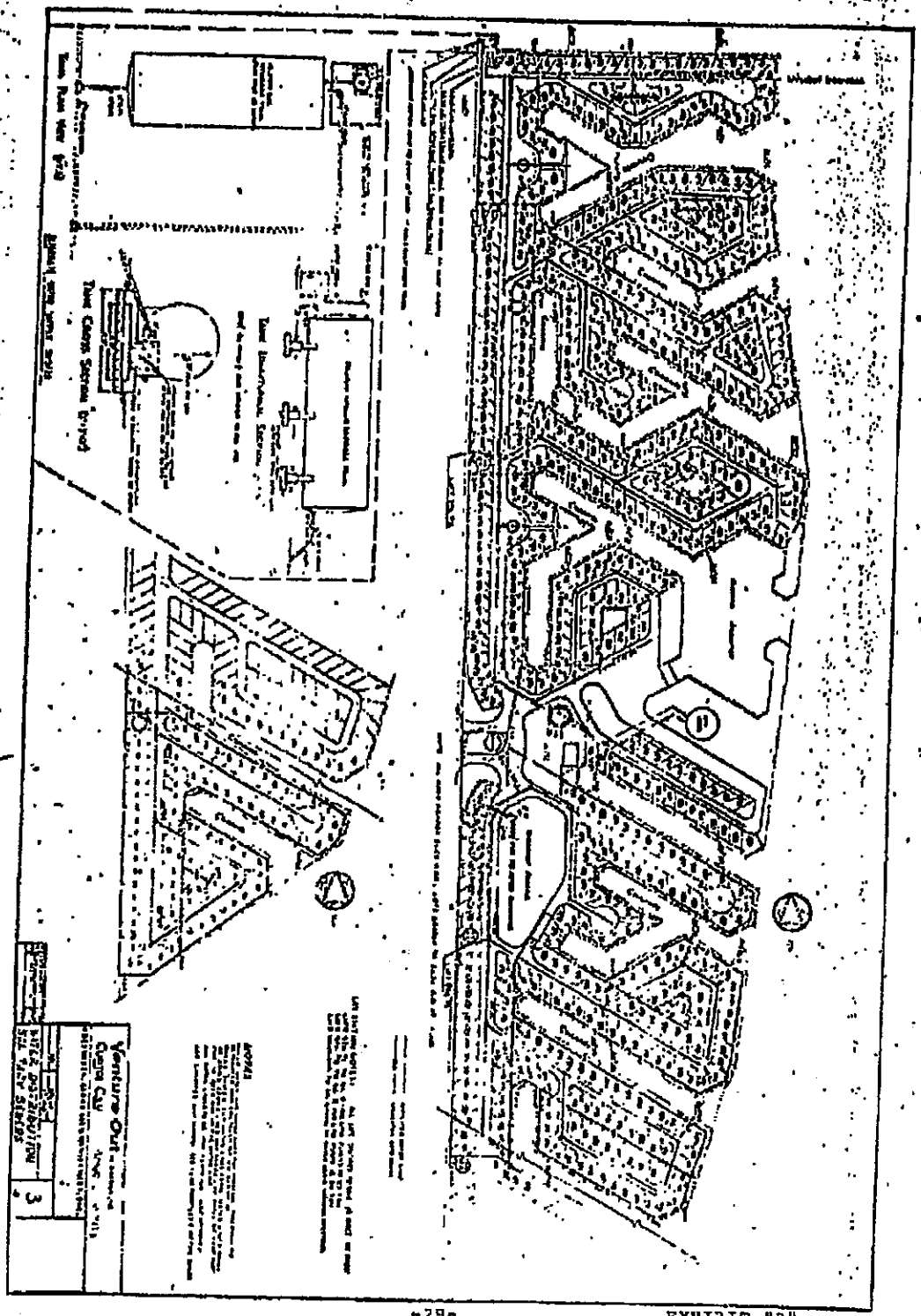


EXHIBIT "B"

At such time as the Developer has completed sales (See Declaration of Condominium), the following shall be the By-Laws governing the operation of the Association which is then activated:

BY-LAWS

OF

VENTURE OUT AT CUDJOE CAY, INC., a CONDOMINIUM

ARTICLE I. IDENTITY

The following By-Laws shall govern the operation of the Condominium known as VENTURE OUT AT CUDJOE CAY, INC., a Condominium described and named in the Declaration of Condominium, to which these By-Laws are attached; VENTURE OUT AT CUDJOE CAY, INC., a Condominium, being a Florida Corporation not for profit, organized and existing pursuant to Chapter 711, Florida Statutes, 1965, known as the Condominium Act.

Section 1. The office of the Association shall be at the Condominium property, or at such other place as may be subsequently designated by the Board of Directors.

Section 2. As used herein, the word "Corporation," shall be equivalent of "Association," as defined in the Declaration of Condominium to which these By-Laws are attached, and all other words, as used herein, shall have the same definition as attributed to them in the Declaration of Condominium to which these By-Laws are attached.

ARTICLE II. MEMBERSHIP AND VOTING PROVISIONS

Section 1. The corporation shall not issue stock or certificates.

Section 2. Membership in the Corporation shall be limited to owners of condominium units, as identified in the preceding Declaration of Condominium. Transfer of unit ownership, either voluntary or by operation of law, shall terminate membership in the Corporation, said membership is to become vested in the transferee. If unit ownership is vested in more than one person, then all of the persons so owning said unit shall be members eligible to hold office, attend meetings, etc., but as hereinafter indicated, the vote of a unit shall be cast by the "voting member". If unit ownership is vested in a corporation,

EXHIBIT "C"

said corporation may designate an individual officer or employee of the corporation as its "voting member". Any application for the transfer of membership, or for a conveyance of an interest in, or to encumber or lease a condominium parcel, where the approval of the Board of Directors of the Association is required, as set forth in these By-Laws and the Declaration of Condominium to which they are attached, shall be accompanied by an application fee in an amount to be set by the Board of Directors to cover the cost of contacting the references given by the applicant, and such other costs of investigation that may be incurred by the Board of Directors.

Section 3. Voting

(a) The owner(s) of each condominium unit shall be entitled to one vote for each condominium unit owned. If a condominium unit owner owns more than one unit he shall be entitled to one vote for each unit owned. The vote of a condominium unit shall not be divisible.

(b) A majority of the unit owners' total votes shall decide any question unless the By-Laws or Declaration of Condominium provided otherwise, in which event the voting percentage required in the By-Laws or the Declaration of Condominium shall control.

Section 4. Quorum. Unless otherwise provided in these By-Laws, the presence in person or by proxy of a majority of the unit owners' total votes shall constitute a quorum. The term "majority" of the unit owners total votes shall mean unit owners holding 51% of the votes.

Section 5. Proxies. Votes may be cast in person or by proxy. All Proxies shall be in writing and signed by the person entitled to vote (as set forth below in Section 6), and shall be filed with the Secretary prior to the meeting in which they are to be used, and shall be valid only for the particular meeting designated therein. Where a unit is owned jointly by a husband and wife, and if they have not designated one of them as a voting member, a proxy must be signed by both husband and wife where a third person is designated.

Section 6. Designation of Voting Member

If a condominium unit is owned by one person, his right to vote shall be established by the recorded title to the unit. If a condominium unit is owned by more than one person, the person entitled to cast the vote for the unit shall be designated in a Certificate signed by all of the recorded owners of the unit and filed with the Secretary of the Association. If a condominium unit is owned by a Corporation, the officer or employee thereof entitled to cast the vote of the unit for the Corporation

shall be designated in a Certificate for this purpose, signed by the President or Vice President and attested to by the Secretary or Assistant Secretary of the Corporation, and filed with the Secretary of the Association. The person designated in those Certificates who is entitled to cast the vote for a unit shall be known as the "voting member". If such a certificate is not on file with the Secretary of the Association for a unit owned by more than one person or by a Corporation, the vote of the unit concerned shall not be considered in determining the requirement for a quorum, or for any purpose requiring the approval of a person entitled to cast the vote for the unit, except if said unit is owned by a husband and wife. Such Certificates shall be valid until revoked, or until superseded by a subsequent Certificate, or until a change in ownership of the unit concerned. If a condominium unit is jointly owned by a husband and wife, the following three provisions are applicable thereto:

(a) They may, but they shall not be required to, designate a voting member.

(b) If they do not designate a voting member, and if both are present at a meeting and are unable to concur in their decision upon any subject requiring a vote they shall lose their right to vote on that subject at that meeting. (As previously provided, the vote of a unit is not divisible.)

(c) Where they do not designate a voting member, and only one is present at a meeting, the person present may cast the unit vote, just as though he or she owned the unit individually, and without establishing the concurrence of the absent person.

ARTICLE II-A MEETINGS OF THE MEMBERSHIP

Section 1. Place. All meetings of corporation membership shall be held at the condominium property, or at such other place and time as shall be designated by the Board of Directors of the Association and stated in the Notice of Meeting.

Section 2. Notices. It shall be the duty of the Secretary to mail a notice of each annual or special meeting, stating the time and place thereof to each unit owner of record, at least five (5) days, but not more than fifteen (15) days prior to such meeting. Notice of any special meeting shall state the purpose thereof. All notices shall be mailed to or served at the address of the unit owner as it appears on the books of the corporation.

Section 3. Order of Business. The order of business at annual members' meeting, and, as far as practical, to all other members' meetings shall be:

(a) Election of chairman of the meeting.
(b) Calling of the roll and certifying of proxies.
(c) Proof of notice of meeting or waiver of notice.
(d) Reading and disposal of any unapproved minutes.
(e) Reports of officers.
(f) Reports of committees.
(g) Election of inspectors of election.
(h) Election of directors.
(i) Unfinished business.
(j) New business.
(k) Adjournment.

Section 4. Annual Meeting. The annual meeting shall be held at the Park, Cudjoe Cay, on the 2nd Sunday of December (the first next following the completion of sales by the Developer) and thereafter on the 1st Sunday of December of each year, for the purpose of electing directors and transacting other business authorized to be transacted by the members; provided, however, that if that day is a legal holiday, the meeting shall be held at the same hour on the next secular day following. At the annual meeting, the members shall elect by a plurality vote (cumulative voting prohibited), a Board of Directors and transact such other business as may properly be brought before the meeting.

Section 5. Special Meeting. Special meetings of the members for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation, may be called by the President, and shall be called by the President or Secretary at the request, in writing, of a majority of the Board of Directors, or at the request, in writing, of voting members representing a majority of the unit owners' total votes, which request shall state the purpose or purposes of the proposed meeting. Business transacted at all special meetings shall be confined to objects stated in the notice thereof.

Section 6. Waiver and Consent. Whenever the vote of members at a meeting is required or permitted by any provision of the statutes or of the Articles of Incorporation, or of these By-Laws, to be taken in connection with any action of the corporation, the meeting and vote of members may be dispensed with if all the members who would have been entitled to vote upon the action if such meeting were held, shall consent in writing to such action being taken.

Section 7. Adjourned meeting. If any meeting of members cannot be organized because a quorum of voting members is not present, either in person or by proxy, the meeting may be adjourned from time to time until a quorum is present.

Section 8. Proviso. Provided, however, that until the Developer of the Condominium has completed and sold all of the units in the Condominium, or until the

Developer elects to terminate its control of the Condominium, whichever shall first occur, there shall be no business meeting of members of the Association unless there is a meeting called by the first Board of Directors of the Association.

Section 9. Approval or disapproval of a unit owner upon any matter, whether or not the subject of an Association meeting, shall be by the "voting member"; provided, however, where a unit is owned jointly by a husband and wife and they have not designated one of them as a voting member, their joint approval or disapproval shall be required where they are both present, or in the event only one is present, the person present may cast the vote without establishing the concurrence of the absent person.

ARTICLE III. DIRECTORS

Section 1. The Board of Directors shall consist of three members during the first corporation year and nine members thereafter. At the first corporate meeting all nine directors shall be elected, three for terms of one year, three of two-year terms, and three for three-year terms. Thereafter, at each annual meeting of the membership, the directorships of those whose terms have expired shall be elected from the voting members for a period of three years; it being the intent that there shall be three directors elected at each annual membership meeting for a period of three years. Each member of the Board of Directors, other than the initial Board, shall be either the owner of a Condominium unit or an owner of an interest therein.

Section 2. First Board of Directors

(a) The first Board of Directors, who shall serve until their successors have been elected and qualified (See Article II, Section 8), shall consist of the following:

HAZEN KREIS
ROBERT A. Epperson
HENRY T. OGLE

(b) The organizational meeting of a newly elected Board of Directors shall be held within ten (10) days of their election at such place and time as shall be fixed by the Directors at the meeting at which they were elected and no further notice of the organizational meeting shall be necessary providing a quorum shall be present.

Section 3. Removal of Directors. At any time after the first meeting of the membership, any one or more of the Directors may be removed with or without cause by the affirmative vote of the voting members casting not less than two-thirds of the total votes present at said meeting,

and a successor may then and there be elected to fill the vacancy thus created. Should the membership fail to elect said successor, the Board of Directors may fill the vacancy in the manner provided in Section 4 below.

Section 4. Vacancies on Directorate. If the office of any Director or Directors becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, a majority of the remaining Directors, though less than a quorum, shall choose a successor or sucessors, who shall hold office for the balance of the unexpired term in respect to which such vacancy occurred. The election held for the purpose of filling said vacancy may be held at any regular or special meeting of the Board of Directors.

Section 5. Disqualification and Resignation of Directors. Any Director may resign at any time by sending a written notice of such resignation to the office of the Corporation delivered to the Secretary. Unless otherwise specified therein, such resignation shall take effect upon receipt thereof by the Secretary. More than three (3) consecutive absences from regular meetings of the Board of Directors, unless excused by resolution of the Board of Directors, shall automatically constitute a resignation effective when such resignation is accepted by the Board of Directors. In the event a Director ceases to be an owner of a Condominium unit or having an interest therein, or in the event corporate ownership ceases to be an officer of said corporation, then the directorship shall immediately and automatically terminate. No member shall continue to serve on the Board should he be more than 30 days delinquent in the payment of an assessment and said delinquency shall automatically constitute a resignation effective when such resignation is accepted by the Board of Directors.

Section 6. Regular Meetings. The Board of Directors may establish a schedule of regular meetings to be held at such time and place as the Board of Directors may designate. Notice of such regular meetings shall nevertheless be given to each Director personally or by mail, telephone or telegraph, at least five (5) days prior to the day named for such meeting.

Section 7. Special Meetings. Special meetings of the Directors may be called by the President and must be called by the Secretary at the written request of one-third of the votes of the Board. No less than five days' notice of the meeting shall be given personally or by mail, telephone or telegraph, which notice shall state the time, place and purpose of the meeting.

Section 8. Directors' Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may waive notice of such meeting and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

Section 9. Quorum. At all meetings of the Board of Directors a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at such meetings at which a quorum is present shall be the acts of the Board of Directors. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting from time to time. At each such adjourned meeting any business which might have been transacted at the meeting as originally called may be transacted without further notice. The joinder of a Director in the action of a meeting by signing and concurring in the minutes thereof shall constitute the presence of such Director for the purpose of determining a quorum.

Section 10. Compensation. The Directors' fees, if any, shall be determined by the "Voting Members".

Section 11. Powers and Duties.

The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the corporation and may do all such acts and things as are not by law or by the Declaration of Condominium or by these By-Laws directed to be exercised and done by the unit owners. These powers shall specifically include, without limitation, the following:

(a) To exercise all powers specifically set forth in the Declaration of Condominium, in these By-Laws, the Articles of Incorporation of this Corporation, and in the Condominium Act, and all powers incidental thereto.

(b) To make assessments, collect said assessments, and use and expend the assessments to carry out the purposes and powers of the corporation.

(c) To employ, dismiss and control the personnel necessary for the maintenance and operation of the project and of the common areas and facilities, including the right and power to employ attorneys, accountants, contractors, and other professionals as the need arises.

(d) To make and amend regulations respecting the operation and use of the common elements and Condominium property and the use and maintenance of the condominium units therein.

(e) To contract for the management of the condominium and to designate to such manager all of the powers and duties of the Association except those which may be required by the Declaration of Condominium to have approval of the Board of Directors or membership of the Association.

(f) Designate one or more committees which, to the extent provided in the resolution designating such committees, shall have the powers of the Board of Directors in the management of the business and affairs of the corporation. Such committee to consist of at least three (3) members of the corporation, one of whom shall be a Director. The committee or committees shall have such name or names as may be determined from time to time by the Board of Directors and said committee shall keep regular minutes of their proceedings and report the same to the Board of Directors as required.

(g) To use and disburse the proceeds of assessment and operation of the condominium property.

(h) The maintenance, repair, replacement and operation of the condominium property.

(i) The reconstruction of improvements after casualty and the further improvement of the property.

(j) To enforce by legal means the provisions of the condominium documents, the Articles of Incorporation, the By-Laws of the Association, and the regulations for the use of the property in the condominium.

(k) To pay taxes and assessments which are liens against any part of the condominium other than individual units and the appurtenances thereto, and to assess the same against the units subject to such liens.

(l) To pay all the cost of all power, water, sewer and other utility services rendered to the condominium and not billed to owners of individual units.

The foregoing powers shall be exercised by the Board of Directors or its manager or employees subject only to approval by unit owners when such is specifically required.

ARTICLE IV. OFFICERS

Section 1. Elective Officers. The principal officers of the corporation shall be a President, a Vice-President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. One person may not hold more than one of the aforesaid offices, except one person may be both Secretary and Treasurer. The President and Vice-President shall be members of the Board of Directors.

Section 2. Election. The officers of the corporation designated in Section 1 above shall be elected annually by the Board of Directors, at the organizational meeting of each new Board following the meeting of the members.

Section 3. Appointive Officers. The Board may appoint an Assistant Secretary and an Assistant Treasurer and such other officers as the Board deems necessary.

Section 4. Term. The officers of the corporation shall hold office until their successors are chosen and qualify in their stead. Any officer elected or appointed by the Board of Directors may be removed at any time, with or without cause, by the Board of Directors, provided however, that no officer shall be removed except by the affirmative vote for removal by a majority of the whole Board of Directors (e.g., if the Board of Directors is composed of nine persons, then five or said Directors must vote for removal). If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board of Directors.

Section 5. The President. He shall be the chief executive officer of the corporation; he shall preside at all meetings of the unit owners and of the Board of Directors. He shall have executive powers and general supervision over the affairs of the corporation and other officers. He shall sign all written contracts to perform all of the duties incident to the office and which may be delegated to him from time to time by the Board of Directors.

Section 6. The Vice-President. He shall perform all of the duties of the President in his absence or disability and such other duties as may be required of him from time to time by the Board of Directors.

Section 7. The Secretary. He shall issue notices of all Board of Directors meetings and all meetings of the unit owners; he shall attend and keep the minutes of the same; he shall have charge of all of the corporation's books, records and papers except those kept by the Treasurer. He shall have custody of the seal of the Association. The Assistant Secretary shall perform the duties of the Secretary when the Secretary is absent or incapacitated.

Section 8. The Treasurer.

(a) He shall have custody of the corporation funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation and shall deposit all monies and other valuable effects in the name of and to the credit of the corporation in such depositories as may be designated from time to time by the Board of Directors. The books shall reflect an account for each unit in the manner required by Section 711.12 (7) (B) of the Condominium Act.

(b) He shall disburse the funds of the corporation as may be ordered by the Board in accordance with these By-Laws, making proper vouchers for such disbursements, and shall render to the President and Board of Directors at the regular meeting of the Board of Directors, or whenever they may require it, an account of all of his transactions as Treasurer and of the financial condition of the corporation.

(c) He shall collect the assessments and shall promptly report the status of collections and of all delinquencies to the Board of Directors.

(d) He shall give status reports to potential transferees, on which reports the transferees may rely.

(e) The Assistant Treasurer shall perform the duties of the Treasurer when the Treasurer is absent or incapacitated.

ARTICLE V. FISCAL MANAGEMENT

Section 1. Depositories. The funds of the corporation shall be deposited in such banks and depositories as may be determined by the Board of Directors from time to time, upon resolutions approved by the Board of Directors, and shall be withdrawn only upon checks and demands for money signed by such officer or officers of the corporation as may be designated by the Board of Directors. Obligations of the Corporation shall be signed by at least two officers of the Corporation.

Section 2. Fidelity Bonds. The Treasurer and all officers who are authorized to sign checks, and all officers and employees of the Association and any contractor handling or responsible for Association funds, shall be bonded in such amount as may be determined by the Board of Directors. The premiums on such bonds shall be paid by the Association. The bond shall be in an amount sufficient to equal the monies an individual handles or has control via a signatory or a bank account or other depository account.

Section 3. Fiscal Year. The fiscal year for the corporation shall begin on the first day of October of each year; provided, however, that the Board of Directors is expressly authorized to change to a different fiscal year in accordance with the provisions and regulations from time to time prescribed by the Internal Revenue Code of the United States of America, at such time as the Board of Directors deems is advisable.

Section 4. Determination of Assessments.

(a) The Board of Directors of the Corporation shall fix and determine, from time to time, the sum or sums necessary and adequate for the common expenses of the condominium property.

Common expenses shall include expenses for the operation, maintenance, repair or replacement of the common elements and the limited common elements, costs of carrying out the power and duties of the corporation, all insurance premiums and expenses relating thereto, including fire insurance and extended coverage, and any other expenses designated as common expenses from time to time, by the Board of Directors of the Corporation. The Board of Directors is specifically empowered, on behalf of the corporation, to make and collect assessments, and to maintain, repair and replace the common elements and the limited common elements of the Condominium. Funds for the payment of common expenses shall be assessed against the unit owners in the proportions of percentages of sharing common expenses as provided in the Declaration. Said assessment shall be payable as ordered by the Board of Directors. Special assessments, should such be required by the Board of Directors, shall be levied in the same manner as hereinbefore provided for regular assessments, and shall be payable in the manner determined by the Board of Directors.

(b) When the Board of Directors has determined the amount of any assessment, the Treasurer of the Corporation shall mail or present to each unit owner, a statement of said unit owner's assessment. All assessments shall be payable to the Treasurer of the Corporation and, upon request, the Treasurer shall give a receipt for each payment made to him.

Section 5. Application of Payments and Co-Mingling of Funds.

All sums collected by the Association from assessments may be co-mingled in a single fund, or divided into more than one fund, as determined by the Board of Directors. All assessment payments by a unit owner shall be applied as to interest, delinquencies, costs and attorneys' fees, other charges, expenses or advances, as provided herein and in the Declaration of Condominium, and general or special assessments in such manner as the Board of Directors determines in its sole discretion.

Section 6. Annual Audit.

An audit of accounts of the Association shall be made annually by a Certified Public Accountant, and a copy of the Report shall be available for inspection by the members in the office of the Association, not later than three months after the end of the year for which the report is made.

Section 7. Acceleration of Assessment Installment upon Default.

If a unit owner shall be in default in the payment of an installment upon any assessment, the Board of Directors may accelerate the remaining monthly installments for the fiscal year upon notice thereof to the unit owner and, thereupon, the unpaid balance of the assessment shall become due upon the date stated in the Notice, but not less than fifteen (15) days after the delivery of or mailing of said notice to the unit owner. No unit shall be eligible for voluntary transfer until and unless all assessments, dues, etc. have been paid.

ARTICLE VI. SUBSTANTIAL ADDITIONS OR ALTERATIONS

There shall be no substantial additions or alterations to the common elements or limited common elements unless the same are authorized by the Board of Directors and ratified by the affirmative vote of the members casting not less than 75% of the total votes of the unit owners present at any regular or special meeting of the unit owners called for that purpose.

ARTICLE VII. COMPLIANCE AND DEFAULT

Section 1. Violations. In the event of a violation (other than the nonpayment of an assessment) by the unit owner of any of the provisions of the Declaration or these By-Laws, or of the applicable portions of the Condominium Act, the Association, by direction of its Board of Directors, may notify the unit owner by written notice of said breach, transmitted by mail, and if such violation shall continue for a period of thirty (30) days from the date of the notice, the Association, through its Bersd of Directors, shall have the right to treat such violation as an intentional and inexcusable and material breach of the Declaration, of the By-Laws or of the pertinent provisions of the Condominium Act, and the Association may then, as its option, have the following elections:

(1) An action at law to recover for its damage on behalf of the Association or on behalf of the other unit owners; (2) an action in equity to enforce performance on the part of the unit owner; or (3) an action in equity for such equitable relief as may be

necessary under the circumstances, including injunctive relief. Upon a finding by the court that the violation complained of is willful and deliberate, the unit owner so violating shall reimburse the Association for reasonable attorney's fees incurred by it in bringing such action. Failure on the part of the Association to maintain such an action at law or in equity within thirty (30) days from date of a written request, signed by a unit owner, sent to the Board of Directors, shall authorize any unit owner to bring an action in equity or suit at law on account of the violation, in the manner provided for by the Condominium Act. Any violations which are deemed by the Board of Directors to be a hazard to public health, may be corrected immediately as an emergency matter by the Association, and the cost thereof shall be charged to the unit owner as a specific item which shall be a lien against said unit with the same force and effect as if the charge were a part of the common expense.

Section 2. Negligence or Carelessness of Unit Owner, etc.

All unit owners shall be liable for the expense of any maintenance, repair or replacement rendered necessary by his act, neglect or carelessness, or by that of any member of his family, or his or their guests, employees, agents or lessees, but only to the extent that such expense is not met by the proceeds of insurance carried by the Association, if any. Such liability shall include any increase in insurance rates occasioned by use, misuse, occupancy or abandonment of any unit or its appurtenances. Nothing herein contained, however, shall be construed so as to modify any waiver by insurance companies of rights of subrogation. The expense for any maintenance, repair, or replacement required, as provided in this section, shall be charged to said unit owner as a specific item which shall be a lien against said unit with the same force and effect as if the charge were a part of common expense.

Section 3. Costs and Attorney's Fees. In any proceeding arising because of an alleged default by a unit owner, the prevailing party shall be entitled to recover the costs of the proceeding and such reasonable attorney's fees as may be determined by the Court.

Section 4. No Waiver of Rights. The failure of the Association or of a unit owner to enforce any right, provision, covenant or condition, which may be granted by the condominium documents shall not constitute a waiver of the right of the Association or unit owner to enforce such right, provision, covenant or condition of the future.

Section 5. No Election of Remedies. All rights, remedies and privileges granted to the Association or unit owner pursuant to any terms, provisions, covenants or conditions of the condominium documents, shall be deemed to be cumulative and the exercise of any one or more shall not be deemed to constitute an election of remedies, nor shall it preclude the party thus exercising the same from exercising such other and additional rights, remedies or privileges as may be granted to such other party by condominium documents, or at law, or in equity.

ARTICLE VIII. ACQUISITION OF UNITS

Acquisition on Foreclosure. At any foreclosure sale of a unit the Board of Directors may, with the authorization and approval by the affirmative vote of voting members casting not less than three-fourths of the total votes of the unit owners, wherein said matter is voted upon, acquire in the name of the corporation or its designee, a condominium parcel being foreclosed. The term "foreclosure" as used in this section shall mean and include any foreclosure of any lien, including a lien for assessments. The power of the Board of Directors to acquire a condominium parcel at any foreclosure sale shall never be interpreted as any requirement or obligation on the part of the Board of Directors, or of the corporation, to do so at any foreclosure sale, the provisions hereof being permissive in nature and for the purpose of setting forth the power in the Board of Directors to do so should the requisite approval of the voting members be obtained.

ARTICLE IX. AMENDMENTS TO THE BY-LAWS

These By-Laws may be altered, amended or added to at any duly called meeting of the unit owners, provided:

(1) Notice of the meeting shall contain a statement of the proposed Amendment.

(2) If the Amendment has received the unanimous approval of the full Board of Directors, then it shall be approved upon the affirmative vote of the voting members casting a majority of the total votes of the unit owners.

(3) If the Amendment has not been approved by the unanimous vote of the Board of Directors, then the Amendment shall be approved by the affirmative vote of the voting members casting not less than three-fourths (3/4ths) of the total votes of the unit owners; and

(4) Said Amendment shall be recorded and certified as required by the Condominium Act. Notwithstanding

anything above to the contrary, until one of the events in Article II-A, Section 8 of the By-Laws occurs, these By-Laws may not be amended without a prior resolution requesting said Amendment from the Board of Directors.

ARTICLE X. NOTICES

Whatever notices are required to be sent hereunder shall be delivered or sent in accordance with the applicable provisions for notices, as set forth in the Declaration of Condominium to which these By-Laws are attached.

ARTICLE XI. INDEMNIFICATION

The Corporation shall indemnify every Director and every Officer, his heirs, executors, administrators, against all loss, cost and expenses reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party, by reason of his being or having been a Director of Officer of the Corporation, including reasonable counsel fees to be approved by the Corporation, except as to matters wherein he shall be finally adjudged in such action, suit or proceeding to be liable for or guilty of gross negligence or willful misconduct. The foregoing rights shall be in addition to and not exclusive of all other rights to which such Director or Officer may be entitled.

ARTICLE XII. LIABILITY SURVIVES TERMINATION OF MEMBERSHIP

The termination of membership in the Condominium shall not relieve or release any such former owner or member from any liability or obligations incurred under or in any way connected with the Condominium during the period of such ownership and membership, or impair any rights of remedies which the Association may have against such former owner and member arising out of or in any way connected with such ownership and membership, and the covenants and obligations incident thereto.

ARTICLE XIII. Limitation of Liability

Notwithstanding the duty of the Association to maintain and repair parts of the condominium property, the Association shall not be liable for injury or damage caused by the elements, or by other owners or persons.

ARTICLE XIV. PARLIAMENTARY RULES

Roberts Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Condominium Act, Declaration of Condominium, or these By-Laws.

ARTICLE XV. LIENS

Section 1. Protection of Property. All liens against a condominium unit, other than for permitted mortgages, taxes, or special assessments, shall be satisfied or otherwise removed within 30 days of the date the lien attached. All taxes and special assessments upon a condominium unit shall be paid before becoming delinquent, as provided in these condominium documents, or by-laws, whichever is sooner.

Section 2. Notice of Lien. A unit owner shall give notice to the Association of every lien upon his unit, other than for permitted mortgages, taxes and special assessments, within five (5) days after the attaching of the lien.

Section 3. Notice of Suit. Unit owners shall give notice to the Association of every suit or other proceedings which will or may affect title to his unit or any other part of the property, such notice to be given within five (5) days after the unit owner received notices thereof.

Section 4. Failure to comply with this article concerning liens will not affect the validity of any judicial sale.

Section 5. Permitted Mortgage Register. The Association shall maintain a register of all permitted mortgages and at the request of a mortgagee, the Association shall forward copies of all notices for unpaid assessments or violations served upon a unit owner to said mortgagee.

ARTICLE XVI. RULES AND REGULATIONS

Section 1. As to Common Elements. The Board of Directors may from time to time adopt or amend previously adopted administrative rules and regulations governing the details of the operation, use, maintenance, management and control of the common elements of the condominium and any facilities or services made available to the unit owners. The Board of Directors shall from time to time post in a conspicuous place on the condominium property, a copy of the rules and regulations adopted from time to time by the Board of Directors.

Section 2. As to Condominium Units. The Board of Directors may from time to time adopt or amend previously adopted rules and regulations governing and restricting the use and maintenance of the condominium unit(s), provided, however, that copies of such rules and regulations are furnished to each unit owner prior to the time the same becomes affective and where applicable or desirable, copies thereof shall be posted in a conspicuous place on the condominium property.

Section 3. Building Rules and Regulations. The building rules and regulations hereinafter enumerated shall be deemed in effect until amended by the Board of Directors and shall apply to and be binding upon all unit owners. The unit owners shall at all times obey said rules and regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said building rules and regulations are as follows:

1. All travel trailer units, hereinafter referred to as units in the subdivision, are hereby designated RECREATIONAL SITES FOR TRAVEL TRAILERS (SITES), including within such category, tent-type folding trailers, pick-up campers, modern travel trailers and other similar types of recreation vehicles and equipment that are mobile, hereinafter referred to as "recreational vehicles". NOT INCLUDED within such classification shall be folding tents not mounted on wheels. No permanent or semi-permanent structure may be erected on any unit in the subdivision nor may any trailer which is designed as permanent living quarters be located or placed on any unit, it being the declared intent of the subdivider to exclude mobile homes from use on the unit and to create and maintain an area designed for the maximum beauty and benefit of leisure time campers. PROVIDED, further, that tables, benches, fireplaces and grills, may be erected, but no personal property except as provided immediately above, shall be permitted to remain where it can be seen by other site owners or visitors to the area, except when the unit is actually in use; provided, further, however, that the foregoing shall not apply to the principal recreational vehicle which may be allowed to remain on the unit even though not in use, provided, however, each owner of a Recreational vehicle shall be obligated to cause to be removed that vehicle during seasons normally attended by high velocity winds. No recreational vehicle shall be placed on a unit for more than five days without the said facility having been approved, by a duly authorized representative of the Association, as having met the above requirements as to condition and type of facility, and said facility shall thereafter be inspected and approved annually as to condition. The foregoing shall be deemed to prohibit the construction and maintenance of fences and radio and TV antennas on the unit. ONLY ONE (1) principal Recreational vehicles may be located or maintained on each unit.

2. No animals or fowl shall be kept or maintained on the unit except customary household pets, and then only on a leash. No signs of any kind shall be displayed on any unit without the written consent of the Association, or its assigns or successors.

3. An easement ten (10) feet in width is reserved along and across each of the unit lines of each unit in the sub-division for the installation and maintenance of utility services and it is understood that such easement may be used by the subdivider and/or its assigns for such installation and maintenance, as the case might be.

4. No outside toilets shall be installed or allowed on any unit. Venture Out will or has installed suitable and adequate sanitary facilities as provided by the Laws of the State of Florida, and each user of such facilities agrees to protect the same and prevent loss or damage to accrue thereto.

5. No nuisance shall be allowed upon the condominium property nor any use of practice which is the source of annoyance to residents, or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the property shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage shall be allowed to accumulate, or any fire hazard allowed to exist.

6. All units in the subdivision are restricted to recreational uses for parking of a travel trailer, eating, etc., and no commercial activities shall be conducted thereon; provided, however, the foregoing shall not be construed so as to prevent the Developer from designating certain areas reserved to it as commercial for its use in supplying goods and services to the unit users in the condominium.

7. The Condominium Association formed shall levy and collect a reasonable monthly assessment against the owners of each unit sufficient to cover each unit's proportionate share of the actual cost of operating and maintaining all common use property and facilities, providing water, electricity and garbage disposal service, sewage service, general maintenance and carrying out of its duties hereunder as "management". Likewise, the Association shall include in the assessment so made the sum adequate to pay all real property taxes on the condominium parcel as well as the common elements. The collection of these sums shall be provided for in an adequate manner to assure the maintenance necessary. When the unit owner is not in possession of his unit as provided in Article XI hereof, the Developer will undertake to rent to others. Rental income will be apportioned as provided and disbursement will be made as to the unit owner's portion first to accrued condominium charges with the residue, if any, to the several unit owners.

8. These restrictions shall be considered as covenants running with the land, and shall bind the purchasers of all units shown on the subdivision plat or plats hereinbefore referred to, recorded or to be recorded, their heirs, executors, administrators, successors, and assigns, and if said owner or any of them, their heirs, executors, successors or assigns shall violate or attempt to violate any of the covenants or restrictions herein contained, it shall be lawful for any person or persons owning any such unit in the subdivision in which said unit is situated to prosecute any proceeding at law or in equity against the person or persons violating or attempting to violate any such covenant or restriction and either to

prevent him or them from so doing or to recover damages for such violation including costs of the suit and a reasonable attorney's fee. Any invalidation of any of these covenants and restrictions shall in no way affect any other of the provisions thereof which shall thereafter remain in full force and effect.

9. The unit owner shall not permit or suffer anything to be done or kept in or on his unit which will increase the rate of insurance on the condominium property, or which will obstruct or interfere with the rights of other unit owners, or annoy them by unreasonable noises, or otherwise; nor shall the unit owner commit or permit any nuisance, immoral or illegal act in or about the condominium property.

10. No person shall use the common elements or any part thereof, or a condominium unit or the condominium property or any part thereof, in any manner contrary to or not in accordance with such rules and regulations pertaining thereto, as from time to time may be promulgated by the Association.

11. The initial Rules and Regulations are captioned "Rules and Regulations" and are as set forth in the By-Laws of the Association which are annexed hereto as Exhibit "C". The said Rules and Regulations shall be deemed effective until amended, as provided in the By-Laws.

12. It shall be the continuous responsibility of each site owner to secure all personal property on his respective unit against the hazards of high velocity winds so as to prevent the same from causing damage to other properties in the Condominium.

Section 4. Conflict. In the event of any conflict between the rules and regulations contained herein, or from time to time amended or adopted, and the condominium documents, or the Condominium Act, the latter shall prevail. Where required by the Condominium Act, any amendment to the rules and regulations herein shall be recorded in the Official Records of the County in which this Condominium is located in the manner required by the Condominium Act.

If any irreconcilable conflict should exist, or hereafter arise, with respect to the interpretation of these By-Laws and the Declaration, the provisions of the Declaration shall prevail.

ARTICLES OF INCORPORATION

OF

VENTURE OUT AT CUDJOE CAY, INC.

a Condominium

We, the undersigned, hereby associate ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Florida Statutes 617, et. seq., and certify as follows:

ARTICLE I

The name of this Corporation shall be VENTURE OUT AT CUDJOE CAY, INC., a Condominium.

ARTICLE II

The general purpose of this non-profit corporation shall be as follows: To be the "Association" (as defined in the Condominium Act 6 of the State of Florida in Chapter 711, Florida Statutes 1965 et. seq. for condominium properties totalling not more than 659 units (lots) in all that will be erected on the following described real property (see Exhibit "A" attached hereto and made a part hereof) and as the Association, to operate and administer said Condominium, and carry out the functions and duties of said Condominium, as set forth in the Declaration of Condominium established for each of said Condominiums. The By-Laws of this Association shall be attached to and made a part of the Declaration of Condominium of those units which this Association shall operate and administer.

ARTICLE III

Owners of condominium parcels are defined as having ownership in fee title, together with undivided interest in all common use elements shown upon plat and described in the Declaration of Condominium.

ARTICLE IV

This corporation shall have perpetual existence.

ARTICLE V

The names and residences of the subscribers to these Articles of Incorporation are as follows:

Hazen Kreis	107 Main St., Knoxville, Tenn.
Robert A. Epperson	107 Main St., Knoxville, Tenn.
H. T. Ogle	107 Main St., Knoxville, Tenn.

ARTICLE VI

Section 1. The affairs of the Corporation shall be managed and governed by a Board of Directors composed of not less than three (3) members nor more than the number of persons as specified shall be elected at the annual meeting of the membership, for a term of three years, or until their successors shall be elected and shall qualify. Provisions for such election, and provisions respecting the removal, disqualification and resignation of Directors, and for filling vacancies in the Directorate, shall be established by the By-Laws.

Section 2. The principal officers of the Corporation shall be:

President
Vice President
Secretary
Treasurer

who shall be elected from time to time, in the manner set forth in the By-Laws adopted by the Corporation.

ARTICLE VII

The names of the Officers who are to serve until the first election of Officers, pursuant to the terms of the Declaration of Condominium and By-Laws, are as follows:

President	Robert A. Epperson
Vice President	Hazen Kreis
Secretary	Henry T. Ogle
Treasurer	Hazen Kreis

ARTICLE VIII

The following persons shall constitute the first Board of Directors and shall serve until the first election of the Board of Directors at the first regular meeting of the membership.

NAME	ADDRESS
Hazen Kreis	107 Main St., Knoxville, Tenn.
Robert A. Epperson	107 Main St., Knoxville, Tenn.
Henry T. Ogle	107 Main St., Knoxville, Tenn.

ARTICLE IX

The By-Laws of the Corporation shall be made initially and adopted by its first Board of Directors.

Prior to the time the property described in Article II, above, has been submitted to Condominium ownership by the filing of the Declaration of Condominium, said first Board of Directors shall have full power to amend alter or rescind said By-Laws by a majority vote.

After the property described in Article II has been submitted to Condominium ownership by the filing of the Declaration of Condominium the By-Laws may be amended, altered, supplemented, or modified by the membership at the annual meeting, or at a duly convened special meeting of the membership, attended by a majority of the membership, by vote, as follows:

A. If the proposed change to the By-Laws has received the unanimous approval of the Board of Directors then it shall require only a majority vote to the membership to be adopted.

B. If the proposed change has not been approved by the unanimous vote of the Board of Directors, then the proposed change must be approved by a three-quarter (3/4) vote of the membership;

provided, however, that (1) prior to the first annual meeting of the membership, the By-Laws may not be amended without the approval of the Board of Directors, unless the proposed amendment shall be filed in writing with the Secretary or President, not less than ten (10) days prior to the membership meeting at which such amendment is to be voted upon. Persons become members of the Association by the purchase of units (lots) in the Condominium and continue as members for so long as they continue to own such units (lots).

ARTICLE X

Amendments to those Articles of Incorporation may be proposed by any member or Director, and shall be adopted in the same manner as is provided for the amendment of the By-Laws, as set forth in Article IX, above. Said Amendment(s) shall be effective when a copy thereof, together with an attached certificate of its approval by the members, sealed with the Corporate Seal, signed by the Secretary or an assistant Secretary, and executed and acknowledged by the President or Vice President, has been filed with the Secretary of State, and all filing fees paid.

ARTICLE XI

This Corporation shall have all of the powers set forth in Chapter 617.021, Florida Statutes, 1965, and all of the powers set forth in the Condominium Act of the State of Florida, and all powers granted to it by the Declaration of Condominium and Exhibits annexed thereto, to which the By-Laws of this Association are attached and made a part thereof.

ARTICLE XII

There shall be no dividends paid to any members, nor shall any part of the income of the corporation be distributed to its Board of Directors or Officers. In the event there are any excess receipts over disbursements, as a result of performing services, such excess shall be applied against future expenses, etc. The Corporation may pay compensation in a reasonable amount to its members,

Directors and Officers, for services rendered, may confer benefits upon its members in conformity with its purposes, and upon dissolution or final liquidation, may make distribution to its members as it permitted by the Court having jurisdiction thereof, and no such payment, benefit or distribution shall be deemed to be a dividend or distribution of income.

This Corporation shall issue no shares of stock of any kind or nature whatsoever. Membership in this corporation and the transfer thereof, as well as the number of members, shall be upon such terms and conditions as provided for in the Declaration of Condominium and the By-Laws. The voting rights of the owners of parcels in said Condominium property shall be as set forth in the Declaration of Condominium and the By-Laws. The voting rights of the owners of parcels in said Condominium property shall be as set forth in the Declaration of Condominium and/or the By-Laws.

IN WITNESS WHEREOF, the Subscribers hereto have hereunto affixed their signatures this_____day of_____, 19____.

_____
Hazen Kreis

_____
Robert A. Epperson

_____
Henry T. Ogle

STATE OF TENNESSEE)
:s
COUNTY OF KNOX)

Before me, the undersigned authority, personally appeared Hazen Kreis, Robert A. Epperson, and Henry T. Ogle, who, after being by me sworn, acknowledged that they executed the foregoing Articles of Incorporation of VENTURE OUT AT CUDJOE CAY, INC., a Condominium, for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at Knoxville, Tennessee, this_____day of _____, 19____.

_____
Notary Public

My Commission Expires:_____

DESCRIPTION OF PROPERTY

VENTURE OUT IN AMERICA, INC.

CUDJOE CAY

All of Tract "A" of "Cudjoe Ocean Shores" according to the plat thereof as recorded in Plat Book 5 at Page 107 of the Public Records of Monroe County, Florida, containing 63.87 acres, more or less.

All lots (herein "Condominium Parcles") as shown on the attached plats shall be used exclusively for recreational Resort purposes (See Declaration of Condominium) and uses incidental and complimentary thereto. Areas designated as "Common Use" are for the benefit and enjoyment of all owners of all the Condominium Parcels in the subdivision and such designation shall constitute a dedication of all such areas and improvements thereon situated to owners of the Condominium Parcels as shown on said plat. There are no "Public" areas or facilities. "Limited Common Use" is defined to mean that the Developer retains a co-use with Condominium owners to those areas so designated for access to its property not included in the subdivision.

198947

Recorded In Official Record Book
Monroe County, Florida
DAVID R. ADAMS
CLERK OF CIRCUIT COURT
RECORD VERIFIED

EXHIBIT "A"

MONROE COUNTY, FLORIDA
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT

Ownership Disclosure of Interest

Pursuant to Section 101-6 of the Land Development Code, this form shall accompany land-use related applications. The intent is to disclose the identity of true parties in interest to the public, thereby enabling the public to ascertain which parties will potentially benefit.

Any person or entity holding real property in the form of a partnership, limited partnership, corporation, assignment of interest, trust, option, assignment of beneficial or contractual interest, or any form of representative capacity whatsoever for others, except as otherwise provided, shall, during application submittal for a specified application types, make a public disclosure, in writing, under oath, and subject to the penalties prescribed for perjury. Exemptions to the requirements of this section include the beneficial interest which is represented by stock in corporations registered with the federal securities exchange commission or in corporations registered pursuant to Chapter 517, Florida Statutes, whose stock is for sale to the general public.

FORM

This written disclosure shall be made to the planning director at the time of application. The disclosure information shall include the name and address of every person having a beneficial or contractual interest in the real property, however small or minimal.

- If the property is owned fee simple by an INDIVIDUAL, tenancy by the entirety, tenancy in common, or joint tenancy, list all parties with an ownership interest as well as the percentage of such interest. (Use additional sheets if necessary):

Name and Address	*% of Ownership*

- If the property is owned by a CORPORATION, list the officers and stockholders and the percentage of stock owned by each. (Use additional sheets if necessary):

Name and Address	*% of Ownership*
VENTURE OUT AT CUDJOE CAY, INC. A CONDOMINIUM	100

- If the property is in the name of a TRUSTEE, list the beneficiaries of the trust with the percentage of interest. (Use additional sheets if necessary):

Name and Address	*% of Ownership*

* In the case of a trust, the four largest beneficiaries must also sign the affidavit.

- If the property is in the name of a GENERAL or LIMITED PARTNERSHIP, list the name of the general and/or limited partners. (Use additional sheets if necessary):

Name and Address	*% of Ownership*

- If there is a CONTRACT FOR PURCHASE, with an individual or individuals, a Corporation, Trustee, or a Partnership, list the names of the contract purchasers below, including the officers, stockholders, beneficiaries, or partners. (Use additional sheets if necessary):

Name and Address	*% of Ownership*

FORM

* Please provide date of contract _____

- If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust. (Use additional sheets if necessary):

Name and Address

By signing this form, the signer certifies that he or she is a person who is familiar with the information contained in the form, and that to the best of his or her knowledge such information is true, complete and accurate.

Printed Name / Signature of Person Completing Form: Al Leone _____

State of Florida, County of Monroe

The foregoing instrument was acknowledged before me this 28 day of January, by Al Leone. He/she is personally known to me or has produced _____ as identification.

JENNIFER R. GEIDE
MY COMMISSION # GG 208186
EXPIRES: August 16, 2022
Bonded Thru Notary Public Underwriters

Jennifer R. Geide
Notary Public
My Commission Expires

AGENT AUTHORIZATION FORM

Date of Authorization: 01 / 28 / 2020
Month Day Year

I hereby authorize Smith Hawks, PL/Barton W. Smith, Esq/Jess Miles Goodall, Esq. be listed as authorized agent
(Print Name of Agent)

representing Venture out at Cudjoe Cay., Condominium for the application submission
(Print Name of Property Owner(s) the Applicant(s))

of Request for Comprehensive Plan Text Amendment Application
(List the Name and Type of applications for the authorization)

for the Property described as: (if in metes and bounds, attach legal description on separate sheet)

Lot	Block	Subdivision	Key (Island)
		Venture Out at Cudjoe Cay, Inc., a Condominium	Cudjoe

Real Estate (RE) Number	Alternate Key Number
00188681-000000	1240656

Street Address (Street, City, State & Zip Code)	Approximate Mile Marker
701 Spanish Main Drive, Cudjoe Key, FL 33042	23

Authorized Agent Contact Information:

138 Simonton Street, Key West, FL 33040
Mailing Address (Street, City, State and Zip Code)

Work Phone	Home Phone	Cell Phone	Email Address
(305) 296-7227			bart@smithhawks.com/Jess@smithhawks.com

This authorization becomes effective on the date this affidavit is notarized and shall remain in effect until terminated by the undersigned. This authorization acts as a durable power of attorney only for the purposes stated. The undersigned understands the risks and liabilities involved in the granting of this agency and accepts full responsibility for any and all of the actions of the agent named herein related to the processing of the services requested, application(s) and/or the acquisition of approvals/permits for the aforementioned applicant. The applicant(s) hereby indemnifies and holds harmless Monroe County, its officers, agents and employees for any damage to applicant caused by its agent or arising from this agency authorization.

Note: Agents must provide a notarized authorization from ALL current property owners.

Signature of Property Owner: [signature]

Printed Name of Property Owner: Al Leone

STATE OF Florida COUNTY OF Monroe

Sworn to and subscribed before me this 28 day of January, 2020,

by AL LEONE, who is personally known to me OR produced
(Print Name of Person Making Statement)

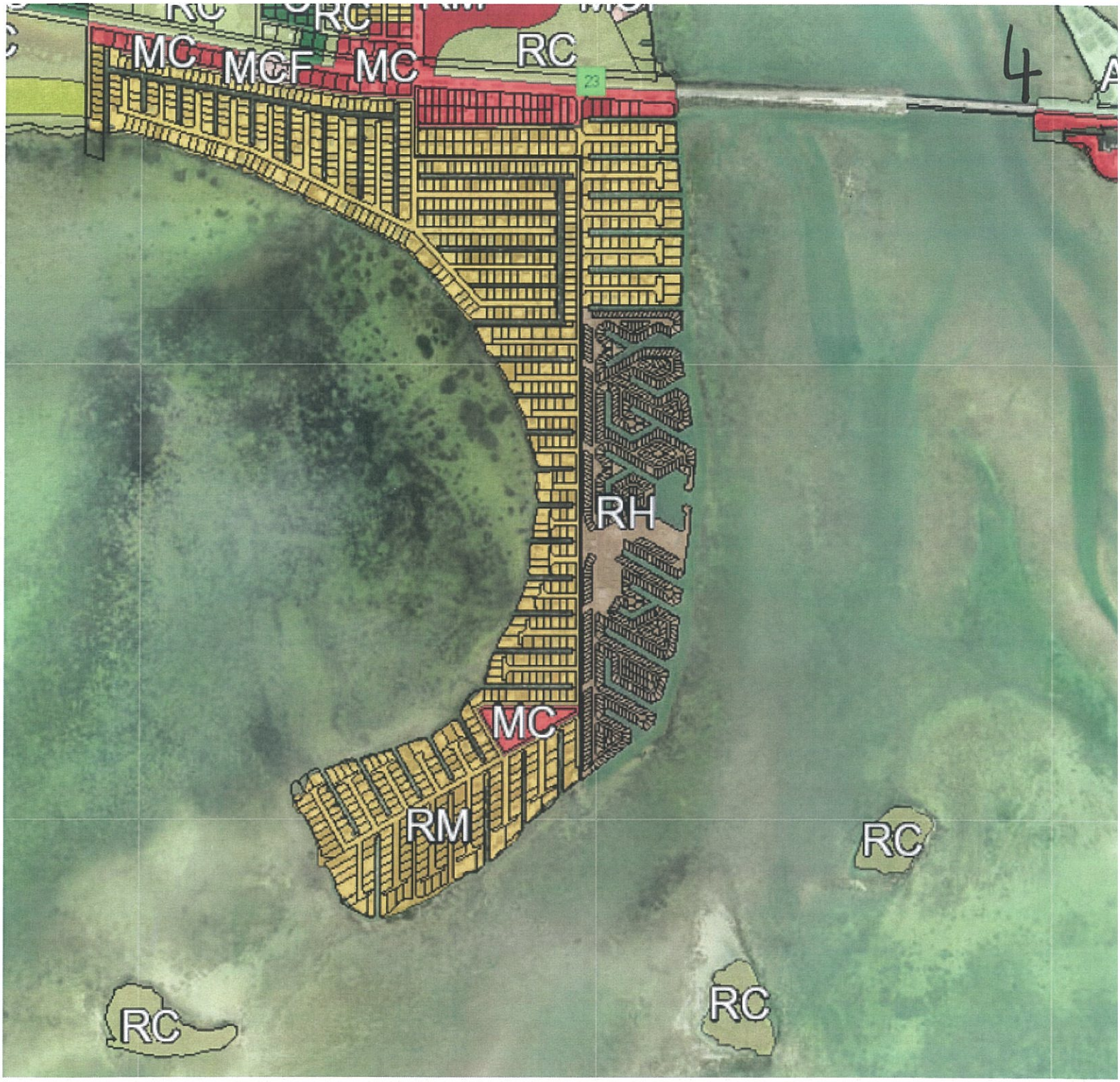
_____ as identification.
(Type of ID Produced)

JENNIFER R. GEIDE
MY COMMISSION # GG 208186
EXPIRES: August 16, 2022
Bonded Thru Notary Public Underwriters

Jennifer R. Geide
Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public

My commission expires:



Flum map

qPublic.net™ Monroe County, FL

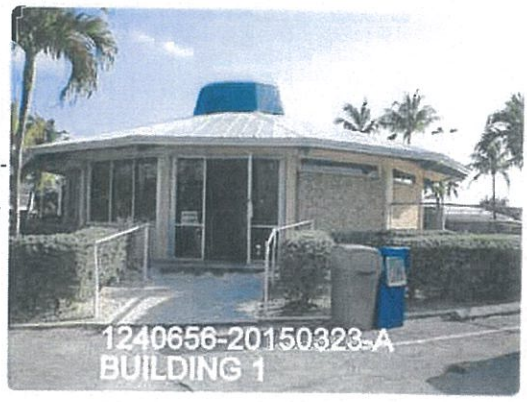
Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

Summary

Parcel ID	00188681-000000
Account#	1240656
Property ID	1240656
Millage Group	100C
Location Address	701 SPANISH MAIN Dr, CUDJOE KEY
Legal Description	VENTURE OUT PB6-56 OR465-193/201(MERGER) OR467-30(DEC OF CONDO) OR494-1033(AMD) OR509-906/907WD OR518-83/86WD OR575-140(AMD) OR751-99/100Q/C OR751-101/113(AMD) OR758-712Q/C OR759-210/212WD OR779-360/362-C OR1032-714/716(AMD) OR1252-698/703(AMD) OR1295-151/152(AMD) OR1637-249/352(AMD) OR1685-93/113(AMD) OR2413-2116/2119(AMD) OR2852-18/22(AMD) (Note: Not to be used on legal documents.)
Neighborhood	310
Property Class	(4H00)
Subdivision	VENTURE OUT
Sec/Twp/Rng	34/66/28
Affordable Housing	No



Owner

VENTURE OUT AT CUDJOE CAY
701 SPANISH MAIN DR
CUDJOE KEY FL 33042

Valuation

	2018	2017	2016	2015
+ Market Improvement Value	$0	$0	$0	$0
+ Market Misc Value	$0	$0	$0	$0
+ Market Land Value	$0	$0	$0	$0
= **Just Market Value**	**$0**	**$0**	**$0**	**$0**
= **Total Assessed Value**	**$0**	**$0**	**$0**	**$0**
- School Exempt Value	$0	$0	$0	$0
= **School Taxable Value**	**$0**	**$0**	**$0**	**$0**

Land

Land Use	Number of Units	Unit Type	Frontage	Depth
CONDO HEADER (4H00)	1.00	Lot	0	0

Yard Items

Description	Year Built	Roll Year	Quantity	Units	Grade
CH LINK FENCE	1971	1972	1	12 SF	2
RW2	1971	1972	1	17 SF	3
CONCRETE DOCK	1971	1972	1	1998 SF	4
SEAWALL	1971	1972	1	1998 SF	4
SEAWALL	1971	1972	1	30 SF	4
CH LINK FENCE	1971	1972	1	310 SF	2
TIKI	1971	1972	1	391 SF	5
CH LINK FENCE	1971	1972	1	4854 SF	2
CH LINK FENCE	1971	1972	1	4995 SF	2
CONCRETE DOCK	1971	1972	1	570 SF	4
RW2	1971	1972	1	597 SF	3
CH LINK FENCE	1971	1972	1	5994 SF	2
SEAWALL	1971	1972	1	654 SF	4
SEAWALL	1971	1972	1	712 SF	4
SEAWALL	1971	1972	1	785 SF	4

Description	Year Built	Roll Year	Quantity	Units	Grade
CH LINK FENCE	1975	1976	1	1085 SF	1
FENCES	1975	1976	1	1232 SF	3
CONCRETE DOCK	1975	1976	1	136 SF	4
CONC PATIO	1975	1976	1	1391 SF	2
RW2	1975	1976	1	162 SF	3
BOAT RAMP	1975	1976	1	1740 SF	2
UTILITY BLDG	1975	1976	1	175 SF	3
CONCRETE DOCK	1975	1976	1	182 SF	4
RW2	1975	1976	1	198 SF	2
RW2	1975	1976	1	210 SF	3
RW2	1975	1976	1	228 SF	3
RW2	1975	1976	1	236 SF	3
RW2	1975	1976	1	276 SF	3
CONC PATIO	1975	1976	1	280 SF	2
COMM POOL	1975	1976	1	3100 SF	1
CH LINK FENCE	1975	1976	1	3400 SF	1
RW2	1975	1976	1	36 SF	3
CONC PATIO	1975	1976	1	362 SF	2
RES POOL GNIT	1975	1976	1	381 SF	4
RW2	1975	1976	1	39 SF	3
CONC PATIO	1975	1976	1	392 SF	2
CONC PATIO	1975	1976	1	420 SF	2
RW2	1975	1976	1	44 SF	3
SEAWALL	1975	1976	1	44 SF	4
FENCES	1975	1976	1	54 SF	2
RW2	1975	1976	1	60 SF	3
RW2	1975	1976	1	62 SF	3
SEAWALL	1975	1976	1	644 SF	4
SEAWALL	1975	1976	1	68 SF	4
UTILITY BLDG	1975	1976	1	72 SF	5
UTILITY BLDG	1975	1976	1	72 SF	5
CONCRETE DOCK	1975	1976	1	767 SF	4
RW2	1975	1976	1	78 SF	3
CH LINK FENCE	1975	1976	1	828 SF	1
SEAWALL	1975	1976	1	87 SF	4
CONC PATIO	1975	1976	1	88 SF	2
RW2	1975	1976	1	88 SF	3
CONC PATIO	1975	1976	1	966 SF	2
UTILITY BLDG	1976	1977	1	192 SF	3
CONC PATIO	1977	1978	1	1312 SF	2
RW2	1977	1978	1	152 SF	3
CUSTOM PATIO	1977	1978	1	1872 SF	1
FENCES	1977	1978	1	24 SF	2
RW2	1977	1978	1	335 SF	3
CONC PATIO	1977	1978	1	4227 SF	2
CONC PATIO	1977	1978	1	645 SF	2
WALL AIR COND	1979	1980	1	1 UT	2
COM CANOPY	1979	1980	1	234 SF	4
CONC PATIO	1979	1980	1	3043 SF	2
CH LINK FENCE	1980	1981	1	3112 SF	2
HOT TUB	1984	1985	1	1 UT	5
CONC PATIO	1984	1985	1	2138 SF	3
CONC PATIO	1984	1985	1	45 SF	2
CONC PATIO	1984	1985	1	5632 SF	3
ASPHALT PAVING	1994	1995	1	495000 SF	2

Permits

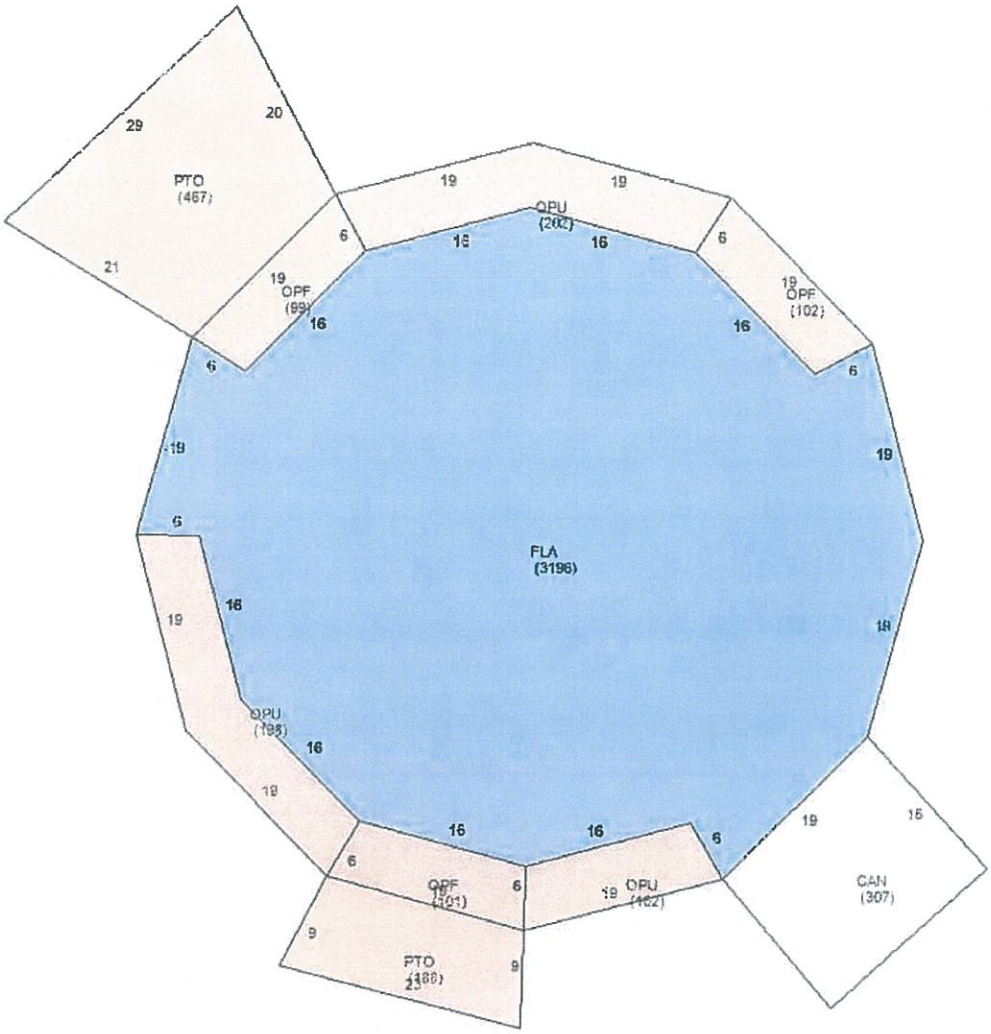
Number	Date Issued	Date Completed	Amount	Permit Type	Notes
19101348	5/29/2019		$75,000	Commercial	TO STABLIZE 121.24 LF OF EXISTING CANAL CONCRETE SEAWALL ---UNITS THAT WILL BE IMPACTED BY THE CONSTRUCTION ARE: LOTS 119,120,173,174,175 AND 176,
18102358	2/25/2019		$227,000	Commercial	TO REPAIR EXISTING SEAWALL/DOCK. THE UNITS TO BE COMPLETED: #379,#380,#323,#324.
18106055	1/31/2019		$226,415	Commercial	REMODEL/REPAIR INTERIOR AN EXTERIOR - TO REPLACE DOORS, WINDOWS, RAILINGS. REPAIR STUCCO, PRIME AND PAINT BUILDING, AS PER APPROVED PLANS. BATHROOM REMODEL FPR ADA ACESSIBILITY ALSO INCLUDED THIS PERMIT. PLUMBING AND ELECTRIC THIS PERMIT.
18104346	1/18/2019		$32,625	Commercial	R/R 2870 SF OF EXISTING ROOF MATERIAL. INSTALL SBS WATER & ICE UNDERLAYMENT. INSTALL 3.6""X 3.6"" CUSTOM EAVE DRIP. INSTALL 5 V CRIMP METAL ROOF.

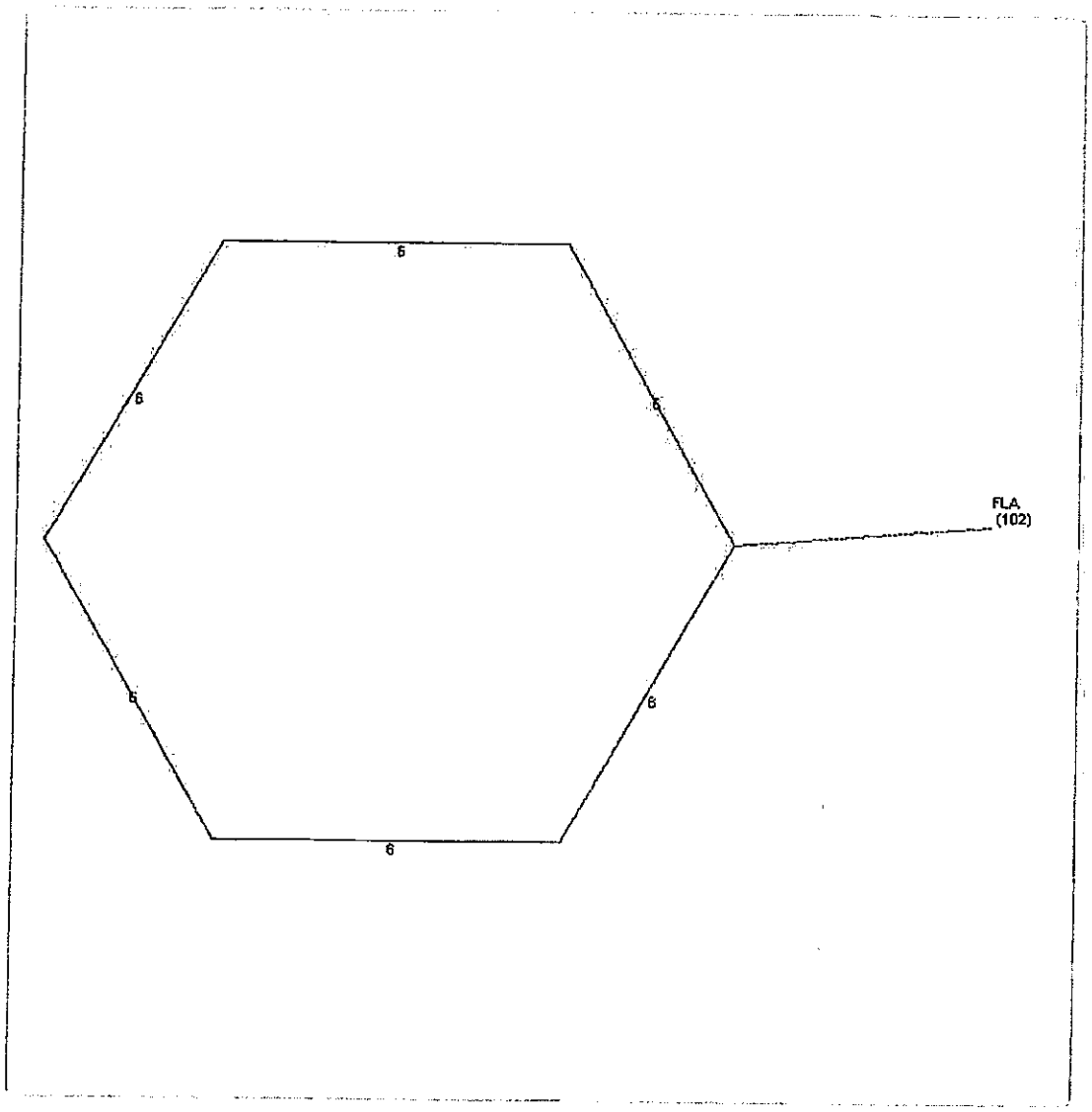
Number	Date Issued	Date Completed	Amount	Permit Type	Notes
18104174	8/2/2018		$22,400	Commercial	PARTIAL DEMOLITION OF CONCRETE.
17107076	3/23/2018		$2,345	Commercial	INSTALL 116 LF OF 6' TALL WOOD FENCE ALONG SPANISH MAIN INSTALL 116' LF OF NEW 6' PRIVACY FENCE MATCHING EXISTING - REPAIR AND RESET ROLL GATE ALONG SPANISH MAIN 4 X4 POST SPACED 4' ON CENTER WITH 80 + 100 LBS OF CEMENT TO SET EACH POST 2 X 4 PT FRAMING 3/8 DOG EAR PICHETS FASTENED WITH EXT. SCREWS.
17104433	7/13/2017		$115,000	Commercial	PERMIT APPROVAL TO REPAIR EXISTING SEAWALL/DOCK, AS PER APPROVED PLANS. THE UNITS TO BE COMPLETED: LOT 319, 320,321,322,323,324.
17103227	5/19/2017	6/29/2017	$7,500	Commercial	REPLACE 800 AMP SERVICE
17102846	5/16/2017		$75,000	Commercial	REPAIR EXISTING SEAWALL/DOCK. THE UNITS TO BE COMPLETED WITH THIS UNIT #409,410,428,469,470.
16106057	9/14/2016		$11,750		CONSTRUCT A 292 SF ENCLOSURE
16103078	5/18/2016		$204,000		REPAIR CONCRETE SEAWALLS
15102520	5/18/2015	6/3/2015	$1,500		ELECTRIC INSPECTION
15101691	4/29/2015		$215,000		REPAIR SEAWALL AREAS 181,182,177,178,281,282,283,284,285,286, AND A COMMON AREA BETWEEN 351 & 352
14102206	5/23/2014	7/14/2014	$150,000		DOCK/SEAWALL REPAIR
13102690	8/5/2013	8/15/2013	$4,000		pavers
13100777	4/25/2013	6/26/2013	$100,000		SEAWALL REPAIR
12101930	4/26/2012	6/26/2013	$7,300	Commercial	BRICK PAVERS, WALKWAYS AND PATIOS BY TENNIS COURTS
12100369	2/21/2012	9/21/2012	$2,400	Commercial	NEW ROOF
10105994	10/29/2010	11/17/2010	$6,495	Commercial	REROOF 900 SQ FT
10105521	9/16/2010	10/15/2010	$1,800		REPLACE MINI SPLIT SYSTEM
10101165	3/18/2010	6/26/2013	$2,000	Commercial	LAND CLEARING
09104369	11/4/2009	6/26/2013	$1,500	Commercial	Electric Misc
09103142	8/21/2009	6/26/2013	$0	Commercial	POOL AND SPA REPAIRS
09101611	5/19/2009	6/26/2013	$33,600	Commercial	Tennis Court
09101657	5/19/2009	6/26/2013	$10,000	Commercial	Plumbing - misc
09101021	3/24/2009	6/26/2013	$2,000	Commercial	PLUMBING MISC
08100421	2/1/2008	6/26/2013	$1,500	Commercial	ELECTRIC MISC
07105054	1/3/2008	6/26/2013	$180,000	Commercial	SEAWALL REPAIR
07104274	10/2/2007	6/26/2013	$1,500	Commercial	ELECTRIC MISC
07103028	9/11/2007	6/26/2013	$26,654	Commercial	REPLACE OFFICE CABINETS, COUNTERS, INSTALL CERAMIC TILE, AND ADD/REPLACE 5 ELEC OUTLETS
07103027	8/29/2007	6/26/2013	$7,180	Commercial	INTERIOR WALL AND FLOOR
07103218	7/26/2007	6/26/2013	$4,150	Commercial	AC REPLACEMENT
07103164	7/25/2007	6/26/2013	$7,000	Commercial	STAIR TREADS
07102031	7/19/2007	6/26/2013	$14,800	Commercial	Construct roof system, install gutters and trim
01/0899	3/15/2001	9/17/2001	$40,000	Commercial	TO COMPLETE SEAWALL REPAI
00/5081	12/15/2000	6/26/2013	$200,000	Commercial	REPLACE ELEC.PEDESTALS
00/4411	10/20/2000	9/17/2001	$5,000	Commercial	REPLACE TIKI 400SF
00/3878	8/29/2000	9/17/2001	$20,000	Commercial	247' SEAWALL REPAIR
00/1798	4/28/2000	6/26/2013	$56,700	Commercial	RESURFACE POOL
00/046	3/28/2000	6/26/2013	$1	Commercial	AWNING
00/127	3/28/2000	6/26/2013	$5,000	Commercial	BOCCI COURTS
991705	6/10/1999	6/26/2013	$100,000	Commercial	BLDG MISCELLANEOUS
991243	6/3/1999	6/26/2013	$1,380	Commercial	A/C
991390	5/24/1999	6/26/2013	$50,000	Commercial	BLDG MISCELLANEOUS
99-0002	1/19/1999	6/26/2013	$6,200	Commercial	ROOFING
981217	9/18/1998	6/26/2013	$13,688	Commercial	BLDG MISCELLANEOUS

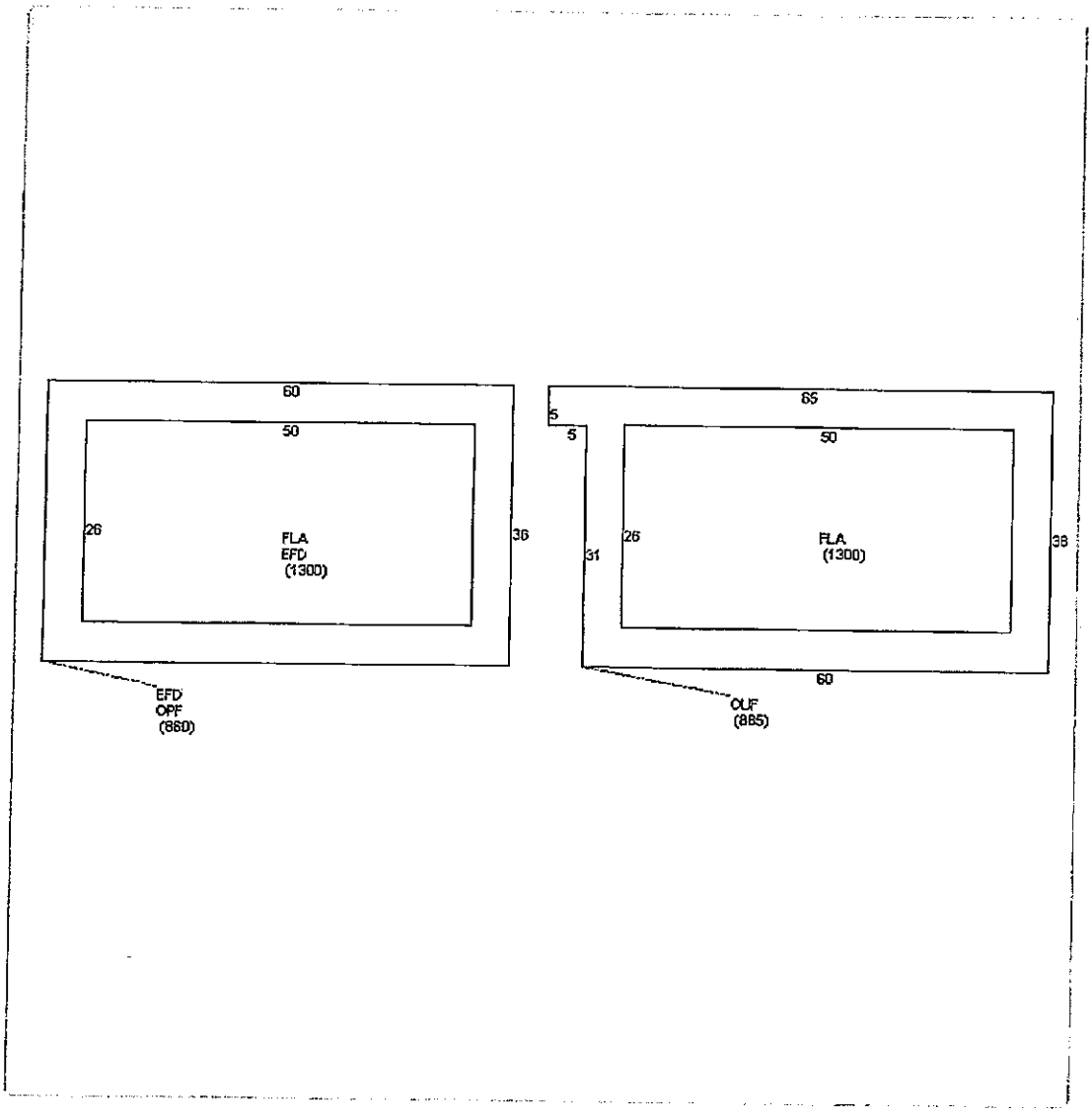
View Tax Info

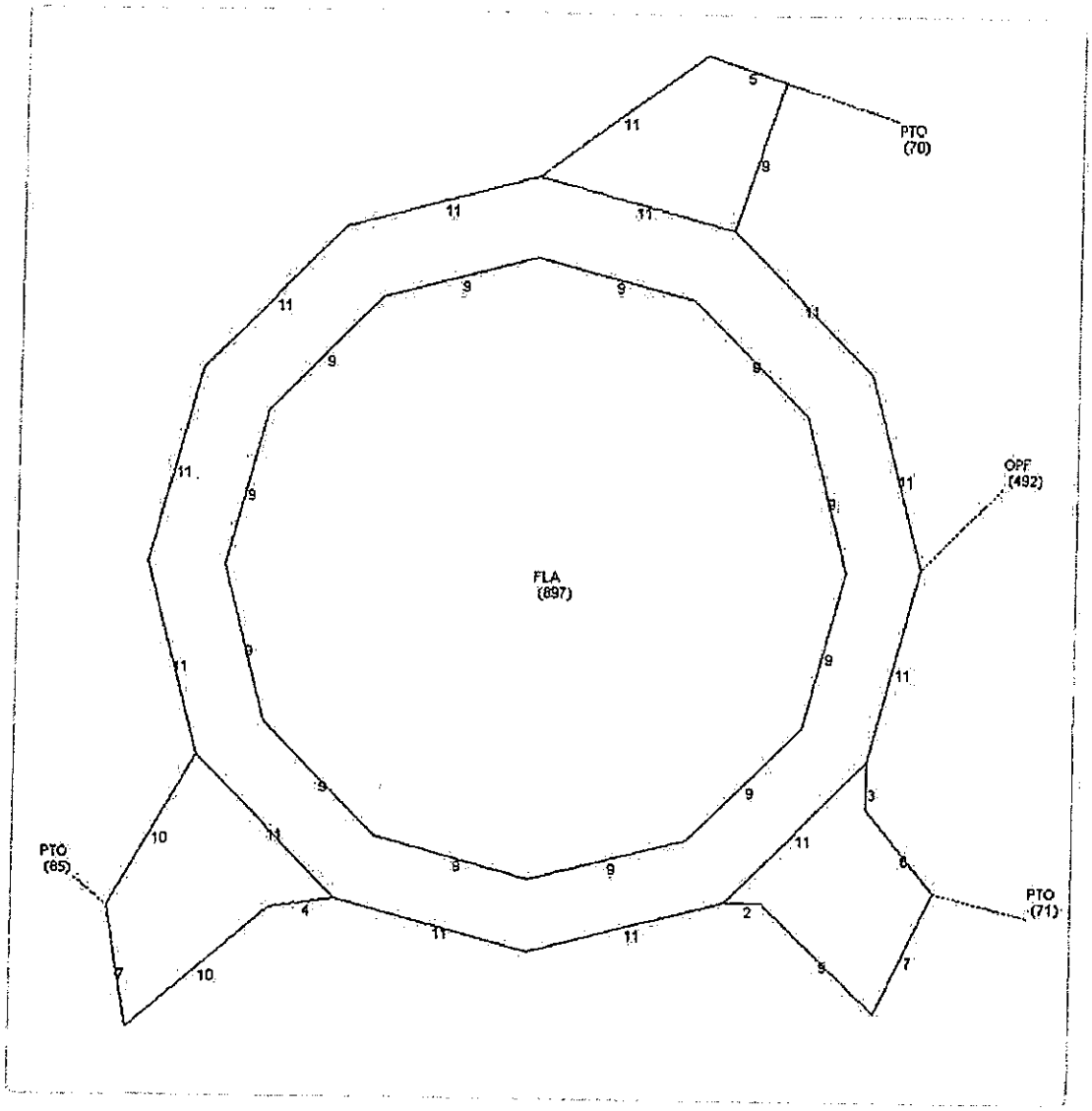
View Taxes for this Parcel

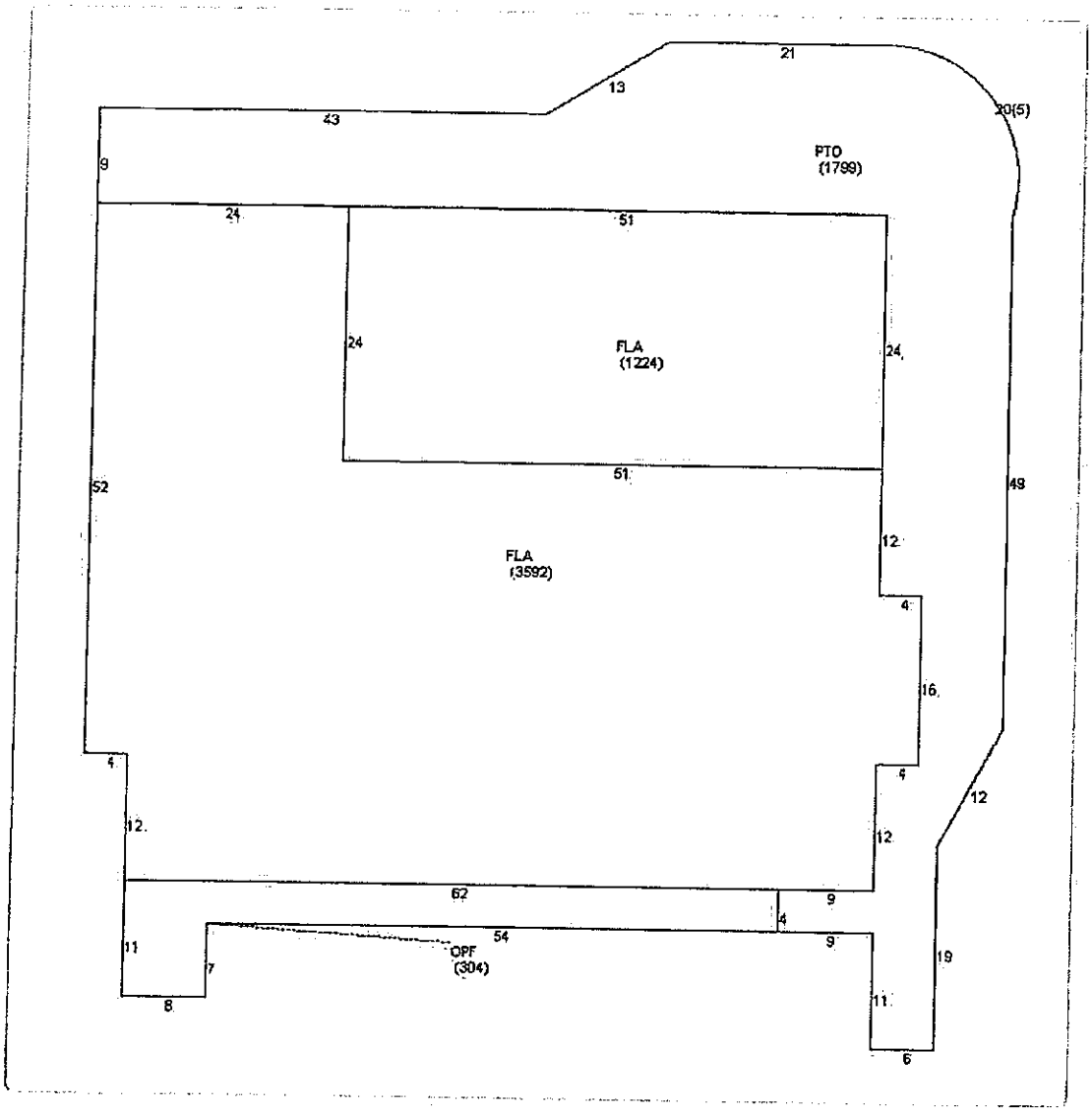
Sketches (click to enlarge)

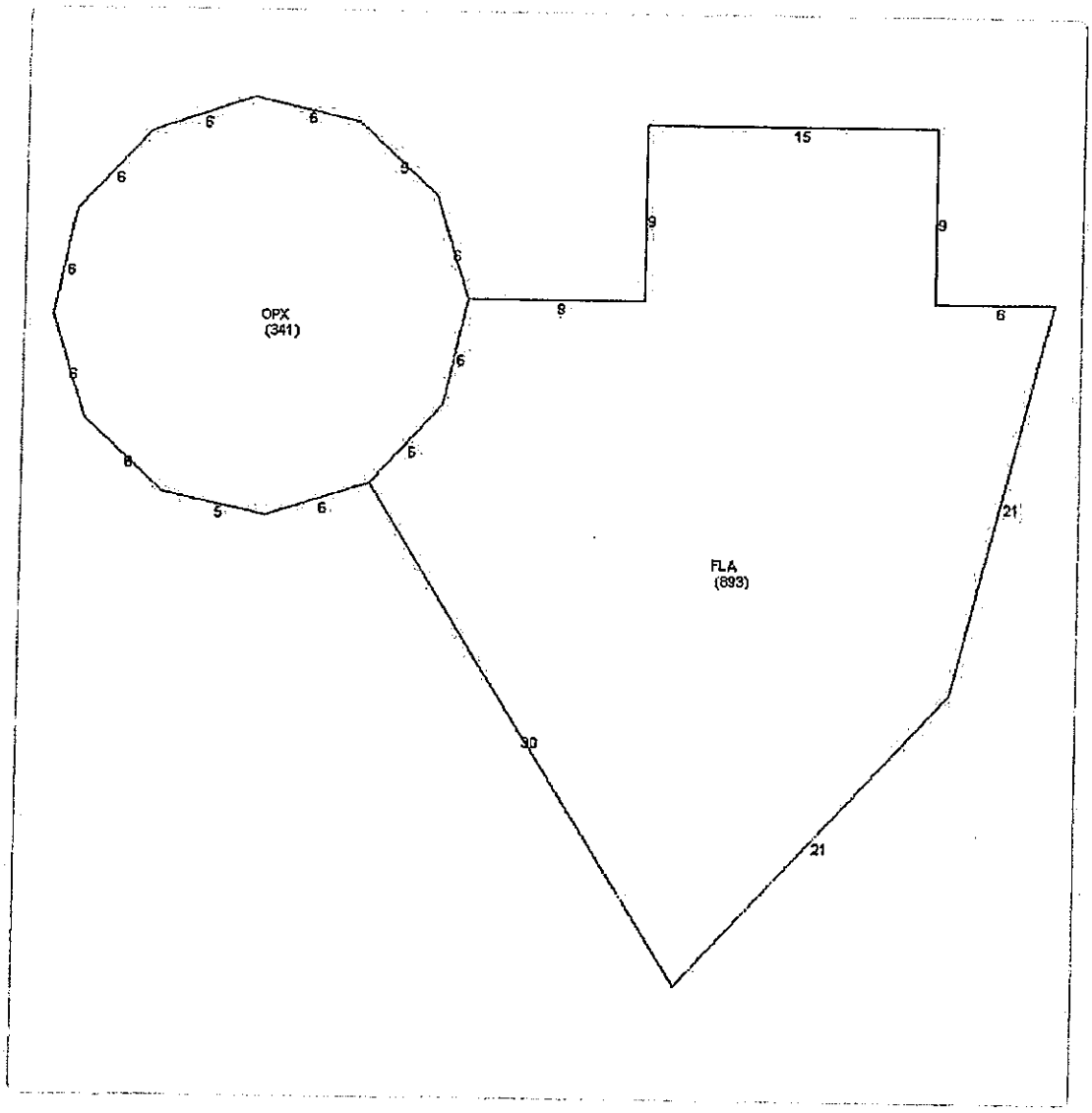

PTO
(467)
29
20
21
19
OPF
(99)
6
16
19
OPU
(202)
16
16
6
19
OPF
(102)
16
6
19
6
19
FLA
(3196)
16
19
OPU
(198)
16
19
16
16
6
19
16
CAN
(307)
6
OPF
(101)
6
19
OPU
(102)
9
PTO
(180)
9
23

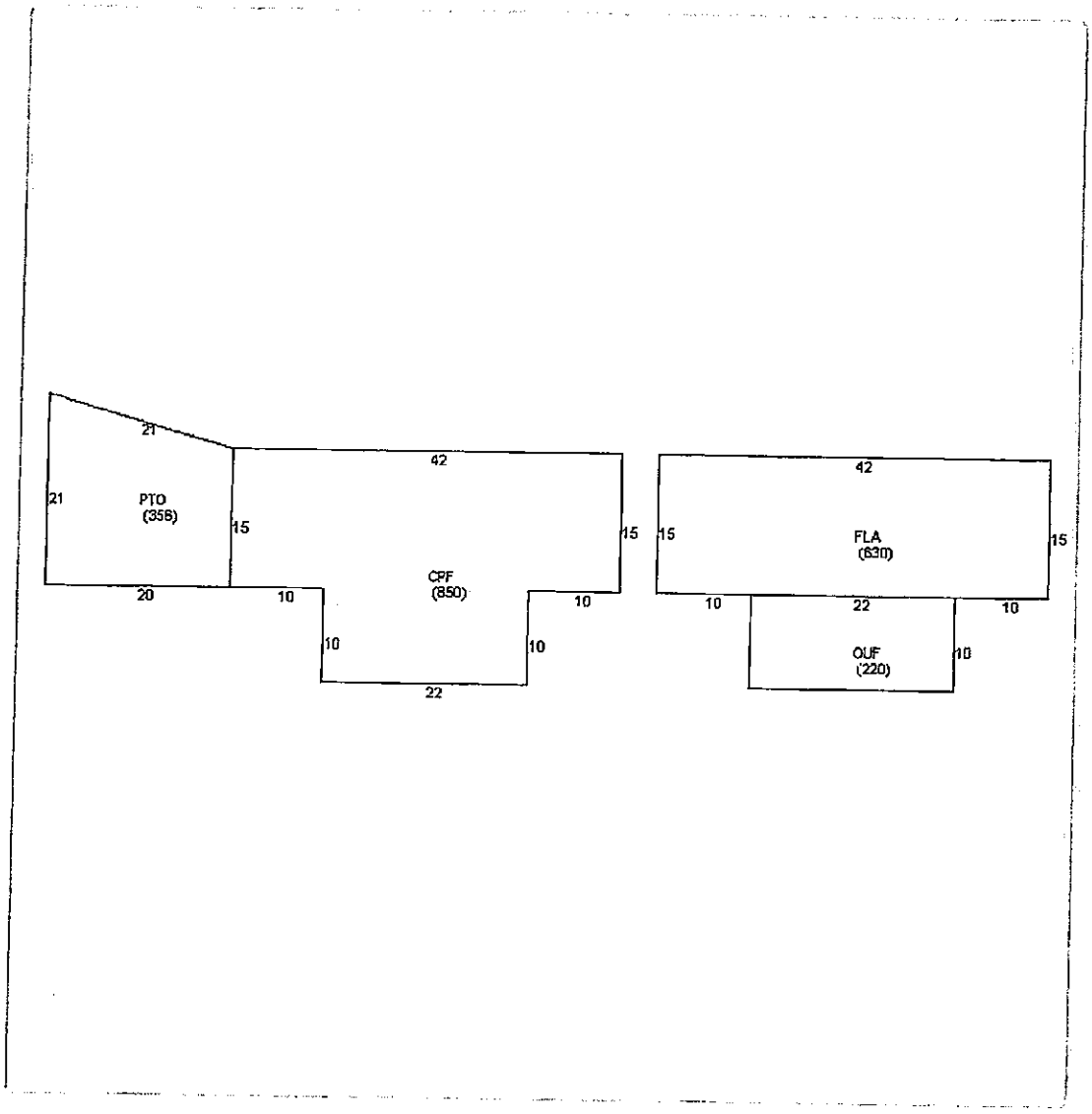

6
6
6
6
6
6
FLA
(102)

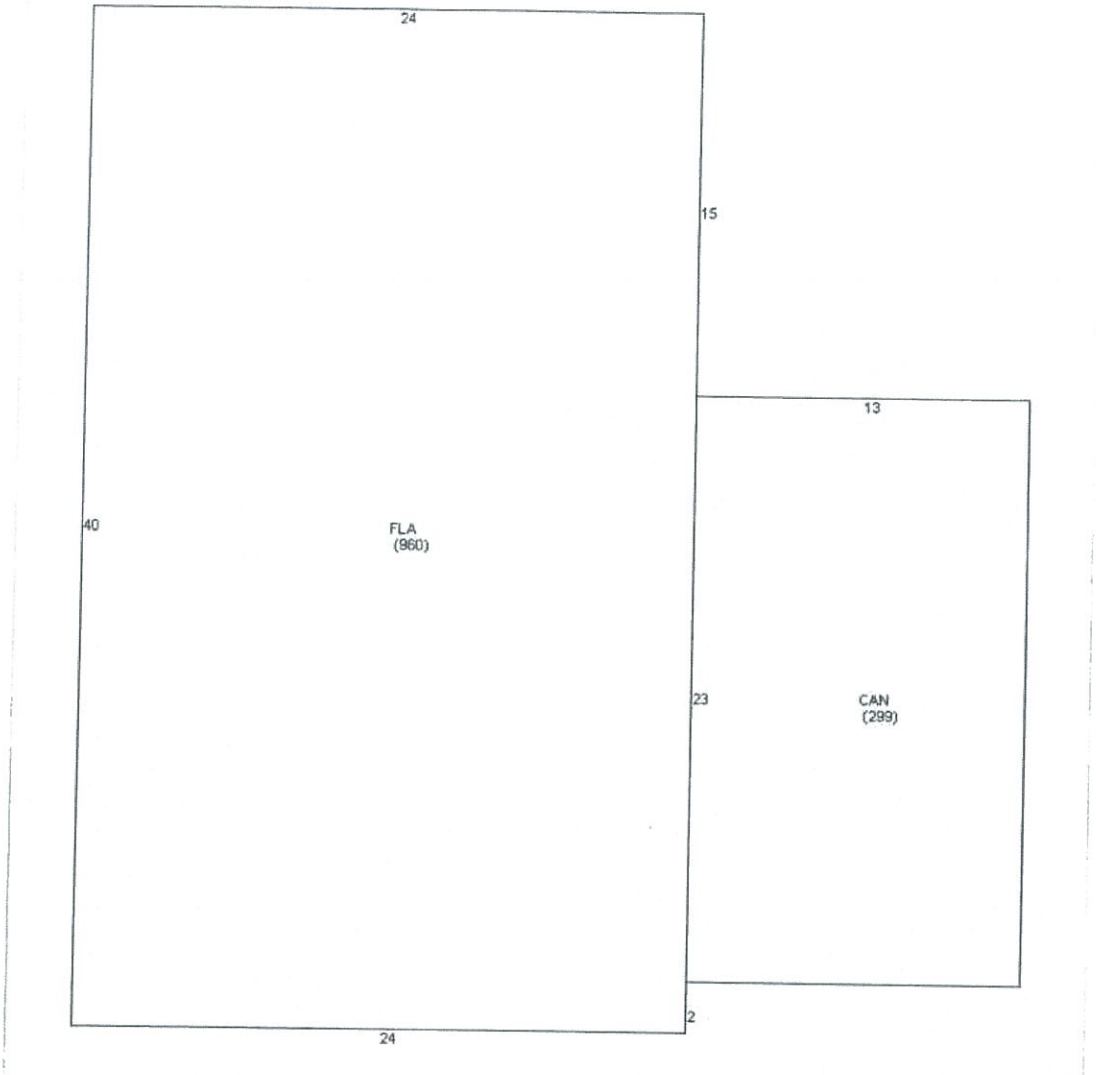

60
50
26
FLA
EFD
(1300)
36
EFD
OPF
(860)
65
5
5
50
26
FLA
(1300)
31
38
60
OUF
(885)


PTO
(70)
OPF
(492)
FLA
(897)
PTO
(85)
PTO
(71)


21
13
43
20(5)
9
PTO
(1799)
24
51
24
FLA
(1224)
24
51
52
49
12
FLA
(3592)
4
16
4
4
12
12
12
62
9
4
54
9
11
OPF
(304)
7
19
8
11
6


OPX
(341)
FLA
(893)
15
9
9
8
6
21
21
30
6
6
6
6
6
6
6
6
6
5
6


21
21
PTO
(356)
15
20
42
10
CPF
(850)
15
10
10
10
22
42
15
FLA
(630)
15
10
22
10
OUF
(220)
10



Photos

Map

No data available for the following modules: Buildings, Commercial Buildings, Mobile Home Buildings, Exemptions, Sales, TRIM Notice.

Last Data Upload: 6/25/2019, 5:36:23 AM

Version 2.2.26

Location map

6

qPublic.net™ Monroe County, FL

Overview

Legend

- Major Roads
- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Parcels

Date created: 4/9/2019
Last Data Uploaded: 4/9/2019 5:29:02 AM

Developed by Schneider GEOSPATIAL

Google Maps

Spanish Main Dr

Venture Out

Image capture: Apr 2011 © 2019 Google

Cudjoe Key, Florida

Google

Street View - Apr 2011

Google Maps

Spanish Main Dr

Venture Out

Image capture: Apr 2011 © 2019 Google

Cudjoe Key, Florida

Google

Street View - Apr 2011

ALEXANDER JAMES C III AND RUBY K RE
PO Box 421051
Summerland Key, FL 33042

ALPIZAR ALINA
12305 SW 109th Ct
Miami, FL 33176

ALPIZAR FAMILY REV LIVING TR
C/O ATWOOD CHARLES F III
PO Box 166108
Miami, FL 33116

ANDRE MARK R
33 Holmes Farm Rd
Oakland, ME 04963

ANTINORI STEVEN JAMES
3217 S Dale Mabry Hwy
Tampa, FL 33629

BABENZIEN KIMBERLY A
701 Spanish Main Dr
Cudjoe Key, FL 33042

BAKER MARGARET L TRUST 11/18/2005
2999 N Island Cir
Port Clinton, OH 43452

BARANYI ANDREW TRUST 7/11/1995
2490 E River Rd
Grand Island, NY 14072

BEAM DAVID
701 Spanish Main Dr
Cudjoe Key, FL 33042

BECK DOROTHY M
C/O FABIAN DOROTHY A
101 LODI HILL RD
Upper Black Eddy, PA 18972

BEHNEY CHARLES F
701 Spanish Main Dr
Cudjoe Key, FL 33042

BERGERON KEITH W
701 Spanish Main Dr
Cudjoe Key, FL 33042

BERGERON KEITH W
701 Spanish Main Dr
Cudjoe Key, FL 33042

BERNIER HAROLD AND BEVERLY FAM F
8048 SW 100th St
Ocala, FL 34481

BISOL BARBARA P LIV TR 11/15/2010
186 Elm St
Gardner, MA 01440

BITTNER DAVID L
5050 SW 168th Ave
Southwest Ranches, FL 33331

BOWERS MARGERY E
701 Spanish Main Dr
Cudjoe Key, FL 33042

BRECKMAN GERALD K
8071 WILTSHIRE BLVD
DELTA, BC V4C 4B5

BRUMMER DAVID J
701 Spanish Main Dr
Cudjoe Key, FL 33042

BURGESS GLORIDA (NOT Q)
701 Spanish Main Dr
Cudjoe Key, FL 33042

CALDAS ELIANE
701 Spanish Main Dr
Cudjoe Key, FL 33042

CARPENTER VERA LYNN
829 Wards Corner Rd
Loveland, OH 45140

CASTIELLO GERARDO
2000 S Dixie Hwy
Miami, FL 33133

CHESSER KATHRYN M
126 Avenue D
Apalachicola, FL 32320

CHRISTY LINDA S
1304 Locust Ave
Fairmont, WV 26554

CIRONE CHRISTOPHER
18 Fairview Ave
Secaucus, NJ 07094

CIRONE CHRISTOPHER
18 Fairview Ave
Secaucus, NJ 07094

CLARKE ROBERT
95 Woodview Dr
Manchester, NJ 08759

CONNELL JR ANDREW S
2640 NE 23rd Ct
Pompano Beach, FL 33062

CONNER RONALD D REVOCABLE LIVIN(
701 Spanish Main Dr
Cudjoe Key, FL 33042

COOK JOHN
137 E Lincoln Ave
Wildwood, NJ 08260

COSTANZO ALFRED A
5411 Scranton Rd
Hamburg, NY 14075

CRIBS IN THE KEYS LLC
21066 Kelly Rd
Eastpointe, MI 48021

CROTEAU KRISTINE M
81 Holden Rd
Sterling, MA 01564

CUDJOE RANCH LLC
5500 Flaghole Rd
Clewiston, FL 33440

CUDJOE SUNSHINE BOYS LLC
2003 N Ocean Blvd
Boca Raton, FL 33431

DALE CHRIS A
12540 State Route 56 E
Circleville, OH 43113

DALY CAROLYN D
20781 2nd Ave W
Cudjoe Key, FL 33042

DAMATO JEAN M
13942 Bently Cir
Fort Myers, FL 33912

DANIELS LOUISE A B TRUST
318 Clark Ln
Jupiter, FL 33477

DASGUPTA AMITA VA MICHAEL IRREVO
195 Renfrew Dr
Athens, GA 30606

DAVIS ANITA F
187 Woodland Greens Dr
Ponte Vedra, FL 32081

DEMAR DIRK
126 Jackson Ave
New Windsor, NY 12553

DENNISON CHRISTINE M
59 Jenks St
Brookville, PA 15825

DESANTIS ERNEST
22976 Teach Ln
Summerland Key, FL 33042

DIAZ MARIA R
9600 SW 112th St
Miami, FL 33176

DIGREGORIO NANCY A
6447 Facet Ln
Port Charlotte, FL 33981

DOGANIERI ABBY H/W
17050 SW 59th St
Southwest Ranches, FL 33331

DOGANIERI ABBY H/W
17050 SW 59th St
Southwest Ranches, FL 33331

DONOVAN MEGAN HALLERAN
145 Old Cedar Swamp Rd
Jericho, NY 11753

DOT/ST.OF FL
3900 The Capitol
Tallahassee, FL 32399

DOT/ST.OF FL
3900 The Capitol
Tallahassee, FL 32399

DOUGLAS SHARON
22926 Teach Ln
Summerland Key, FL 33042

DUPUIS LUC M
PO Box 34
Lake Elmo, MN 55042

EIDEMILLER MARY O
PO Box 13797
Dayton, OH 45413

EIDEMILLER MARY O
PO Box 13797
Dayton, OH 45413

ELLIANO DELORES E
11 Nuthatch Hill Rd
Trumbull, CT 06611

ELLIS CAROLYN J
701 Spanish Main Dr
Cudjoe Key, FL 33042

FADO LAND TRUST 08/14/2008
C/O FOERST APRIL ANGELA TRUSTEE
PO BOX 420315
Summerland Key, FL 33042

FELIZ IN THE KEYS LLC
625 Southwind Cir
North Palm Beach, FL 33408

FERREIRA MARY E
15 Clayton Rd
Howell, NJ 07731

FERRY DIANE ELLA
598 W Palmetto Park Rd
Boca Raton, FL 33432

FILASKY GEORGIA
115 Stony Hollow Rd
Centerport, NY 11721

FLAVELL FAMILY TRUST 02/04/2004
C/O FLAVELL ERIC L AND BETTY M CO-T
785 PUESTA DEL SOL
Indialantic, FL 32903

FLAVELL FAMILY TRUST 0F 2004 02/04/2(
C/O FLAVELL ERIC L AND BETTY F CO-TI
785 Puesta del Sol
Indialantic, FL 32903

FLEMING ELAINE KAY
11635 E Gates Rd
Riverdale, MI 48877

FLOWERS ANDREW G
1016 Varela St
Key West, FL 33040

FOGG FAMILY LIVING TRUST 11/25/1998
24 A Coldspring Dr
Sutton, MA 01590

FRICKE REVOCABLE FAMILY TRUST 7/2
C/O FRICKE CHARLES E JR AND TERES
22923 Dirk Ln
Summerland Key, FL 33042

GARCIA DIANE L
1928 Caribbean Rd W
West Palm Beach, FL 33406

GAROFOLO JOHN A
53 E Cahill Ct
Big Pine Key, FL 33043

GOLDEN LINDA B
14615 SW 60th Ter
Miami, FL 33183

GRABILL RANDALL M
1504 Logan Ave
Altoona, PA 16602

GRESSINGER JR WILLIAM D
745 E Fischer Cir
Sebastian, FL 32958

H & K MORGAN REALTY TRUST 6/21/19
105 Kings Row Dr
South Dennis, MA 02660

HALDEMAN DREAMA D
328 Druid Hill Dr
Mountville, PA 17554

HAMMOND JAMES K
701 Spanish Main Dr
Cudjoe Key, FL 33042

HAMMOND JAMES K
701 Spanish Main Dr
Cudjoe Key, FL 33042

HARDIE ELEANOR
105 Copse Way
Williamsburg, VA 23185

HARRIS PAUL E TRUST AGREEMENT 8/3
C/O HARRIS REBECCA A TRUSTEE
545 MEADOWVIEW DR
Wauconda, IL 60084

HARTUNG J AND D FAMILY TRUST 11/23
7290 E Village
Vero Beach, FL 32966

HAWXHURST DOROTHY A
39 Hawxhurst Rd
Monroe, NY 10950

HAYMAN OCEANVIEW HOMES LLC
4411 Bee Ridge Rd
Sarasota, FL 34233

HERALD MICHAEL JAMES
20790 Junco Ct
Lakeville, MN 55044

HERSEY WILLIAM
400 N Ocean Dr
Hollywood, FL 33019

HEYDE DENNIS L
408 E Riverview Dr
Eau Claire, WI 54703

HOCKENJOS PATRICIA
701 Spanish Main Dr
Cudjoe Key, FL 33042

HOGEN NANCY T
17 Middlesex Dr
Wilton Manors, FL 33305

HOLMES SARAH
701 Spanish Main Dr
Cudjoe Key, FL 33042

HOWARD FAMILY PROPERTIES II LLC
PO Box 1593
Denham Springs, LA 70727

HUDNALL JAMES WILLIAM
C/O LLOYD NOEL D JR
PO Box 279
Urbanna, VA 23175

HUFFMYER JOSEPHINE I
701 Spanish Main Dr
Cudjoe Key, FL 33042

HUMPHRIES FAMILY REV TR 07/15/2005
C/O HUMPHRIES JOAN AND CHARLES [
129 Lind Ave
Panama City, FL 32401

IDDINGS RICK A
406 Shickshinny Rd
Benton, PA 17814

IGLESIAS DENISE MARIE
22967 Drake Ln
Summerland Key, FL 33042

JEDINAK NORMAN A REV LIV TRUST 12/
C/O JEDINAK NORMAN A AND JANIS G (
24274 Walloon Way
Flat Rock, MI 48134

JOHNSTON WILLIAM AND JACQUELYN
11-1673 RICHMOND STREET SUITE 101
LONDON, ONTARIO N6G 2N3

JOSEPH MARY D
10146 Route 259 Hwy
Blairsville, PA 15717

KASKAWITS BERNICE
95 Northampton E
West Palm Beach, FL 33417

KEARNEY WILLIAM R REV TR 11/30/2007
29436 Colony Dr
Dagsboro, DE 19939

KENNEY CATHERINE E
4234 Oneill St
Port Charlotte, FL 33948

KEYS HOLDINGS 276 LAND TRUST 9/11/
10886 Magnolia St
Palm Beach Gardens, FL 33418

KILPATRICK DIANA D
276 Joree Ln
Brevard, NC 28712

KLINE MARY L
20455 Centreville Constantine Rd
Centreville, MI 49032

KUSIK DAVIN J
701 Spanish Main Dr
Cudjoe Key, FL 33042

LEDERER GAYLE M
3446 S Leavitt St
Chicago, IL 60608

LEVETO DAVID L
23068 State Highway 198
Saegertown, PA 16433

LEWANDOWSKI MARY JANE
927 Erie St
Irving, NY 14081

LEWIS LIVING TRUST 8/21/1998
C/O LEWIS MARJORIE H TRUSTEE
700 WOODBURY AVE
Portsmouth, NH 03801

LIEBERMAN JR JERRY W
22927 Drake Ln
Summerland Key, FL 33042

MACKE DANIEL W
3795 Dalwood Dr
Suwanee, GA 30024

MALINA RONALD E DEC OF INTER-VIVOS
C/O JOHN R MALINA TRUSTEE
941 GLEN LN
Wisconsin Dells, WI 53965

MANKARIOUS ADEL H
8321 Hampton Wood Dr
Boca Raton, FL 33433

MARINO BEVERLY
64 Parsons Dr
Goffstown, NH 03045

MARINO JOHN A REVOCABLE TRUST OF
701 Spanish Main Dr
Cudjoe Key, FL 33042

MARINO JOHN A REVOCABLE TRUST OF
701 Spanish Main Dr
Cudjoe Key, FL 33042

MATTIESON MARK S
11488 Oakland Dr
Bokeelia, FL 33922

MCELHONE LORI L
738 Dam Rd
Freeport, PA 16229

MCKELVY STEVEN L
514 Americas Way
Box Elder, SD 57719

MCKINLEY MICHAEL D
22938 Drake Ln
Summerland Key, FL 33042

MEEHAN DENISE M
701 Spanish Main Dr
Cudjoe Key, FL 33042

MELLING CAROL A
5409 Elk River Rd N
Elkview, WV 25071

MILLER DANIEL F
16191 County Road 56 Rd
Syracuse, IN 46567

MORRIS FRED F AND TERESA A TRUST.
616 Spanish Main Dr
Summerland Key, FL 33042

MORRISON CAROLINE M
22947 Drake Ln
Summerland Key, FL 33042

MORRISSEY DENNIS M
118 Shawnee Trl
Prudenville, MI 48651

MOSS LORY L
103 Myrtle Ln
Clewiston, FL 33440

MOSS LYNDA H REVOCABLE TRUST 9/7/
2827 Bacom Point Rd
Pahokee, FL 33476

MOSS LYNDA H REVOCABLE TRUST AG
2827 Bacom Point Rd
Pahokee, FL 33476

MOSS T DONALD II REV TR AGR 9/7/200(
655 US Highway 27 N
South Bay, FL 33493

MUNRO MARY ANN
2860 Transit Rd
Orchard Park, NY 14127

NARANJO ALFRED REVOCABLE TRUST
1043 Clubhouse Ln
Greensboro, GA 30642

NESMITH SUSAN CAROL
701 Spanish Main Dr
Cudjoe Key, FL 33042

NOURY DOLORES C
22970 Sharp Ln
Summerland Key, FL 33042

OBRIEN JR THOMAS J
701 Spanish Main Dr
Cudjoe Key, FL 33042

ORTIZ JESUS M
13984 SW 46th Ter
Miami, FL 33175

PAISLEY BELLA TRUST
C/O TERRAPIN LAND TRUST COMPANY L
8255 N WICKHAM RD STE 100
Melbourne, FL 32940

PERRY FAMILY LIMITED PARTNERSHIP
76 R Bayberry Ave
Provincetown, MA 02657

PERSING DAWN E
408 Linden Ave
Red Lion, PA 17356

PILEGGI PATRICK J
701 Spanish Main Dr
Cudjoe Key, FL 33042

POHLOT BRUCE
6164 Hidden Valley Dr
Doylestown, PA 18902

PP KEYS BREEZE LLC
5625 2nd Ave
Key West, FL 33040

QUINN MARTIN F
701 Spanish Main Dr
Cudjoe Key, FL 33042

RAHTES ROBERT G
140 Island Way
Clearwater, FL 33767

RASMUSSEN DAVID NORMAN
723 S 47th St
Renton, WA 98055

REED BARBARA L
4790 S US Highway 35
Logansport, IN 46947

REED JOSEPH E TRUST J 6/14/08
4790 S US Highway 35
Logansport, IN 46947

REICH ROLF D
6960 Curtwood Dr
Tipp City, OH 45371

REIDMOR LLC
31533 CONLEY Cir
Lewes, DE 19958

RENDALL MARGARET ANN
116 Lincolnwood Ct
Spring Grove, IL 60081

RICH CLARA SUE
1501 State Road 4A
Little Torch Key, FL 33042

RICHARDS DONALD
5 Flushing St
Holtsville, NY 11742

RICHARDS REBEKAH M
2649 Stonyhill Ct
Cape Coral, FL 33991

RIVERSIDE SQUARE LTD
5278 E 600 S
Gas City, IN 46933

RIVERSIDE SQUARE LTD
5278 E 600 S
Gas City, IN 46933

RIVERSIDE SQUARE LTD
5278 E 600 S
Gas City, IN 46933

ROWEN CORA
2015 SE Morningside Blvd
Port Saint Lucie, FL 34952

ROWEN CORA
2015 SE Morningside Blvd
Port Saint Lucie, FL 34952

ROWEN CORA
2015 SE Morningside Blvd
Port St Lucie, FL 34952

RUSH JOSEPH
3020 Beagle Run Pl
Waldorf, MD 20603

RYAN PATRICIA J
701 Spanish Main Dr
Cudjoe Key, FL 33042

SCHELL MICHELE
102 Clifton Rd
Barnegat, NJ 08005

SCULLEY ELLEN
PO Box 420536
Summerland Key, FL 33042

SEATON ANNETTE
6143 W Potter Dr
Glendale, AZ 85308

SIMONELLI NAOMI FAMILY TRUST 3/3/2(
2517 Youngdale Dr
Las Vegas, NV 89134

SOUTH FLORIDA COASTAL PROPERTIES
PO Box 415730
Miami Beach, FL 33141

STERYOU ALICE R
PO Box 420450
Summerland Key, FL 33042

SUITER PATRICIA M
6936 W 500 N
Earl Park, IN 47942

TAVERNA ANTHONY
22946 Teach Ln
Cudjoe Key, FL 33042

TERRY ROBERT C
PO Box 447
Grayling, MI 49738

TGIF PROPERTIES LLC
809 NE 72nd St
Boca Raton, FL 33487

TIEDEMAN DONALD R
3220 Pueblo Dr
Crossville, TN 38572

TIMM TERI L
309 E Rapp St
Mount Carroll, IL 61053

TOWER EQUITIES R E INC
PO Box 415730
Miami Beach, FL 33141

TUTOR CARLOTTA K
701 Spanish Main Dr
Cudjoe Key, FL 33042

VAN DEUSEN GAIL
9000 N County Road 25 W
Muncie, IN 47303

VEREB PAMELA M
701 Spanish Main Dr
Cudjoe Key, FL 33042

VEREB PAMELA M
701 Spanish Main Dr
Cudjoe Key, FL 33042

VEREB PAUL R
701 Spanish Main Dr
Cudjoe Key, FL 33042

VIANA AUGUSTO
701 Spanish Main Dr
Cudjoe Key, FL 33042

VOOG RONALD T
22934 Dirk Ln
Cudjoe Key, FL 33042

W E MCKINSTRY INC
PO Box 579
Pahokee, FL 33476

W E MCKINSTRY INC
PO Box 579
Pahokee, FL 33476

WALTER CORINNE
701 Beacon St
Toms River, NJ 08757

WASHKO CARMELLA
210 E Broad St
Bethlehem, PA 18018

WENZEL RYAN C
22940 Sharp Ln
Summerland Key, FL 33042

WHIPPLE GREGORY L
11953 157th Pl N
Jupiter, FL 33478

WIKLUND LIVING TRUST 6/17/2011
C/O WIKLUND JAMES
22968 Drake Ln
Cudjoe Key, FL 33042

WILLIAMS NANCY
761 Lafayette Rd
Medina, OH 44256

WOODROW JOHN T
701 Spanish Main Dr
Cudjoe Key, FL 33042

WRIGHT INGA LISA
165 Township Line Rd
Jenkintown, PA 19046

WRIGHT INGA LISA
165 Township Line Rd
Jenkintown, PA 19046

YAROSH ARTHUR R LIVING TRUST 9/1/2(
812 SW 15th St
Fort Lauderdale, FL 33315

ZAWORSKI CHRISTOPHER M
12512 Butler Bay Ct
Windermere, FL 34786

ParcelId	OwnerAddress1	OwnerAddress2
00184220-000000	ALEXANDER JAMES C III AND RUBY K REV TR	PO Box 421051
00183950-000000	ALPIZAR ALINA	12305 SW 109th Ct
00183970-000000	ALPIZAR FAMILY REV LIVING TR	C/O ATWOOD CHARLES F III
00188681-030000	ANDRE MARK R	33 Holmes Farm Rd
00188681-033300	ANTINORI STEVEN JAMES	3217 S Dale Mabry Hwy
00188681-000100	BABENZIEN KIMBERLY A	701 Spanish Main Dr
00188681-030100	BAKER MARGARET L TRUST 11/18/2005	2999 N Island Cir
00188681-018500	BARANYI ANDREW TRUST 7/11/1995	2490 E River Rd
00188681-031700	BEAM DAVID	701 Spanish Main Dr
00188681-027500	BECK DOROTHY M	C/O FABIAN DOROTHY A
00188681-034300	BEHNEY CHARLES F	701 Spanish Main Dr
00188681-023900	BERGERON KEITH W	701 Spanish Main Dr
00188681-035100	BERNIER HAROLD AND BEVERLY FAM REV TRUST B 7/25/07	8048 SW 100th St
00188681-033900	BISOL BARBARA P LIV TR 11/15/2010	186 Elm St
00184200-000000	BITTNER DAVID L	5050 SW 168th Ave
00188681-030500	BOWERS MARGERY E	701 Spanish Main Dr
00188681-025000	BRECKMAN GERALD K	8071 WILTSHIRE BLVD
00188681-028000	BRUMMER DAVID J	701 Spanish Main Dr
00188681-023000	BURGESS GLORIDA (NOT Q)	701 Spanish Main Dr
00188681-033200	CALDAS ELIANE	701 Spanish Main Dr
00188681-001000	CARPENTER VERA LYNN	829 Wards Corner Rd
00188681-022800	CASTIELLO GERARDO	2000 S Dixie Hwy
00188681-031300	CHESSER KATHRYN M	126 Avenue D
00188681-017800	CHRISTY LINDA S	1304 Locust Ave
00188681-030800	CIRONE CHRISTOPHER	18 Fairview Ave
00188681-031500	CLARKE ROBERT	95 Woodview Dr
00184150-000000	CONNELL JR ANDREW S	2640 NE 23rd Ct
00188681-065000	CONNER RONALD D REVOCABLE LIVING TRUST 6/11/2012	701 Spanish Main Dr
00188681-018000	COOK JOHN	137 E Lincoln Ave
00188681-002000	COSTANZO ALFRED A	5411 Scranton Rd
00188681-025100	CRIBS IN THE KEYS LLC	21066 Kelly Rd
00188681-065900	CROTEAU KRISTINE M	81 Holden Rd
00188681-024400	CUDJOE RANCH LLC	5500 Flaghole Rd

00183980-000000	CUDJOE SUNSHINE BOYS LLC	2003 N Ocean Blvd
00184210-000000	DALE CHRIS A	12540 State Route 56 E
00188681-033100	DALY CAROLYN D	20781 2nd Ave W
00188681-066000	DAMATO JEAN M	13942 Bently Cir
00188681-017900	DANIELS LOUISE A B TRUST	318 Clark Ln
00184040-000000	DASGUPTA AMITA VA MICHAEL IRREVOCABLE TR 7/28/2012	195 Renfrew Dr
00188681-023800	DAVIS ANITA F	187 Woodland Greens Dr
00188681-001800	DEMAR DIRK	126 Jackson Ave
00188681-027000	DENNISON CHRISTINE M	59 Jenks St
00184070-000000	DESANTIS ERNEST	22976 Teach Ln
00184000-000000	DIAZ MARIA R	9600 SW 112th St
00188681-066200	DIGREGORIO NANCY A	6447 Facet Ln
00184290-000000	DOGANIERI ABBY H/W	17050 SW 59th St
00188681-025400	DONOVAN MEGAN HALLERAN	145 Old Cedar Swamp Rd
00116130-000000	DOT/ST.OF FL	3900 The Capitol
00184030-000000	DOUGLAS SHARON	22926 Teach Ln
00188681-023200	DUPUIS LUC M	PO Box 34
00188681-034700	EIDEMILLER MARY O	PO Box 13797
00188681-031100	ELLIANO DELORES E	11 Nuthatch Hill Rd
00188681-027200	ELLIS CAROLYN J	701 Spanish Main Dr
00184270-000000	FADO LAND TRUST 08/14/2008	C/O FOERST APRIL ANGELA TRUSTEE
00188681-025600	FELIZ IN THE KEYS LLC	625 Southwind Cir
00188681-023600	FERREIRA MARY E	15 Clayton Rd
00188681-029100	FERRY DIANE ELLA	598 W Palmetto Park Rd
00188681-031600	FILASKY GEORGIA	115 Stony Hollow Rd
00188681-023300	FLAVELL FAMILY TRUST 02/04/2004	C/O FLAVELL ERIC L AND BETTY M CO-TRUSTEES
00188681-065200	FLEMING ELAINE KAY	11635 E Gates Rd
00188681-024200	FLOWERS ANDREW G	1016 Varela St
00188681-027600	FOGG FAMILY LIVING TRUST 11/25/1998	24 A Coldspring Dr
00182930-000000	FRICKE REVOCABLE FAMILY TRUST 7/24/2006	C/O FRICKE CHARLES E JR AND TERESA M CO TRUSTEES
00188681-027900	GARCIA DIANE L	1928 Caribbean Rd W
00188681-001500	GAROFOLO JOHN A	53 E Cahill Ct
00188681-065300	GOLDEN LINDA B	14615 SW 60th Ter
00188681-065500	GRABILL RANDALL M	1504 Logan Ave

00188681-018600	GRESSINGER JR WILLIAM D	745 E Fischer Cir
00188681-026000	H & K MORGAN REALTY TRUST 6/21/1999	105 Kings Row Dr
00188681-025200	HALDEMAN DREAMA D	328 Druid Hill Dr
00188681-029700	HAMMOND JAMES K	701 Spanish Main Dr
00188681-023100	HARDIE ELEANOR	105 Copse Way
00188681-022900	HARRIS PAUL E TRUST AGREEMENT 8/30/2007	C/O HARRIS REBECCA A TRUSTEE
00188681-033000	HARTUNG J AND D FAMILY TRUST 11/23/2011	7290 E Village
00188681-028900	HAWXHURST DOROTHY A	39 Hawxhurst Rd
00188681-026900	HAYMAN OCEANVIEW HOMES LLC	4411 Bee Ridge Rd
00184320-000000	HERALD MICHAEL JAMES	20790 Junco Ct
00188681-001900	HERSEY WILLIAM	400 N Ocean Dr
00188681-033500	HEYDE DENNIS L	408 E Riverview Dr
00188681-018200	HOCKENJOS PATRICIA	701 Spanish Main Dr
00188681-028200	HOGEN NANCY T	17 Middlesex Dr
00188681-024900	HOLMES SARAH	701 Spanish Main Dr
00188681-028800	HOWARD FAMILY PROPERTIES II LLC	PO Box 1593
00188681-032800	HUDNALL JAMES WILLIAM	C/O LLOYD NOEL D JR
00188681-027300	HUFFMYER JOSEPHINE I	701 Spanish Main Dr
00183990-000000	HUMPHRIES FAMILY REV TR 07/15/2005	C/O HUMPHRIES JOAN AND CHARLES DRS
00188681-034600	IDDINGS RICK A	406 Shickshinny Rd
00184080-000000	IGLESIAS DENISE MARIE	22967 Drake Ln
00188681-031800	JEDINAK NORMAN A REV LIV TRUST 12/03/1995	C/O JEDINAK NORMAN A AND JANIS G CO-TRUSTEES
00188681-065600	JOHNSTON WILLIAM AND JACQUELYN	11-1673 RICHMOND STREET SUITE 101
00188681-031200	JOSEPH MARY D	10146 Route 259 Hwy
00188681-065800	KASKAWITS BERNICE	95 Northampton E
00188681-030900	KEARNEY WILLIAM R REV TR 11/30/2007	29436 Colony Dr
00188681-035000	KENNEY CATHERINE E	4234 Oneill St
00188681-027800	KEYS HOLDINGS 276 LAND TRUST 9/11/2013	10886 Magnolia St
00184160-000000	KILPATRICK DIANA D	276 Joree Ln
00188681-023500	KLINE MARY L	20455 Centreville Constantine Rd
00188681-034000	KUSIK DAVIN J	701 Spanish Main Dr
00188681-000800	LEDERER GAYLE M	3446 S Leavitt St
00188681-027700	LEVETO DAVID L	23068 State Highway 198
00188681-065400	LEWANDOWSKI MARY JANE	927 Erie St

00188681-024700	LEWIS LIVING TRUST 8/21/1998	C/O LEWIS MARJORIE H TRUSTEE
00184110-000000	LIEBERMAN JR JERRY W	22927 Drake Ln
00188681-026800	MACKE DANIEL W	3795 Dalwood Dr
00184130-000000	MALINA RONALD E DEC OF INTER-VIVOS TR 8/25/1988	C/O JOHN R MALINA TRUSTEE
00184230-000000	MANKARIOUS ADEL H	8321 Hampton Wood Dr
00188681-024100	MARINO BEVERLY	64 Parsons Dr
00188681-024500	MARINO JOHN A REVOCABLE TRUST OF 2006 4/20/06	701 Spanish Main Dr
00188681-034900	MATTIESON MARK S	11488 Oakland Dr
00184340-000000	MCELHONE LORI L	738 Dam Rd
00188681-000700	MCKELVY STEVEN L	514 Americas Way
00184140-000000	MCKINLEY MICHAEL D	22938 Drake Ln
00188681-024600	MEEHAN DENISE M	701 Spanish Main Dr
00188681-001700	MELLING CAROL A	5409 Elk River Rd N
00188681-018100	MILLER DANIEL F	16191 County Road 56 Rd
00182900-000000	MORRIS FRED F AND TERESA A TRUST AGREEMENT 7/15/13	616 Spanish Main Dr
00184100-000000	MORRISON CAROLINE M	22947 Drake Ln
00188681-033700	MORRISSEY DENNIS M	118 Shawnee Trl
00188681-030200	MOSS LORY L	103 Myrtle Ln
00188681-028500	MOSS LYNDA H REVOCABLE TRUST 9/7/2000	2827 Bacom Point Rd
00188681-028600	MOSS T DONALD II REV TR AGR 9/7/2000	655 US Highway 27 N
00188681-027100	MUNRO MARY ANN	2860 Transit Rd
00184020-000000	NARANJO ALFRED REVOCABLE TRUST U/A 5/12/2016	1043 Clubhouse Ln
00188681-025300	NESMITH SUSAN CAROL	701 Spanish Main Dr
00184280-000000	NOURY DOLORES C	22970 Sharp Ln
00188681-029300	OBRIEN JR THOMAS J	701 Spanish Main Dr
00188681-065700	ORTIZ JESUS M	13984 SW 46th Ter
00188681-024800	PAISLEY BELLA TRUST	C/O TERRAPIN LAND TRUST COMPANY LLC (TRUSTEE)
00188681-034200	PERRY FAMILY LIMITED PARTNERSHIP	76 R Bayberry Ave
00188681-027400	PERSING DAWN E	408 Linden Ave
00188681-001100	PILEGGI PATRICK J	701 Spanish Main Dr
00184060-000000	POHLOT BRUCE	6164 Hidden Valley Dr
00183940-000000	PP KEYS BREEZE LLC	5625 2nd Ave
00188681-000300	QUINN MARTIN F	701 Spanish Main Dr
00188681-018700	RAHTES ROBERT G	140 Island Way

00184350-000000	RASMUSSEN DAVID NORMAN	723 S 47th St
00188681-026200	REED BARBARA L	4790 S US Highway 35
00188681-018400	REED JOSEPH E TRUST J 6/14/08	4790 S US Highway 35
00188681-002100	REICH ROLF D	6960 Curtwood Dr
00184180-000000	REIDMOR LLC	31533 CONLEY Cir
00188681-034400	RENDALL MARGARET ANN	116 Lincolnwood Ct
00188681-034500	RICH CLARA SUE	1501 State Road 4A
00188681-024300	RICHARDS DONALD	5 Flushing St
00188681-025500	RICHARDS REBEKAH M	2649 Stonyhill Ct
00188681-000900	RIVERSIDE SQUARE LTD	5278 E 600 S
00188681-018300	ROWEN CORA	2015 SE Morningside Blvd
00188681-066100	RUSH JOSEPH	3020 Beagle Run Pl
00188681-025900	RYAN PATRICIA J	701 Spanish Main Dr
00188681-018800	SCHELL MICHELE	102 Clifton Rd
00184330-000000	SCULLEY ELLEN	PO Box 420536
00188681-025800	SEATON ANNETTE	6143 W Potter Dr
00188681-000200	SIMONELLI NAOMI FAMILY TRUST 3/3/2016	2517 Youngdale Dr
00188681-031000	SOUTH FLORIDA COASTAL PROPERTIES INC	PO Box 415730
00184090-000000	STERYOU ALICE R	PO Box 420450
00188681-033800	SUITER PATRICIA M	6936 W 500 N
00184050-000000	TAVERNA ANTHONY	22946 Teach Ln
00188681-032000	TERRY ROBERT C	PO Box 447
00188681-026100	TGIF PROPERTIES LLC	809 NE 72nd St
00188681-065100	TIEDEMAN DONALD R	3220 Pueblo Dr
00188681-066300	TIMM TERI L	309 E Rapp St
00188681-028100	TOWER EQUITIES R E INC	PO Box 415730
00188681-031400	TUTOR CARLOTTA K	701 Spanish Main Dr
00188681-034100	VAN DEUSEN GAIL	9000 N County Road 25 W
00188681-029200	VEREB PAMELA M	701 Spanish Main Dr
00188681-029800	VEREB PAUL R	701 Spanish Main Dr
00188681-001200	VIANA AUGUSTO	701 Spanish Main Dr
00183960-000000	VOOG RONALD T	22934 Dirk Ln
00188681-028400	W E MCKINSTRY INC	PO Box 579
00188681-001600	WALTER CORINNE	701 Beacon St

00188681-029000	WASHKO CARMELLA	210 E Broad St
00184240-000000	WENZEL RYAN C	22940 Sharp Ln
00188681-025700	WHIPPLE GREGORY L	11953 157th Pl N
00184170-000000	WIKLUND LIVING TRUST 6/17/2011	C/O WIKLUND JAMES
00188681-023700	WILLIAMS NANCY	761 Lafayette Rd
00188681-000600	WOODROW JOHN T	701 Spanish Main Dr
00188681-031900	WRIGHT INGA LISA	165 Township Line Rd
00188681-033400	YAROSH ARTHUR R LIVING TRUST 9/1/2017	812 SW 15th St
00184190-000000	ZAWORSKI CHRISTOPHER M	12512 Butler Bay Ct

AGENT AUTHORIZATION FORM

Date of Authorization: 4 / 10 / 2019
Month Day Year

I hereby authorize Smith Hawks, PL/Barton W. Smith, Esq. be listed as authorized agent
(Print Name of Agent)

representing Venture out at Cudjoe Cay., Condominium for the application submission
(Print Name of Property Owner(s) the Applicant(s))

of Request for LDC Text Amendment Application
(List the Name and Type of applications for the authorization)

for the Property described as: (if in metes and bounds, attach legal description on separate sheet)

Venture Out at Cudjoe Cay, Inc., a Condominium Cudjoe

Lot Block Subdivision Key (Island)

00188681-000000

Real Estate (RE) Number Alternate Key Number

701 Spanish Main Drive, Cudjoe Key, FL 33042 23

Street Address (Street, City, State & Zip Code) Approximate Mile Marker

Authorized Agent Contact Information:

138 Simonton Street, Key West, FL 33040

Mailing Address (Street, City, State and Zip Code)

(305) 296-7227 bart@smithhawks.com

Work Phone Home Phone Cell Phone Email Address

This authorization becomes effective on the date this affidavit is notarized and shall remain in effect until terminated by the undersigned. This authorization acts as a durable power of attorney only for the purposes stated. The undersigned understands the risks and liabilities involved in the granting of this agency and accepts full responsibility for any and all of the actions of the agent named herein related to the processing of the services requested, application(s) and/or the acquisition of approvals/permits for the aforementioned applicant. The applicant(s) hereby indemnifies and holds harmless Monroe County, its officers, agents and employees for any damage to applicant caused by its agent or arising from this agency authorization.

Note: Agents must provide a notarized authorization from ALL current property owners.

Signature of Property Owner: [signature]

Printed Name of Property Owner: Al Leone

STATE OF Florida COUNTY OF _____

Sworn to and subscribed before me this 10 day of April, 20 19,

by Al Leone, who is personally known to me OR produced
(Print Name of Person Making Statement)

_____ as identification.
(Type of ID Produced)

JENNIFER R. GEIDE
MY COMMISSION # GG 208186
EXPIRES: August 16, 2022
Bonded Thru Notary Public Underwriters

Jennifer R. Geide
Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public

My commission expires: 8.16.22

EXHIBIT A

Doc# 2078154 06/02/2016 8:41AM
Filed & Recorded in Official Records of
MONROE COUNTY AMY HEAVILIN

Doc# 2078154
Bk# 2799 Pg# 1535

VENTURE OUT AT CUDJOE CAY, INC.
CERTIFICATE OF RECORDATION
Amended Rules and Regulation

WHEREAS, the Declaration of Condominium of Venture Out at Cudjoe Cay, Inc. was duly recorded in Official Record Book 467 at Page 30 of the Public records of Monroe County, Florida, and

WHEREAS, Venture Out at Cudjoe Cay, Inc. (hereinafter the "Association") is the entity responsible for the operation of the aforementioned Condominium, and

WHEREAS, at duly called and convened meetings of the Association Board of Directors on December 14th, 2015; January 11th, 2016; February 8th, 2016; March 14th, 2016; April 11th, 2016, the Board of Directors approved amendments to the Venture Out Rules and Regulations (Exhibit "E") incorporated herein and attached hereto.

THEREFORE, the undersigned hereby certifies that the amendments to the Venture Out at Cudjoe Cay, Inc. Rules and Regulations (Exhibit "E") incorporated herein and attached hereto are true copies of the amendments as duly adopted, in accordance with the amendment procedures, as found within the Declaration of Condominium, By-Laws, and Articles of Incorporation, of Venture Out at Cudjoe Cay, Inc., a condominium. See the original document for identification of prior text.

By: _____
Kevin S. Grube, General Manager
VENTURE OUT AT CUDJOE CAY, INC

STATE OF FLORIDA
COUNTY OF MONROE
The foregoing instrument was acknowledged before me this 1 day of June, 2016 by Kevin S. Grube, General Manager of Venture Out at Cudjoe Cay, Inc., a Florida not-for-profit corporation, on behalf of the Association. Who is personally known to me.

My Commission Expires: 8-16-18 By: Jennifer R. Geide
Jennifer R. Geide

JENNIFER GEIDE
Commission # FF 113718
Expires August 16, 2018
Bonded Thru Troy Fain Insurance 800-385-7019

Instrument prepared by: Kevin S. Grube
Venture Out at Cudjoe Cay, Inc.
701 Spanish Main Dr.
Cudjoe Key, FL. 33042

Doc# 2078154
Bk# 2799 Pg# 1536

VENTURE OUT AT CUDJOE CAY, INC., a Condominium

RULES AND REGULATIONS

EXHIBIT "E"

The Venture out Rules and Regulations hereinafter enumerated shall be deemed in effect until amended by the Board of Directors and shall apply to and be binding upon all unit owners. A "Condominium Unit" or simply a "Unit" is defined as the part of the Condominium property which is subject to private ownership.

The Board of Directors may take any available legal action to enforce these rules and regulations, in accordance with the applicable Florida Statute and Article VII, Section 6, of the Venture Out By-Laws.

BOD Approved Revisions
April 11th, 2016
March 14th, 2016
February 8th, 2016
January 11th, 2016
December 14th, 2015

TABLE OF CONTENTS

1 USE AND OCCUPANCY 5
1.1 Unit Appearance and Use 5
1.2 Unit Rules for Recreational Vehicles 7
1.3 Unit Rules for Other Vehicles 7
1.4 Signs on Unit Property 8
1.5 Camping 8
2 OWNER VEHICLE IDENTIFICATION STICKERS/TAGS 9
3 VISITOR, GUEST, AND RENTER PERMITS 9
3.1 Visitors 9
3.2 Guests 10
3.3 Renter (Short-term) 10
3.4 Renter (Long-term) 10
3.5 Visitor, Guest and Renter Conduct 11
4 PETS 12
5 PARKING 13
5.1 Law Enforcement Vehicles. 13
5.2 Warnings and Towing 13
5.3 Street Parking Provisions 13
5.4 Short-term Overflow Parking Pass Provisions 13
5.5 Annual Overflow Parking Pass Provisions 14
5.6 Long-term Storage Parking Provisions 14
5.7 Other Parking Provisions 14

6 VEHICULAR AND PEDESTRIAN TRAFFIC 15

7 CURFEW 15

8 GUNS AND FIREWORKS 16

9 BOATS 16

10 CONSTRUCTION 17

10.1 Venture Out Construction Permit 17

10.2 Construction Administration and Performance 18

10.3 Setbacks 20

10.4 Residential Units 20

10.5 Appurtenances 22

a. Accessibility Items and Structures 22

b. Air Conditioners 22

c. Awnings 22

d. Decks 22

e. Dock 23

f. Driveways and Walkways 24

g. Escape Ladders 24

h. Fences and Garden Walls 25

i. Jacuzzi/Hot Tubs 25

j. Solar Panels 25

k. Storage Boxes 25

l. Storage Enclosures 26

m. Trellis 26

11 LANDSCAPING 27

12 USE OF COMMON AREAS 29

12.1 General Rules for Common Areas 29

12.2 Common Building/TGIF Area Scheduling and Use. 29

a. Scheduling Priorities 29

b. Adult Lounge Specific Use Provisions: 30

c. Pavilion Specific Use Provisions: 30

d. Rec. Hall Specific Use Provisions: 31

e. TGIF Area Specific Use Provisions: 31

12.3 Pool and Spa 31

12.4 Tennis Courts 32

13 FISCAL MANAGEMENT 34

13.1 Condominium Fees 34

13.2 Fines 34

1 USE AND OCCUPANCY

1.1 UNIT APPEARANCE AND USE

a. Units shall be kept in a clean and sanitary condition and no landscape plant debris, rubbish, refuse, or garbage that could provide a haven for rodents or constitute a fire, health, or safety hazard shall be allowed to exist. If any of the above conditions are not corrected within thirty (30) days after due notice, Condominium personnel shall clean up, as necessary, and the unit owner shall be billed for material and labor at the then prevailing rate for such work. If a health hazard exists, Condominium personnel shall clean up immediately and the unit owner shall be billed a minimum of a one hundred dollar ($100) service charge.

b. It shall be the continuous responsibility of each unit owner to maintain the condition and appearance of his/her unit, dwelling, and any appurtenances on the unit. Should a unit owner fail to maintain his/her property in an acceptable manner, the Manager or another duly authorized representative of the Association with the endorsement of the Board of Directors shall serve due notice to the unit owner in question, stipulating the improvements or corrections that shall be made. If the unit owner fails to make the specified improvements or corrections within thirty (30) days, the unit owner shall be deemed to be in violation of this rule and shall be subject to the procedures of Article VII, "Compliance and Default" of the By-Laws.

c. It shall be the continuous responsibility of each site owner to secure all personal property on his/her respective unit against the hazards of high velocity winds so as to prevent the same from causing damage to other properties in the Condominium.

d. No commercial activities shall be conducted upon any unit in the Condominium.

e. No yard sales may be conducted by an owner except for Block organized sales.

f. No major household appliance (i.e. stove, refrigerator, freezer, H/W heater, washer/dryer, etc...) shall be located outside of the residential unit or recreational vehicle, except when placed within a screen room or storage box. Air Conditioning units are exempt from this rule.

g. All trash must be bagged securely in plastic bags and not allowed to accumulate.

h. Quiet hours must be observed between 11:00 P.M. and 7:00 A.M. Excessive noise and/or activities will not be permitted at any time.

i. The refueling of boats at Condominium units and seawalls is strictly prohibited.

j. The storage of more than one (1) standard six (6) gallon outboard motor fuel tank containing fuel on any individual unit is prohibited.

k. Nothing shall be planted, stored, or parked upon the fifteen foot (15') common property area which runs parallel to the Venture Out main perimeter fence.

l. The Manager shall inspect all Residential Units proposed for permanent installation on sites within the boundary of Venture Out for compliance with safety, condition, and appearance requirements.

m. The Condominium has assumed consent (unless contrary written notice is given to Condominium Management) to enter onto any Unit for special services as directed by the Board of Directors (for example, weed control, coconut removal).

n. A maximum of six (6) lessees (renters) are allowed to rent/occupy a unit simultaneously.

1.2 UNIT RULES FOR RECREATIONAL VEHICLES

a. Recreational Vehicles (RVs) include motor homes, fifth wheels, travel trailers, and truck-campers designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use. Only commercially manufactured RVs having a current license/registration, in good condition, good appearance, and which require full hook ups, are authorized.

b. Tents, soft material fold-out, and/or pop-up campers, tiny travelers (aka) tiny home RV's, non-commercial conversions of trucks, busses, and vans are prohibited.

c. A Recreational Vehicle is not a Residential Unit or a Structure.

d. A Venture Out approved recreational vehicle (RV) is further defined and additionally governed by the following:

i) All RVs are subject to the approval of the Venture Out management and shall be inspected initially and thereafter semi-annually with respect to condition, appearance, and road readiness by the Association.

ii) The RV must remain road-ready at all times and continually maintained on its wheels and/or internal jacking system.

iii) The RV must be designed to be self-propelled or towed by a light duty truck. An RV that is not self-propelled must be accompanied by a tow vehicle capable of towing the RV out of the Condominium.

iv) RVs not accompanied by a tow vehicle shall have a contract or agreement with a capable towing company or 3rd party that will provide for the removal of the RV from Venture Out in the event of an emergency.

v) The RV must be attached to the site only by quick disconnect type utilities and security devices and cannot have any permanently attached additions.

vi) The RV must comply with all Venture Out construction setback requirements when sited and may not be permanently established within Venture Out.

1.3 UNIT RULES FOR OTHER VEHICLES

a. A transportation vehicle is defined as an automobile, pick-up truck, or van. All unit transportation vehicles shall comply with the following:

i) One licensed transportation vehicle per unit is permitted except an automobile, pick-up truck, or van and a self- propelled RV will be permitted on units where no violation of setback limits or parking requirements will result.

ii) The transportation vehicle must be parked in the designated driveway constructed for the purpose.

iii) The transportation vehicle shall not be used for living, sleeping, or eating quarters.

b. Bicycles, one golf cart, and one motorized cycle (e.g., motorcycle, moped, or scooter type vehicle) may also be located on each unit with the following restrictions:

i) The parking of trailers, motorcycles, or any excess vehicles off the designated driveway is prohibited, with the exception of bicycles and a golf cart.

ii) Only battery powered golf carts may be operated within Venture Out. All-terrain vehicles (ATVs) and all types of gas powered golf carts are prohibited within Venture Out.

1.4 SIGNS ON UNIT PROPERTY

a. Except as otherwise approved in writing, in advance by the Board of Directors, signs placed upon a unit shall comply with the following:

i) Only signs displaying the following are allowed:
- Unit Number and/or Resident identification
- No Parking
- Block Advisor (only on appointed Block Advisor's unit)
- Recreation Advisor (only on appointed Recreation Advisor's unit)
- Construction (shall be removed immediately upon the completion of the permitted work).

ii) All signs shall be approved by the Manager (or Manager's Designee).

iii) A sign shall not exceed four hundred thirty-five (435) square inches in size. No size dimension shall exceed thirty-six inches (36") in any direction.

iv) All signs must be placed on the street-side yard of the unit and must be mounted on suitable supporting structure to anchor the sign in high winds. The lower edge of any sign must not be higher than eighteen inches (18") above the ground upon which it is installed.

1.5 CAMPING

a. Outdoor fireplaces, fire pits, unattended barbecues, or any other outdoor open fire sources are prohibited.

b. Overnight sleeping on seawalls or other outdoor areas is prohibited.

c. Tents/canopies are prohibited on any unit and are defined as any portable shelter of canvas, plastic, or other like material independently supported by more than one pole and/or frame.

2 OWNER VEHICLE IDENTIFICATION STICKERS/TAGS

2.1 A Venture Out unit owner's decal is required and must be properly displayed and visible on all owners' licensed transportation vehicles while in the Condominium.

2.2 A Venture Out owner's licensed vehicle decal will be a different color each year and be a small round decal to be permanently mounted on the lower left (driver) front windshield.

2.3 The owner's licensed vehicle decal will have only the unit number with no reference to Venture Out.

2.4 One licensed vehicle decal will be issued per household. Additional vehicle decals may be obtained from the Venture Out Office upon request, and with submission of a copy of the owner's vehicle registration, to facilitate the specific decal assignment thereto.

3 VISITOR, GUEST, AND RENTER PERMITS

3.1 VISITORS

DEFINITIONS:

- *Visitors are defined as a person or persons who will enter and leave the premises on the same day and will not stay overnight. Visitors could include family, day guests, invitees, contracted laborers, delivery vehicles, etc.*

a. Visitors, delivery vehicles, work vehicles, etc. shall be issued a temporary pass which shall be a tag of a distinctive color to indicate the short-term, daytime nature of the pass upon entering Venture Out. The Visitor pass must be displayed on windshield or rear view mirror.

b. Visitor passes shall be issued for a specific day. No visitor pass shall be issued for an overnight stay.

c. Visitors desiring to use the recreation or common use facilities must be accompanied by their owner/host.

d. The host owner is responsible for his visitor's vehicle parking accommodations and must ensure that the vehicle complies with all Venture Out Parking Rules and Regulations as defined in this document.

e. Persons without specific destinations, or sightseers, shall not be admitted to the Condominium.

3.2 GUESTS

DEFINITIONS:

- *Unit owner's guest - Those who occupy a unit overnight with the owner's permission during the owner's absence. This could include paying (rentals as defined in the sections below) or non-paying guests.*
- *House guest - Person(s) occupying a unit overnight when (and only when) the unit owner is also occupying the same unit.*
- *Immediate family - mother, father, son, daughter or grandchildren.*

a. A prepaid registration fee of fifty dollars ($50.00), plus tax, shall be charged for registering all unit owner guests except as noted below:

i) The immediate family of the unit owner or house guests of the unit owner are excluded from the unit owner guest registration fee.

ii) A unit owner (including that unit owners' immediate family) who occupies another unit owner's dwelling or unit with permission shall be required to register with the Venture Out Office. However, the unit owner shall be exempt from the unit owner guest registration fee.

b. Guests shall be issued a temporary pass which shall be a tag of a distinctive color to indicate the term and unit number of their stay upon entering Venture Out. The guest pass must be displayed on windshield or rear view mirror.

3.3 RENTER (SHORT-TERM)

DEFINITIONS:

- *A short-term renter is defined as a unit owner's guest with a lease of less than six (6) months in duration.*

a. Short-term renters shall be issued one (1) temporary pass which shall be a tag of a distinctive color to indicate the term and unit number of their stay upon entering Venture Out. The guest pass must be displayed on windshield or rear view mirror.

3.4 RENTER (LONG-TERM)

DEFINITIONS:

- *A long-term renter is defined as unit owner's guest with a lease of six (6) months or longer.*

a. Completion and filing of a Venture Out Condominium Association Long -Term Rental Application as adopted by the BOD is required prior to a Venture Out gate pass being issued. The application shall require names of all individuals to reside on the premises.

Adult residents (defined as any party eighteen (18) years of age or older) are required to supply information as to date of birth and must sign the application along with the property owner or representative to confirm that they have read and approve of the information provided. Said rental application shall be a standard form approved by the BOD and its completion and filing shall be the responsibility of the unit owner or authorized representative. In addition:

i) Criminal background checks performed by a criminal history search agency approved by Venture Out management are required for any tenant over 18 years of age and shall be provided along with the rental application before a gate pass will be issued. The applicant will bear any and all costs for background checks and rental applications. A list of approved agencies can be obtained by contacting the Venture Out Office.

b. At a minimum Florida Statute 83.51 detailing a landlord's obligation to maintain the rental premises in a healthy and safe condition shall be the standard of condition. A property owner or his agent shall sign the Long-Term Rental Application confirming that he has knowledge of this obligation and is in compliance of Statute 83.51 sections (1) subsection (a) and (b) before a gate pass will be issued. This language is adopted by the BOD for all condominium units in use as long term rental property.

c. One non-transferable gate pass shall be issued to the renter upon filing of the **completed** application with the Venture Out Office, or gate security outside of office hours.

d. Non-compliance with the Long-Term Rental Application or falsification of application information shall be cause for revocation or refusal of a gate entry pass. In the event a gate entry pass is revoked for any reason, a new pass may not be issued for a period of one (1) year.

3.5 VISITOR, GUEST AND RENTER CONDUCT

a. If a visitor, guest, or renter commits an act of vandalism, rowdiness, or disorderly conduct, uses foul language, or violates any Venture Out rule or regulation, he/she shall be ordered to leave Venture Out property immediately.

i) If such person refuses to leave, he/she shall be considered trespassers upon Venture Out property and Security shall call the Monroe County Sheriff's Office for assistance.

ii) Any person ordered to leave Venture Out property shall not be permitted to re-enter the property for at least one (1) year.

b. A unit owner shall always comply with all Venture Out rules and regulations and shall be Responsible to see that they are faithfully observed by their family, guests, invitees, renters, contracted laborers, and all other persons over whom they exercise control and supervision.

4 PETS

4.1 A maximum of two (2) approved household pets, defined as being only a cat, dog, or bird, are permitted per owner's unit.

4.2 Except for service, therapy, or emotional support animals, domestic animals are prohibited on all unoccupied units or common property, except as specified in Rule 4.5.

4.3 Four-legged animals must be kept on a leash confined to owner's unit.

4.4 Hand-held leashes shall not exceed eight feet (8') in length.

4.5 No walking of pets is permitted in the Condominium, except that walking of pets to exit the Condominium and to return to the Unit is permitted.

4.6 All pet waste must be properly disposed of and not allowed to accumulate.

4.7 The feeding of a stray or wild animal (i.e. cat, bird, and iguana) is prohibited.

5 PARKING

5.1 The Parking Provisions herein shall not apply to any type of law enforcement vehicles or boats owned by the County, State of Florida, or the Federal Government.

5.2 Upon the issuance of one written warning, all vehicles non-compliant with the street/common area Parking Provisions herein shall be towed at the owner's expense. Towing signs are displayed, as required by Florida State Statute, at the Venture Out entrance and at each Block entrance.

5.3 STREET PARKING PROVISIONS

a. No vehicle or trailer may be parked in the street between 12:00 Midnight to 6:00 A.M., except in an emergency.

5.4 SHORT-TERM OVERFLOW PARKING PASS PROVISIONS

a. The primary Overflow Parking Lot is located at the North side of the Pavilion. This lot is designated for short-term overnight fee parking of private licensed vehicles, licensed boats/trailers and licensed Recreational Vehicles (RVs).

b. All other common parking areas (except for parking spaces reserved for Post Office use) may be utilized for overnight overflow fee parking on an as-needed basis at Manager's (or Manager Designee's) discretion.

c. Commercial vehicles or storage trailers shall be allowed to park in common parking areas only at the Manager's (or Manager Designee's) discretion.

d. A two dollar ($2.00) per night overflow parking fee shall be charged to park a transportation vehicle or trailer fifteen feet (15') and under in length overnight in any common parking area.

e. A four dollar ($4.00) per night overflow parking fee shall be charged to park an RV or trailer longer than fifteen feet (15') in length overnight in any common parking area.

f. Maximum stay in common parking areas (except for Green and Red long-term storage lots) will be limited to two (2) weeks per six (6) month period per vehicle. This may be extended on a day-to-day basis at Manager's (or Manager Designee's) discretion.

5.5 ANNUAL OVERFLOW PARKING PASS PROVISIONS

a. In lieu of the nightly overflow parking fee, units with more than one transportation vehicle as defined under Use and Occupancy in these RULES AND REGULATIONS have the option to register and purchase one (1) windshield pass at a price of two-hundred dollars ($200.00) per year (valid from January 1 through December 31 each year) for an extra transportation vehicle. Vehicles with this annual pass are exempt from the two (2) week limit with these restrictions:

i) Such registered vehicle must be parked utilizing overflow parking area provisions as defined in Rule 5.2 above.

ii) A limited number (total number based on Manager's discretion) of these passes will be sold starting on the first (1st) work day of each year until sold-out.

5.6 LONG-TERM STORAGE PARKING PROVISIONS

a. All long-term automobile, RV, and boat storage shall be in the Red (Spanish Main) or Green Lots as space becomes available within this Association property (available to owners only). These lots:

i) are subject to annual leases.
ii) are to be used for "Personal Use Only" and not sub-leased.
iii) cannot be used for commercial use or commercial storage.
iv) have waiting lists maintained in the Venture Out Office. Any unit owner may ask to be placed on the waiting list.

5.7 OTHER PARKING PROVISIONS

a. Only a resident, or a guest of a resident, shall be permitted to store or park overnight any motor vehicle, trailer, boat, or equipment on a unit other than their own after first securing permission from the owner or tenant of that unit.

6 VEHICULAR AND PEDESTRIAN TRAFFIC

6.1 All motorized vehicles (e.g. cars, trucks, motorcycles, scooters, etc.), except golf carts, shall be operated by LICENSED DRIVERS ONLY.

6.2 A golf cart may be operated by a non-licensed driver over the age of eighteen (18).

6.3 A bicycle or golf cart may not be used to carry more persons at one time than the number for which it is designed or equipped.

6.4 No vehicle of any kind, including bicycles, shall exceed the Condominium limit of ten (10) miles per hour.

6.5 All vehicles, including bicycles, when operating at night shall be equipped with a front light and rear light or reflector.

7 CURFEW

7.1 No children seventeen (17) years of age or under may be on the streets or Common Areas within Venture Out between the hours of 11:00 P.M. to 6:00 A.M. unless accompanied by a parent or legal guardian. The Manager (or Manager's Designee) shall be authorized to allow exceptions to the aforementioned restrictions in extreme hardship circumstances at their sole discretion.

8 GUNS AND FIREWORKS

8.1 No one shall discharge a gun of any kind including air rifles and spear guns within the Condominium.

8.2 Fireworks are prohibited.

9 BOATS

9.1 Boat owners shall not dock their boats at any unit other than the one they own or rent without unit owner's permission.

9.2 Boat speed on canals, marina and Condominium perimeter shall be limited to "NO WAKE" and "FIVE (5) MILES PER HOUR".

9.3 No boat shall be moored in any manner blocking free entrance, exit, or use of any waterway within or on the Condominium perimeter. Rafting of boats is strictly prohibited.

9.4 No boat shall be used as sleeping quarters on the waterways within or on the Condominium perimeter.

9.5 No boat shall be moored adjacent to the seawall of Condominium common use property except in the Marina. Mooring in the Marina for up to forty-eight (48) hours will only be permitted by the Manager (or Manager's Designee).

9.6 Small boats that are not required to be registered with the State of Florida, kayaks, or canoes are allowed to be properly stowed upon a unit. However, the watercraft must be tied down when the owner is not in residence.

9.7 No trailered boat or boat trailer may be parked overnight on any unit without Manager's (or Manager Designee's) permission.

10 CONSTRUCTION

All visible and/or structural changes to an owner's unit must be accomplished in accordance with all County, State, and Federal Regulations in addition to all Venture Out Rules and Regulations stated herein.

10.1 VENTURE OUT CONSTRUCTION PERMIT

a. A Venture Out Construction Permit application is required to be submitted by the unit owner to the Venture Out Office and approved/issued by a representative of the Association prior to the commencement of any visible/structural unit alteration and/or maintenance project in excess of two-hundred dollars ($200.00) in materials. All Venture Out Construction Permit applications must be signed by both the unit owner and the contractor who will be performing the work.

i) A non-refundable application fee for the Venture Out Construction Permit is fifteen dollars ($15.00) along with a refundable permit deposit of one-hundred dollars ($100.00). Any violation of the Construction Rules and Regulations herein during the proposed project shall result in the forfeiture of the Venture Out Construction Permit deposit.

b. All Venture Out Construction Permit application plans must include the following:

i) A certified survey of the unit showing all on-site improvements when there is a proposed change to the unit's footprint.

ii) Accurately scaled (minimum one-eighth inch (1/8") to one foot (1')) plans, with elevation drawings, which must include all improvements, (e.g.: entrance steps, platforms, decks, roof overhangs, awnings, walkways, driveways, patios, retaining walls, dock boxes, etc.).

iii) A computation of all remaining open space, as defined in Rule 11.1, following project completion.

iv) A list of materials to be used.

v) For the installation of Residential Units, proof that the Residential Unit was manufactured after July 17, 1994, and proof of compliance with HUD codes or ANSI specifications that apply to the type of Residential Unit being installed.

c. An official representative of the Association shall check the plot plan against the actual building site, to ensure complete accuracy of the presented project plan.

d. Upon review and approval of the proposed unit project, a Venture Out Construction Permit will be issued.

e. An issued Venture Out Construction Permit must be securely posted at the unit so as to enable viewing from the common road.

f. The length of a Venture Out Construction Permit shall be ninety (90) days, with an allowable extension of ninety (90) days (Note: extension must be requested in writing prior to expiration date of original permit) not to exceed a combined total of one-hundred-eighty (180) days. In the event of a rule change during the course of construction and your Construction Permit expires, you will be subject to comply with the new rules.

g. Any proposed construction that is not in strict compliance of these Venture Out Rules and Regulations also requires written variance approval from the Association.

10.2 CONSTRUCTION ADMINISTRATION AND PERFORMANCE

a. Venture Out Construction Permit owners are required to call the Venture Out Office to request inspections and shall not proceed until written approval has been given for the following:

i) After placing forms, but prior to pouring concrete (for Venture Out Construction Permits including new construction or change in footprint).
ii) After piers are poured, but before structure is installed (for Venture Out Construction Permits including new construction or change in footprint).
iii) Upon completion of all permitted work, including any skirting, accessory structures appurtenances and after site is cleared of debris.

b. Upon request by the unit owner or contractor, an Occupancy and/or Final Inspection shall be accomplished by an official representative of Venture Out to ensure project completion in accordance with all of the Venture Out Rules and Regulations.

c. Any violations of Construction Rules and Regulations shall be the ultimate responsibility of the owner to ensure their correction.

d. The Association shall have the right to stop any work which is in progress by providing a "Red Tag" notice to the Venture Out Construction Permit owner if there are any violations of the construction rules. The work shall be stopped upon issuance of the "Red Tag" and shall not be recommenced until the Association is satisfied that the violations have been corrected. If the violations are not corrected, the Association may revoke its permit and notify the County of the revocation.

e. If all violations are corrected to the satisfaction of Venture Out, and upon the payment of a reinstatement fee of twenty-five dollars ($25.00), the "Red Tag" will be removed and the permit reinstated for any time remaining on the original permit. Any work performed under a "Red Tag" shall automatically be subject to the fining procedures.

f. If a unit owner or contractor use the services of a Condominium employee, any such services are independent of the Association. Any arrangements for these services must be made directly between the owner or contractor and the employee.

g. All Venture Out Construction Permit owners, contractors, and their employees shall start work no earlier than 8:00 A.M. and stop work no later than 5:00 P.M. each day, and shall remove all trucks, trailers, and other construction equipment from the Condominium by 5:30 P.M.

h. No Venture Out Construction Permit owner, contractor, or their employees shall perform construction work after 5:00 P.M. Saturday until 8:00 A.M. Monday unless an emergency arises. The Condominium Manager (or Manager's Designee) is given authority to grant a waiver of the Venture Out time cut-off in some non-emergency situations solely based on his/her own judgment.

i. There shall be no digging upon the common property without a Venture Out Construction Permit. The permit must be issued in advance of any work performed.

j. Prior to digging any hole at the unit, the Venture Out Construction Permit owner, contractor, or their employees must first notify the Venture Out Office of the intended location of the hole to enable the identification of all underground existing utility lines.

k. The Venture Out Construction Permit owner, contractor, or their employees shall not dig holes, tap water, sewer, or secondary electric lines or begin any new projects on Saturday. No digging is permitted after 3:00 P.M. on any day.

l. The Venture Out Construction Permit owner, or contractor, shall pay the cost to repair any damage to the common property/utilities caused by the construction project.

m. No Venture Out Construction Permit owner, contractor, or their employees shall use any electric or water outlet on a unit other than the one permitted for construction.

n. No one other than an electrician licensed in Monroe County shall perform work on Condominium electric pedestals.

o. All Venture Out Construction Permit owners, contractors, and their employees shall continually keep the construction site clean of debris and unnecessary project material. When a contractor is used, all construction debris shall be properly disposed of by said contractor outside of Venture Out at their expense.

p. Certificate of Insurance - Each vendor/contractor doing business in the Condominium is required to provide a Certificate of Insurance which would give proof that Venture Out is an additional insured in the Vendor-Contractor's Liability Insurance policy to the amount of at least three-hundred-thousand dollars ($300,000.00)

q. Performance Bonds – All utility contractors (e.g., AT&T, COMCAST, FKAA, etc.) shall supply a ten-thousand dollar ($10,000.00) performance bond and scope of work on all repairs before digging in any Venture Out street to guarantee that the street will be returned to its original condition after said repair.

10.3 SETBACKS

DEFINITIONS:

- *Setbacks are defined as the required open (permeable) spaces upon a unit which are free of all permanently installed primary or auxiliary structures and appurtenances. All established setback boundaries are defined by their measured distance from the unit's property lines, as evidenced by a certified land survey.*

a. All construction involving placement or replacement of a Residential Unit and/or appurtenances (except for as specified in Rule 10.5.f) must comply with all of the following setback requirements, as measured from the outside edge of the structure and/or appurtenance to the property line.

i) A minimum of one foot (1') from the property line of the primary sanitary sewer side of the unit.

ii) A minimum of ten feet (10') from the water's edge, if applicable.

iii) A minimum of five feet (5') from all other property lines.

10.4 RESIDENTIAL UNITS

a. Residential Unit Mobile Homes and Park Models, manufactured after July 17,1994, that comply with HUD codes for Mobile Homes or ANSI specifications for Park Models are permitted to be permanently installed within Venture Out.

b. The combined total square footage of the allowable living space of the residential unit must not exceed eight-hundred-sixty-five (865) square feet.

c. Areas that are enclosed by (but not limited to the following): shades, glass, or shutters shall be calculated as part of the allowable living space.

d. The height of the residential unit, not including the piers/columns, or tie beam, shall not exceed thirteen feet (13').

e. The unit owner shall have the right to choose the height of the piers/columns on which the residential unit shall be installed, governed by one of following methods:

i) A minimum of thirty-six inches (36") above the reference measurement from the highest road elevation point, existing between that unit's property sideline extensions.

ii) A maximum of seven feet, six inches (7'6"), to the bottom of the lowest structural point, above the reference measurement from the highest road elevation point, existing between that unit's property sideline extensions.

iii) A maximum of six inches (6") above base flood elevation, determined by the appropriate flood zone information set forth in FEMA flood plain maps, above the reference measurement from the highest road elevation point, existing between that unit's property sideline extensions.

f. Residential unit roof overhangs, including gutters, may encroach into the unit setbacks as follows:

i) A maximum of six inches (6") into the one foot (1') setback of the unit.

ii) A maximum of thirty-six inches (36") into the five foot (5') setback.

iii) No encroachment into the ten foot (10') setback is permitted.

iv) Roof overhangs, including gutters, shall not be enclosed.

g. The only materials approved for the construction of a residential unit and/or appurtenance is the following:

i) Roof: fiberglass or composition shingles, sprayed on foam (S.O.F.), aluminum, or manufacturer and/or engineer-approved metal roofing systems.

ii) Siding: vinyl, aluminum, cement board siding (a.k.a. "Hardie board"), or stucco, finished in white or pastel color.

iii) Skirting: vinyl or aluminum. Only vinyl lattice with an opening no larger than one inch (1") is authorized.

iv) Steps, Landings, and Decks: concrete, untreated wood covered with fiberglass, pressure treated lumber, composite, or construction strength vinyl materials.

h. Residential units which are required to be skirted (defined below) shall also skirt all steps, landings, and deck areas with approved materials as listed above.

i. The residential unit is required to have full skirting installed when one of the following installation conditions exist:

i) The residential unit is installed upon piers/columns that measure three feet (3') or less.

ii) The residential unit is installed on piers/columns exceeding three feet (3') in height, where the residential unit tie down straps extend from the frame to the ground anchors.

j. All anchors, utilities, and air conditioning ductwork must be hidden from view and installed as close to the bottom of the home as possible.

k. A residential unit's piers/columns, and tie beams shall be covered with stucco, paint, or other approved material.

10.5 APPURTENANCES

DEFINITIONS:

- *Appurtenances are defined as auxiliary items or structures that exist as accessories to the property and/or residential unit. Appurtenances must comply with all unit setback requirements unless otherwise stated herein. Additional definitions for specific types of Appurtenances are also included at the beginning of individual Appurtenance sections below as appropriate.*

a. Accessibility Items and Structures

- *An accessibility item or structure is defined as an item and/or structure that is installed to provide an auxiliary access to the residence that is viable for those unable to climb steps or carry items such as groceries up and down steps. Examples include, but are not limited to: elevators, handicapped lifts, ramps, and dumbwaiters.*

i) Accessibility items and structures shall abide by all setback requirements as set forth in these Venture Out Rules and Regulations whenever possible. If setback requirements cannot be met, written Variance approval is required from the Association, but will be granted unless a viable solution which meets the setback requirements exists.

b. Air Conditioners

i) Restricted to a maximum size of three (3) tons and heat strip(s) with five (5) kilowatts (kw) maximum capacity.

c. Awnings

- *Awnings are defined as a roof-like shelter of canvas, or other material, which extends over the residential unit windows, doorways, or decks/patios in order to provide protection from the weather.*

i) Carport awnings or roof-over parking spaces on driveways are prohibited.
ii) Awnings permanently installed over doorways, landings, and decks must comply with all unit setback requirements.
iii) Window awnings may encroach on the five-foot setback sides by thirty-six inches (36").

d. Decks

- *A deck is defined as any open horizontal structure, porch, patio, or platform which extends from the residential unit.*

i) Deck surface elevation must not be greater than that of the floor level of the residential unit.
ii) Protective railings on steps, landings, and decks must comply with Monroe County Building Code.

iii) Knee walls are permitted on screened deck areas, as per Monroe County Building Code, but the height of the knee wall shall not exceed twenty-four inches (24").

iv) Lattice is permitted on each deck of any residential unit, provided lattice-type material is used and openings must be from one to four (1- 4) square inches.

e. Dock

- *A dock is defined as the waterside concrete platform located between the unit's side property lines and within the ten foot (10') unit setback area.*

i) The concrete dock must cover the seawall trim cap and shall not exceed eight inches (8") in height at the water's edge.

ii) A concrete retaining wall may be used to separate and control the unit's main landscape surface elevation from the dock surface and may encroach upon the unit setbacks. No wall shall extend more than two inches (2") above the upper surface level and shall not be placed closer than two feet (2') from the water's edge.

iii) One or two steps (each no more than twelve inches (12") in depth and seven and three-quarter inches (7-3/4") in height) may be placed on the ten foot (10') setback area for egress from higher ground, provided it is not an integral part of a stair system going into any structure.

iv) Davits or boat lifts are prohibited. Existing ones shall be maintained but cannot be replaced and shall be properly removed when no longer repairable.

v) Permanent installation of boat stand-off fenders shall not exceed four inches by four inches (4"x4"). Rubber tire stand-offs are prohibited.

vi) Prefabricated mooring devices or fiberglass whips are acceptable, provided that no permanent fixture shall extend from the seawall more than eight inches (8") into the canal.

vii) Permanent ladders placed on the seawall shall be no more than four inches (4") in diameter and extend no more than eight inches (8") from the seawall.

viii) A fish cleaning table must be open (not enclosed), limited to a maximum length of five feet (5'), placed in such a manner on the unit as not to block access between units, and the table itself may not extend over the water by more than eight inches (8"). All fish cleaning tables require a Venture Out Permit, regardless of cost.

ix) Floating docks are not permitted in the canals and waterways of the Condominium or its perimeter, with the exception of floating docks manufactured by Air Dock Boat Lift under these specific guidelines:

- They are to be installed parallel to the seawall, NOT perpendicular.
- Neither floating dock nor vessel may encroach on neighboring dock space.
- Air Dock Boat Lift Company system will be limited to use by "jet skis" and "jet boats" only.
- Installation of any NEW air dock system MUST first be approved by the Board of Directors.

f. Driveways and Walkways

- *A driveway is defined as a concrete, inter-locking brick, or asphalt thoroughfare which leads from the street to the unit dwelling. The primary purpose of a driveway is to completely accommodate the parking of the unit's transportation vehicle.*
- *A walkway is defined as a concrete or inter-locking brick thoroughfare which leads from the street or driveway to the unit dwelling.*

i) Each unit is required to have one (1) (and only one (1)) designated driveway upon it.

ii) The driveway must have a minimum length of seventeen feet (17'), as measured on the short side, a minimum width of ten feet (10'), and a maximum width of fourteen feet (14'). A driveway extending under an elevated home may be a minimum width of eight feet (8') on that portion of the driveway under the home.

iii) The driveway must be parallel with the nearest **side** property line of the unit and must not violate the side setback.

iv) In those cases where there is not sufficient space to meet the seventeen feet (17') minimum length on a non-elevated home, a variance shall be granted to allow the driveway to be placed parallel to the street side of the unit provided all other setback requirements are met. In this case, the driveway must have a minimum width of seventeen feet (17') and a maximum width of twenty-four feet (24') parallel to the street; a minimum length of Ten feet (10'), and a maximum length of fourteen feet (14').

v) A walkway must be a maximum width of four feet (4'). If connected to the street, it must be separated from the approved driveway a minimum of three feet (3'). Any further connection of the walkway to the approved driveway is prohibited within the setbacks as outlined in Rule 10.3

vi) A lockable security chain may be installed across the width of the driveway entrance of the unit when the owner is not in residence. The chain can be attached to either the existing elevated unit piers/columns or to corner posts, with a maximum height of forty-two inches (42"), installed at the driveway entrance corners.

g. Escape Ladders

i) Elevated residential units may have an escape ladder permanently installed from the side of the deck or porch of the unit to the ground below. This ladder may encroach no more than six inches (6") into either the one foot (1') or five foot (5') side yard setbacks. It may not encroach into the ten foot (10') setback.

h. Fences and Garden Walls

- *A fence/garden wall is defined as a barrier enclosing or bordering a unit or portion thereof, usually made of wood, plastic, chain, concrete, or other like material, used to prevent, confine, or mark a boundary.*

Fences/garden walls are prohibited upon residential units with the exception of the following:

i) An open-type wall may be placed parallel to the side property lines no closer than two feet (2') from the edge of the water and no further than the ten foot (10') setback line. Said wall may not exceed thirty-six inches (36") in height and corner posts may be six inches (6") higher for a total maximum of forty-two inches (42").

ii) A twenty inch (20") high wall of concrete blocks may separate the concrete dock or patio from the rest of the unit, and may be topped with a maximum of sixteen inch (16") open-type ornamental block. Said wall may not exceed thirty-six inches (36") in height and corner posts may be six inches (6") higher for a total maximum of forty-two inches (42"). This wall may be no closer than ten feet (10') from the water's edge.

i. Jacuzzi/Hot Tubs

i) Jacuzzi/hot tubs may be installed upon a unit in accordance with all setback requirements and following the full review of the proposed project plan for electrical demand requirements, drainage, maintenance, and safety.

j. Solar Panels

i) The installation of solar panels is permitted, but they shall not rise more than three feet (3') above the residential unit on which they are installed.

k. Storage Boxes

i) Storage boxes (dock boxes) shall be white or a pastel color. Commercially manufactured boxes are accepted in their manufactured color, providing they meet the other requirements herein and are approved by the Manager (or Manager's Designee).

ii) Multiple storage boxes are allowed on a unit, provided they do not exceed a combined total of one-hundred-ninety-two (192) cubic feet.

iii) The maximum size of any individual storage box is four feet by four feet by eight feet (4'x4'x8') and the storage box shall not exceed a maximum height of eighty inches (80") including the base. Note, however, that shed-style (walk-in) storage boxes are prohibited.

iv) Each storage box shall meet all setback requirements, be placed in such a manner as not to require trespassing on any other unit, and be placed to the rear of the unit.

v) All storage boxes must be securely tied down.

l. Storage Enclosures

i) Storage enclosures are to be used for storage only.

ii) One storage enclosure, up to one-hundred-forty-four (144) square feet will be allowed beneath any residential unit which is elevated at least six feet (6') and which does not have skirting around it.

iii) The enclosure may be square or rectangular in shape.

iv) A rectangular enclosure must have two sides with a minimum length of eight feet (8'). The two long sides of a rectangular enclosure must be parallel to the side lines of the residential unit.

v) Elevated residential units that have a storage enclosure shall not have any type of storage (dock) box.

m. Trellis

- *A trellis is defined as a frame or structure made up of lattice used for supporting plants and/or vines, in addition to providing partial screening for an elevated residential unit. Elevated units that do not require skirting as defined in the Rules herein shall only be permitted the use of lattice as defined/limited below:*

i) Trellis/lattice shall be of wood or vinyl material, have openings of one to four (1-4) square inches, and be installed in a manner approved by the Manager as to meet reasonable expectations of resistance to high wind velocities.

ii) The total trellis/lattice installed shall not exceed the total of twenty-four (24) lineal feet.

iii) The trellis/lattice may be installed between two sets of unit columns. The trellis/lattice shall be installed on the sidelines of the residential unit that are perpendicular to the street.

iv) The trellis/lattice may be installed beneath one side of one set of stairs leading to the residential unit, not to include any landings or decks above the highest stair. Lattice/trellis shall not be permitted under stairways which are installed parallel to the street and which are greater than twelve (12) lineal feet across the base.

11 LANDSCAPING

DEFINITIONS:

- *Landscaping is defined as improvements of the appearance and/or function of designated open spaces upon a unit by use of natural means such as of shrubs, trees, or a variety of other plants and/or ground cover.*

11.1 The minimum total open area required upon a unit, for ground cover and/or landscaping is five-hundred (500) square feet. The area under decks, steps and air conditioners is not considered part of the total open space/planting area(s) calculation.

11.2 White rock (marl), three-quarters of an inch (¾") in diameter or smaller, shall be the primary ground cover upon a unit. Grass, sod, or other ground cover vegetation is prohibited. In addition to white rock, the following ground cover is permitted with the restrictions noted for each:

a. Pavers and/or stepping stones shall be allowed for safe access to the residence, provided there is at least one-half inch (1/2") of space for drainage between the pavers/stepping stones. This is not to be interpreted as covering the entire yard with material other than white rock.

b. The area immediately adjacent to plants and shrubs and/or the area enclosed within a bordered flower bed may be covered with bark or wood chip mulch. This is not to be interpreted as covering the entire yard with material other than white rock.

11.3 Prohibited Plantings: The following trees/plants are prohibited from being planted within Venture Out:

- Agave
- All Large Cactus and Pencil Cactus
- Australian Pines
- Brazilian Pepper
- Fichus (Ficus)
- Jamaican Dogwood
- Mahoe
- Melaleuca
- Norfolk Island Pines
- Rubber
- Schefflera
- Sword plants

11.4 Existing dangerous plants with sharp points, spurs, thorns and/or which are poisonous, must be trimmed back to not closer than one foot (1') from any common element or adjoining unit.

11.5 You may not build the height of your yard to exceed the height of your neighbor's yard.

11.6 Four inch by four inch (4"x 4") concrete or block curb, with one inch (1") drain holes two feet (2') apart, is authorized on the unit's street side only.

11.7 Permanently installed fountains and/or water features are prohibited. Removable commercially fabricated fountains and/or water features may be placed upon a unit's open space, but only when the unit is occupied. They must be removed and properly stored when unit is not in use.

11.8 Any proposed landscaping that is not in compliance with these Landscaping Rules and Regulations also requires written variance approval from the Association.

12 USE OF COMMON AREAS

In accordance with Venture Out By-Law Article III. Section 11. (d), the Board of Directors shall make and amend regulations specific to the operation and use of the common property. The following rules pertain to specific safety and maintenance items of the various common areas.

12.1 GENERAL RULES FOR COMMON AREAS

a. Use of stereos and radios in the common areas shall be restricted to their use with earphones only, except where the radios or stereos are being used for sanctioned group functions.

b. Access to the Condominium by fuel supply trucks is restricted to L.P. gas trucks and trucks supplying fuel for the Marina Store fuel storage tanks.

c. The glass covered bulletin board, located at the north side of tennis court #1, is designated as the official Association bulletin board for the posting of all official communications and meeting notices.

d. Smoking (including electronic smoking devices) is prohibited in all common buildings.

12.2 COMMON BUILDING / TGIF AREA SCHEDULING AND USE

a. The following priorities are adopted for scheduling and use of the Adult Lounge, Pavilion, Recreation (Rec.) Hall, and TGIF Area:

(1st) - Board of Directors and Committee Meetings
(2nd) - Total Condominium functions
(3rd) - Block parties
(4th) - Organized groups, open to all residents
(5th) - Outside programs, open to all residents, for educational and/or recreational purposes,
(6th) - Special occasion parties (birthdays, anniversaries, etc.), open to all residents
(7th) - Private parties limited to Venture Out residents on a space available basis.

The Venture Out Office (in coordination with the Rec. Committee) will ensure the preparation of a Recreation Events Reservation Calendar in accordance with the aforementioned guidelines. The Manager (or Manager's Designee) will also give consideration to the total of number of residents served by a proposed event when scheduling conflicts develop.

b. Adult Lounge Specific Use Provisions:

i) Hours of use are from 8:00 A.M. until 11:00 P.M. daily.

ii) Reservations for a function can be made through the Venture Out Office based on the priorities noted above. Note that a function reservation can be cancelled if a higher priority function is scheduled.

iii) Open to all residents eighteen (18) years or older (children under eighteen (18) allowed with adult supervision).

iv) Capacity shall be limited to sixty (60) persons.

v) The Lounge key is available at the Guard Shack. A deposit of ten dollars ($10.00) is required and will be refunded when the key is returned.

vi) Primary User (person who checks out the key and/or reserves the room) is responsible for the lounge and its contents, including the cleaning up and restoring the area and furniture to the condition and placement in which it was found.

vii) Primary User (person who checks out the key and/or reserves the room) will be required to complete appropriate clean-up checklist upon return of key.

viii) Users leaving the lounge in an unkempt condition may be denied future reservations.

c. Pavilion Specific Use Provisions:

i) Hours of use are from 8:00 A.M. until 11:00 P.M. daily.

ii) Reservations for a Pavilion function can be made through the Venture Out Office based on the priorities noted above. Note that a function reservation can be cancelled if a higher priority function is scheduled.

iii) If use of the Pavilion kitchen is required, it must be reserved in addition to the Pavilion. Reservations for the Pavilion kitchen shall be made through the Venture Out Kitchen Coordinator at least 5 days in advance.

iv) Capacity shall be limited to one-hundred-forty (140) persons for table seating and one-hundred-eighty (180) persons for theater seating.

v) The Pavilion key is available at the Guard Shack. A deposit of ten dollars ($10.00) is required and will be refunded when the key is returned.

vi) Primary User (person who checks out the key and/or reserves the room) is responsible for the Pavilion and its contents, including the cleaning up and restoring the area and furniture to the condition and placement in which it was found.

vii) Primary User (person who checks out the key and/or reserves the room) will be required to complete appropriate clean-up checklist upon return of key.

viii) Users leaving the Pavilion in an unkempt condition may be denied future reservations.

d. **Rec. Hall Specific Use Provisions:**

i) For Rec. Hall use on a pre-scheduled basis as described above, certain time periods may be designated for quiet activities, such as, quiet card playing, reading, studying, writing, hand-stitching, etc. During these periods physically active and noisy use of any nature is prohibited.

e. **TGIF Area Specific Use Provisions:**

i) Hours of use are from 8:00 A.M. until 11:00 P.M. daily.

ii) Reservations for a TGIF Area function can be made through the Venture Out Office based on the priorities noted above. Note that a function reservation can be cancelled if a higher priority function is scheduled.

12.3 POOL AND SPA

DEFINITIONS:

- *Pool and spa areas are defined as those areas within the perimeter fences surrounding the pool and spa (hot tub).*

a. Hours and Rules regarding pool and spa use will be prominently posted at the pool and spa. Rules include:

i) Shower before entering pool or spa.

ii) Persons under eighteen (18) years of age are not allowed in the spa.

iii) Children under twelve (12) years of age must be accompanied by an adult in the pool.

iv) Children not toilet trained are not permitted in the big pool. No diapers or "swimmies" (water diapers) are allowed.

v) Persons with a communicable disease or open body sores are prohibited from using either the pool or spa.

vi) Food is prohibited in the pool and spa areas.

vii) Only drink containers made of plastic and metal are permitted in the pool area, but not in the pool. Drink containers are prohibited in the spa area.

viii) Smoking is prohibited in the spa and is only allowed in the designated area at the pool.

ix) No running, pushing or ball playing.

x) No diving or cannon balling permitted.

xi) Bathing suits only allowed - no cut-offs.

xii) No rafts, chairs, floats, or scuba equipment allowed in the pool, except during scheduled aquatic classes. Masks and snorkels are allowed, but no fins are allowed.

xiii) Users using a radio or other personal media device must use earphones.

12.4 TENNIS COURTS

a. Tennis Court general use rules as enforced by Venture Out Management and Security include:

i) Authorized players are owners and renters of units in Venture Out and their guests.

ii) Tennis courts shall be kept locked when not being used. The key shall be kept at the Guard Shack. Key shall be issued only to authorized tennis players. Key must be returned ***immediately*** after opening the gates.

iii) If no waiting players are present, the vacating players shall lock the gates upon completion of play.

iv) Players under the age of twelve (12) must be accompanied and supervised by an authorized adult, aged eighteen (18) or older.

v) No child under the age of seven (7) shall be allowed inside the court fence at any time.

vi) Children from seven (7) to eleven (11) shall not be allowed inside the court fence unless actively playing tennis.

vii) Ball machine users must be eighteen (18) or older. Prior to using the ball machine, the user or users must, first (a) read the rules and instructions for using the ball machine, and (b) read and sign a "Safety and General Liability Release Form", both of which are available from the Guard Shack. Only after these requirements are satisfied will Security give the user the key to the ball machine.

viii) No chairs, skateboards, roller skates, bicycles, baby carriages, or strollers or any other vehicle or toy shall be permitted inside the court fence at any time.

ix) No food, drink, or chewing gum shall be permitted inside the court fence at any time with the exception of non-breakable plastic or thermos-type containers of water.

b. Tennis Court reservation and play rules as enforced by the Venture Out Tennis Club include:

i) A player will be permitted to sign up only for tennis time for the group in which he/she will be playing.

ii) The reservation sheet is divided into increments of one-half (½) hour. A period of play is one-half (½) hour for singles and threesomes and one (1) hour for doubles. You may not have more than two (2) periods of play reserves in one (1) day of the week or three (3) periods in any twenty-four (24) consecutive hours. ***Any and all*** periods when you occupy the court by reservation are included; i.e. Ball Machine, Lessons, Round Robins, Individually Reserved Singles or Doubles, or any other reserved time. The only exceptions are Tennis Club Sponsored Venture Out Tournaments, and Sunday morning Round Robins, from 9:00 A.M. until 12:00 Noon.

iii) Reservations may be made in the following way: each day at 6:50 A.M. the reservation sheet for the following day will be posted for signatures at the Tennis Court. Members of groups signing up for Monday court time will be able to sign up on Friday morning instead of the current rules of signing up on Sunday morning for Monday play. All reservations must include the unit number (#) of the person signing up and telephone number (#), if available. The initial and family name of each member of the group must be entered on the sign-up sheet. Failure to observe the rules will result in denial of the privilege to reserve playing time.

iv) Any player who cannot meet a reserved time must cancel at least one (1) hour before playing time in order that others may utilize the court.

v) If players fail to commence play within ten (10) minutes of the time specified on the reservation sheet, such failure shall be considered to be a "no show" and the remaining time shall be made available to any other players who may desire to use the court at that time.

vi) The same set of four (4) players ***may not*** reserve a court for two (2) consecutive periods of play; i.e. four (4) players signing up for 8:00 A.M. to 9:00 A.M. and 9:00 A.M. to 10:00 A.M. on the same day. The exception would be for two (2) singles players who could reserve for two (2) periods or one (1) hour which would use up their allocated reservation time for that day.

vii) Any play period not reserved is free for play by any players who wish to use that time. A period of one (1) hour may be claimed by signing up not more than twenty (20) minutes prior to play.

viii) Reservations for doubles must be in brackets like this:
/J. & D. Smith
\B. & K. Jones
Any violation of rules will disqualify all four players to free the court for another doubles game.

ix) In cases of violations of these approved reservation procedures the officers of the Tennis Club are authorized to cross off the names of improper sign-ups and notify the persons whenever possible.

x) Players must wear tennis shoes or non-skid sneakers.

13 FISCAL MANAGEMENT

13.1 CONDOMINIUM FEES

a. The quarterly assessment (condo fee) is due upon the first day of the first month of the quarter being billed. Due dates are as follows:

i) First (1st) quarter - APRIL
ii) Second (2nd) quarter - JULY
iii) Third (3rd) quarter - OCTOBER
iv) Fourth (4th) quarter - JANUARY

b. A finance charge of eighteen percent (18%) per annum plus an administrative late fee of twenty-five dollars ($25.00) per quarter will be assessed on all accounts which are not received by the Association after 30 days of the applicable due date.

c. If a unit owner is delinquent for more than ninety (90) days in paying a monetary obligation due the Association, the Association may suspend the right of a unit owner or a unit's occupant, licensee, or invitee to use common elements, common facilities, or any other Association property until the monetary obligation is paid. This does not apply to limited common elements intended to be used only by that unit, common elements that must be used to access the unit, and utility services provided to the unit.

13.2 FINES

a. Fines to be imposed in accordance with Article VII, Section 6, of the By-Laws. The fines shall be levied as follows:

v) First violation $25.00
vi) Each additional violation within twelve (12) months of the preceding violation $100.00

MONROE COUNTY
OFFICIAL RECORDS

EXHIBIT B

West's Florida Administrative Code
Title 28. Administration Commission
Subtitle 28. Model Rules of Procedure
Chapter 28-20. Land Planning Regulations for the Florida Keys Area of Critical State Concern - Monroe County
Part II

Rule 28-20.140, F.A.C.
Fla. Admin. Code r. **28-20.140**

28-20.140. Comprehensive Plan.

Currentness

(1) The Monroe County Comprehensive Plan Policy Document, as the same exists on January 1, 2011, is hereby amended to read as follows:

(2) Policy 101.2.13 Monroe County Work Program Conditions and Objectives.

(a) Monroe County shall establish and maintain a Permit Allocation System for new residential development. The Permit Allocation System shall supersede Policy 101.2.1.

(b) The number of permits issued annually for residential development under the Rate of Growth Ordinance shall not exceed a total annual unit cap of 197, plus any available unused ROGO allocations from a previous ROGO year. Each year's ROGO allocation of 197 units shall be split with a minimum of 71 units allocated for affordable housing in perpetuity and market rate allocations not to exceed 126 residential units per year. Unused ROGO allocations may be retained and made available only for affordable housing and Administrative Relief from ROGO year to ROGO year. Unused allocations for market rate shall be available for Administrative Relief. Any unused affordable allocations will roll over to affordable housing. A ROGO year means the twelve-month period beginning on July 13.

(c) This allocation represents the total number of allocations for development that may be issued during a ROGO year. No exemptions or increases in the number of allocations may be allowed, other than that which may be expressly provided for in the comprehensive plan or for which there is an existing agreement as of September 27, 2005, for affordable housing between the Department and the local government in the critical areas.

(d) Through the Permit Allocation Systems, Monroe County shall direct new growth and redevelopment to areas served or that would be served by a central sewer system by December 2015 that has committed or planned funding. Committed or planned funding is funding that is financially feasible and reflected in a Capital Improvements Element approved by the Department of Community Affairs. Prior to the ranking and approval of awards for an allocation authorizing development of new principal structures, Monroe County, shall coordinate with the central wastewater facility provider and shall increase an applicant's score by four points for parcels served by a collection line within a central wastewater facility service area where a central wastewater treatment facility has been constructed that meets the treatment standards of Section 403.086(10), F.S., and where treatment capacity is

available. The points shall only be awarded if a construction permit has been issued for the collection system and the parcel lies within the service area of the wastewater treatment facility.

(3) Reporting and Oversight.

(a) Beginning November 30, 2011, Monroe County and the Department of Community Affairs shall annually report to the Administration Commission documenting the degree to which the work program objectives for the work program year have been achieved. The Commission shall consider the findings and recommendations provided in those reports and shall determine whether progress has been achieved. If the Commission determines that progress has not been made, the unit cap for residential development shall be reduced by 20 percent for the following ROGO year.

(b) If the Commission determines that progress has been made for the work program year, then the Commission may restore the unit cap for residential development for the following year up to a maximum of 197 allocations per ROGO year.

(c) Notwithstanding any other date set forth in this plan, the dates set forth in the work program shall control where conflicts exist.

(d) Wastewater treatment and disposal in Monroe County is governed by the requirements of Sections 381.0065(4) and 403.086(10), F.S. Nothing in this rule shall be construed to limit the authority of the Department of Environmental Protection or the Department of Health to enforce Sections 381.0065(4) and 403.086(10), F.S.

(4) Policy 216.1.19. Hurricane Modeling.

For the purposes of hurricane evacuation clearance time modeling purposes, clearance time shall begin when the Monroe County Emergency Management Coordinator issues the evacuation order for permanent residents for a hurricane that is classified as a Category 3-5 wind event or Category C-E surge event. The termination point shall be U.S. Highway One and the Florida Turnpike in Homestead/Florida City.

(5) WORK PROGRAM.

(a) Carrying Capacity Study Implementation.

1. By July 1, 2012, Monroe County shall adopt the conservation planning mapping (the Tier Zoning Overlay Maps and System) into the Comprehensive Plan based upon the recommendations of the Tier Designation Review Committee with the adjusted Tier boundaries.

2. By July 1, 2012, Monroe County shall adjust the Tier I and Tier IIIA (SPA) boundaries to more accurately reflect the criteria for that Tier as amended by Final Order DCA07-GM166 and implement the Florida Keys Carrying Capacity Study, utilizing the updated habitat data, and based upon the recommendations of the Tier Designation Review Committee Work Group.

3. By July 1, 2012, Monroe County shall create Goal 106 to complete the 10 Year Work Program found in **Rule** 28-20.110, F.A.C., and to establish objectives to develop a build-out horizon in the **Florida** Keys and adopt conservation planning mapping into the Comprehensive Plan.

4. By July 1, 2012, Monroe County shall create Objective 106.2 to adopt conservation planning mapping (Tier Maps) into the Monroe Comprehensive Plan based upon the recommendations of the Tier Designation Review Committee Work Group.

5. By July 1, 2012, Monroe County shall adopt Policy 106.2.1 to require the preparation of updated habitat data and establish a regular schedule for continued update to coincide with evaluation and appraisal report timelines.

6. By July 1, 2012, Monroe County shall adopt Policy 106.2.2 to establish the Tier Designation Work Group Review Committee to consist of representatives selected by the **Florida** Department of Community Affairs from Monroe County, **Florida** Fish & Wildlife Conservation Commission, United States Fish & Wildlife Service, Department of Environmental Protection and environmental and other relevant interests. This Committee shall be tasked with the responsibility of Tier designation review utilizing the criteria for Tier placement and best available data to recommend amendments to ensure implementation of and adherence to the **Florida** Keys Carrying Capacity Study. These proposed amendments shall be recommended during 2009 and subsequently coincide with the Evaluation and Appraisal report timelines beginning with the second Evaluation and Appraisal review which follows the adoption of the revised Tier System and Maps as required above adopted in 2011. Each evaluation and appraisal report submitted following the 2011 evaluation and appraisal report shall also include an analysis and recommendations based upon the process described above.

7. By July 1, 2012 and each July thereafter, Monroe County and the Monroe County Land Authority shall submit a report annually to the Administration Commission on the land acquisition funding and efforts in the **Florida** Keys to purchase Tier I and Big Pine Key Tier II lands and the purchase of parcels where a Monroe County building permit allocation has been denied for four (4) years or more. The report shall include an identification of all sources of funds and assessment of fund balances within those sources available to the County and the Monroe County Land Authority.

8. By July 1, 2012, Monroe County shall adopt Land Development Regulations to require that administrative relief in the form of the issuance of a building permit is not allowed for lands within the **Florida** Forever targeted acquisition areas or Tier I lands unless, after 60 days from the receipt of a complete application for administrative relief, it has been determined the parcel will not be purchased by any county, state, federal or any private entity. The County shall develop a mechanism to routinely notify the Department of Environmental Protection of upcoming administrative relief requests at least 6 months prior to the deadline for administrative relief.

9. By July 1, 2012, in order to implement the **Florida** Keys Carrying Capacity Study, Monroe County shall adopt a Comprehensive Plan Policy to discourage private applications for future land use changes which increase allowable density/intensity.

10. By July 1, 2011, Monroe County shall evaluate its land acquisition needs and state and federal funding opportunities and apply annually to at least one state or federal land acquisition grant program.

11. By July 1, 2012, Monroe County shall enter into a memorandum of understanding with the Department of Community Affairs, Division of Emergency Management, Marathon, Islamorada, Key West, Key Colony Beach, and Layton after a notice and comment period of at least 30 days for interested parties. The memorandum of understanding shall stipulate, based on professionally acceptable data and analysis, the input variables and assumptions, including regional considerations, for utilizing the **Florida** Keys Hurricane Evacuation Model or other models acceptable to the Department to accurately depict evacuation clearance times for the population of the **Florida** Keys.

12. By July 1, 2012, the **Florida** Keys Hurricane Evacuation Model shall be run with the agreed upon variables from the memorandum of understanding to complete an analysis of maximum build-out capacity for the **Florida** Keys Area of Critical State Concern, consistent with the requirement to maintain a 24-hour evacuation clearance time and the **Florida** Keys Carrying Capacity Study constraints. This analysis shall be prepared in coordination with the Department of Community Affairs and each municipality in the Keys.

13. By July 1, 2012, the County and the Department of Community Affairs shall update the data for the **Florida** Keys Hurricane Evacuation Model as professionally acceptable sources of information are released (such as the Census, American Communities Survey, Bureau of Economic and Business Research, and other studies). The County shall also evaluate and address appropriate adjustments to the hurricane evacuation model within each Evaluation and Appraisal Report.

14. By July 1, 2012, the Department of Community Affairs shall apply the derived clearance time to assess and determine the remaining allocations for the **Florida** Keys Areas of Critical State Concern. The Department will recommend appropriate revisions to the Administration Commission regarding the allocation rates and distribution of allocations to Monroe County, Marathon, Islamorada, Key West, Layton and Key Colony Beach or identify alternative evacuation strategies that support the 24 hour evacuation clearance time. If necessary, the Department of Community Affairs shall work with each local government to amend the Comprehensive Plans to reflect revised allocation rates and distributions or propose **rule** making to the Administration Commission.

15. By July 1, 2013, if necessary, the Department of Community Affairs shall work with each local government to amend the Comprehensive Plan to reflect revised allocation rates and distribution or propose **rule** making to the Administration Commission.

(b) Wastewater Implementation.

1. By July 1, 2011, Monroe County shall annually evaluate and allocate funding for wastewater implementation. Monroe County shall identify any funding in the annual update to the Capital Improvements Element of the Comprehensive Plan.

2. By December 1, 2013, Monroe County shall work with the owners of wastewater facilities and onsite systems throughout the County and the Department of Health (DOH) and the Department of Environmental

Protection (DEP) to fulfill the requirements of Sections 403.086(10) and 381.0065(3)(h) and (4)(l), F.S., regarding implementation of wastewater treatment and disposal. This will include coordination of actions with DOH and DEP to notify owners regarding systems that will not meet the 2015 treatment and disposal standards.

3. By July 1, 2011, Monroe County shall annually draft a resolution requesting the issuance of $50 million of the $200 million of bonds authorized under Section 215.619, F.S., and an appropriation of sufficient debt service for those bonds, for the construction of wastewater projects within the **Florida** Keys.

4. By July 1, 2011, Monroe County shall develop a mechanism to provide accurate and timely information and establish the County's annual funding allocations necessary to provide evidence of unmet funding needs to support the issuance of bonds authorized under Section 215.619, F.S., and to assure the timely completion of work as necessary to fulfill any terms and conditions associated with bonds.

5. By July 1, 2011, Monroe County shall evaluate its wastewater needs and state and federal funding opportunities and apply annually to at least one state or federal grant program for wastewater projects and connections.

6. By July 1, 2011, Monroe County shall develop and implement local funding programs necessary to timely fund wastewater construction and future operation, maintenance and replacement of facilities.

7. By December 1, 2013, the County shall provide a report of addresses and the property appraiser's parcel numbers of any property owner that fails or refuses to connect to the central sewer facility within the required timeframe to the Monroe County Health Department, Department of Environmental Protection, and the Department of Community Affairs. This report shall describe the status of the County's enforcement action.

(c) Wastewater Project Implementation.

1. Key Largo Wastewater Treatment Facility. Key Largo Wastewater Treatment District is responsible for wastewater treatment in its service area and the completion of the Key Largo Wastewater Treatment Facility.

a. By July 1, 2012, Monroe County shall complete construction of the South Transmission Line;

b. By July 1, 2013, Monroe County shall complete design of Collection basin C, E, F, G, H, I, J, and K;

c. By July 1, 2012, Monroe County shall complete construction of Collection basins E-H;

d. By December 1, 2011, Monroe County shall schedule construction of Collection basins I-K;

e. By July 1, 2011, Monroe County shall complete construction of Collection basins I-K;

f. By July 1, 2011, Monroe County shall complete 50% of hook-ups to Key Largo Regional WWTP;

g. By July 1, 2012, Monroe County shall complete 75% of hook-ups to Key Largo Regional WWTP;

h. By July 1, 2013, Monroe County shall complete all remaining connections to Key Largo Regional WWTP.

2. Hawk's Cay, Duck Key and Conch Key Wastewater Treatment Facility.

a. By July 1, 2012, Monroe County shall complete construction of Hawk's Cay WWTP upgrade/expansion, transmission, and collection system;

b. By July 1, 2013, Monroe County shall complete construction of Duck Key collection system;

c. By July 1, 2012, Monroe County shall initiate property connections to Hawk's Cay WWTP;

d. By December 1, 2012, Monroe County shall complete 50% of hook-ups to Hawk's Cay WWTP;

e. By July 1, 2013, Monroe County shall complete 75% of hook-ups to Hawk's Cay WWTP; and

f. By July 1, 2014, Monroe County shall complete all remaining connections to Hawk's Cay WWTP.

3. South Lower Keys Wastewater Treatment Facility (Big Coppitt Regional System).

a. By July 1, 2012, Monroe County shall complete 75% hookups to South Lower Keys WWTP; and

b. By July 1, 2013, Monroe County shall complete all remaining connections to the South Lower Keys WWTP.

4. Cudjoe Regional Wastewater Treatment Facility.

a. By July 1, 2011, Monroe County shall complete planning and design documents for the Cudjoe Regional Wastewater Treatment Facility, the Central Area (Cudjoe, Summerland, Upper Sugarloaf) collection system and the Central Area Transmission Main;

b. By October 1, 2012, Monroe County shall initiate construction of Wastewater Treatment Facility, Central Area Collection System and Central Area Transmission Main;

c. By July 1, 2014, Monroe County shall initiate construction of Wastewater Treatment Facility, Central Area Collection System and Central Area Transmission Main;

d. By February 1, 2012, Monroe County shall complete construction of Wastewater Treatment, Outer Area Collection System and Transmission Main;

e. By February 1, 2015, Monroe County shall complete construction of Outer Area collection and transmission main;

f. By July 1, 2014, Monroe County shall initiate property connections - complete 25% of hook-ups to Cudjoe Regional WWTP;

g. By July 1, 2015, Monroe County shall complete 50% of hook-ups to Cudjoe Regional WWTP; and

h. By December 1, 2015, Monroe County shall complete remaining hook-ups to Cudjoe Regional WWTP.

(d) Stormwater Treatment Facilities.

1. By July 1, 2011, Monroe County shall evaluate and allocate funding for stormwater implementation. Monroe County shall identify any funding in the annual update to the Capital Improvements Element of the Comprehensive Plan.

2. By July 1, 2011, Monroe County shall apply for stormwater grants from the South Florida Water Management District.

3. By July 1, 2011, Monroe County shall complete Card Sound Road stormwater improvements.

Credits
Adopted June 17, 2011.

Authority: 380.0552(9), 380.05(22) FS. Law Implemented 380.0552 FS.

Current with amendments available through April 1, 2019

Rule 28-20.140, F.A.C., 28 FL ADC **28-20.140**

End of Document

© 2019 Thomson Reuters. No claim to original U.S. Government Works.

EXHIBIT C

Comprehensive Emergency Preparedness (CEMP)

2012

Monroe County
Emergency Management
Florida

Blank Intentionally

CEMP

Table of Contents

Monroe County, Florida

Blank Intentionally

BASIC PLAN

I. INTRODUCTION BPI-3

A. Purpose 3
B. Scope 4
C. Assumption 4
D. Methodology 5

II. SITUATION BPII-3

A. Statement of Cooperative Intent 3
B. Situation 3
C. Potential Emergency Conditions 4
D. Hazard Analysis 4
a. Hurricane Tropical Storms 4
b. Hazardous Material Incidents 4
c. Nuclear Power Plant Emergencies 4
d. Mass Migration 4
e. Coastal Oil Spill 5
f. Brush / Wild Fires 5
g. Storms / Lightning 5
h. Flooding 5
i. Terrorism 5
j. Drought 5
k. Sinkholes 5
l. Freezes 6
m. Ports / Marinas 6
n. Airports 6
o. Draw Bridges 6
p. Disease and Pandemic Outbreaks 6
q. Special Events 6
E. Hazards 7
F. Impact Potential 8
G. Geographical Information 9
H. Location Maps (Monroe County) 10
I. Demographics 11
J. Economic Profile 11
K. Transportation 12
L. Environmental and Historic Data 12

M. Emergency Management Support Resources 13

Essential Services *13*
Critical Services *13*
Infrastructure *13*
Hospitals / Nursing Homes *13*
Schools / Shelters *13*
Bridges *14*
Water Lines *14*
Power Lines *14*
Telephone Services *14*
Helicopter Landing Zones *14*

III. CONCEPT OF OPERATIONS BPIII-3

A. General 3

B. Emergency Management Phases 4

1. Mitigation *4*
2. Preparedness *4*
3. Response *4*
4. Recovery *5*

C. Emergency Management Objectives 5

D. Organizations 5

1. Daily Operations *5*
2. Emergency Organizations *6*
3. NIM's and ICS *6*

E. Continuity of government and Emergency Operations 6

Responsibilities *6*
a. Governor *6*
b. Board of County Commissioners *6*
c. Emergency Management Director *6*
Line of Succession for County Mayor *7*
Line of Succession for Emergency Management Director *7*
Safeguarding Essential Records *7*

F. Levels of Disaster 8

1. Minor *8*
2. Major *8*
3. Catastrophic *8*
4. Graduated Response *8*

G. Emergency Support Functions 8

H. Emergency Authorities 9

1. Delegation of Authority *9*
2. Municipalities *9*
3. State of Local Emergency *9*

I. Direction and Control 10

1. General 10
2. On-Scene Incident Command System 10
3. Emergency Operations Center Activation 11
4. Emergency Operations and Staffing 12
a. Overview 12
b. Use of NIMS 12
c. Executive Decision Making Group 12
d. Emergency Operations Center Structure 13
e. County Mayor / County Commission 14
f. County Administrator 14
g. Legal Officer 14
h. EOC Incident Command Staff 14
i. EOC Section Chiefs 15
j. EOC Operations Section 15
k. EOC Planning Section 15
l. EOC Logistics Section 15
m. EOC Finance Section 16
5. Controls and Continuity of Operations 16
6. Facilities 17
a. Emergency Operation Center 17
b. Joint Field Officer(JFO) 17
c. Joint Information Center (JIC) 17
d. Disaster Recovery Center(DRC) 17
7. Communications 17
8. Dispatch Centers 18
9. Auxiliary Power 19
10. Administration 19

J. Alert and Warning 19

1. Primary and Back-up 19
2. Fan-Out Alert 20
3. Notification 20
4. Warning 21

K. Emergency Event Escalation 21

1. Escalation 21
2. CEMP Activation 22
3. EOC Activation 22
4. Emergency Declaration 22
5. State and Federal Disaster Assistance 23
6. Mutual Aid 23
7. Resource Requests 24
8. Decision Making and Resource Allocation 24

L. Evacuation and Shelters 25

Category I and Category II storms *26*
Category II or Higher *26*
Wind Thresholds and Vehicles *26*
Zones *27*
Mainland Monroe *27*
Municipalities *27*
Schools and Businesses *27*
Mobile Home Parks and Camps *28*
Special Needs *28*
Evacuation Timeline *28*
Sheltering *28*
Out-of-County Sheltering *29*
Refuge of Last Resort *30*
Cold Weather Shelters *30*
Mass Care *30*
Animal Protection *30*

M. Re-Entry 30

N. Recovery Response Transition 30

O. Initial Recovery Actions 31

Disaster Recovery Centers *31*

P. Federal Involvement (Initial) 32

Q. Attachments 32

Attachment 1- Federal Involvement Chart *33*
Attachment 2- Department Initial Response *35*
Attachment 3- Monroe County Shelters *37*
Attachment 4- Emergency Operations Center Seating Chart *39*
Attachment 5- Mobile Homes, Parks and Camps *41*
Attachment 6- Pet-Friendly Hotels *43*
Attachment 7- National Incidents Management System Resolution *45*

IV. RESPONSIBILITIES BPIV-3

A. General Preparedness Responsibilities 3

B. General Response Responsibilities 3

Division / Department Directors Responsibilities *4*

C. Specific Responsibilities by Department 4

1. County Administrator / Deputy *4*
2. County Attorney *4*
3. Budget and Finance *5*
4. Clerk of the Courts *5*
5. Communications Department *5*
6. Community Services Division *6*
7. Elected Officials *6*
8. Emergency Services Division *7*

9. Employee Services *8*
10. Engineering and Public Works *8*
11. Growth Management *10*
12. Health Department *10*
13. Mayor, County *10*
14. Medical Examiner *11*
15. Television Channel 76 ..... *11*
16. 911 Dispatch *11*
17. Salvation Army *11*
18. School District *11*

V. FINANCIAL MANAGEMENT BPV-3

A. General 3
B. Policies 3
C. Administration 3
D. Fiscal 4
E. Logistics 4
F. Insurance 5

VI. REFERENCE AND AUTHORITIES BPVI-3

A. Statues and Authorities 3
1. Monroe County *3*
2. State of Florida *3*
3. Federal *3*
B. Administrative Rules 4
1. State of Florida *4*
2. Federal *4*
C. Executive Orders 4
1. State of Florida *4*
2. Federal *4*
D. Memorandums of Understanding 5

VII. ATTACHMENTS BPVII-3

A. Primary Support Matrix 5
B. Acronyms 7
C. Declaration of Emergency 23
D. Monroe County Organization Chart 25

ANNEX

I. MITIGATION ..... ANNEX I-3

A. General 3
B. Local Mitigation Strategy (LMS) 4
C. Policy 5
D. Mitigation Actions 5
E. Federal State and Local Entities 6
F. Federal Mitigation 7
G. Post Disaster 7
H. References and Authorities 8

II. PREPAREDNESS ..... ANNEX II-3

A. General 3
B. Policies 3
C. General Preparedness 4
D. Specific Hazard Preparedness 4
E. General Training 4
1. State and Federal Agencies 4
2. Emergency Management 5
3. Divisions and Departments 5
4. Other 5
F. Training 5
1. Training Programs 5
2. National Incident Command System (NIMS) 6
3. Resource Credentialing 7
G. Exercises 7
H. Public Awareness and Education 8
I. Special Needs Registration 9
J. Emergency Transportation 10
K. Volunteers 10

III. EMERGENCY SUPPORT FUNCTIONS (ESF) ..... ANNEX III-3

ESF 1 – Transportation
ESF 2 – Communications
ESF 3 – Public Works and Engineering
ESF 4 – Firefighting

ESF 5 – Information and Planning
ESF 6 – Mass Care
ESF 7 – Resource Support
ESF 8 – Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Hazardous Materials
ESF 11 – Food and Water
ESF 12 – Energy
ESF 13 – Military
ESF 14 – Public Information
ESF 15 – Volunteers and Donations
ESF 16 – Enforcement and Security
ESF 17 – Animal Protection
ESF 18 – Business Industry (under development)
ESF 19 – Damage Assessment

IV. RECOVERY ..... ANNEX IV-3

A. Concept of Recovery Operations 3
Disaster Field Office (DFO) 3
1. Recovery Phases 3
2. Recovery Functions 4
3. Recovery Responsibilities 5
4. Recovery Action Plan 6
B. Federal Recovery Support 6
1. Federal Recovery Policies 7
2. Requesting Federal Assistance 8
3. Recovery Facilities 8
4. Temporary Housing 9
C. Damage Assessment Functions 9
1. Situation Reports 9
2. Damage Assessment Teams 9
3. State / Federal Damage Assessment 9
4. Monroe County Damage Assessment 10
D. General 11
1. Types of Damage Assessment Reports 12
E. Types of Federal Assistance 12
F. Individual Assistance - Human Services 12
G. Public Assistance - Infrastructure 14

1. Project Applications *14*
2. Project Worksheets *14*
3. Flow Chart *14*
4. Monroe County Responsibilities *15*
5. Other Forms of Assistance *15*
6. Federal Requirements – Financial Assistance *15*

H. Unmet Needs 15

I. National Flood Insurance 16

J. Hazard Mitigation Program 16

K. Recovery in Emergency Conditions 16

1. Information *16*
2. Ordinances *17*
3. Prohibition *17*
4. Support Facilities *17*
5. Infrastructure *17*

L. Recovery Services Restoration 18

1. Debris Removal / Clean-up *18*
a. Monroe County Public Works *18*
b. Monroe County Engineering *18*
c. Monroe County Solid Waste *18*

2. Energy Infrastructure Restoration *18*
a. Keys Energy and Florida Keys Electric Corp *18*
b. Florida Power and Light *18*

3. Communications *19*
a. Monroe County Communications Department *19*

M. Recovery – Public Information and Education 19

N. Emergency Housing 20

O. Community Relations 20

P. Attachments 20

Attachment 1 – Emergency Response Agencies *21*
Attachment 2 – Recovery Phase Levels *23*

V. CONTINUITY OF OPERATIONS (COOP) ..... ANNEX V-3

A. Overview 3

B. COOP Development 3

C. Delineation of Mission Essential Functions 4

D. County Personnel 4

E. COOP Activations 4

F. Transition to Alternate Sites 5

G. COOP Termination 6

VI. MASS MIGRATION PLAN ..... ANNEX VI-3

A. Overview 3

VII. RE-ENTRY PLAN ..... ANNEX VII-3

Mission Statement 5

I. Introduction 7

A. Purpose *7*
B. Objective *7*
C. Situation *7*
D. Preparedness *8*
E. Response *8*
F. Recovery *8*
a. Short Term *8*
b. Long Term *8*
G. Process *8*

II. Staging Areas 9

A. Staging For Essential Personnel *9*
B. Official Vehicles - marked *9*
C. Trucks and Other Delivery Vehicles *9*
D. Provisions for Essential Personnel *9*
E. Residents Re-Entry *10*
F. Residents Staging Area *10*
G. Re-Entry Phone Number Information *10*

III. Responsibilities 11

A. Divisions and Departments *11*
1. Monroe County Emergency Management *11*
2. Monroe County Sheriff's Department *11*
3. Point of Contact *11*

IV. Attachments 11

Attachment 1 – Re-Entry Phone Contacts *13*
Attachment 2 - Memorandum *15*
Attachment 3 – Monroe County Sheriff's Office *17*
Attachment 4 – Visitors Re-Entry *23*

VIII. E.M. PLANS AND PROCEDURES ..... ANNEX VIII-3

1. Tropical Cyclones / Hurricanes 3
2. Coastal Oil Spill 3
3. Hazmat Spills / Leaks 3
4. Mass Migration 4
5. Airports 4
6. Dams 4

7. Nuclear Power Plant 4
8. Ports and Marinas 4

IX. CEMP DISTRIBUITION LIST ..... ANNEX IX-3

X. CRITICAL FACILITIES ..... ANNEX X-3

XI. RADIOLOGICAL EMERGENCY RESPONSE ..... ANNEX XI-3

XII. BRIDGE INCIDENT RESPONSE ..... ANNEX XII-3
Monroe County Bridges 10
State Bridges 11

XIII. DISASTER RECOVERY CENTERS ..... ANNEX XIII-3

XIV. DAMAGE ASSESSMENT TEAMS ..... ANNEX XIV-3

XV. EMERGENCY HOTLINE PROCEDURE. ..... ANNEX XV-3

XVI. DISASTER HOUSING STRATERGY. ..... ANNEX XVI-3

XVII. DEBRIS MANAGEMENT. ..... ANNEX XVII-3

Blank Intentionally

BASIC PLAN

I. Introduction

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

I. Introduction

I. INTRODUCTION

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

A. PURPOSE

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

a. Reduce the vulnerability of people and communities to loss of life, injury, or damage and loss of property resulting from natural, technological, or man-made emergencies, such as acts of terrorism, civil disobedience, catastrophes, or hostile military or paramilitary action;

b. Prepare for prompt and efficient response and recovery activities to protect lives and property affected by emergencies;

c. Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency;

d. Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies;

e. Assist in anticipation, recognition, appraisal, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of public and private facilities and land use;

f. Establish the concepts under which Monroe County government will operate in response to disasters by: Defining the responsibilities of elected and appointed local government officials and department heads; Defining the emergency roles and functions of city and county departments and agencies.

B. SCOPE

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

a. The Plan describes procedures for responding to emergencies at all levels, including establishing direction and control and coordination between local, State, and Federal authorities.

b. The Plan outlines actions necessary for short- and long-term recovery and mitigation efforts following a disaster.

c. The Plan gives Monroe County a uniform protocol for the establishment and maintenance of a coordinated interface between County agencies, and the State and Federal government during times of emergency.

C. ASSUMPTION

a. An emergency or disaster may occur with little or no warning, and escalate far more rapidly than it could be managed by a single county resource. The success of rapid response depends on: 1) multi-discipline impact assessment teams; 2) procedures to ensure quick and effective decision making, such as pre-deployment and aggressive training of responders and elected officials on responsibilities and assignments; 3) procedures to rapidly implement local mutual aid agreements, state mutual aid and possibly federal assistance.

b. Effective public awareness and education programs to allow citizens of Monroe County to take appropriate advanced actions based upon the category of the hurricane expected.

c. Evacuation, shelter and Refuge of Last Resort strategies are based on citizen cooperation utilizing phased plan evacuation with the best shelter and refuge options available.

d. The Primary Emergency Operations Center (EOC), located in Marathon, will be activated and staffed accordingly, and the primary agency for each Emergency Support Function (ESF) will be responsible for coordinating the planning and response activities of the support agencies.

   - Secondary EOC, which is located at the Marathon Government Annex Building, will be staffed for limited activation.

e. Damage may be broad and many areas could experience property and economic loss, disruption of normal life support systems, physical and social infrastructure and potential casualties.

f. The extent of the emergency event may be such that effective emergency response may be beyond the County and its municipalities' capabilities. It is presumed that the response organization from neighboring counties will send necessary supplies in response to Monroe County's aid request.

g. It is presumed that the Department of Homeland Security will request resources from the Department of Defense for instantaneous replication and augmentation of the emergency response and recovery efforts. It is further presumed, that in addition to State and Federal assistance, a timely emergency response will result in a demand for mutual assistance from various other political arenas throughout the state.

D. METHODOLOGY

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

a. This plan was developed by a planning process coordinated by Monroe County Emergency Management Department.

b. This plan will be promulgated by Resolution of the Board of County Commissioners.

c. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are on file with Monroe County Emergency Management Department.

d. A distribution list containing Department/Agency names and the number of copies of the Comprehensive Emergency Management Plan (CEMP) issued are on file with the Monroe County Emergency Management.

e. The Director of the Monroe County Emergency Management Department, or his or her designee, is responsible for insuring that the CEMP is maintained, reviewed and developed. Following actual or tabletop exercises, emergencies, or disasters, MCEM conducts After Action Reports (AAR's) or Critiques and determines from these findings which procedures, if any, did not meet the needs of the emergency.

f. While the MCED is responsible for the maintenance of this Plan, it is the responsibility of all other County departments and non-County organizations having emergency response or recovery assignments to develop and maintain their own Standard Operating Procedures.

g. The MCED Director will, as an improvement effort, develop additional criteria in the plan, and review the plan to ensure that it reflects current policy with respect to emergency management planning principles. The Director will also review, approve or disapprove requests for material to be included in the CEMP.

h. The Monroe County Emergency Management Director coordinates the county's preparedness activities. All Monroe County Divisions, Departments, agencies and organizations having ESF primary or support roles and responsibilities are part of the Monroe "preparedness organization.

   - In accordance with State Statute 252, Monroe County Emergency Management Department provides guidance to, and is a conduit between Monroe County Municipalities and the State Division of Emergency Management/EOC. The Monroe County Emergency Management Director will review Municipal CEMPs for consistency with the Monroe County CEMP and provide written approval as appropriate. Additionally, Monroe County Emergency Management takes the county-wide lead in providing appropriate training, exercises, plan development, disaster education, and/or other disaster related requirements to municipalities and private organizations throughout Monroe County.

i. The Monroe County Emergency Management Director has been active with a county-wide outreach program utilizing a Southeast Urban Area Security Initiative (SEUASI) Compliance Plan template and NIMCAST. The current County NIMCAST incorporates inputs from the Monroe County municipalities.

   - Monroe County Emergency Management will maintain a formal distribution list of individuals and organizations who have copies of the plan. Those on this list will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.

Blank Intentionally

BASIC PLAN

II. Situation

Monroe County, Florida

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

II. Situation

II. SITUATION

A. STATEMENT OF COOPERATIVE INTENT

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

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

Furthermore, it is the County's intention to assist Monroe County municipal emergency management operations by performing the County's obligations to its citizens and supporting surrounding municipalities during hurricane emergencies and other hazards. It is the desire of the County to be "full partner" with both the County municipalities and adjacent counties in responding to an attack, natural and technological hazards.

B. SITUATION

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

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

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

C. POTENTIAL EMERGENCY CONDITIONS

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

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

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

D. HAZARD ANALYSIS

Hazard Overview:

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

Monroe County Hazard Analysis

a. Hurricanes/Tropical Storms and Severe Weather

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

b. Hazardous Materials Incidents (Spills)

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

c. Nuclear Power Plant Emergencies

Florida Power and Light (FP&L) Turkey Point Nuclear Power Plant is located in South Dade County on Biscayne Bay, ten miles east-southeast of Homestead, 25 miles south of the City of Miami. The most vulnerable area adjacent to the power plant is within the plume exposure 10-mile Emergency Planning Zone (EPZ). Because projected radiation levels would exceed Protective Action Guide limits for a worst case scenario, implementation of appropriate protective actions (i.e. evacuation) would be required. Monroe County has its northern most point located within the 10 mile EPZ of Turkey Point Nuclear Power Plant. The largest population is Ocean Reef, which has approximately 7,500 residents, employees and visitors (4,500 permanent residents, 2,500 contracted personnel and 500 staff and visitors).

d. Mass Migration

Armed violence and civil unrest abroad results in the threat of spontaneous mass migration to Florida,

particularly southern Florida. Mass migration increases the need for law enforcement, detention and mass care. Monroe County's unique geographical location makes it easily accessible to migratory population abroad.

e. Coastal Oil Spill

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

f. Brush/Wild Land Fires

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

g. Storms, Lightning

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

h. Flooding

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

i. Terrorism

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

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

j. Drought

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

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

k. Sinkholes

Sinkholes are depressions in the land surface or holes in the ground caused by subsidence or collapse of surficial material into openings in soluble rock. Sinkholes usually develop in areas underlain by car-

bonate rock. Sinkholes in Monroe County are extremely rare.

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

l. Freezes

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

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

m. Ports/Marinas

There are approximately 110 marinas located throughout the County. Information concerning the number of individual boat slips per marina is contained in the Monroe County Growth Management Confidential File for Growth Management Division access only. A complete inventory of marinas may be found in the Monroe County Critical Facility Inventory Manual.

n. Airports

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

o. Draw Bridges

Currently, Monroe County has one draw bridge

- Snake Creek Bridge MM 84.5 – MM 85.9

p. Disease and Pandemic Outbreaks

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

q. Special Events

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

E. HAZARD AFFECTING MONROE COUNTY

HAZARD AFFECTING MONROE COUNTY

Natural

- Drought/Water Shortage
- Epidemic, Human
- **Flooding**
- Heat, Extreme
- **Hurricane/Tropical Storm**
- Search/Rescue Emergency, Aircraft, Marine, Medical
- Tornado/Thunderstorm

(Bold = Most Significant)

Technological

- Communication Failure
- Coastal Oil Spill
- Energy Emergency, Fuel/Resource Shortage
- Fire, Explosion
- Fire, Structural
- Fire, Brush
- Hazardous Materials, Fixed Facility
- Hazardous Materials, Transportation
- Nuclear Power Plant Emergencies
- Power/Utility Failure
- Transportation Accident, Aircraft, Marine, Motor Vehicle, Railroad (mass casualty)

Human/Societal

- Civil Disturbance: Riot, Demonstration, Violent Protest, Illegal Assembly
- Hostage Situation
- Mass Migration
- Military Conflict
- Strike
- Terrorism: Bomb Blast, Economic, Incendiary, Sabotage, Prolonged/Multiple Hostage
- Terrorism, WMD: Biological, Chemical, Nuclear
- Workplace violence

HAZARD RATING SUMMARY

	Not Occurred	*Low*	*Medium*	*High*
Catastrophic	• WMD: Nuclear, Chemical. Biological • Terrorism-Explosive		• Hurricane: Category 4 & 5	
Critical	• Nuclear Power Plant Accident • Infrastructure Sabotage			• Hurricane: Cat 2 & 3 • Tornado • Mass Immigration • Transportation Accident
Limited				• Hurricane: Cat 1 • Tropical Storm • Extreme Heat • Lightning • Structural Fire • Civil Disturbance – Riot
Negligible				• Tropical Depression • Floods • Drought • HazMat: Transportation • Cyber Terrorism

Frequency

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

Severity

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

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

F. SUMMARY OF PROJECTED IMPACT POTENTIAL

SUMMARY OF PROJECTED IMPACT POTENTIAL

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

G. MONROE COUNTY GEOGRAPHICAL INFORMATION

MONROE COUNTY GEOGRAPHICAL INFORMATION

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

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

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

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

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

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

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

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

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

H. LOCATION MAP

LOCATION MAP

I. DEMOGRAPHICS

The estimated population of Monroe County is 74,000.

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

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

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

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

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

The County Special Needs Registry is at 583 clients.

J. ECONOMIC PROFILE

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

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

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

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

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

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

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

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

K. TRANSPORTATION

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

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

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

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

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

Emergency Transportation – see Annex II – Preparedness – "J"

L. ENVIRONMENTAL & HISTORIC RESOURCES

Environmental Resources

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

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

M. EMERGENCY MANAGEMENT SUPPORT RESOURCES

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

2. The chart on the following page provides a "master situation summary" of essential services, critical facilities and infrastructure. These are defined as follows:

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

3. The Monroe County Local Mitigation Work Group has determined that the following listed facilities and infrastructure meet the definition of "critical facility":

   a. Hospitals/Nursing Homes

      - Florida Keys Health Systems (DePoo Hospital and Lower Keys Medical Center).
      - Marathon (Middle Keys) – Fishermen's Hospital.
      - Tavernier (Upper Keys) – Mariners Hospital.
      - All hospitals must evacuate Monroe County in a storm of Category 3 or greater. Nursing Homes.
      - Bayshore Manor, Assisted Living Facility, Key West (Monroe County owned and operated).

   b. Schools/Shelters

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

      The in-county shelters are:

      - Key West High School, 2100 Flagler Ave., KW.
      - Sugarloaf Elementary School, Mile-Marker 19, Sugarloaf Key.
      - Stanley Switlik Elementary School, Mile-Marker 48.5, Marathon.
      - Coral Shores High School, Mile-Marker 90 Plantation Key

4. Selected Infrastructure

a. Bridges

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

b. Water Lines

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

c. Power Lines

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

d. Telephone Service

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

e. Helicopter Landing Zones

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

BASIC PLAN

III. Concept of Operations

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

III. CONCEPT OF OPERATIONS

A. GENERAL

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

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

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

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

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

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

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

B. EMERGENCY MANAGEMENT PHASES

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

1. Mitigation

   a. Mitigation efforts include activities that will prevent or reduce the impact of emergency/ disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Any actions accomplished to prevent an emergency/disaster from occurring or to reduce the effects of an emergency/disaster is mitigation.

   b. County divisions/departments will enforce all public safety mandates of the County laws, regulations and ordinances to include land use management and building codes, and will recommend to the County Commission and County Administrator, legislation required to improve the "disaster resistance".

2. Preparedness

   a. Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. (See Annex II; Preparedness Programs.)

   b. County Divisions/Departments will remain vigilant to crises within their areas of responsibility. County government will prepare for emergencies by maintaining existing or developing detailed emergency plans and procedures to enable first responders to accomplish the tasks expected of them. County management will ensure that their employees are trained to implement emergency and disaster procedures and instructions. Other government jurisdictions within and outside County boundaries encouraged to participate in various county exercises. Exercise results will be documented and used in a continuous planning effort to improve the County's emergency readiness posture. This continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

3. Response

   a. Response is the use of resources to address the immediate and short-term effects of an emergency or disaster. Emergency and disaster responses are designed to minimize suffering, loss of life, and property damage, maintain essential government services (continuity of operations) and to speed recovery and restoration of essential services.

   b. When any County division/department receives information about a potential emergency or disaster, it will conduct an initial assessment and report such information to the Emergency Management Department who will then determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in division/departmental plans and procedures, and may involve activating the Emergency Operations Center (EOC) for coordination of support.

c. County divisions/departments may be called upon to assist with warnings and emergency public information, support first responder efforts to save lives and property, assist with supplying basic human needs, assist with the maintenance or restoration of essential services, and assist with protecting vital resources and the environment. Responses to declared emergencies and disasters will be guided by this plan.

4. Recovery

a. Recovery efforts aim at returning to pre-disaster community life. Recovery activities include detailed damage assessments, debris management, restoration of essential services, critical facilities and infrastructure, rebuilding of homes and businesses and financial assistance.

b. There is no definite point at which response ends and recovery begins. However, generally speaking, some recovery efforts will occur after the emergency organization is deactivated and County division/department have returned to pre-disaster operation, while other many longer term recovery programs will often be integrated with day-to-day functions.

C. EMERGENCY/DISASTER RESPONSE AND MANAGEMENT OBJECTIVES

1. Response actions of Monroe County are based on the accuracy of all data concerning county vulnerability and risk issues.

2. The objectives of the Monroe County Emergency Management program are to protect public health and safety and preserve public and private property. During emergencies and disasters, the County will endeavor to:

a. Save Lives
Save human lives; Treat the injured; Warn the public to avoid further casualties; Evacuate people from the effects of the emergency; Direct people to shelter and congregate care; Save animals.

b. Protect Property
Save property from destruction; Take action to prevent further lose; Provide security for property, (especially in evacuated areas), should situation call for such action, and prevent contamination to the environment.

c. Restore the Community to Normal
Restore essential utilities; Restore community infrastructure; Help restore economic basis of the community.

D. ORGANIZATION

1. Daily Operations (pre-disaster)

a. The County is governed by an elected five member Board of County Commissioners and is chaired by the County Mayor, a County Commissioner selected by a Commission majority vote.

b. The County Administrator has overall responsibility for the daily operations of County Government, except for Constitutional Officer functions. The County Administrator administers the daily routine business of Monroe County Government in a manner consistent with policy established by the Board of County Commissioners. The County government is organized into functional divisions and departments created for the delivery of essential governmental services.

2. Emergency Organization

   a. Chapter 252.38 of the Florida Statutes requires political subdivisions to develop emergency plans for the safeguarding of life and property of its citizens. Each local Emergency Management Department shall have jurisdiction over and serve an entire county. Monroe County is responsible for emergency management activities within the county.

   b. This CEMP establishes the County Emergency Management program and emergency organization. All officers and employees of the County are part of the emergency program and organization.

   c. The County's Emergency Management Director duties include the ongoing planning for, and coordination of, those actions necessary for the creation and maintenance of an effective emergency response capability and emergency organization to prepare for and manage emergency conditions.

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

   a. This plan formalizes the County's use of NIMS principles and concepts, and the ICS organization and structure.

E. CONTINUITY OF GOVERNMENT AND EMERGENCY OPERATIONS

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

1. Responsibilities

   a. Governor:

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

   b. Board of County Commissioners:

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

   c. Emergency Management Director:

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

2. The line of succession (non emergency) for the County Mayor due to death or absence for any reason is:
   a. By County ordinance, the County Mayor is delegated executive authority for all emergency operations and powers of emergency government.
   b. Temporary absence or disability:
      - Mayor Pro-Tem
      - County Administrator

3. In the event the County is involved in a disaster, the chain of authority shall be as follows:
   - County Mayor.
   - Mayor Pro-Tem.
   - County Administrator
   - Emergency Management Director

4. The County Administrator or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications.
   a. All appointments and work assignments in an emergency situation shall be documented. Department Heads will submit a complete emergency operational plan as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Department.

5. <u>The line of succession for the Emergency Management Director is:</u>
   a. Designated by Emergency Management Director
   b. Appointed by County Administrator

6. The lines of succession for each County division/department heads shall be in accordance with the SOPs established by those divisions/departments.

7. <u>Safeguarding Essential Records</u>
   a. Preservation of Records
      - Each division/department within the county is responsible for the preservation of essential records within their respective division/department. The Emergency Management Department keeps records of the emergency response in hard copy and/or disk back up.
      - In general, vital public records include those: considered absolutely essential to the continued operation of County government; considered absolutely essential to the County's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the County; and, essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.
      - Specific vital public records include: vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records.

F. LEVELS OF DISASTER

1. Minor

Any emergency that is within the capabilities of local government and results in minimal need for State or Federal assistance (Level 1 or 2 Category, including Tropical Cyclones of the following categories):

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

2. Major

Any emergency that will exceed the capabilities of local response organizations and will require State and Federal assistance (Level 3 or 4 category, including the following categories of Tropical Cyclones):

Category 3	111 - 130 Mph	97-113 Knots	Extensive damage
Category 4	131 - 155 Mph	114-135 Knots	Extreme damage

3. Catastrophic

Any emergencies that will require extensive State and Federal assistance, not excluding military support (Level 5 Category – this includes Tropical Cyclones).

Category 5	> 155 Mph	> 135 Knots	Catastrophic damage

4. Graduated Response

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

a. *Level III* - This is typically a Monitoring phase. Notification will be made to those agencies and ESFs who would need to take action should emergency situation escalate.

b. *Level II* - This is Partial EOC activation. All relevant ESFs are notified. The EOC will be staffed by Emergency Management personnel and those ESF personnel necessary for partial activation.

c. *Level I* - Full-scale activation of the MCEOC with 24 hour staffing.

G. EMERGENCY SUPPORT FUNCTIONS (ESFs)

1. Emergency Support Functions (ESFs) represent groupings of types of assistance activities that Monroe County's citizens are likely to need in times of emergency or disaster. During emergencies, the Monroe County Emergency Management Director determines which ESFs are activated to meet the disaster response needs.

2. The State Comprehensive Emergency Management Plan, and the National Response Plan, are organized by related emergency functions, commonly known as "emergency support functions (ESFs)." The State and Federal governments will respond to Monroe County requests for assistance through the ESF structure. State and Federal efforts will be in "support" of Monroe County.

3. This plan is based upon the concept that the Emergency Support Functions (ESFs) for the various Monroe County divisions/departments and organizations involved in emergency operations will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases. The day to day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.

4. The lead department/entity for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed by the emergency and disaster response.

5. Monroe County will respond to requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the appropriate ESFs and/or the State for completion. The lead agency will be responsible for coordinating the delivery of that assistance.

H. EMERGENCY AUTHORITIES

1. Delegation of Authority/Emergency Actions
   - Under Monroe County Ordinance No. 028-1987, which allows the Mayor, Mayor Pre-Tem, or the County Administrator to declare a State of Local Emergency, the Emergency Management Director, or their designee, is directed to implement emergency procedures and actions necessary to protect the health, safety and welfare of the community.

2. Municipalities
   - Municipalities must declare their State of Local Emergency prior to requesting and receiving county, State and/or Federal assistance. Requests for State and/or Federal assistance will be processed through the County EOC.

3. The Mayor, Mayor Pre-Tem, or the County Administrator may issue an order or proclamation declaring a Local State of Emergency, per the Emergency Management Director, if he/she finds an emergency affecting Monroe County has occurred or that the occurrence or the threat of an emergency affecting the Monroe County is imminent. The duration of each State of Local Emergency declared is limited to 7 days; it may be extended, as necessary, in 7-day increments until the Mayor, Mayor Pre-Tem, or the County Administrator, per the Emergency Management Director, finds that the emergency conditions no longer exist and he/she terminates the State of Local Emergency.

4. An order or proclamation of Local State of Emergency activates the County Emergency Management plan. Declaration is ordered by the Mayor, Mayor Pre-Tem, or the County Administrator In addition to any other power conferred upon the Mayor, Mayor Pre-Tem, or the County Administrator by the Monroe County Charter and notwithstanding anything in the Monroe County Charter to the contrary, upon the declaration of a Local State of Emergency the County, the County Administrator may:
   a. Appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes.
   b. Appoint, employ, remove or provide, coordinators, rescue teams, fire and police personnel, and other emergency response personnel.
   c. Establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and control of emergency operations.
   d. Assign and make available for duty the offices and agencies of the Monroe County, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue health, medical and related services, police, transportation construction, and similar items or services for emergency operations.
   e. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community. Under a "State of Emergency" the County may: enter into contracts; incur obligations; employ temporary workers; utilize volunteer workers; rent equipment; acquire and distribute, with or without compensation, supplies, materials and facilities.

I. DIRECTION AND CONTROL

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

1. General

   a. The County Mayor or Mayor Pro-Tem is responsible for authorizing emergency orders and recommendations, setting policy and authorizing the issuance of protective action recommendations.

   b. The County Administrator (or designee) will provide overall direction of the response activities of Monroe County divisions/departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.

   c. The EOC Incident Commander (Emergency Management Director) is in charge of the EOC.

   d. The Emergency Management Director is responsible for the proper functioning of the EOC and will also serve as a liaison with State and Federal emergency agencies and regional jurisdictions. The Emergency Management Director will advise other emergency officials on courses of action available for major decisions.

   e. The "field" Incident Commander(s), assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site(s) and report activities to the EOC.

   f. Level of Authority is as follows:

      Mayor
      County Administrator
      EOC Incident Commander (Emergency Management Director)

   h. The Monroe County EOC serves as the liaison and coordinating agency between the County, local governments, private not for profit (PNP) agencies, State and Federal government.

   i. If State and/or Federal resources are made available to Monroe County, they will be under the operational control of the Monroe County's EOC Incident Commander.

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

   a. Monroe County's on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS).

   b. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.

   c. Monroe County or municipal emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where and when appropriate.

   d. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System and serve as the Incident Commander until relieved by a more senior or more qualified individual.

e. Upon arriving at an incident scene, the Incident Commander shall:

- Make initial notifications to Central Dispatch.
- Establish an incident command post, and direct the on-scene response.
- Isolate the scene.
- Assess the situation and identify hazards.
- Make initial notifications to Central Dispatch.
- Warn the population in the area of the incident; provide emergency instructions.
- Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident.
- Implementing traffic control arrangements in and around the incident scene.
- Develop objectives (tasks to be done).
- Ensure appropriate safety and personnel protective measures.
- Develop an action plan and priorities.
- Determine the need to activate the EOC to support field operations and make that request through the County EOC.
- In coordination with Emergency Management contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
- Coordinate, as appropriate, with other first responder agencies.

f. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency's objectives are identified and coordinated.

g. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident Command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the County EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.

j. In emergency situations where other jurisdictions or the State or Federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

3. Emergency Operations Center - Activation

a. The Emergency Operations Center (EOC) is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.

b. The Monroe County's EOC serve as the main base for response and recovery. The EOC will be activated when emergency situation requirements exceed the ability to be managed individually by the Emergency Management Director and/or County Administrator.

c. EOC operations will be maintained until the Emergency Director issues a directive to deactivate.

d. The following individuals are authorized to activate the EOC:

- Mayor/Mayor Pro-Tem.
- County Administrator
- Emergency Management Director
- Emergency Services Division Director

e. When the decision is made to activate the EOC, notification will be made to the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers which they are responsible for coordinating.

f. Additional notifications are made to the State EOC as appropriate.

g. When the EOC is activated, common EOC tasks include:
   - Assemble accurate information on the emergency situation and current resource data to allow Monroe County officials to make informed decisions on courses of action.
   - Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
   - Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
   - Provide resource support for the Incident Command operations.
   - Issue warning.
   - Issue instructions and provide information to the general public.
   - Organize and implement large-scale evacuation (if necessary).
   - Organize and implement shelter arrangements for evacuees.
   - Coordinate traffic control for evacuations.
   - Request assistance from the State and other external sources (if necessary).

4. Emergency Operations Center (EOC) - Operations and Staffing

a. Overview

   - The EOC Management Structure is intended to be flexible and should be tailored by the "EOC Incident Commander" and the "EOC Section Chiefs," to meet the demands of any particular situation.
   - The EOC Incident Commander (Emergency Management Director) is responsible to the County Administrator and County Mayor and will implement policy directives. The Incident Commander has the overall management responsibility for the incident.

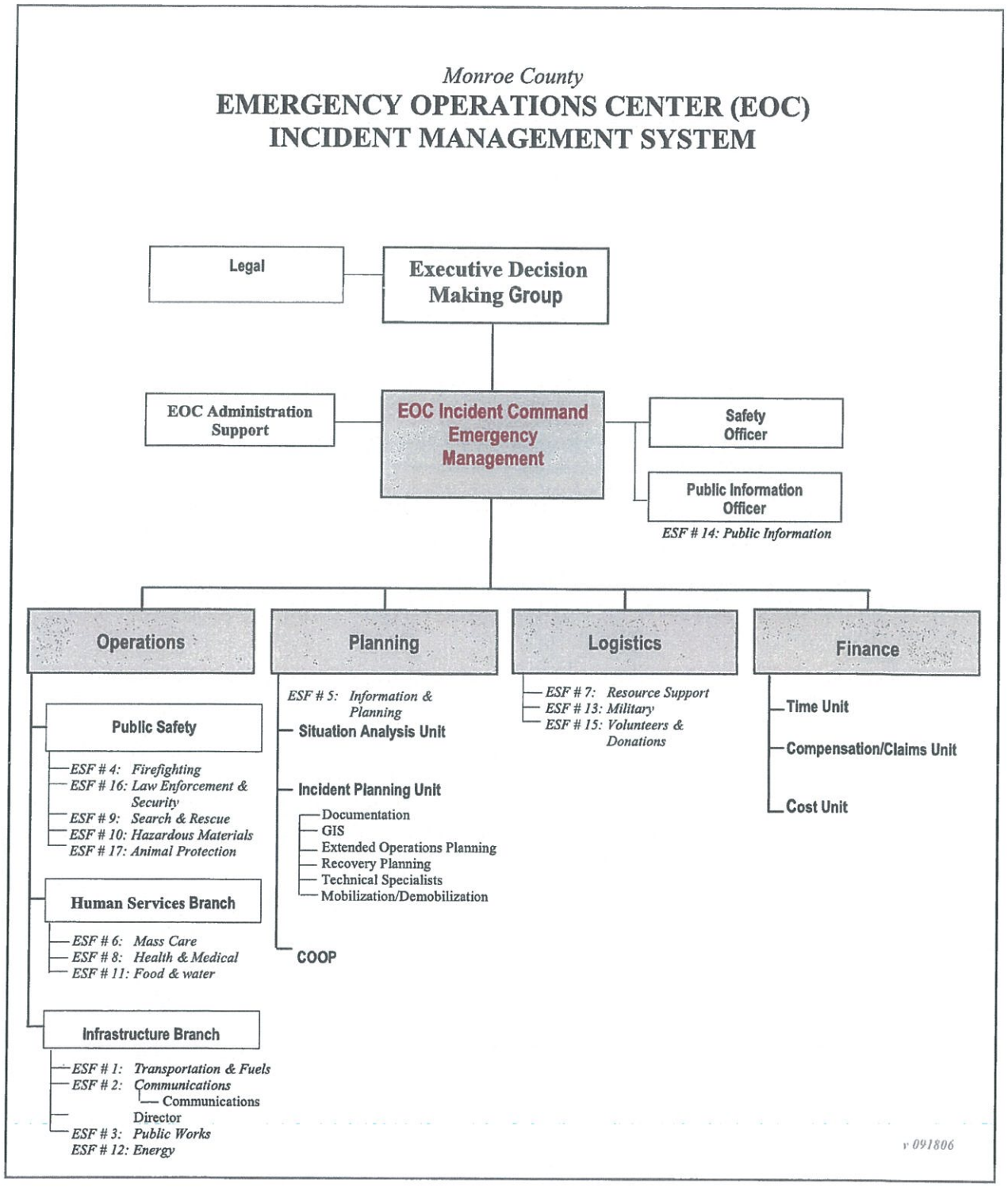
b. Use of the National Incident Management System (NIMS) Incident Command System (ICS).

   - The Monroe County EOC uses the ICS Structure.
   - Monroe County EOC utilizes the scalable organizational structure of the NIMS ICS in the context of both pre-incident and post-incident management activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and organizational structure: management, operations, planning, logistics, and finance/administration. Additionally, the ESFs have been incorporated into the system to allow smooth coordination with the State EOC and Federal agencies.
   - In Monroe County, the EOC is normally activated in a command role for County-wide disasters. but could be also activated in support of localized incidents.

c. Executive Decision Making Group

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

d. Emergency Operation Center (EOC) Structure



e. County Mayor/County Commission

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

f. County Administrator

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

g. Legal Officer

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

h. EOC Incident Commander and Staff

- The "EOC Incident Commander" position is staffed by Emergency Management and reports to the County Administrator. The EOC Incident Commander (Emergency Management Director) is in charge of the EOC, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and approving the ordering and releasing of resources.
  - The EOC Incident Commander ensures that the EOC is staffed and that the appropriate ESFs are activated to meet the emergency tasks and demands. The EOC Incident Commander implements the County Mayor's and County Administrator's decisions through the EOC process and ensures that the EOC is structured to meet the emergency/disaster impacts.
  - This element may include such staff as required to perform or support the EOC Incident Commander function, and includes the Public Information Officer, Safety Officer, Liaison Officer, Communications Director, and EOC Support Officer.
  - Unless a Deputy EOC Incident Commander is appointed, the EOC Incident Commander also supervises the Section Chiefs.
- The "Public Information Officer (PIO)" reports to the EOC Incident Commander, is staffed by the Sheriff's Office and is in charge of implementing ESF # 14: Public Information. The PIO Section includes the following units: Emergency Information Hotline; Public Enquiries; Media Enquiries; Information and Instruction.
  - The information flow within the EOC will follow a predetermined protocol. Adhering to Incident Management System guidelines, it will be the responsibility of the Planning Chief, or his/her designee, to collect and process information, through information gained in meetings and or briefings, about the current situation and input this information into an Incident Action Plan for use by the Incident Commander. Public information Press Releases are then developed from this information approved by the Incident Commander and distributed to the media.
  - Within the Office of Emergency Management, the Director and the MCSO PIO are the official spokespersons for the release of any public information. Prior to release, the Director of the MCEM (Incident Commander) must approve all information.
- The "Liaison Officer" is assigned by the Emergency Management Director and is the point of contact with the county's municipalities.

- The "Safety Officer" advises the EOC Incident Commander (Emergency Management Director) on EOC and operational safety issues.
- The "EOC Administrative Support Lead" maintains the EOC readiness, is staffed by Emergency Management personnel, and provides/coordinates the EOC administrative, logistical support, and communication support required during EOC operations.
- The Deputy EOC Incident Commander is appointed as needed. If activated, the Deputy EOC Incident Commander supervises the Section Chiefs.

i. EOC Section Chiefs

- There are four EOC Sections: Operations; Planning; Logistics; Administration & Finance.
- Each of these sections will have branches or units that will generally be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.

j. EOC Operations Section

- The EOC Operations Section is responsible for all tactical command and coordination of incident response assets.
- The Operation Section consists of the following branches:
  - The "Public Safety Branch," is staffed by appointment and has charge of implementing: ESF # 4: Firefighting; ESF # 9: Search and Rescue; ESF # 10: Hazardous Materials; ESF # 16: Law Enforcement; ESF # 17: Animal Protection.
  - The "Human Services Branch," is staffed by appointment and has charge of implementing: ESF # 6: Mass Care; ESF # 8: Health and Medical; ESF # 11 Food and Water.
  - The "Infrastructure Branch", if activated, is staffed by appointment and has charge of implementing: ESF # 1: Transportation; ESF # 2: Communications; ESF # 3: Public Works; ESF # 12: Energy.

k. EOC Planning Section (ESF # 5: Information and Planning)

- The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans.
- The Planning Chief position is staffed by the Emergency Management Department and supported by the Division of Growth Management.
- The Planning Section may consist of the following units if activated:
  - The "Incident Planning Unit," staffed by appointment and consists of the following sub-units: Documentation; GIS; Extended Operations Planning; Mobilization/Demobilization Recovery Planning and Technical Specialists.

l. EOC Logistics Section

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

m. EOC Finance Section

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

5. Controls, Continuity of Operations

a. During emergencies, decision making authority and control of the emergency is retained by Monroe County. The Field Incident Commanders are Monroe County or municipal officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by Monroe County officials, and delegated as appropriate.

b. In a single site emergency, the County or municipal department with lead agency / primary operational control, being best qualified to conduct the rescue, recovery and control operations, will have jurisdiction for on-scene control. The department's Incident Commander will become the emergency on-scene commander and will be responsible for the overall operation.

c. The County EOC, once activated, directs and controls a response to an emergency or disaster.

d. The EOC may be activated to coordinate support for an on-scene Incident Commander, without activating the full County emergency organization.

e. During the effective period of any declared emergency, the Emergency Management Director directs and controls all emergency response activities and employs all necessary emergency resources according to the provisions of this plan.

f. Monroe County recognizes the potential for the loss of emergency response vehicles. This may lead to long term equipment shortfalls. Therefore, in order to balance the risk of loss with the potential inability to respond to short-term search and rescue and recovery needs, equipment will be staged at pre-designated areas upon the suspension of emergency services.

g. Continuity of Operations

- The EOC may be required to operate on a 24 hour basis for the duration of an incident or disaster.
- During a 24 hour operation, shifts will normally be 12 hours in length.
- Each position in the EOC must have a total of at least two people designated for staffing during 24 hour operations.

h. EOC Standard Operating Procedures

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

6. Facilities

a. *Emergency Operations Center*

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

b. *Joint Field Office (JFO)*

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

c. *Joint Information Center (JIC)*

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

d. *Disaster Recovery Center (DRC)*

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

7. Communications

a. General Overview

- The Monroe County primary communications system is as follows: 24 hour Stand Alone Line Identification system throughout the Keys, which rings at the appropriate 911 Primary System Answering Point (PSAP) located in Marathon. A similar system is located in Key West.
- These primary PSAPs control the transfer of 911 calls to the County's one – (1) secondary PSAP, which is the gated Community of Ocean Reef. All primary and secondary PSAPs are manned by emergency personnel 24 hours per day.
- The Monroe County Sheriff's Department utilizes an 800 MHz radio communications system.
- Fire Department, Emergency Medical Services, Emergency Management and Fire Marshall an UHF multiple repeater system, which is countywide.
- There are multiple phone services available throughout Monroe County including the primary local provider AT&T and numerous wireless telephone providers.

- In the event of an emergency at the Turkey Point Nuclear Power Plant, the primary communications system is the Hot Ring Down Telephone System. The system provides the primary means of communication from the nuclear power plant, Monroe County, State Warning Point and the Florida Power and Light Emergency Operations Facility.
- Additional Communication Systems utilized in the County are: Amateur Radio (ARES), Mobile Radio Command Vehicle, Mobile Antenna and Repeater Vehicle, Commercial Paging Systems, Wireless Phone Systems, NOAA Weather, State E-Satcom, Satellite Telephone and Marine Radio.
- Monroe County has in place an Emergency Alert System (EAS) for public information.
- Monroe County Emergency Management, is responsible for the personnel notification lists, including SEOC/FDEM. Notifications are based on the event status, county policy.

b. Fire and Police responders involved in disaster operations will maintain operations through their Communications Centers.

c. Any divisions/department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.

d. All divisions/departments are responsible to ensure that communication systems are in place between EOC representatives and their divisions/departments.

e Each division/department will bring to the EOC their own portable radio, charger, spare batteries, headsets, and cellular phones. The EOC is equipped with land-line phones.

f Communications to the general public will be through the media, coordinated by the on-scene Public Information Officers (PIOs) and the EOC Information Officer. The Emergency Alert System (EAS) is accessed through the County Communications Department.

g. An Emergency Information Hotline located at the EOC will be used to respond to public requests for assistance and information.

8. Dispatch Centers located in Monroe County Florida. These emergency communications centers are at the following locations.

a. *Monroe County Sheriff's Office Central Dispatch*
2796 Overseas Highway
Marathon, Florida 33050
* Primary Public Safety Answering Point

b. *The City of Key West Police Department*
1604 North Roosevelt Blvd.
Key West, Florida 33050
* Primary Public Safety Answering Point

c. *Ocean Reef Public Safety*
110 Anchor Drive
Key Largo, Florida 33037
* Secondary Public Safety Answering Point

d. *Monroe County Emergency Operation Center (EOC)* – during emergency events activation only
2798 Overseas Highway
Marathon, Florida 33050
* Back-up Site for 911 Dispatch

9. Auxiliary power at primary and secondary 911 and EOC sites:

   a. Monroe County Sheriff's Office Central Dispatch - Aux Power Equipment Connectivity:
      - Connected to a dedicated Uninterruptible Power System.
      - Uninterruptible Power System interfaces to the designated State of Florida Monroe Regional Service Center building generator system.

   b. The City of Key West Police Department – Aux Power 911 Dispatch Equipment Connectivity:
      - Connected to a dedicated Uninterruptible Power System
      - Uninterruptible Power System interfaces to the designated Key West Police Department building generator system.

   c. Ocean Reef Public Safety – Aux Power 911 Dispatch Equipment Connectivity:
      - Connected to a dedicated Uninterruptible Power System
      - Uninterruptible Power System interfaces to the Ocean Reef Public Safety building generator system.

   d. Monroe County Emergency Operation Center (EOC) - Aux Power 911 Dispatch Equipment Connectivity:
      - Connected to a dedicated Uninterruptible Power System.
      - Uninterruptible Power System interfaces to two (2) EOC building generator systems.

10. Administration

   a. Monroe County Administration is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established Monroe County fiscal policies and standard cost accounting procedures.

J. ALERT AND WARNING

1. Primary and back-up warning systems for Monroe County's System Answering Points are as follows:

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

   b. Where the issuance of a warning is not expeditious or feasible and an event demands immediate response(s), MCEM utilizes landlines (telephones) and radios. Further immediate dissemination of information to the public is available via the Emergency Alert System (EAS) (will transmit to local radio & TV Stations, as will Miami TV channels.

   c. Monroe County apprises and notifies the State EOC and Regional Emergency Management Departments of all of its emergency events and situations through conference calls. via the E-SATCOM system and the Turkey Point Hot-Ring-Down system as well, if needed.

d. The Monroe County Tourist Development Council will issue a "Blast Fax" to all hotel, motel, and resort industries warning them of impending severe weather events, allowing them to activate the appropriate sections of their Emergency Plans.

e. For commercial and recreational marine interests, Marine Specific warnings are broadcast by the United States Coast Guard on Channel 16, Marine Band Radio, and NOAA All Weather Radio transmission frequencies.

f. All residents, schools, organizations, and business are encouraged to obtain NOAA All Weather Radio Receivers by which they may monitor the NOAA all Weather Radio transmission frequencies for severe weather warnings.

g. In the event of a severe weather event posing an imminent threat to low lying populations and public parks, Monroe County will dispatch Fire Rescue units to notify residents and visitors of the threat.

2. Fan Out Alert

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

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

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

3. Notification

a. Upon the receipt of notification of any significant event the Emergency Management Department will:
- Activate the alert warning system (through the Monroe County Communications Department).
- Notify the state warning point.
- Notify designated Monroe County personnel and agencies.
- Initiate a partial or full fan out alert.
- Notify the State Warning Point
- Notify Regional Emergency Management Departments

b. Significant incidents include but are not limited to the following:
- Any incident which may require a substantial evacuation and/or relocation of a given area.
- Any event posing a potential threat for a mass casualty incident.
- Any weather related watch or warning advisory.
- Any formation of tropical weather systems.
- Any incident which close or significantly block major roadways .
- Any large or multiple structure fires.
- Any prolonged shutdown of public utilities.
- Any incident where public resources within Monroe County are being deployed out of the County except for emergency services mutual aid or any event posing a major environmental threat.

4. Warning

a. In the event of an imminent or actual disaster the Emergency Management Director will:
- Activate the Alert Warning System.
- Notify the State Warning Point.
- Notify designated Monroe County personnel and agencies.
- Initiate a partial or full fan out alert.

b. Monroe County will initiate actions to warn citizens and visitors by all means available. The general public receives warning information by:
- Local broadcasts (Emergency Alert System) or printed media.
- Door-to-door notification by emergency services personnel.
- Mobile sirens and public address systems.
- Weather alert radios.
- County TV Ch. 76
- Monroe County Website
- Monroe County Information Hotline

c. Upon notification of a warning (imminent or spontaneous event), each division/department will initiate internal notification actions to:
- Alert employees assigned to emergency duties.
- As appropriate to the situation:
  - Suspend or curtail normal business activities.
  - Recall essential off-duty employees.
  - Send non-critical employees home.
  - Secure and evacuate the department's facilities.
- If requested, augment Monroe County's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

d. Special Needs clients receive information by telephone notification by the Department of Social Services.

K. EMERGENCY EVENT ESCALATION

1. Emergency Event Escalation

a. The initial response to any routine emergency will follow standard operating protocol for first response agencies. Emergency notifications originate through the 911 answering point and are transferred to Police and/or Fire Rescue for response action. If a routine emergency advances beyond normal response capability and meets any of the following trigger points, then the Monroe County Emergency Management Director is notified, triggering an escalation of the emergency event:
- Local resource capabilities may be exhausted and a request for external support is anticipated.
- An evacuation of multiple structures and/or areas is required.
- Damage caused by the emergency event warrants a damage assessment.
- Augmentation of the command and control capability to coordinate multiple responding agencies or multiple impacted jurisdictions.
- A legal/statutory threshold has been reached that requires notification of outside agencies.

b. Weather events that can be forecast and become a potential threat to Monroe County include tropical storms, hurricanes, storm surge, and flooding events. Based upon the potential threat to Monroe County, these events (and others) also may trigger an emergency declaration, implementation of the CEMP, and activation of the County EOC.

c. When Monroe County Emergency Management Department receives notification of a threat or emergency event, each county agency with emergency support function responsibility will begin mobilization in accordance with the established protocols.

d. Monroe County personnel who are designated as "essential personnel" will be released from the daily duties at an earlier time to prepare their homes and property for tropical storm or hurricane conditions, as well as prepare their families for evacuation and/or shelter.

2. Activation of the Monroe County CEMP

a. In the event of a major or catastrophic emergency event, the Mayor may declare a Local State of Emergency. This declaration will immediately activate the CEMP. In the Mayor's absence, the Director of Emergency Management may activate portions of this plan in accordance with the above levels of mobilization to facilitate response readiness.

b. Portions of the CEMP (certain ESFs) may be activated in support of a field incident commander for smaller, single site, emergency events, without a formal emergency declaration by the Mayor.

c. The resources of all Monroe County divisions/departments and agencies are considered to be available to minimize the effects of a disaster. Voluntary assistance to support Monroe County efforts may come from:
- Volunteer Organizations
- Adjoining communities.
- Private business and industry.
- All other groups or individuals.

d. Any additional assistance required at the State or Federal level will be requested through County Emergency Operations Center (EOC).

3. EOC Activation

a. When the decision is made to activate the EOC, the Emergency Management Director will notify the appropriate staff members to report to the EOC. When notified, divisions/departments assigned to an EOC function will:
- Call-up and dispatch their personnel to the Emergency Operations Center (EOC) as per their department Standard Operating Procedure (SOPs).
- Activate and ensure their emergency communication systems are functioning, especially internally to their key personnel (as per their SOPs) and from their key operating locations to the EOC.

4. Emergency Declaration

a. A "Declaration of a State of Local Emergency" is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A Declaration allows for the emergency appropriation of monies, emergency use of resources (County personnel, supplies, equipment, materials, facilities), the by-passing of time consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A Declaration is usually a prerequisite for State and/or Federal assistance and made at the onset of a disaster.

b. In preparing a Declaration, a description of the event and the necessary emergency authorizations need to be documented. The state EOC and local municipalities are informed, and a news release is made as soon as Emergency Declaration is signed.

c. The County Mayor/Mayor Pro-Tem or the County Administrator may declare a State of Local Emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The County Mayor or Mayor Pro-Tem may further ask for a gubernatorial declaration and State and Federal assistance.

5. Request for State and Federal Disaster Assistance

a. If the situation is beyond local capability, a request for State assistance is made through the County EOC and and request for Federal assistance would be requested through the State EOC.

b. At the State level, decision making authority and commitment of state resources is retained at the state EOC (SEOC) or by the State Emergency Response Team (SERT) leader. The SERT leader may issue mission assignments to State agencies (state ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the State, are tracked in the SEOC by staff reporting to the SERT Leader.

c. Through the Statewide Mutual Aid Agreement, the SERT can coordinate mutual aid requests for the affected county. When utilizing this service, Monroe County will attempt to locate the desired resource, and, when requesting assistance from the SERT, will identify the location, contact name and telephone number of the resource to the SERT.

d. Rapid Impact Assessment Teams (RIAT) are deployed to assist in the damage assessment of the affected area(s). After coordinating with the Monroe County Damage Assessment Team, which is comprised of local officials, an assessment of transportation, communications and utility systems will be completed to determine required resources.

e. This system is designed to ensure that adequate resources are provided for the County and its municipalities. In order to execute this successfully, the County will forward reports to the SEOC as the emergency situation develops.

f. Should Federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations.

g. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate Federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts.
   - Federal Assistance Programs for impacted jurisdictions are available upon Presidential Disaster Declaration. The assistance is available in the areas of Individual Assistance, Public Assistance and Hazard Mitigation.

6. Mutual Aid

a. Mutual aid agreements and memoranda of understanding are essential components of emergency management planning and operation. These agreements provide reciprocal emergency assistance during emergency events (Memoranda of Understanding between Monroe County Emergency Management Department and applicable (participating) agencies may be referenced in the MCEM/MOU manual, located in the office of Emergency Management.

b. Monroe County is part of the Statewide Mutual Aid Agreement for Disaster Response and Recovery. Requests for mutual aid under this agreement are made in writing via the Florida Division of Emergency Management, or the Assisting Party.

c. Monroe County Emergency Management Department has Memorandums of Understanding and Inter-Local Agreements with various entities to assist during emergencies. Those documents are on file. Inherent in this participation process is the understanding that all participating entities must submit their requests for mutual aid through the Monroe County Department of Emergency Management.

d. The Emergency Management Director, or designee, is responsible for the oversight, and annual review, of the Mutual Aid / Memorandum of Understanding Program (s).

7. Resource Requests

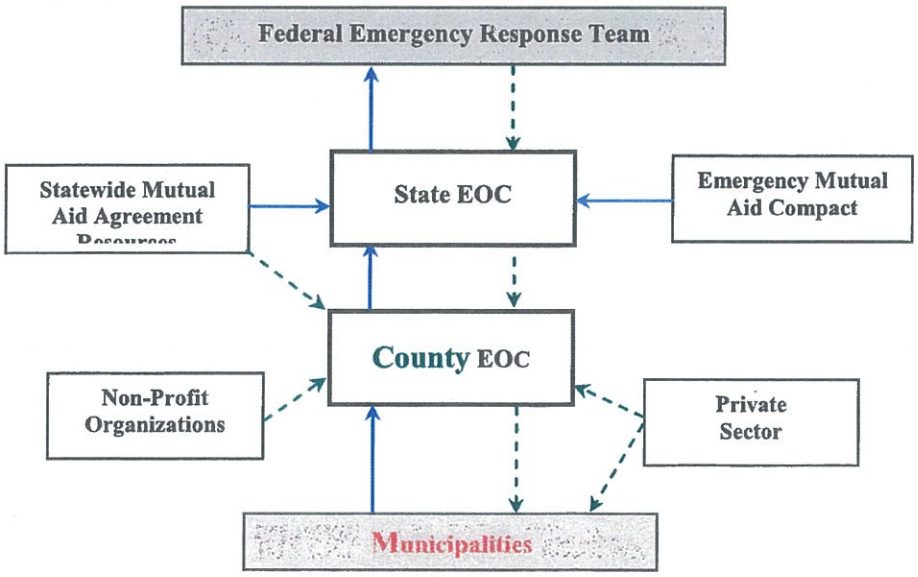
a. The County EOC must validate and approve all municipal and/or county resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated on the following page.

b. The County EOC will attempt to support all requests for resource support from locally available resources, until these too have been exhausted. Municipal and County resource requests will be consolidated and forwarded to the State. Resource/mission requests from the County EOC to the State EOC are submitted by the EOC Administrative Support Lead in conjunction with (if necessary) the State Emergency Response Team (SERT) liaison assigned to the County EOC.

8. Decision Making and Resource Allocation Process

a. Initial Response by Monroe County Divisions/departments.

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



L. EVACUATION

a. Monroe County is the most vulnerable area in the United States to the threat of the tropical cyclone. The Florida Keys, upon which nearly all of Monroe County's population resides, is a series of low-lying islands, 125 miles in length and connected by 42 bridges with one single thoroughfare, the Overseas Highway, US 1. Based on data generated from the SLOSH (Sea, Lake, and Overland Surges from Hurricanes) Model, used to predict the height and inundation of storm surges, the National Hurricane Center has determined that the Keys would be inundated by storm surges from all categories of hurricanes, and some tropical storms. Monroe County Hurricane Evacuation strategy that for a Category 3 or greater storm, evacuation to the mainland, by all Monroe County residents, is mandatory.

b. A careful evaluation is made regarding the evacuation of the Special Need population. If the weather conditions predict a Tropical Storm only, with confidence of the storm not developing above Category I, the County Emergency Management Department and the Monroe County Department of Health may shelter the population in a designated Special Needs shelters located at the Harvey Government Center in Key West and/or a designated facility in Plantation Key.

c. Based on data collected from histories of previous tropical storms, the base clearance time for the evacuation of the Florida Keys is 24 to 48 hours. Depending upon intervening factors, actual clearance times may vary from a minimum of 12 hours to a maximum of 30-plus hours. Some of these factors are:
   - Maximum available daylight working hours;
   - Unpredictable variations in forward speed, intensity, and the radius of the system's tropical storm conditions;
   - The development of a system within the time frames for initiating protective actions;
   - The depletion of manpower resources as a result of a "spontaneous evacuation."
   - The actual clearance time as calculated by the decision assistance tools (HURRETRAK, GDS, etc.);
   - The ultimate decision to respond to a Category 2 or less storm, or a Category 3 or greater storm scenario.

d. In Monroe County, the time of year in which the storm arrives is an important factor to consider when planning for evacuation and sheltering. The population may range from 76,000 in July to about 105,000 in November. When planning for evacuation and sheltering this population variation would be a significant factor.

e. Monroe County has 5 primary Evacuation Objectives:
   - The return of non-residents to the mainland;
   - To promote early voluntary evacuation;
   - To relocate the vulnerable populations;
   - The selective evacuation of specific zones;
   - The phased, general evacuation to the mainland.

f. Recommendation to implement the phased evacuation system would be made by Emergency Management Director after a consultation with and an agreement from, the County Decision Making Group. Recommendation to evacuate each of the designated Monroe County 5 evacuation zones would be based on the most recent National Hurricane Center and the Key West National Weather Service Advisories.

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

Category 1 and 2 Storms:

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

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

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

Category 3 or higher Storms:

All visitors (tourists, campers, day-trip travelers, high profile vehicles, etc), hospitals, Special Needs and general population are mandated to evacuate out-of-the county. Special Needs population will be directed to the County shelter at FIU. General Population will be informed of, and directed to, a designated shelter on the Mainland well in advance of the evacuation process, or they may continue on to destination of their choice.

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

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

Wind threshold and vehicles

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

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

Factors which may cause an adjustment to these protocols:

- Maximization of available daylight and working hours
- Variations in the forward speed, intensity and the radius of tropical storm winds or the track of the system imposing the threat
- Phased evacuation orders will be adjusted, reflecting a rapid or slow response and change of forecast track

g. From the EOC, the Monroe County Sheriff's Office and the Florida Department of Transportation (FDOT) monitor traffic flow both to and from the evacuation zones by use of Evacuation Traffic Counter Software Program. These traffic counters consist of a series of three photo-voltaic telephones located at geographically strategic locations on US 1, Monroe County. The Traffic Count Boxes containing the traffic counters are at the following locations:

- Upper Keys: Key Largo adjacent to US1, southbound lane, MM # 106;
- Middle Keys: Grassy Key adjacent to US1, southbound lane, MM # 53.7;
- Lower Keys: Shark Key adjacent to US1, northbound lane MM # 11.3.

h. The Director of Emergency Management is informed of this traffic flow.

i. Monroe County has been divided into five zones to allow for selective evacuation, phase in evacuation, in county shelter assignments, and an orderly transition from evacuation operations to Refuge of Last Resort operations:

Zone 1 City of Key West, including Stock Island, and Key Haven, to Boca Chica Bridge (MM 1- MM 6)

Zone 2 Boca Chica Bridge (MM 6) to the West end of the 7-Mile Bridge at MM 40

Zone 3 The West end of the 7- Mile Bridge (MM 40) to the West end of the Long Key Bridge (MM 63)

Zone 4 The West end of the Long Key Bridge (MM 63) to the confluence of CR 905 and 905A (MM 106)

Zone 5 CR 905A to and including, Ocean Reef

j. Mainland Monroe

- There is limited population on Mainland Monroe. Population consists of the National Park Service employees and their families, and the Native American population, which occupies their tribal land and private citizens (Loop Road). The National Park Service employees and their families would evacuate to hurricane rated hotels/motels and/or to the facility designated for hurricane sheltering at Flamingo Park. Private residents residing on mainland Monroe would evacuate to Miami-Dade shelters.

k. Municipalities

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

l. Schools and Businesses

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

m. Mobile Home Parks and Campgrounds

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

o. Special Needs

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

p. Evacuation Timeline

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

1. Approximately 48 hours in advance of tropical storm winds, a mandatory evacuation of non-residents, visitors, recreational vehicles (RV's), travel trailers, live-aboards (transient and non-transient), and military personnel from the Keys shall be initiated.

2. Approximately 36 hours in advance of tropical storm winds, a mandatory evacuation of mobile home residents, special needs residents, and hospital and nursing home patients from the Keys will be initiated.

3. Approximately 24-30 hours in advance of tropical storm winds, a mandatory phased evacuation of permanent residents by evacuation zone (described below) shall be initiated.

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

q. Sheltering

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

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

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

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

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

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

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

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

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

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

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

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

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

r. Out-of-County Sheltering

- The Florida International University South Campus, in Miami-Dade, is Monroe County's designated Out-Of-County Shelter. Other counties would make additional shelters available, should Monroe County Emergency Management make such request.
- Monroe County residents seeking public shelter at the FIU in Miami-Dade should take the Florida turnpike Extension from Florida Monroe County to FLORIDA INTERNATIONAL UNIVERSITY (FIU) at the US 41/SW 8th Street Exit (Exit 25) and follow signs indicating Monroe County shelter location.

s. Refuges of Last Resort

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

t. Cold Weather Shelters

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

u. Mass Care

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

v. Animal Protection

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

M. RE-ENTRY

1. A strict re-entry control procedure will be implemented in the aftermath of a major emergency event. Re-entry into Monroe County's evacuated areas will be restricted until roadways are cleared and satisfactory levels of services and infrastructure are available to support the returning population.
2. The effects of the emergency event will result in considerable damage to various areas, which will limit the public entry. In order to permit a safe reentry into the affected areas, particular tasks will have to be completed e.g., damage assessment, debris removal, utilities restoration, etc.
3. Damage Assessment and Search and Rescue Teams will be dispatched into the affected areas to provide assessment of the damage and search for survivors. Representatives from the fire, law enforcement, medical response, public works, building and other applicable entities will respond in their capacity. Private sectors and other government bodies will not be permitted to re-enter the affected areas until the initial assessments and actions are completed.
4. Affected jurisdictions will be competing for relief supplies and assistance in the aftermath of the disaster. Aid and provisions will be at a premium, and will need to be prioritized and allocated to the most needed areas. All emergency relief efforts will be coordinated through the County EOC (as specified in Chapter 252, Florida Statute).
5. Re-entry into the affected area is the responsibility of ESF #16 and will be limited to emergency personnel, and other authorized individuals, until it is determined that threat to public safety no longer exists.

N. RESPONSE TO RECOVERY TRANSITION PERIOD

1. There is a marked difference between response actions and recovery operations, so is there a distinct difference in the level(s) of recovery, i.e., Immediate, Intermediate, and Long Term Recovery Phases.
2. In an effort to restore the infrastructure to the pre-event level of habitability and functionality, a host of essential services will be required to be restored. These services will take, among many, the form of demolition and debris removal to the repair and reconstruction of private properties.

3. It is through these various phases of infrastructure reconstruction that the Joint Field Office (JFO) will be active in the submission, approval, and prioritization of these activities. Until all requested recovery projects are addressed, the Local, State, and Federal Officials representing the various areas regarding the specific recovery actions will operate. Operating under Federal Response Plan Guidelines, the JFO will provide the required staffing as the magnitude and nature of the disaster demands.

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

1. The Emergency Management Director is responsible for the coordination of short-term recovery efforts within Monroe County.
   a. In the event of a declared incident or disaster which requires the establishment of a Joint Field Office (JFO) the Director/staff of the Monroe County Emergency Management Department will act as liaison between the County, its municipalities, and the State and Federal JFO representatives.
2. Once the emergency has passed, coordination of recovery operations will be in such as search and rescue operations, mass casualty activities, provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The Monroe County EOC will continue to direct management and coordinating of all Emergency Support Functions. The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the Monroe County will be the Emergency Management Department. County, State and Federal Emergency Response Teams will be established, and sent as soon as possible following the emergency. Ideally, these Emergency Response Teams will be located at or near the Monroe County EOC and will carry out all State coordination and assistance functions until the federal Joint Field Office (JFO) is established.
3. Disaster Recovery Centers (DRCs)
   a. Monroe County Emergency Management has designated sites that are strategically located throughout the County and will serve as Disaster Recovery Centers (DRCs). The purpose of these centers is to provide disaster relief information and referral services to the affected County residents. If the disaster is of a catastrophic nature causing widespread damage throughout several segments of Monroe County, the information and referral services may be augmented to include other disaster relief services such as distribution of food, water, disaster relief supplies and donated goods.
4. The recovery phase will begin during the response phase, and will focus on:
   - Damage assessment.
   - Recovery, restoration of Monroe County.
   - Administration of programs to mitigate the consequences of future disasters.
5. Initial actions that will be taken include:
   - Finalize Search and Rescue efforts
   - Assemble, brief and deploy damage assessment teams.
   - Compile, analyze disaster impact.
   - Work with State and Federal representatives to identify locations for the Joint Field Office (JFO) and Disaster Recovery Centers (DRCs).
   - Obtain information on current recovery program, eligibility requirements, etc.
   - Identify recovery support divisions/departments, personnel.
   - Maintain liaison with the state EOC.
   - Identify any mutual aid and private resources needed to support the recovery.

6. Continuing actions will include:
   - Coordination with State, and Federal recovery staff regarding requests for disaster assistance
   - Support and staff JFO and DRCs.
   - Monitoring of post disaster conditions.

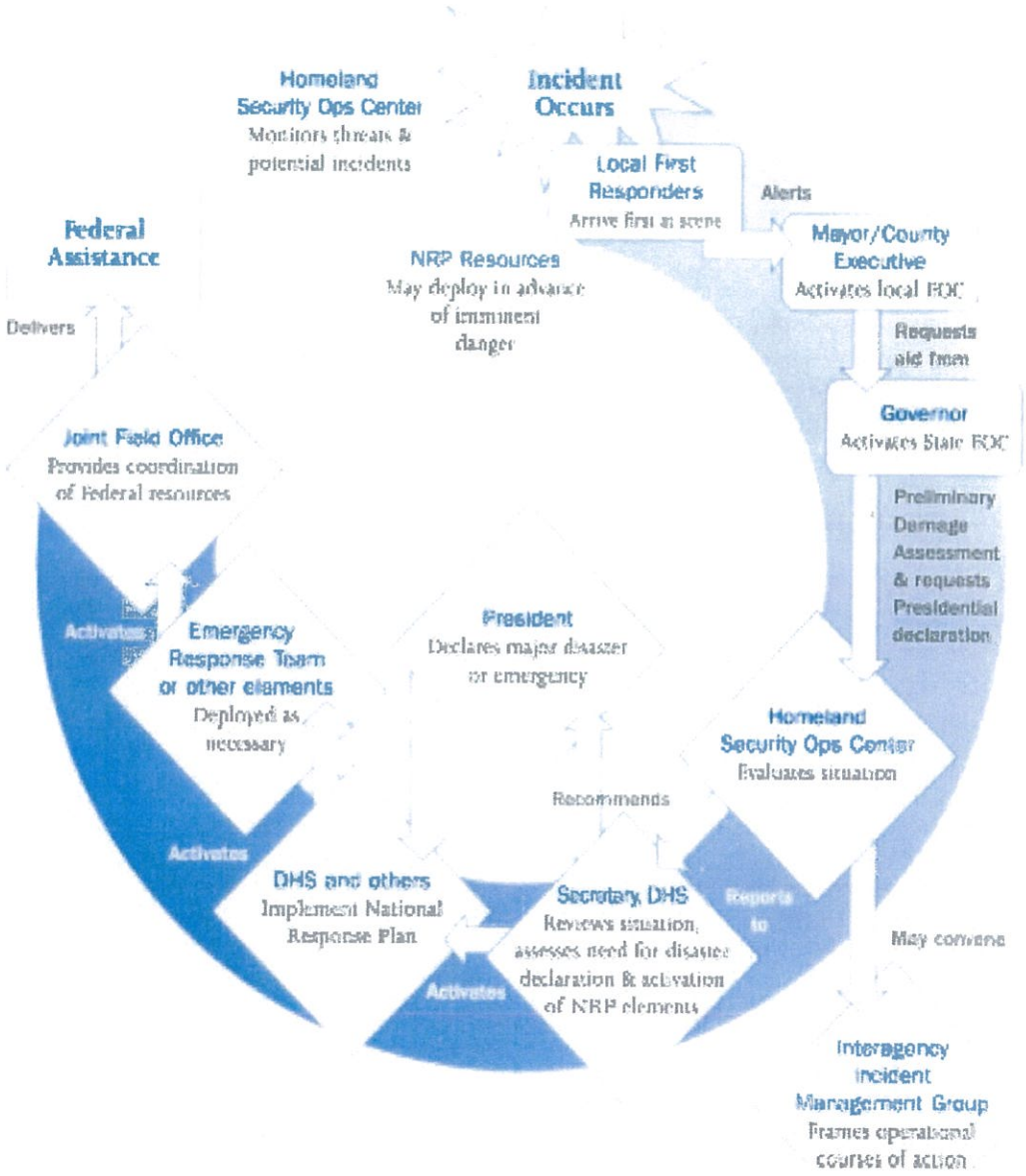
P. FEDERAL INVOLVEMENT INITIAL OVERVIEW

1. The Department of Homeland Security Operations Center (DHS OC) continually monitors potential major disasters and emergencies. When advance warning is possible, DHS may deploy and may request other Federal agencies to deploy liaison officers and personnel to a State Emergency Operations Center (EOC) to assess the emerging situation. A Regional Response Coordination Center (RRCC) may be activated, fully or partially. Facilities, such as mobilization centers, may be established to accommodate personnel, equipment, and supplies.
2. Immediately after an incident, local jurisdictions respond using available resources and notify State response elements. As information emerges, they also assess the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the DHS/EPR/FEMA Regional Office of actions taken. The Governor activates the State Emergency Operations Plan, declares a State of Emergency, and requests a State/DHS joint Preliminary Damage Assessment (PDA). Based upon the results of the PDA, the Governor may request a Presidential declaration and defines the kind of Federal assistance needed. At this point, an initial assessment is also conducted of losses avoided based on previous mitigation efforts.
3. A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates Federal support activities. The FCO works with the State Coordinating Officer (SCO) to identify requirements. A Principal Federal Official (PFO) also may be designated as the Secretary's representative to coordinate overall Federal interagency incident management efforts.
4. Teleregistration activates a toll-free telephone number individuals can call to apply for disaster assistance. A toll-free disaster helpline is established to answer common questions. One or more DRCs may be opened where individuals can obtain information about disaster assistance, advice, and counsel. Individual applicants are processed at the DHS/EPR/FEMA National Processing Center. Inspectors verify losses and provide documentation used to determine the types of disaster assistance to be granted to individuals and families.
5. Public Assistance Applicant Briefings are conducted for local government officials and certain private nonprofit organizations to inform them of available assistance and how to apply. Applicants must first file a Request for Public Assistance. Eligible applicants will be notified and will define each project on a Project Worksheet, which details the scope of damage and a cost estimate for repair to a pre-disaster condition. The Project Worksheet is used as the basis for obligating funds to the State for eligible projects.

Q. ATTACHMENTS

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

Attachment 1
FEDERAL INVOLVEMENT



Blank Intentionally

Attachment 2

DEPARTMENTAL INITIAL RESPONSE TACTICAL GUIDANCE & POLICY

Departmental Initial Response Tactical Guidance & Policy

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

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

   Note: Recommendation should be made to the County Administrator.

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

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

3. As soon as possible, County divisions/departments will do a "role call" of all personnel to determine status.

4. On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick "windshield survey" of their area. Communicate this information to Division and Department Directors and the EOC by any means available.

5. If a unit is unable to communicate with their command or dispatch, they should:
   - Attempt to contact other mobile units by any means available.
   - Contact Emergency Operations Center (EOC), by any means available.
   - OR report in person to the EOC or other pre-determined location(s).

6. If required, off-duty personnel will be recalled to duty through normal or emergency pre-determined methods.

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

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

7. Further detailed response instructions and action checklists will be found within each County Division/department's response plans/procedures.

8. Mutual Aid- External (With entities outside of Monroe County): It is the policy of the County that Monroe County personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from Monroe County will operate the same way.

9. Public Information: The various County Public Information Officers may act as spokespersons for their agency, but will take direction and coordinate with the Emergency Operations Center (EOC) Public Information Officer

10. Other Issues.

    a. At the incident site, if the "command" function is transferred, there must be both a formal declaration that the "command" is being transferred, and a formal acceptance by the person/agency assuming "command."
    b. All County divisions/departments will track, compile documentation of their disaster costs for potential reimbursement from state or federal disaster assistance.
    c. List/detail any operational policies specific to your department.

Blank Intentionally

Attachment 3

MONROE COUNTY SHELTERS

Zone	Location	Capacity
Zone 1	• KEY WEST HIGH SCHOOL*: 2100 Flagler Ave., Key West • PONCIANA*: 1212 14th Street, Key West	352 249
Zone 2	• SUGARLOAF ELEMENTARY SCHOOL*: Crane Blvd., MM19	307
Zone 3	• STANLEY SWITLIK ELEM. SCHOOL: US1 Gulfside, MM48.5, Marathon • MARATHON HIGH SCHOOL*: 350 Sombrero Blvd., MM 50, Marathon	280 122
Zone 4	• CORAL SHORES HIGH SCHOOL*: US1 Oceanside, Plantation Key, MM90	236
Zone 5	• ST. JUSTIN CATH. CHURCH: US1 Gulf side, Key Largo, MM105.5 • KEY LARGO ELEMENTARY SCHOOL: US1 Oceanside MM105	136 178

SPECIAL NEEDS SHELTERS NOTE : To be utilized when threatened by Tropical Storms ONLY		
Zone	Location	Capacity
Zone 1 *Area Only*	• HARVEY GOV'T CENTER (BOCC Conf. rm.): 1200 Truman Ave., Key West • GATO BUILDING (Conf. rms. 1,2 &3): 1100 Simonton St., MM 3, Key West	35 13

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

Color Key:

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

Cold Weather Shelters

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

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

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

General Populations Shelters

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

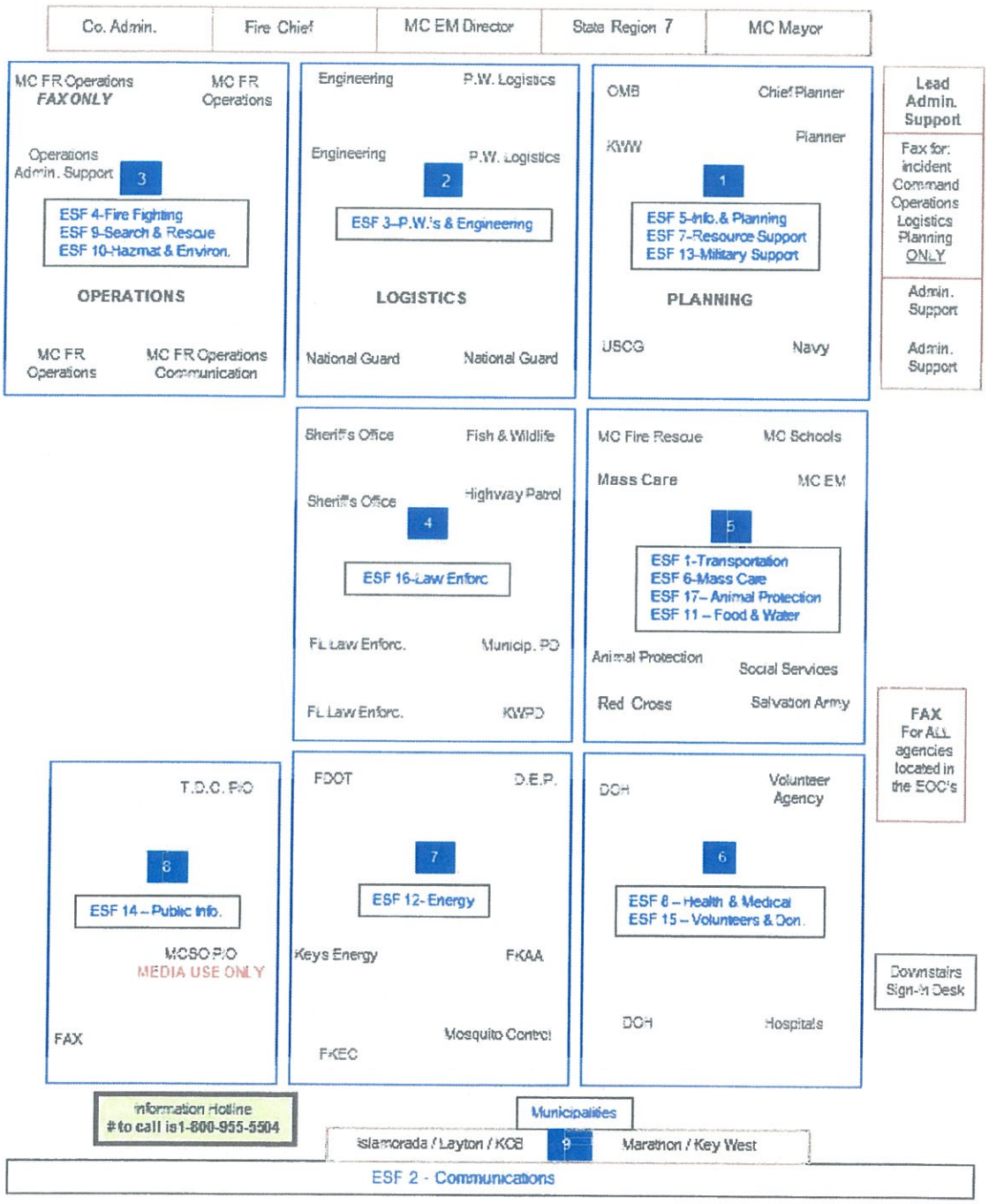
Should a person with "special need" seek sheltering at a general population shelter, every effort will be made to accommodate that person/s needs. That would include providing appropriate means of communications (picture boards, written messages, etc.), refrigeration of their medications (should they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

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

Special Needs Population Shelters

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

Attachment 4
MONROE COUNTY EOC SEATING CHART



Blank Intentionally

Attachment 5

MOBILE HOME PARKS AND CAMPGROUNDS

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

Blank Intentionally

Attachment 6

MONROE COUNTY PET FRIENDLY HOTELS

SANDS OF ISLAMORADA - US 1, mile marker 80
MTL
80051 Old Highway
Islamorada, FL 33036
Tel (305) 6642791
Fax: (305) 6642886
Pets ($15 extra charge)

CENTER COURT HISTORIC INN - Between Duval & Simonton Old Town
B&B
916 Center Street
Key West, FL 33040
Tel (305) 2969292
Fax (305) 2944104
Pets ($10 extra charge)

CHELSEA HOUSE - Corner of Elizabeth & Truman
B&B
707 Truman Ave
Key West, FL 33040
Tel (305) 2962211
Fax (305) 2964822
Small pets only ($15 extra charge)

CURRY MANSION INN - Old Town, 1 block North of Duval Street
B&B
511 Caroline Street
Key West, FL 33040
Tel (305) 2945349
Fax: (305) 2944093
Small pets only

COURTNEY'S PLACE HISTORIC GUEST - Old Town
Cottages
720 Whitmarsh Lane
Key West, FL 33040
Tel(305) 2943480
Fax(305) 2944321
Pets (Owner's pets on premises)

Blank Intentionally

Attachment 7

MONROE COUNTY NIMS RESOLUTION

Emergency Management

RESOLUTION NO. 451 -2004

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM.

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, THAT

1. The Board of County Commissioners of Monroe County hereby adopts the National Incident Management System, a copy of which is attached hereto as Exhibit A.

2. This Resolution shall become effective upon the date of its adoption herein.

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

Mayor Spehar	yes
Mayor Pro Tem McCoy	yes
Commissioner Nelson	yes
Commissioner Neugent	yes
Commissioner Rice	yes

(SEAL)
Attest: DANNY L. KOLHAGE, Clerk

By _____
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Mayor/Chairperson

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM

SUZANNE A. HUTTON
ASSISTANT COUNTY ATTORNEY
Date 11/29/04

BASIC PLAN

IV. Responsibilities

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

IV. Responsibilities

IV. RESPONSIBILITIES

A. GENERAL PREPAREDNESS RESPONSIBILITIES

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

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

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

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

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

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

Division/Department Directors Responsibilities:

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

C. SPECIFIC RESPONSIBILITIES BY COUNTY DEPARTMENT

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

1. County Administrator/Deputy County Administrator

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

2. County Attorney

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

3. **Budget and Finance Division**

Office of Management and Budget (OMB)

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

Purchasing

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

Grants

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

4. **Clerk of the Courts**

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

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

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

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

6. <u>Community Services Division</u>

Social Services
Community Support Services
Transportation

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

<u>Social Services</u>

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

7. <u>Elected Officials</u>

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

8. Emergency Services, Division

Fire Rescue
Emergency Management
Fire Marshal

Fire Rescue

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

Emergency Management

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

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

9. Employee Services

Human Resources

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

Risk Management

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

10. Engineering & Public Works

Engineering Services.
Facilities Development.

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

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

Detention Facilities

- Provides personnel and equipment as needed.

Fleet Management

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

Facilities Maintenance

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

Roads and Bridges

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

Solid Waste Management

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

11. Growth Management

Code Enforcement
Building
Planning
Marine Resources

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

12. Health Department

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

13. Mayor, County

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

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

14. Medical Examiner

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

15. Monroe County Television Channel 76

- Supports public information bulletins and broadcasts.

16. 911 Dispatch (Police and Fire)

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

17. The Salvation Army

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

18. School District

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

Blank Intentionally

BASIC PLAN

V. Financial Management

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

V. Financial Management

V. FINANCIAL MANAGEMENT

A. GENERAL

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

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

B. POLICIES

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

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

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

C. ADMINISTRATION

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

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

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

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

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

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

D. FISCAL

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

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

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

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

E. LOGISTICS

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

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

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

F. INSURANCE

Monroe County is Self-Insured.

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

Blank Intentionally

BASIC PLAN

VI. References & Authorities

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

VI. References & Authorities

VI. REFERENCES AND AUTHORITIES

A. STATUTES AND AUTHORITIES

1. Monroe County

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

2. State of Florida

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

3. Federal

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

f. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
g. Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
h. Public Law 101 -549, Clean Air Amendments of I 990, which provides for reductions in pollutants.
i. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
j. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
k. Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
l. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
m. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program.
n. National Flood Insurance Act of 1968, 42 USC 4001 et seq.

B. ADMINISTRATIVE RULES

1. State of Florida

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

2. Federal

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

C. EXECUTIVE ORDERS

1. State of Florida

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

2. Federal

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

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

Memorandums on file in Emergency Management

1. American Red Cross
2. Civil Air Patrol
3. Department of Community Affairs
4. Department of Health - Monroe County
5. Robert Foley, D.V.M.
6. Immigration and Naturalization Service
7. Florida Department of Law Enforcement
8. Federal Emergency Management Agency (memorandum explaining MOU on file only)
9. Florida International University (F.I.U.)
10. Florida Keys Aqueduct Authority
11. Florida Park Service
12. Highlands County
13. Key Largo Volunteer Fire Department
14. Key West Police Department
15. Lower Keys Medical Center
16. Miami-Dade Public Health Trust
17. Monroe County Sheriff's Office
18. Mosquito Control
19. Islamorada, Village of Islands
20. City of Key Colony Beach
21. National Oceanographic and Atmospheric Administration
22. North Carolina Air Guard
23. The Salvation Army
24. Monroe County Social Services
25. Strategic Metropolitan Assistance & Recovery Teams (SMART)
26. U.S. Navy
27. Statewide Catastrophic Disaster Response and Recovery Mutual Aid Agreement
28. City of Key West
29. City of Layton
30. City of Marathon
31. Monroe County School Board
32. Florida Keys Electric Cooperative

Blank Intentionally

BASIC PLAN

VII. Attachments

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Basic Plan

VII. Attachments

VII. ATTACHMENTS

A. Primary/Support Matrix

B. Acronyms

C. Declaration of Emergency Comparison of Florida Statutes

D. Monroe County Organizational Chart

Blank Intentionally

Attachment A
PRIMARY/SUPPORT MATRIX

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

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

Attachment B

ACRONYMS

- A -

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

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

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

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

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

- B - C -

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

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

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

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

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

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

COOP
Continuity of Operations Plan

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

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

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

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

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

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

- D -

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

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

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

Disaster

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

Disaster, Catastrophic

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

Disaster, Major

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

Disaster Analysis

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

Disaster Recovery Center (DRC)

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

D & C

Direction and Control.

- E -

Emergency

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

Emergency Alert System (EAS)

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

emergencies.

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

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

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

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

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

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

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

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

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

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

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

- F -

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

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

Federal Hazard Mitigation Officer (FHMO)
Person appointed by the FCO responsible for managing federal hazard mitigation programs and activities.

Federal Interagency Hazard Mitigation Team (I-Team)
Activated by the FHMO immediately following a Presidential Disaster Declaration, and made up of appropriate federal, state, and local government representatives to identify opportunities for hazard mitigation.

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

FEMA
Federal Emergency Management Agency.

Florida Division of Emergency Management (FDEM)
A division of the State Department of Community Affairs. FDEM is responsible for the direction and control of a state response and recovery organization.

Fujita-Pearson Tornado Scale
Measures tornado strength.

Rating	Winds	Damage
FO	40- 72 mph	Light
F1	73 112 mph	Moderate
F2	1.13 mph	Considerable
F3	158 mph	Severe
F4	207 - 260 mph	Devastating
F5	261-318mph	Incredible

- G -

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

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

- H -

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

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

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

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

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

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

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

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

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

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

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

- I -

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

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

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

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

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

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

Incident Management Team (IMT)
The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

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

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

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

Individual Assistance Officer
State Human Services officer designated to coordinate individual assistance programs.

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

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

Initial Response
Resources initially committed to an incident.

- J -

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

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

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

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

- K - L -

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

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

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

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

- M -

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

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

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

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

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

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

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

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

- N -

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

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

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

NRP
National Response Plan.

- O - P -

PL
Public Law (federal).

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

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

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

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

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

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

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

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

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

- R -

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

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

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

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

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

- S -

Saffir-Simpson Hurricane Scale
Measures hurricane strength.

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

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

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

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

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

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

State Coordinating Officer (SCO)
The person appointed by the Governor for the purpose of coordinating state and local disaster assistance efforts with those of the federal government.

State of Emergency
A state of emergency is a governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans.
The Florida State law allows the Governor to declare a State of Emergency during significant weather events and natural disasters. The emergency declaration is a tool used by the government officials who are managing the emergency. It allows State agencies to quickly respond to needs of citizens, reassign personnel, and deploy vehicles, trucks, and equipment to respond to the incident. A State of Emergency allows the government to act more quickly than it can during non-emergency times.

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

State Emergency Response Team
S.E.R.T

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

State Hazard Mitigation and Recovery Team (SHMART)
Representatives from key state agencies, local governments, and other public and private sector organizations that influence development and hazard management policies within the state.

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

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

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

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

- T -

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

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

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

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

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

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

Tropical Disturbance
A moving area of thunderstorms in the tropics.

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

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

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

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

- U -

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

Urban Search and Rescue (U.S.A.R.)
Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

- V - W - X - Y - Z -

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

Attachment C

DECLARATION OF EMERGENCY COMPARISON OF FLORIDA STATUTES

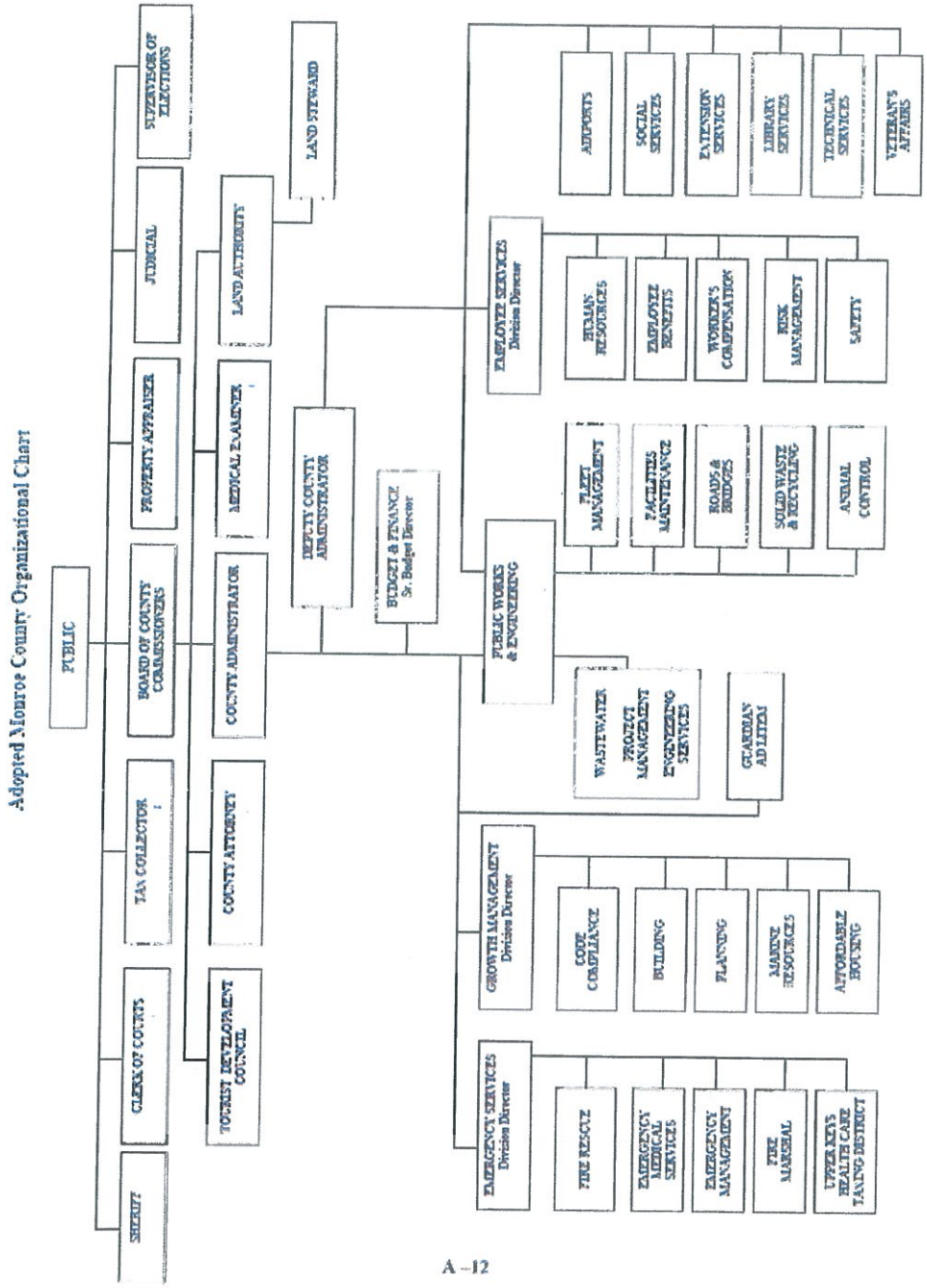
A Declaration of Emergency Comparison Of Florida Statutes Chapter 252.38 (3) (Emergency Management) and Florida Statutes Chapter 870.043 (Law Enforcement-Affrays; Routs; Unlawful Assemblies)

F/S 252.38 (3) Emergency Management	F/S 870.043 Law Enforcement
DECLARATION: "State of Local Emergency".	**DECLARATION:** "State of Emergency".
BY: Does not say. Implied head of government. County Mayor or Mayor Pro Tem (in Monroe County).	**BY:** Specific. Either Mayor or Chief of Police.
DURATION: 7 days. Extended in 7 day increments.	**DURATION:** 72 hours maximum. Extension of 72 hours by resolution or ordinance.
WHAT DOES IT DO: Authorizes City to request county and state assistance and/or to invoke emergency related mutual aid.	**WHAT DOES IT DO:** Protects citizens from clear and present danger.
SPECIFIC POWERS & AUTHORITIES: To waive the procedures and formalities required by law to: • Performance of public work and taking whatever prudent action necessary to ensure the health, welfare and safety of the community. • Enter into contracts. • Incurring obligations. • Employment of permanent or temporary workers. • Utilization of volunteer workers. • Rental of equipment. • Acquisition and distribution with or without compensation of supplies, materials and facilities. • Appropriation and expenditure of public funds.	**SPECIFIC POWERS & AUTHORITIES:** AUTOMATIC EMERGENCY MEASURES PROHIBITS: • Exchange of any type of firearms or ammunition. • Intentional display of firearms and ammunition. • Intentional possession of a firearm in a public place except for law enforcement officers and military personnel. DISCRETIONARY EMERGENCY MEASURES: • Establish curfews. • Prohibit sale or distribution of alcohol. • Prohibit possession of alcohol in a public place. • Authorizes closing of public places (with exceptions). • Prohibits sale or the transfer of gas or other flammable or combustible liquids (except normal delivery). • Prohibit possession of portable containers of gas, etc. in a public place.

Blank Intentionally

Attachment D

MONROE COUNTY ORGANIZATIONAL CHART



A –12

Blank Intentionally

CEMP

Annex I - Mitigation

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

I. Mitigation

I. MITIGATION

A. GENERAL

Mitigation efforts include activities that will prevent or reduce the impact of emergency/ disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received. This program requires:

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

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

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

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

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

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

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

B. LOCAL MITIGATION STRATEGY

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

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

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

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

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

The LMS working group, representing a diversity of interests capable of identifying the specialized needs of Monroe County, has pre-identified the appropriate vulnerabilities and, through this, shall develop, through

further meetings, the appropriate mitigation initiatives. Monroe County acts as a facilitator with each municipality in this plan's development.

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

C. POLICY

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

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

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

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

D. MITIGATION ACTIONS

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

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

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

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

Hazard Studies and Mapping.

- Growth Management staff has developed GIS maps of public facilities for disaster recovery.

Other Pre-disaster Mitigation Strategies.

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

E. FEDERAL, STATE AND LOCAL GOVERNMENTAL ENTITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

F. FEDERAL MITIGATION

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

G. POST DISASTER

Hazard Mitigation Reports

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

Interagency Hazard Mitigation Team

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

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

Mutual Aid

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

Long-term Redevelopment

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

H. REFERENCES AND AUTHORITIES

County:

a. Board of County Commission Resolutions.
   - Resolution No. 030-2011, which adopts the 2010 Revised Local Mitigation Strategy for Monroe County.
   - Year 2010 Comprehensive Plan: Policy Document
   - Year 2010 Comprehensive Plan: Technical Document
   - Comprehensive Emergency Management Plan

Municipal Resolutions:

a. City of Key Colony Beach Resolution No.2010-09. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

b. City of Marathon Resolution No. 2010-117. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

c. City of Layton Resolution No. 2010-11-01 Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

d. City of Key West Resolution No11-073. Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

e. Islamorada, Village of Islands Resolution No. 11-01-02 Adopting the Multi-Jurisdictional Local Mitigation Strategy as an official plan of the City.

CEMP

Annex II - Preparedness

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

II. Preparedness

II. PREPAREDNESS

A. GENERAL

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

B. POLICIES

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

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

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

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

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

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

C. GENERAL PREPAREDNESS ACTIVITIES

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

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

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

D. SPECIFIC HAZARD PREPAREDNESS ACTIVITIES

Southeast Florida Urban Area Security Initiative (UASI).

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

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

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

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

The County participates in State and Federal Hurricane preparedness programs.

E. GENERAL TRAINING

1. State and Federal

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

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

2. Monroe County Emergency Management Department:

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

3. Monroe County Divisions and Departments are expected to:

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

4. Other:

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

F. TRAINING

1. Training Programs

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

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

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

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

2. National Incident Management System (NIMS)

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

NIMS Training Guidelines	
Audience	**Required Training**
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Entry level first responders & disaster workers* • Emergency Medical Service personnel • Firefighters • Hospital staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *First line supervisors,* single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Middle management* including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement)
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Command and general staff,* select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement) • ICS-400: Advanced ICS or equivalent (FY07 Requirement)

3. Resource Credentialing

- The creation of a nationwide credentialing system is a fundamental component of the NIMS and the National Mutual Aid and Resource Management initiative. This system recognizes the availability and capability of response personnel and equipment, including qualifications, certifications and accreditations. This system will reinforce state-to-state relationships in existing mutual aid systems.
  In addition, a national credentialing system will incorporate existing standards of all disciplines into a "national standard". This will allow the nation to adopt a uniform credentialing system that facilitates immediate and routine identification and dispatch of appropriate and qualified personnel and equipment resources to any incident. The credentialing initiative will focus initially on the following disciplines:

  - Emergency Management
  - Emergency Medical Services
  - Fire Fighting and Hazardous Materials Response
  - Law Enforcement
  - Health Care
  - Public Health
  - Public Works
  - Search and Rescue

- To adhere to the Federal (NIMS) credentialing requirements, all Monroe County Divisions/Departments will keep appropriate records of all personnel and equipment involvement and achievements in training, exercises, courses completed, and activities during actual emergency situations. These records will measure the levels of qualifications prescribed by the NIMS program.

G. EXERCISES

1. Monroe County will adhere to the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.

2. The Monroe County Emergency Management Director will coordinate involvement of the County administration, divisional/department heads, and key staff in situational drills & table top or functional exercises to test the Comprehensive Emergency Management Plan, & the County's capability to respond to emergencies.

3. Monroe County conducts annual drills and exercises in, but not limited to, hurricane response, nuclear power plant response, airport disaster response, mass migration, cruise ship emergencies, and oil spill response. These exercises are usually scheduled in conjunction with the State Division of Emergency Management, and other various County, State, and Federal Entities.

4. Agencies, both governmental and private, which participate in the various levels of exercises, could be:
   - Utility Companies.
   - County Communications.
   - FDOT
   - FDLE
   - FMP
   - Florida Department of Health
   - Florida Department of Children and Families.

- FHP
- Hospital Representatives
- EMS
- Fire/Rescue
- Public Works
- School District
- Sheriff's Office
- Social Services
- State Parks
- ARC
- South Florida Water Management District.
- Department of Military Affairs.
- Municipalities

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

H. PUBLIC AWARENESS AND EDUCATION

1. The Emergency Management Department works closely with other local agencies to keep the public informed of the status of emergency recovery efforts, relay emergency instructions and advise the public of the availability of services and other types of assistance. Brochures such as Mobile Home, Travel Trailer and R.V. Hurricane Procedures and local shelter information, along with the Monroe County Hurricane Preparedness Brochure, are distributed to the public in various locations (e.g., U.S. Post Office, Court Houses, Hospitals, Libraries, Financial Institutions, supermarkets, etc. Frequently called Emergency Management Public Information telephone numbers are:

   - MCEM: 305-289-6018 / 800-427-8340
     MCEM , Emergency Information Hotline: 800-955-5504

   - MC Social Services Transportation Assistance:
     - Upper Keys: 305-852-7125
     - Middle Keys: 305-743-1616
     - Lower Keys: 305-292-4408

2. To provide information for seasonal visitors Monroe County Emergency Management Department is working closely with the Tourist Development Council (TDC) in emergency information dissemination. Public information is transmitted via local radio and television stations:
   - Cable Television Stations: Channels 5, 16 and 52, MCTV Ch. 76
   - Radio Stations:
     - A.M. – 1300, 1600 and 610
     - F. M. – 92.7; 93.5; 94.3; 99.5; 102.1; 102.5; 103.1; 104.7; 106.3 and 107.1
   - NOAA Weather Radio: – 162.55 MHz; 162.40 MHz

3. Emergency Management personnel conduct seminars, presentations and public education programs throughout the year regarding emergency preparedness.

   Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and Monroe County employees.

4. Shelter locations are found within their respective evacuation zones, and may be found in: Brochure A: Monroe County Local Shelter Information.

5. Mitigation Opportunities. (See ANNEX I – MITIGATION for additional information.)
   - Details for pre and post-storm/disaster opportunities are contained Annex I of this Plan and in the Monroe County Local Mitigation Strategy, 2005 Revision.
   - Mitigation opportunities for the general public and disaster victims will be announced through the County EOC through workshops, public meetings, and radio/television public service announcements.

6. Evacuation Zones
   - Evacuation Zone 1– The City of Key West, including Stock Island, and Key Haven, to Boca Chica (MM #6)
   - Evacuation Zone 2– Boca Chica Bridge (MM 6) to the west-end of the 7-Mile Bridge at MM 40
   - Evacuation Zone 3– The west-end of the 7-Mile Bridge (MM 40) to the west-end of the Long Key Bridge (MM 63)
   - Evacuation Zone 4– The west-end of the Long Key Bridge (MM 63) to the confluence of CR 905 and 905A
   - Evacuation Zone 5– CR 905A to, and including, Ocean Reef

I. REGISTRATION OF PERSONS WITH SPECIAL NEEDS

1. It is the intention of Monroe County to provide for the safety of the elderly and handicapped whose safety is not provided for through affiliation with another organization. The Department of Social Services is responsible for the registration, notifications, and evacuation of Special Needs clients during any category storm or other disaster requiring evacuation and special shelter.
   - Persons with special needs are encouraged to register with the Department of Social Services through County sponsored public education, the print media, and radio and television public service announcements.
   - Individuals are eligible to be registered with the Special Needs Registry if they are frail, elderly, medically needy, and/or disabled and are not served in or by a residential facility program. Eligible clients are required to complete and sign the Special Needs Registry Application as well as the

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

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

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

J. EMERGENCY TRANSPORTATION

Evacuees who require transportation assistance, may use public transportation coordinated through Monroe County Emergency Management. Monroe County BOCC entered into a contract with the American Coach Bus Company to provide extra buses to accommodate evacuating population in need of transportation assistance. Individuals utilizing this service will be taken to and brought back from the designated shelters.

K. VOLUNTEERS

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

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

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

ANNEX

III. Emergency Support Functions (ESFs)

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

III. Emergency Support Functions (ESFs)

ANNEX III: EMERGENCY SUPPORT FUNCTIONS (ESFS).

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

Blank Intentionally

Emergency Support Function (ESF) 1

Transportation

Preface

During emergencies, disasters, the need for transportation could be varied and vast. Transportation resources may be obtained from municipal departments, agencies, the private sector, and voluntary organizations. In critical life and property saving situations, local, state, and federal resources may be available as temporary augmentation.

APPENDIX 1

TRANSPORTATION
EMERGENCY SUPPORT FUNCTION (ESF) #1

PRIMARY AGENCIES:
Monroe County Social Services
Monroe County Fire/Rescue
Monroe County School District
Monroe County Public Works

SUPPORT AGENCIES:
City of Key West
City of Key Colony Beach
Islamorada, Village of Islands
City of Marathon
City of Layton
Monroe County Sheriff's Office (MCSO)
The American Coach
North Carolina Air Guard (C-130)
LifeStar Response
Care Ambulance Key West
Key Largo Fire-Rescue and EMS District

RESOURCE AGENCY: Florida Department of Transportation (FDOT)

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish the responsibility, direction and control procedures and concept of operations for providing transportation services during emergencies and post-disaster recovery periods.

1.2 Scope

This Appendix is applicable to natural or manmade disasters requiring the commitment of emergency response resources. It is applicable to both, declared and undeclared, emergency operations.

1.3 Situation

Disaster conditions are defined as any significant manmade or natural event or emergency condition which requires a coordinated response by local agencies. The severity and magnitude of such events may require State and Federal assistance to augment local response and recovery efforts.

2.0 CONCEPT OF OPERATIONS

Respond to requests for local transportation assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.

APPENDIX 1

TRANSPORTATION
EMERGENCY SUPPORT FUNCTION (ESF) #1

2.1 Responsibilities

Coordination of support agencies in directing transportation resources and prioritizing the transportation needs and services in the response and recovery efforts. The prioritization of transportation resources is based upon the nature and level of need:

Through an existing MOU, when executing an emergency airlift of hospital patients in the event of an imminent strike of a major hurricane, Monroe County upon hospitals request would requisition, through the State Division of Emergency Management, the North Carolina Air National Guard C-130 MEDEVAC aircraft.

When executing an emergency medical airlift of victims of other emergency circumstances, Monroe County Fire-Rescue utilizes, upon request, the services of LifeNet Key West

Regarding the utilization of land based medical transportation resources, Monroe County, depending upon the geographical area and nature of emergency, has the following resources available.

- Care Ambulance Key West Rescue
- Key Largo Ambulance Services, Inc.
- Ocean Reef Public Safety
- LifeStar Response
- Islamorada Fire-Rescue

In the event of an emergency at sea, Monroe County, through the Monroe County Offshore Rescue Partnership (MCORP), coordinates and cooperates with the following signatories to MCORP:

- Monroe County
- US Coast Guard
- Monroe County Sheriff's Office
- Fish & Wildlife Conservation
- Naval Air Station, Key West

2.3 Monroe County Social Services, in conjunction with the MCS D, will Provide school buses to local nursing homes and hospitals as follows:

2.3.1 **Hospitals:** A maximum of 2 buses for each location, Lower Keys Medical Center and Fishermen's Hospital, provided that each location has properly licensed drivers (Class B with Passenger Endorsement). Such information must be provided to, and remain on file, with Social Services prior to the beginning of each hurricane season.

APPENDIX 1

TRANSPORTATION
EMERGENCY SUPPORT FUNCTION (ESF) #1

2.3.2 **Monroe County School District** shall make available to the County as many school buses as the County determines to be reasonably necessary.

Monroe County School District and Monroe County Social Services maintain an inventory of vehicles for emergency use. Those agencies also maintain a contact list of designated personnel to be notified when needed. Prior to the event the priority for transportation is the special needs and populations which require County resources for transport to County shelters or out of County – the priority for resources is evacuation. Immediately after the event the priority for transportation resources transport to areas of need, such as shelters, and support of emergency needs such as road clearing. Secondary priority after the event is the transportation of the population back to their place of residence. The latest revision of vehicle inventory may be found in the Monroe County School District manual maintained by the School District.

2.3.4 Monroe County provides fuel for emergency vehicles on 24-hour availability, with gasoline pumps located throughout the County. In the event of fuel shortage, Monroe County Public Works has an agreement with Dion's Quick Marts, Inc., and Homestead Gas Co., Inc., for fuel delivery.

Blank Intentionally

Emergency Support Function (ESF) 2

Communications

Preface

A coordinated, effective response to emergencies/disasters require communications between emergency responders, between incident sites and the Emergency Operations Center (EOC) and linkages to the general public and other levels of government. Local government's day-to-day communication systems are seldom sufficient to meet the increased communications demands caused by emergency/disaster conditions. The communications function aims to provide a structure whereby all public, private, volunteer communications capabilities are linked to and coordinated by the EOC.

APPENDIX 2

COMMUNICATIONS
EMERGENCY SUPPORT FUNCTION (ESF) #2

PRIMARY AGENCY: **Monroe County Sheriff's Office Emergency Communications**

SUPPORT AGENCIES: Radio Amateur Civil Emergency Services (RACES)
Monroe County Technical Services
Monroe County School District
Monroe County Fire Rescue
Monroe County Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose
To facilitate communications within Monroe County organizations involved in the emergency response and recovery efforts, and to provide communications support to other agencies to enable them to perform their emergency functions.

1.2 Scope
Coordinate and assist in communications support to local emergency response agencies. This function is the focal point for all communications support at the county level before, during, and after activation.

2.0 CONCEPT OF OPERATIONS

Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.

3.0 RESPONSIBILITIES

3.1 Primary Agency
Monroe County Sheriff's Office Emergency Communications will respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate. Emergency Communications will coordinate activities of support agencies. Emergency Communications will, prior to activation, Prepare and test amateur 800 MHz, paging and any radio systems imperative to the functionality of the EOC public safety related personnel. Emergency Communications will assist post-disaster outreach programs (i.e., Disaster Recovery Centers) in establishing any necessary communications.

APPENDIX 2

COMMUNICATIONS
EMERGENCY SUPPORT FUNCTION (ESF) #2

3.2 **Support Agencies**
Radio Amateur Civil Emergency Services (RACES), Monroe County Technical Services, Monroe County School District and Monroe County Sheriff's Office will support emergency communications efforts to the extent possible, by providing operators and / or equipment to be utilized during and after events. Emergency radios will be provided at each public shelter. Sheriff's Deputies will be on scene at each shelter, allowing for a back up means of communications between shelters and the EOC. Monroe County School District will leave its computer network operational to allow for Internet access to those schools that are used as shelters.

3.3 Administrate and support Emergency Management staff with EMnet/EAS system and messaging when required

Emergency Support Function (ESF) 3

Public Works & Engineering

Preface

The first priority will be to assist the public safety personnel in saving lives. This may include heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads; communication support; the use of vehicles for transportation, sheltering, and rescue personnel support; the inspection of critical facilities such as hospitals, designated shelters and emergency operations centers.

APPENDIX 3

PUBLIC WORKS AND ENGINEERING
EMERGENCY SUPPORT FUNCTION (ESF) #3

PRIMARY AGENCY: **Monroe County Public Works**

SUPPORT AGENCIES:
Monroe County Sheriff's Office
Florida Department of Corrections
Florida Keys Electric Cooperative
Keys Energy Services
Florida Keys Aqueduct Authority
Monroe County Solid Waste Management

RESOURCE AGENCY: Florida Department of Transportation

1.0 INTRODUCTION

1.1 Purpose
To facilitate coordination and provision of emergency public works, evaluation of infrastructure damage, coordination of emergency debris clearing, and support to local municipalities.

1.2 Scope
Plan, coordinate, initiate, and implement the restoration of all transportation routes, bridges, and public structures affected by the emergency event. Coordinate emergency contracting and emergency repair of drainage systems and solid waste facilities.

1.3 Situation
Any form of disaster may cause unprecedented property damage. Homes, structures, bridges, and other facilities will be damaged or destroyed and must be reinforced, demolished, or isolated to ensure safety. Streets, highways, bridges and bridge approaches, and other forms of transportation will be damaged and unusable.

2.0 CONCEPT OF OPERATIONS
Respond to requests for repair work; identify required support agencies; begin mobilization of resources and personnel, and prepare to activate.

2.1 Responsibilities

Coordination of support agencies in directing and prioritizing resources, needs, and services to accomplish debris removal, access restoration, damage assessment, as well as other areas of infrastructure which may have been adversely impacted. Maintain communications with other ESF primary agencies, to ensure mutual assistance and an organized working relationship.

APPENDIX 3

PUBLIC WORKS AND ENGINEERING
EMERGENCY SUPPORT FUNCTION (ESF) #3

2.1.1 Priorities regarding the repair and/or reconstruction of damaged transportation routes (roads, bridges, airfields, etc.) and damaged facilities will be established, and a response will be executed as specified in the Monroe County Public Works Hurricane Plan, Vol. I, Section 1.

2.1.2 Monroe County Public Works Hurricane Plan, Volume I, Section 4, details the inventory of personnel, vehicles, and equipment available to the County for hurricane preparation, response, and recovery.

2.1.2 Reference to pre-positioning of resources, coordination with and within the EOC, and 24-hour staffing may be found in the Monroe County Public Works Hurricane Plan, Volume I, Section 2.

2.1.3 **Support Agencies**
The restoration of critical public services and infrastructure is the shared responsibility of Monroe County Public Works, and the appropriate Monroe County utilities companies (Florida Keys Aqueduct Authority, Florida Keys Electric Cooperative, City Electric System). When the magnitude of the effort to restore this vital infrastructure exceeds local capabilities, the County will seek assistance through Mutual Aid Agreements and memorandums of Understanding. The coordinates of all critical facilities in the County are on file with the State Division of Emergency Management's Geographic Information Systems (GIS) lab. The Rapid Impact Assessment Team (RIAT) will assimilate post-storm damage assessments and, upon request, evaluate the need for additional resources necessary to restore the facility in question.

Emergency Support Function (ESF) 4

Firefighting

Preface

Fire Service is an integral part of the network providing emergency operations within Monroe County. They are normally the "first responders," and provide fire, rescue, and Emergency Medical Services (EMS) to the public in any emergency.

Primary Agency

Fire Rescue

APPENDIX 4

FIREFIGHTING
EMERGENCY SUPPORT FUNCTION (ESF) #4

PRIMARY AGENCY: Monroe County Fire-Rescue

SUPPORT AGENCIES:
Key Largo Fire-Rescue
Key Largo Emergency Medical Services
Key West Fire Department
Care Ambulance-(Key West)
N.A.S. Key West Fire and Emergency Services
Islamorada Fire-Rescue
Marathon Fire -Rescue

RESOURCE AGENCIES:
Ocean Reef Public Safety
Miami-Dade County Fire/Rescue
U.S. Coast Guard
Florida Fire Chief's Association
Florida Division of Forestry

1.0 INTRODUCTION

1.1 Purpose

Coordinate the use of fire service resources to support emergency support functions requiring fire–fighting capabilities to perform their emergency response, recovery, and assistance missions.

1.2 Scope

Provide countywide support services in the detection and suppression of fires and other hazardous conditions, and in mobilizing and providing personnel, equipment, and other supplies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Emergency or hazardous conditions of potentially disastrous proportions, or conditions which are coincident with any other emergency situation, will place high demands on local fire services. A major event may result in many urban, rural, and wild-land fires. A minor, major, or catastrophic event may severely damage the fire service infrastructure. Local fire service response activities may be affected by limited resources, damaged fire equipment, and disrupted communications.

APPENDIX 4

FIREFIGHTING
EMERGENCY SUPPORT FUNCTION (ESF) #4

2.2 Responsibilities

2.2.1 Coordination of support agencies in directing fire service resources, provision of heavy equipment support for fire service responses.

2.2.2 All fire-fighting activities are controlled by County or municipal district fire department Incident Management System. Operational command is established at the scene by the district fire department (there are 20 separate fire stations in Monroe County).

2.2.3 A representative from the Fire Rescue Department assumes operational command. Additional fire resources would be requested through direct requests for specific resources through the State DEM to the Florida Fire Chiefs Disaster Response should it be required

2.2.4 Florida Fire Chiefs Disaster Plan resources are accessed through the County Coordinator for this program (currently the Assistant Fire Marshal).

Emergency Support Function (ESF) 5

Information & Planning

Preface

Timely, initial situation reports provide a basis for initial Monroe County emergency actions and decisions to include: level of Emergency Operations Center (EOC) activation; emergency functions needed; response priorities; and key locations. All departments/agencies/ organizations within Monroe County are expected to provide timely situation reports to the EOC by whatever communications are available. During day-to-day operations, Monroe County Emergency Management collects and evaluates information and reports. During a disaster, the EOC Incident Commander or the EOC Planning Section Chief, will appoint a Situation Analysis Unit to coordinate data collection, information analysis, and preparation of reports.

Primary Agency

Emergency Management

APPENDIX 5

INFORMATION AND PLANNING
EMERGENCY SUPPORT FUNCTION (ESF) #5

PRIMARY AGENCY: Monroe County Emergency Management Department

SUPPORT AGENCY: Monroe County Technical Services
Growth Management Division
Monroe County Libraries
Community Services Division

RESOURCE AGENCY: Florida Department of Children and Families

1.0 INTRODUCTION

1.1 Purpose

Monroe County Emergency Management retains the overall responsibility for the collection, analysis, evaluation, and dissemination of critical information regarding potential or actual disaster or emergency operations, as well as facilitation and support of the overall activities of local entities in providing emergency assistance.

1.2 Scope

Coordination of the overall information and planning activities of all the response organizations in support of emergency operations.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A manmade, natural or technological disaster may be of such magnitude as to exceed the capability of local organizations and require the assistance of additional state and federal agencies to supplement local efforts. Communications may be severely impacted. Television, local radio stations, and telephone services will be affected. Within the affected area, communications using local systems will be erratic or non-existent.

2.2 Responsibilities

Coordinate responders at all levels; identify resources, personnel, and types of assistance required for emergency operations; and initially assess the needs of the recovery effort may demand.

2.2.1 Provide information and planning and collect information essential for briefing of appropriate personnel. Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.

2.2.2 Collect information from State, Federal, and local organizations and other ESFs, and analyze the data for operational purposes. Collect critical information from other ESFs and develop Incident Action Plans, Situation Reports, briefings, and displays, in order to provide information to the general staff of the EOC, Incident Commander, and other Personnel present at the EOC.

APPENDIX 5

INFORMATION AND PLANNING
EMERGENCY SUPPORT FUNCTION (ESF) #5

2.2 Responsibilities (cont.)

2.2.3 Responsible for maintaining and providing pertinent information to local response agencies; dissemination of information will be by regular briefings, as well as maps, charts, and other visual electronic medium, such as status reports within the EOC. ESF 5 will disseminate information throughout the EOC and to the support agencies' personnel outside the EOC.

2.2.4 Charts, maps, and other information are appropriately displayed so all EOC participants can readily access them. Information updates are passed via telephone, television, internet and radio lines, as well as by hard copy reports, in accordance with the Emergency Operations Center SOP.

Provide resources in coordination with other ESFs to support their mission. Identify, through the Resource Unit Leader, the status of all primary and support resources and maintain a master list of such resources. Request assistance from the State EOC, through mission requests, if resources are not available locally.

2.2.5 All support agencies within this ESF will coordinate all actions in performance of disaster assistance missions with the representation assigned by the primary agency of this ESF to the EOC. To ensure continuity of information and response planning, all EOC staff will serve on Alpha / Bravo, rotating 12-hour shifts.

2.2.6 ESF 5 generates a Situation Report based on the most current situation and initial damage reports, identifying areas of damage, type, and severity of damage, and the status of critical facilities. The ESF receives information from all levels of Federal, State, and Local governments, as well as other entities. Staffing levels are arranged to guarantee that all key information is gathered into this ESF, analyzed, and disseminated to appropriate ESFs and agencies.

- Federal Counterpart
  FEMA will implement, as required, FEMA-related emergency functions under the Federal Response Plan.
- Municipal Counterpart
  Designated municipal agencies will coordinate directly with ESF 5 at the EOC for information and support. Municipal agencies may perform like functions by coordinating with ESF 5 through their respective representative in the EOC.
- State and Regional Counterparts
  When State and Regional staging areas have been established an ESF 5 representative will be present at each location.

APPENDIX 5

INFORMATION AND PLANNING
EMERGENCY SUPPORT FUNCTION (ESF) #5

2.2 Responsibilities (continued)

2.2.7 ESF 5 will participate in conference calls with the State EOC.

2.2.8 State DEM representatives will be incorporated into the County EOC to assist in coordinating information gathering and joint decision making between the State and County.

2.2.9 Requests for assistance, resources, or information will be tracked utilizing computers and hard copy records. The records will be maintained by the EOC Administrative Lead utilizing a coding system to track the status of each request through the system. Resources to meet initial staffing needs will be identified prior to the onset of an emergency. A duty roster will be prepared in order to maintain the continuous collection and dissemination of information throughout the activation of the EOC.

2.2.10 The following will be set up and utilized in order to collect and disseminate the following types of information:

- Tracking information
- Current and forecast weather information
- County shelter capacity vs. demand
- Clearance, evacuation, and pre landfall hazard figures
- Demographics, including locations of routes, bridges, control points, etc…
- Tracking of response and recovery resources
- Damage and needs assessment information
- Situation reports (SITREPS)
- Status boards for continuous updates
- Statistical, narrative, and graphical information

Blank Intentionally

Emergency Support Function (ESF) 6

Mass Care

Preface

Though Mass Care is a companion to the "Shelter Function," it may be activated singularly to provide mass care (food, water, sanitation, etc.) to displaced persons not requiring shelter, or to emergency workers. Additionally, other individual "social service" needs may arise, requiring emergency distribution of food, water, clothing, medicine, and other commodities to persons who are not living temporarily in public shelters. Donated goods will need to be received, inventoried, staged, and distributed.

Primary Agency

The Salvation Army

APPENDIX 6

MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6

PRIMARY AGENCY: The Salvation Army

SUPPORT AGENCIES:
Monroe County Social Services
Monroe County School District
Monroe County Communications Department
Monroe County Sheriff's Office
Monroe County Fire Rescue
Monroe County Health Department
Monroe County Public Works
Monroe County Department of Veterans Affairs
Florida Department of Children and Families
Monroe County Rural Health Network
Alliance on Aging
The American Red Cross
Monroe County Emergency Management Department

1.0 INTRODUCTION

1.1 Purpose

To coordinate activities and resources for in-county shelters during Category 1 and Category 2 storms, mass care, and the distribution of relief supplies and disaster welfare information.

1.2 Scope

Provide county-wide sheltering, including special needs population; coordinate mass feeding operations when required due to anticipated or actual natural or manmade disasters, and providing for basic needs in the aftermath of such disaster.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Disasters of catastrophic proportions, i.e., tropical cyclones (hurricanes and tropical storms), tornadoes, fires, floods, aviation disasters, and technological events, would require immediate activation to provide mass care to affected populations, victims, and emergency responders involved in the disaster and its aftermath.

APPENDIX 6

MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities

ESF 6 is responsible for the coordination and monitoring of all mass care activities, assisting in relief operations, and providing aid to those in need. Focus is primarily on sheltering, mass feeding, and coordination of activities involved in mass care.

Insuring there are trained and qualified personnel in each designated shelter / mass care location assisting those in need.

2.2.1 ESF 6 will establish and maintain its shelters including provision of food and water at the in-county Special Needs shelter. Resources will be allocated based on County EOC determined priorities. If resources are unavailable within the ESF, it will request assistance from the State through the EOC Mission Request

Countywide Fire Rescue and Ambulance Departments provide emergency first aid services in the designated in-county shelters. It will be prioritized according to the level of urgency and available resources.

Monroe County Emergency Management Department will maintain and amend, as necessary, Memorandum Of Understanding (MOU) with the designated Monroe County out-of-county evacuation shelter, Florida International University (FIU). The Recreation Center on the FIU campus is designated as the general population and special needs shelter facility for Monroe County. This MOU will include the American Red Cross as a primary support agency at the general population shelter at the FIU campus and tripartite member of the MOU.

2.2.2 Develop and maintain a master list of shelter status and ensure this information is disseminated to the appropriate agencies. Arrange for 24-hour coverage within the EOC and other designated sites where mass care services are provided. Service and perform preliminary vulnerability evaluations based on predicted conditions and provide information to the Operations Section.

2.2.3 The designated Salvation Army and Monroe County Shelter Managers will maintain a registry of all evacuees and designated shelter managers who are in the shelters. This information will be compiled and utilized for accountability purposes as well as to help family members locate each other through utilization of the Monroe County Emergency Information phone lines located in the EOC.

2.2.4 Monroe County Sheriff's Office and the City of Key West Police are the lead agencies to provide security at each shelter within the County. FIU Campus Police is the lead agency to provide security at the FIU shelter.

APPENDIX 6

MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities (continued)

2.2.5 As a core ESF, Mass Care is one of the first ESFs to be activated as a result of a threat or a response to a disaster. The ESF will, in accordance with established procedures, notify appropriate support agencies. The ESF will continue the activities as the lead to support agencies until the ESF is deactivated.

2.2.6 Monroe County School District custodial personnel are responsible for the cleaning services within the shelters that they are operating. The primary agency will coordinate with ESF 11 and ESF 7 for provision and distribution of food, water, and ice. The Salvation Army is the agency responsible for providing comfort stations should situation call for it. Station locations will be based on need, and will be coordinated with the ESF.

2.2.7 Receive, evaluate, distribute, and account for resource requests for the impacted areas. List items of critical concern to be addressed and evaluated for priority implementation during briefings and action plans. Shelter managers will provide information to the ESF prior to shelter opening, when the shelter opens, and every two hours thereafter. The ESF will give the shelter information to the Operations Sections and ESF 5 for their use.

2.2.8 The Monroe County Shelter Coordinator maintains a list of all personnel and agencies responding to a designated shelter location. In the event that FIU is opened as a special needs shelter, Monroe County Department of Health may submit a Mission Request to the State requesting medical assistance prior to the shelter opening, if shortage of staffing is an issue. The Shelter Coordinator also maintains lists of outside personnel and agencies who are available to assist in the shelters should the need arise. The Salvation Army will staff the in-county emergency shelters 24-hours per day, and will prepare-the staffing rosters to support these operations.

2.2.9 The Shelter Coordinator will work with The American Red Cross and various shelter managers to identify and reunite families that have been separated.

2.2.10 Monroe County Public Works maintains specific details of the generation equipment designated for each shelter. All generation equipment is maintained throughout the year to ensure its serviceability when connected to a shelter. Mechanics are available during shelter activation to maintain and service all generation equipment.

APPENDIX 6

MASS CARE
EMERGENCY SUPPORT FUNCTION (ESF) #6

2.2 Responsibilities (continued)

2.2.11 General and Special Needs shelters will be available to accept clients 4 hours after the order is given to evacuate, or shelter in-county, in the case of a hurricane, or as soon as possible after an event gives the Emergency Management Director cause to order them to be opened. Shelters will remain open as long as is deemed necessary by the Emergency Management Director and the County Shelter Coordinator.

2.2.12 Responsibilities for agencies operating shelters include the following:

- Registration
  The Salvation Army and shelter managers are responsible for registration at general emergency shelters; Monroe County Health Department will be responsible for registration at the designated special needs shelters.

- Staffing
  Staffing for all in-county general population shelters is the responsibility of the Monroe County Shelter Coordinator. The Coordinator is assisted by The Salvation Army and The American Red Cross (post-storm only), Monroe County Emergency Management Department Volunteer Coordinator

- Feeding
  The Salvation Army, American Red Cross (in-county post-storm only), and Shelter Coordinators, in cooperation with ESF 11, are responsible for feeding at the designated shelters.

- Medical Care
  Responsibility for coordination of medical care resides with the Shelter Coordinator. If feasible, available countywide Fire Rescue and ambulance entities are requested maintains/administer basic medical care and/or staffing at-designated shelters. The American Red Cross would provide First Aid services only

- Other Logistical Operations
  Monroe County Public Works is responsible for the installation and maintenance of generators, and the transport of cots and other supplies needed for the shelters. Monroe County Social Services is responsible for transport of Special Needs clients to the shelters. Monroe County Sheriff's Office and Key West Police are responsible for security at respective county shelters. FIU Police Department is responsible for security detail at the FIU shelter locations. Shelter Managers are responsible for shelter supplies, and for requesting additional supplies as needed.

  Monroe County school facilities are the in-county primary shelters. Harvey Government Center in Key West is the designated Special Needs shelter for Tropical Storms only. Monroe County School

2.2 Responsibilities (cont.)

2.2.12 (Cont.)

District custodial personnel are responsible for the cleaning services within the shelters they are operating. The Salvation Army provides food and water at the shelters. The American Red Cross provides feeding services to the general population and Special Needs clients sheltering at FIU, and will provide food and water in Monroe County shelters in the aftermath of the storm. Each shelter coordinator will coordinate with the Shelter Coordinator for provision of food and water.

All agencies coordinating mass feeding operations will coordinate with ESF 11 and with the Shelter Coordinator.

- Shelter Kits
  Monroe County Emergency Management Department is responsible for shelter kit distribution to the appropriate shelter and for replenishing shelter kit supplies once kits are returned back to the MCEM Department. Shelter Kit includes a TTY phone and communication boards to enable those in need of such assistance to communicate with the shelter staff and to enable them to place a call to those whom they need to converse.

Blank Intentionally

Emergency Support Function (ESF) 7

Resource Support

Preface

When disaster threatens or strikes, a community must marshal its resources since prompt and effective response and recovery efforts may require more personnel, equipment, and supplies than the local government possesses. Local officials may find it necessary to use their government's personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and state and federal agencies to aid in the community's emergency operations. Therefore, planning for coordinating such resources, including the development of procedures to inventory available community resources, must be an integral part of a community's comprehensive emergency management plan development process.

Primary Agency

Division of Public Works

APPENDIX 7

RESOURCE SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #7

PRIMARY AGENCY: Monroe County Public Works

SUPPORT AGENCY: Monroe County Finance Department
Monroe County Emergency Management
The Office of Management and Budget

1.0 INTRDUCTION

1.1 Purpose

ESF 7 is tasked with provision of resources and logistical support for emergency response and recovery efforts. Public Works responder/s at the EOC will identify logistical need and coordinate through ESF 7 the acquisition of such resources

1.2 Scope

ESF 7 will provide countywide resources for emergency operations in the event of resource depletion (i.e. contracting services, office supplies and equipment, emergency supplies, transportation services, additional personnel, etc.). Procure and provide essential material resources, which is all part of logistical support (see 1.1).

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic disaster will impact local and state resources resulting in shortages of essential resources. Supplies must be procured and provided to the affected areas.

2.2 Responsibilities

2.2.1 ESF 7 will execute the assigned responsibilities and respond to requests for logistical and resources support, and will participate within the recovery response effort.

2.2.2 ESF 7 will support the assignment of resources and coordinate resource procurement, disbursement, cost accounting, and other areas related to logistical and resource support.

2.2.3 At the earliest time possible, anticipate needs that will go above and beyond local resource capabilities. Begin preparations and arrangements for meeting those needs through the most appropriate means.

APPENDIX 7

RESOURCE SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #7

2.2 Responsibilities (continued)

2.2.4 ESF 7 maintains a list of local resources available for allocation. In conjunction with ESF 5, plans are made for requesting resources from both internal and external sources. As resource requests arrive at the ESF, they are matched against locally available resources and the decision is made to provide the resource from local stocks or from outside the County. Outside resources are requested as needed from the SERT or DEM representatives in the EOC.

2.2.5 ESF 7, in coordination with ESF 7 and Emergency Management Department, will identify and operate facilities for the purpose of receiving and storing resources, and will coordinate effective transport of resources to appropriate destinations.

2.2.6 ESF 7 contacts vendors with whom contracts, agreements, and / or arrangements have been prearranged for the provision of resources. A resource list will be collected from other ESFs. Preliminary mutual aid requests to the SEOC will be made through ESF 7.

2.2.7 All agencies and departments located either within the EOC or designated as a support agency are responsible for maintaining their own available resource list.

2.2.8 Provide continuous representation at the EOC, when activated, to ensure that emergency needs are met.

2.2.9 ESF 7, in conjunction with ESF 1, will be responsible for and will be called upon, for whatever support is necessary to distribute resources to their designated destinations.

2.2.10 Emergency Management Department has identified staging areas, including warehouses and distribution centers, to be used to receive, store, organize, and distribute resources. The leasing of required buildings and warehouses and / or replacement of buildings is the responsibility of the Facilities Maintenance Department within the Public Works Division. After an event, volunteers or agencies volunteering resources, will notify the County EOC for assignments. This ESF works with ESF 15 to maintain logs of the volunteers working throughout the County after an event.

Emergency Support Function (ESF) 8

Health & Medical Services

Preface

For many single-site emergency situations, these functions will be an extension of normal duties. However, during widespread, multiple site disasters public health and emergency medical services personnel, resources and facilities may be in short supply. Further, certain major health problems may emerge, such as diseases, sanitation problems, contamination of food and water, and community mental health problems.

Primary Agency

Monroe County Health Department

APPENDIX 8

HEALTH AND MEDICAL SERVICES
EMERGENCY SUPPORT FUNCTION (ESF) #8

PRIMARY AGENCIES: **Monroe County Health Department**

SUPPORT AGENCIES: Monroe County Fire Rescue, City of Key West Fire Department, CARE Ambulance (Key West), Islamorada Fire Rescue, Key Largo Fire Rescue, Key Largo Volunteer Ambulance Corps, Marathon Fire Rescue, Monroe County Sheriff's Office, City of Key West Police Department, Ocean Reef Public Safety, Florida Highway Patrol, Monroe County Communications Department, Monroe County Public Works, Monroe County Social Services, Monroe County Mosquito Control, Monroe County Medical Examiner, Florida Agency for Health Care Administration, Department of Agriculture and Consumer Services, Department of Business and Professional Regulation, Department of Elder Affairs, Department of Environmental Protection, Department of Children & Families, Department of Health, Florida Funeral Directors Association

RESOURCE AGENCIES: Lower Keys Medical Center and Behavioral Health Center (dePoo), Mariners Hospital, Fisherman's Hospital, Salvation Army, American Red Cross, Key West Navy Branch Health Clinic, Key Largo and Key West VA Outpatient Clinic, American Ambulance Service, CHI Marathon Health Center, Medical Reserve Corps, Florida Disaster Medical Assistance Team (FLDMAT), State Medical Response Team (SMRT), Department of Health Regional Strike Teams (Special Needs, Epidemiology and Environmental Health)

1.0 INTRODUCTION

1.1 Purpose

Purpose of this Appendix is to establish procedures for the coordination of public health and medical resources during emergency response and disaster recovery operations. The Monroe County Health Department (MCHD) has been designated by Monroe County Emergency Management and the Florida Department of Health (DOH) as the lead agency for ESF 8 in Monroe County. In this capacity MCHD will coordinate the County's limited health, medical and social service assets in the event of a natural or man-made disaster impacting the County

1.2 Scope

This Appendix is applicable to natural or manmade disasters or other emergencies involving the commitment of public health and medical resources. When resources from local, county and regional agencies are depleted or overwhelmed additional resources and assistance will be requested from the State or Federal sources in response to either declared, or undeclared emergencies.

APPENDIX 8

HEALTH AND MEDICAL SERVICES
EMERGENCY SUPPORT FUNCTION (ESF) #8

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major natural or man-made event would rapidly impact local public health and medical resources and the abilities to provide local health and medical services. Such an event would result in certain public health threats, including problems related to water, solid waste, physical and mental health. Medical/health facilities may be severely damaged or destroyed resulting in a medical and pharmaceutical supplies/equipment shortage. Persons who are not injured, but require daily medication, would have difficulty in obtaining necessary medication due to the damage or destruction of supply locations. Injuries and health conditions will be complicated by the impact of the disaster as well as in coordinating services of health care facilities and pharmacies. Special Needs population may need to be sheltered in or out of Monroe County due to safety hazards.

2.2 Responsibilities

ESF 8 will be responsible for monitoring and coordinating all health and medical activities being performed in conjunction with emergency operations. The focus will be primarily on public health and safety issues. ESF 8 will identify appropriate support agencies and coordinate their activation and response to an event. Identify and coordinate health/medical equipment and supplies, and support evacuation efforts from critical health care facilities if needed. Assist ESF # 4 (Fire Rescue) and ESF # 9 (Urban Search & Rescue) as necessary. ESF 8 coordinates appropriate medical/health care personnel, behavioral health crisis counseling, advises on the status of potable water, waste water, solid waste and air monitoring. Oversee coordination of the overall support of medical and public health assistance, activation and deployment of health/medical personnel, supplies and equipment. Ensure that trained medical/health personnel are at each mass care location. Coordinate with the appropriate agency to assure the establishment of communications capabilities including, radios and telephones. Coordinate, through the Hospital Liaison, the evacuation of hospital patients from the affected area when deemed necessary and when requested by the evacuating hospital.

Plan, mobilize, and manage health and medical services during emergency response and recovery phases of an event. Provide medical care, treatment, and support to disaster victims, response personnel, and the public. Provide for the treatment and coordinate, or assist in the coordination efforts of transport and evacuation of the injured and assist with basic health issues.

Utilizing teams in the field as well as reports from the various support agencies, this ESF will assess the health and medical needs of the community in the following functional areas: disease control/epidemiology; health and medical care personnel and supplies; food and drug safety and availability; behavioral health and crisis counseling; public health information press releases; vector control and monitoring; portability and availability of water supplies; solid waste disposal; victim identification and mortuary services; and emergency medical services. Information will be assessed and the appropriate resources allocated to mitigate or prevent any medical or health problems.

APPENDIX 8

HEALTH AND MEDICAL SERVICES
EMERGENCY SUPPORT FUNCTION (ESF) #8

2.2 Responsibilities (continued)

2.2.1 It is the responsibility of this ESF to review and assess health and medical needs of the County in the event of an emergency. After the assessment, preparations will be made to obtain resources to meet those needs. A response and short-term recovery action plan will be submitted.

2.2.2 Disaster Medical Assistance Teams (DMAT) will be deployed to assist with the treatment of individuals requiring assistance beyond first aid. These teams are coordinated through State ESF 8.

2.2.3 Coordinate with Monroe County Social Services the evacuation and return of Monroe County Special Needs clients.

2.2.4 Inspect and monitor the purity and usability of all food products, water, drugs, and other consumables that were possibly exposed or affected by the hazard.

2.2.5 Coordinate the dissemination of information to the public concerning potential and existing health hazards with the EOC public information liaison. Ensure the availability of potable water, an effective sewage system. This information will be disseminated to the media through the appropriate Public Information Officers.

2.2.6 The Sheriff's Office will coordinate with the Monroe County Medical Examiner's Office on the death and identification of victims; with the Funeral Directors on mortuary services and also identification of victims; and with the Behavioral Health Unit on the next of kin notification. Monroe County Sheriff's Office, Homicide Unit, will be the liaison for the Medical Examiner's Office and the Department of Health.

2.2.7 MCFR has supply of vehicles and ambulances that will be utilized to transport victims in serious or critical conditions. Additionally, private sector ambulance and County (MCSS, MCSB) transport vehicles will assist in transport of patients. If the entire county is affected by an emergency or disaster whereby the existing resources of MCFR are exhausted, requests for additional resources will be made through existing mutual aid agreements. This ESF will utilize locally available ground transportation to transport individuals with a serious or critical medical condition, if the individual's condition makes this a safe alternative. If not, MEDEVAC resources will be requested and utilized.

2.2.8 Responsible for the care of Monroe County Special Needs clients at designated Special Needs shelter locations for all-hazards. During any local hazard or a tropical storm the Special Needs shelter is located at the Harvey Government Building in Key West. During hurricanes, the Special Needs shelter is at the Florida International University campus in Miami.

APPENDIX 8

HEALTH AND MEDICAL SERVICES
EMERGENCY SUPPORT FUNCTION (ESF) #8

3.0 FINANCIAL MANAGEMENT

3.1 Responsibilities

MCHD will follow local and State financial disaster procedures for tracking and managing financial matters related to resources procured during an event in support of the agencies response personnel and efforts. Resources are obtained through pre-arranged memorandums of agreement and contracts, and additional resources deemed necessary throughout response and recovery efforts. All resource requests will be entered in the Department of Emergency Management EM Constellation System.

3.12 All other agencies (government and private sector), coordinated through and responding with ESF 8, are responsible for recording and tracking their expenditures, and seeking reimbursement from the appropriate source after the event has ended. ESF 8 shall encourage all supporting and resource agencies to establish effective internal financial disaster response systems and ensure they follow directives received from Monroe County Emergency Management, FEMA or other sources.

Emergency Support Function (ESF) 9

Search & Rescue

Preface

Local government is responsible for providing a Search and Rescue (SAR) capability in response to disasters occurring within its jurisdiction. Day-to-day SAR augmentation will be coordinated/requested through 911 Dispatch. Local resources and outside assistance for large scale SAR operations will normally be coordinated through the Emergency Operations Center (EOC). State and federal assistance are usually available for large-scale SAR operations. Local military bases provide (within mission capabilities) staff, equipment, and logistical support for SAR operations.

Primary Agency

Fire Rescue

APPENDIX 9

URBAN SEARCH AND RESCUE
EMERGENCY SUPPORT FUNCTION (ESF) # 9

PRIMARY AGENCY: Monroe County Fire Rescue

SUPPORT AGENCIES:
Monroe County Sheriff's Office
Key Largo Fire-Rescue
Key Largo EMS
Islamorada Fire-Rescue
Marathon Fire-Rescue
Key West Fire Department
Organized Fishermen of Florida
U.S. Coast Guard
N.A.S. Key West Fire and Emergency Services
Ocean Reef Public Safety

RESOURCE AGENCIES:
Florida Department of Law Enforcement
Florida Division of Forestry
Florida Wildlife Conservation
Florida Park Service
Miami-Dade Fire Rescue
State Fire Marshal

1.0 INTRODUCTION

1.1 Purpose

ESF 9 coordinates search and rescue operations and resources during emergency response and recovery. It provides support to local government agencies and proscribes the use of resources for urban and non-urban search and rescue efforts during actual or potential emergencies. Provides, identifies, and locates current asset / resource lists within the appropriate agency response plans.

1.2 Scope

The non-urban activities include persons trapped in confined spaces and if necessary, extricating and treating victims upon their rescue. The urban responsibilities include locating, extricating, and providing medical assistance to trapped persons in damaged / destroyed structures. Coordinates allocation of resources including personnel, materials, and services within affected areas. It also includes locating missing watercraft, downed aircraft and the extrication and treatment of victims as may be required.

Urban SAR activities include, but are not limited to, locating, extricating and providing immediate medical assistance to victims trapped in collapsed structures.

APPENDIX 9

URBAN SEARCH AND RESCUE
EMERGENCY SUPPORT FUNCTION (ESF) # 9

2.0 CONCEPT OF OPERATIONS

2.1 Situation

In the event of a major disaster, the majority of local resources will not be available due to damage or inaccessibility. This would result in significant infusion of resources into the affected areas. Substantial numbers of citizens may be in life-threatening situations requiring immediate rescue and medical attention. Depending upon the type and magnitude of the event, urban, non-urban SAR, or both, may be required.

2.2 Responsibilities

ESF 9 responds to requests for local search and rescue operations, and assists other jurisdictional search and rescue operations.

ESF 9 performs coordination of support agencies in directing search and rescue operations, as well as resource requests for heavy equipment support related to search and rescue operations.

Emergency Support Function (ESF) 10

Hazardous Materials (HazMat)

Preface

A natural, accidental or intentional catastrophic event that could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, air line disaster laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.

Under the best of circumstances, the management and coordination of large hazardous material response operations is complex and may involve multiple agencies. Emergency or hazardous conditions of potentially disastrous proportion, or which are coincident with any other emergency situation, will place excessive requirements upon local response organizations. In the wake of the disaster, many of the local resources will be unavailable due to damage or area inaccessibility, or the local resources will not be sufficient to handle the response to major hazardous material incidents. This may require that significant amounts of resources will have to be obtained from ESF-10 from the State and Federal level.

Primary Agency

Fire Rescue

APPENDIX 10

HAZARDOUS MATERIALS & ENVIRONMENTAL PROTECTION EMERGENCY SUPPORT FUNCTION (ESF) # 10

PRIMARY AGENCY: **Monroe County Fire Rescue**

SUPPORT AGENCIES:
City of Key West
Monroe County Sheriff's Office
U.S. NAVY (NAS Key West)
U.S. Coast Guard
Florida Department of Environmental Protection (DEP)
U.S. Environmental Protection Agency (EPA)
Monroe County Department of Health
Monroe County Growth Management

RESOURCE AGENCY:
Florida Division of Forestry
Miami-Dade Fire Rescue

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish organizational responsibilities and coordination procedures for responding to incidents involving spills or releases of hazardous materials which pose a threat to the general public, emergency response personnel or the environment.

1.2 Scope

Coordinate an effective and efficient response to discharges and releases of hazardous materials. Take necessary steps to assist with evacuation and reentry of affected areas and request hazardous materials technical assistance. Coordinate hazardous materials team support in the detection and identification of hazardous materials and provide personnel, equipment, and supplies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Transported hazardous materials may be involved in highway and air accidents or waterway mishaps. A natural disaster could result in situations where hazardous components are released into the environment. Fixed facilities such as laboratories, chemical plants, warehouses and storage areas, chemical tanks, waste disposal sites, etc., which produce, generate, store, or dispose of hazardous materials could be damaged so extensively that existing spill control equipment and containment tactics would be rendered ineffective. Emergency hazardous conditions, which would coincide with any other emergency situation, will place excessive demands upon local responders.

APPENDIX 10

HAZARDOUS MATERIALS
EMERGENCY SUPPORT FUNCTION (ESF) # 10

2.2 Responsibilities

ESF 10 Coordinates and directs efforts to complement the local emergency response efforts in the aftermath of a hazardous material accident / incident. ESF 10 will secure the affected area and coordinate the removal and disposal of the materials from the disaster location.

ESF 10 is responsible for the coordination of support agencies in directing necessary resources, as well as coordination of equipment support and supply information pertaining to contract vendors and other entities that would be able to supplement response resources.

2.2.1 Monroe County Sheriff's Office and Monroe County firefighters will secure the incident / accident area initially. Monroe County Law Enforcement officers and volunteer firefighters are trained to "awareness" levels only; career firefighters are trained to "operations" level. Accordingly, an advanced level of Haz-Mat assessment or intervention will not be applied. The County Fire Marshal's Office inspects and monitors transportation and storage of extremely hazardous substances (EHS) countywide, and documents typical transportation routes. Fire Marshal personnel will be dispatched to the scene to assist the Incident Commander with operational resources including CAMEO (Computer Aided Management of Emergency Operations), ALOHA (Aerial Locations of Hazardous Atmospheres), ARCHIE (Automated Resource for Chemical Hazardous Incident Evaluation) and other resources.

2.2.2 The lead agencies and responsibilities are as follows:

- Monroe County Fire-Rescue: Scene control, safety, evacuation.
- Monroe County Fire Marshal: Release assessment, scene command coordination and control, risk analysis, safety procedures and evacuation implementation.
- Monroe County Sheriff's Office: Scene security, evacuation.
- Florida Highway Patrol: Traffic control.
- Florida Wildlife Conservation: Waterway security, environmental assessment.
- U.S. Coast Guard: Waterway security, environmental assessment, control of spills and cleanup oversight
- Department of Environmental Protection: Spill / release response, coordination of containment and clean up procedures.

2.3 Limitations

Monroe County does not have Haz-Mat trained response teams with entry and decontamination capabilities. All advanced Haz-mat resources will be provided be neighboring counties, specifically Miami-Dade Fire / Rescue.

APPENDIX 10

HAZARDOUS MATERIALS
EMERGENCY SUPPORT FUNCTION (ESF) # 10

2.4 Resources

2.4.1 **Initial decontamination would occur on-scene prior to transportation.** In addition, Monroe County has three medical facilities that would implement further decontamination procedures, if necessary:

Lower Keys Medical Center
5900 College Road
Key West, FL 33040

Fishermen's Hospital
3301 Overseas Highway
Marathon, FL 33050

Mariners Hospital
91500 Overseas Highway
Tavernier, FL 33070

2.4.2 Radiological monitoring equipment is located at the Tavernier Volunteer Fire Station. Personnel in this response area are trained in its use, based on their proximity to the Turkey Point Nuclear Power Plant. County Fire Marshal officials transport additional monitoring equipment to other areas within the County, including middle and lower Keys, which require response efforts.

2.4.3 A wash-down (decontamination) station will be activated at US Highway 1 and State Road 905, in Key Largo. The County Fire-Rescue, Tavernier Volunteer Fire Department and the Key Largo Volunteer Fire Department will perform vehicle wash-downs. All equipment is stored on site, and personnel are trained and re-qualify annually.

2.4.4 DEP's Bureau of Emergency Response, in conjunction with the U.S. Coast Guard, is the primary agency responsible for responding to marine related pollutant and hazardous materials incidents.

Note: Florida Department of Environmental Protection, in conjunction with the Florida Fire Chief's Association has developed a detailed Environmental Response Plan to provide a framework for responding to a full range of potential hazardous material or other emergencies. The Environmental Response Plan promotes coordination between Federal, State, and local governments, as well as the private sector, when responding to hazardous materials incidents and other threats to the environment and public health. The activities of ESF 10 are more thoroughly detailed in the Environmental Response Plan.

Blank Intentionally

Emergency Support Function (ESF) 11

Food & Water

Preface

A major catastrophic disaster, such as a hurricane, will deprive or limit access to a substantial number of people to water and food and/or the means to prepare food. Additionally, there will more than likely be a substantial disruption of the commercial food supply and distribution network. Food products stored in the affected area may be partially or totally destroyed.

The scope of this ESF is to obtain needed food supplies (food, water and ice) which includes activities such as the assessment of food assistance needs, identification of locations of food stores and storage, arranging for transportation of those food supplies to designated disaster staging areas.

Primary Agency

The Salvation Army

APPENDIX 11

FOOD AND WATER
EMERGENCY SUPPORT FUNCTION (ESF) #11

PRIMARY AGENCY: The Salvation Army
The American Red Cross (Post Disaster Only)

SUPPORT AGENCIES: Monroe County Social Services
Monroe County School District
Florida Keys Aqueduct Authority

1.0 INTRODUCTION

1.1 Purpose
The overall coordination of actions necessary to provide food, water and ice to citizens of Monroe County as necessary in the event of an emergency situation

1.2 Scope
The provisions established in this Appendix are applicable to natural or manmade disasters or other emergencies which require the coordination and commitment of County resources.

2.0 CONCEPT OF OPERATIONS

2.1 Situation
A major or catastrophic disaster will result in limited availability and access to water, food, and ice, to the affected population. Commercial food distribution will be severely impacted. Products stored in the affected area may be partially or entirely destroyed. ESF 11 will assess the need for, and manage the distribution of, food, water, and ice to individuals affected by the disaster. Coordination of the collection of food and water from outside relief organizations will be conducted by ESF 11.

2.2 Responsibilities

2.2.1 This is a joint effort between The Salvation Army and The American Red Cross (post-storm). The Salvation Army provides logistical support through their network of warehouses and stores, and staffs feeding areas and mobile feeding programs for populations not located in designated areas.

2.2.2 The American Red Cross, in the aftermath of an event, coordinates food distribution and resource support efforts. The ARC will provide information regarding the amount of food used and needed as well as monitoring mass feeding areas, kitchens, and pantries providing food and water to disaster victims.

APPENDIX 11

FOOD AND WATER
EMERGENCY SUPPORT FUNCTION (ESF) #11

2.2 Responsibilities (continued)

2.2.3 ESF 11will anticipate and evaluate the food, water, and ice needs of the community rather than waiting for post disaster analysis. This ESF will identify distribution sites with locations being accessible by main thoroughfares and large enough to accommodate large numbers of people. ESF 11 will identify and secure appropriate refrigerated and non-refrigerated storage areas large enough to store large quantities of resources.

Loss of electrical services may result in situations where food and water supplies will not be usable and therefore, immediate outside support (State and Federal) becomes essential.

2.2.4 Since these primary agencies are in the lead roles of this ESF and ESF 6 (Mass Care), they are responsible for the coordination of the distribution of food, water, and ice to disaster victims at each appropriate shelter and mass care facility. Prior arrangements are made for the transport of food and water shipments to feeding sites, pantry locations, and mass care facilities. Coordination is made with Transportation (ESF 1) for additional vehicle support, if necessary.

2.2.5 The Salvation Army has, as an additional resource, a 45-foot trailer stocked with food and water, on stand-by in Miami. This resource would be deployed to Monroe County upon the shortage/depletion of local provisions supplies.

Emergency Support Function (ESF) 12

Energy

Preface

ESF-12 involves coordinating the provision of and restoration of utility services in the aftermath of a major or catastrophic emergency. Actions include working closely with local, state, and federal agencies, and utilities; Assessing damage to utility systems, supply, demand, and requirements to restore such systems; Determining priority of utility system restoration for emergency operations; Helping utilities obtain information, equipment, specialized labor, fuel, and transportation to repair or restore systems; Recommending local and state actions to conserve utilities; Providing information, education, and conservation guidance to the public.

Primary Agency

Florida Keys Electric Cooperative
Keys Energy Service
Florida Keys Aqueduct Authority

APPENDIX 12

ENERGY
EMERGENCY SUPPORT FUNCTION (ESF) #12

PRIMARY AGENCIES: **Florida Keys Electric Cooperative**
Florida Keys Aqueduct Authority
Keys Energy Services

SUPPORT AGENCIES: Florida Power and Light

1.0 INRODUCTION

1.1 Purpose

To promulgate the policies and procedures to be used by Monroe County, Florida Keys Electric Cooperative, Florida Keys Aqueduct Authority, and Keys Energy Services, in responding to and recovering from shortages and disruptions in the supply and delivery of electricity, potable water, and other forms of energy and fuels, which impact or threaten to impact significant numbers of citizens and visitors.

1.2 Scope

Restoration of utility services which are interrupted due to a major or catastrophic event. Coordination of services and communications between utilities and local, State, and Federal agencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic event will severely damage and/or destroy power lines, telephone equipment, drainage systems, water and sewer lines, and gas mains. Emergency equipment in the affected areas may be inaccessible and / or damaged. Restoration of these services is essential and must begin immediately.

2.2 Responsibilities

ESF 12 will respond to requests for restoration of utility services and / or repair of services. It will identify required support agencies, begin mobilization of resources and personnel, and prepare to activate. ESF 12 is responsible for coordination of support agencies in directing utility restoration resources and prioritizing the needs for utility services. Additional responsibilities areas follows:

2.2.1 Coordinate and facilitate the provision of fuel supplies to the County in quantities necessary to provide support to the recovery effort and to maintain the basic fabric of the community.

APPENDIX 12

ENERGY
EMERGENCY SUPPORT FUNCTION (ESF) #12

2.3 Responsibilities (cont.)

2.2.2 The provisions denoting the allocation and prioritization of agencies, organizations, and utility companies' response to service outages, shortages, and shortfalls may be found in the following Hurricane Plans:

- Florida Keys Aqueduct Authority Hurricane Handbook,
- Florida Keys Electric Cooperative Major Storm Emergency Procedures
- Keys Energy Services Hurricane / Storm Procedures

2.2.3 All information relative to the situation and status of this ESF operation will be provided to the Operations Lead via the Public Service Branch Coordinator. The Operations Section Lead will, in turn, provide this information to the SEOC on a required basis. When the County finds its resources for utility restoration insufficient in kind and quantity, the County shall request through the appropriate State ESF the necessary resources to ensure adequate infrastructure restoration. Lead and support agencies of this ESF are the power providers in the Keys. This ESF maintains direct and frequent communications with the Public Service Branch Coordinator and the EOC Operations Section, who provides the SEOC with current information to support a coordinated effort between the County, State, and Federal officials.

2.2.4 This ESF will coordinate and facilitate the restoration of all energy related infrastructures including electrical supply and distribution, water supplies, natural gas storage and distribution, and all other transportation related fuels. Monroe County provides fuel for emergency vehicles on a 24-hour availability with gas pumps located throughout the County. In the event of a fuel shortage, Monroe County Public Work has an agreement with Dion's Quick Marts, Inc, and Homestead Gas Co., for fuel supply delivery.

Emergency Support Function (ESF) 13

Military Support

Preface

The scope of Military Support operations is extremely diverse. Therefore, the primary goal is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the EOC Management Team.

Primary Agency

Emergency Management

APPENDIX 13

MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #13

PRIMARY AGENCY: Monroe County Emergency Management

SUPPORT AGENCIES: Florida Department of Military Affairs
Florida National Guard
N.A.S. Key West
U.S. Coast Guard
Joint Task Force 4

1.0 INTRODUCTION

1.1 Purpose
The purpose of this Appendix is to establish policies and procedures for requesting and coordinating the use of State and Federal military resources in response to a major or catastrophic disaster.

1.2 Scope
This Appendix applies to natural or manmade disasters or other emergencies requiring support from sources external to the County.

2.0 CONCEPT OF OPERATIONS

2.1 Situation
Catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities.

2.1.1 There will be a significant loss of dwellings, structures, and widespread displacement of people.

2.1.2 Local and State authorities will require additional assistance and may include a request for Federal assistance.

2.1.3 In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, a human needs and property damage assessment will be conducted as soon as possible following a major catastrophic disaster.

2.2 Planning Assumptions

2.2.1 Florida National Guard (FLNG) assets are available for a State mission. It is understood that Federal wartime missions of the U.S. Department of Defense (DOD) take priority over State missions.

2.2.2 Post-disaster human needs and property damage assessments are an ongoing process, as needs cannot be fully determined in the initial response phase of a major disaster.

APPENDIX 13

MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #13

2.2 Planning Assumptions (cont.)

2.2.3 When possible, the Governor issues an Executive Order prior to a catastrophic disaster, authorizing the Adjutant General to call to active duty those personnel necessary to support the State's response and recovery efforts. Some forces may be staged in and around the anticipated disaster area prior to an event.

2.2.4 Rapid Impact Assessment Teams (RIATs) will be deployed to the disaster area by land or air, as appropriate, and will deploy fully self - sufficient units.

2.2.5 Restoration and/or preservation of law and order will be a priority mission of the FLNG immediately following a catastrophic disaster.

2.3 Responsibilities

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with local government, and those State and Federal agencies designated by statute. When the situation is so severe and widespread that effective response and support is beyond the capacity of local government and all civil activities have been exhausted, assistance is provided. The Monroe County Emergency Management Department is responsible for the coordination of military support requirements generated by emergency or disaster situations through the Florida State.

2.3.1 The State Division of Emergency Management will coordinate all requests for State and Federal military support in response to the County requests.

2.3.2 The Florida National Guard will provide liaison team to the Emergency Operations Center during emergency situations. This team will advise the Emergency Management Director on the availability of National Guard resources and appropriate mission profiles.

2.3.3 When an emergency or disaster occurs and waiting for instructions from a higher authority would preclude an effective response, a military commander may do what is required and justified to save human life, prevent immediate human suffering, or lesson major property damage or destruction. The commander will report any action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.

2.3.4 Military resources will be employed with adequate resources to accomplish the mission when conducting civil disaster or emergency relief operations. The on-site commander or senior officer present will make that determination. Military support to civil authorities will terminate as soon as possible after civil authorities are capable of handling the emergency.

APPENDIX 13

MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #13

2.3 Responsibilities (continued)

2.3.5 Chapter 250 (Military Code) of the Florida Statutes designates the Governor as the Commander in Chief of all militia of the State, to preserve the public peace, execute the laws of the State, respond to State emergency, and order all or part of the militia into active serve of the State. This is accomplished through an issuance of a Governor's Executive Order.

2.3.6 The FLNG Area Command responsible for planning for and executing military support operations within Monroe County is the 50th Area Support Group (South Area Command), Florida Army National Guard. A FLNG representative from the Miami area will be in the Monroe County EOC and will assist in coordinating, obtaining, and providing support to the County.

2.3.7 Monroe County is responsible for requesting Rapid Impact Assessment Teams (RIATs) immediately following a disaster. The County Emergency Management, in coordination with the Monroe County Sheriff's Office, will maintain and provide to the RIATs the locations of landing zones and/or staging areas in or near the affected areas. The County will assure the viability of each potential landing zone or staging area prior to requesting the RIAT.
The County will provide a representative to accompany the RIATs, providing local knowledge of the areas to be assessed.

2.4 Primary Agency Tasks

Monroe County Emergency Management is the primary agency for this ESF and will coordinate the ESF's activities. As the Primary Agency, MCEM is the point of contact for all Department of Defense and FLNG operations in support of the County.

The Primary Agency will coordinate with the support agencies to direct military resources and prioritize the needs for their services.

2.5 Support Agency Tasks

The FLNG will, upon request, provide and Emergency Coordinating Officer to the Monroe County EOC. This officer will coordinate FLNG assets within the County to support the priorities of the Monroe County EOC and the Primary Agency. The FLNG representative will advise and coordinate with the SERT representative in the EOC, who will request the EOC Administrative Lead to send official mission requests to the SEOC for support to other ESF's, if necessary and if consistent with the support priorities of the Primary Agency.

APPENDIX 13

MILITARY SUPPORT
EMERGENCY SUPPORT FUNCTION (ESF) #13

2.5 **Support Agency Tasks (continued)**

All support agencies of this ESF are responsible for assisting the Primary Agency in coordinating military assets and in completing the following:

2.5.1 Notification, activation, and mobilization of all personnel and equipment to perform or support assigned functions designated within the County's CEMP.

2.5.2 Designation and assignment of personnel for staffing of all facilities at which this ESF is required, and representation is determined by this ESF's Primary Agency to be necessary.

- Coordination of all actions of the support agency with the primary agency in performing assigned missions of this ESF.
- Identification of all personnel and resource requirements to perform assigned missions in excess of the support agencies' capabilities.

Emergency Support Function (ESF) 14

Public Information

Preface

Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media and by use of the Emergency Alert System (EAS). The EAS will be used to provide emergency information and instructions to citizens. In the Monroe County area, nearly all radio and television stations participate in the EAS and will simulcast emergency announcements.

Primary Agency

Monroe County Sheriff's Office

APPENDIX 14

PUBLIC INFORMATION
EMERGENCY SUPPORT FUNCTION (ESF) #14

PRIMARY AGENCY: Monroe County Sheriff's Office

SUPPORT AGENCIES: Monroe County Emergency Management
Monroe County Department of Health
TDC
Municipal PIOs

1.0 INTRODUCTION

1.1 Purpose
To establish a system that gathers and disseminates all disaster-related information to the media and the general public.

1.2 Scope
This ESF will perform necessary functions associated with the acquisition and transmittal of information. ESF 14 reports on the status of emergency conditions, shelters and emergency services availability, as well as actions taken to ensure public health and welfare. ESF 14 will identify the primary point of contact that will allow information access to the media and the general public.

2.0 CONCEPT OF OPERATIONS

2.1 Situation
A major or catastrophic event will severely impact dispersion of public information in the affected area, while at the same time creating a demand for timely and accurate information regarding identification and provision of emergency services. ESF 14 will respond to information requests from the local public and media interests.

2.2 Responsibilities

2.2.1 The Monroe County Sheriff's Office Public Information Officer will coordinate all public information releases and through regularly held briefings and press releases, will release information on the current emergency status and operations to the media.

Additional public information may be found on the Monroe County Website (www.monroecounty-fl.gov) and the Monroe County Sheriff's Office Website (www.keysso.net). Information to the tourist establishments (hotels, motels, Inns, etc.) is coordinated with the Tourist Development Council's Public Relations representative.

The MCSO PIO is responsible for the accurate and timely dissemination of public information regarding the evacuation process, sheltering information, assistance contacts, etc. This would also include emergencies events at the Turkey Point Nuclear Power Plant.

APPENDIX 14

PUBLIC INFORMATION
EMERGENCY SUPPORT FUNCTION (ESF) #14

2.2 Responsibilities (continued)

2.2.2 ESF 14 will provide for the establishment of a press / briefing room. The designated area is located on the first floor of the EOC, and will serve as the primary location for the release of information by the County until activation of the Joint Information Center.

2.2.3 Information for the hearing impaired population is provided TV Channel 16, TCI Channel 5, The Weather Channel, and hurricane preparedness brochures.

Information for the visually impaired population is provided via local primary EAS radio stations, LP-1 Stations WEOW FM 92.7, Key West, WKWF AM 1600, Key West, and LP-2 Stations WFFG 1300 AM and WWUS/US 104.7 FM, Big Pine Key.

Information for the non-English speaking population is provided via radio station WZMQ 106.3. Additionally, Monroe County Emergency Management has access to bilingual communicators.

2.2.4 Monroe County Emergency Preparedness Brochure C, "Mobile Home, Travel Trailer, and RV", contains information regarding their vulnerability and evacuation needs. Additionally, the Fire / Rescue units are dispatched to Mobile Home and RV parks to issue warnings via the Public Address System.

2.2.5 Monroe County Public Service Announcements can be found in the Hurricane Public Service Announcements SOP. The announcements cover year-round hurricane awareness with information including: stocking up, shutters, shelters, personal plans, property inventories, hurricane kits, and securing homes.

2.2.6 An evacuation routes map is included in the Monroe County Preparedness Brochure which is distributed county-wide. This brochure also contains information regarding shelter locations.

2.2.7 Automated, manned, and dedicated Public Information Hot Lines are utilized for all emergencies requiring EOC activation. Also utilized is the Joint Information Center when established.

2.2.8 Given the geography of Monroe County, the primary methods for communicating current information directly to the public are the Citizen's Public Information Line, and a regular PIO briefing on local radio stations The County also uses its assets to deploy a team to the Disaster Recovery Centers to coordinate DRC operations and to provide a central point where citizens can receive disaster related information. The team receives regular information updates from this ESF, and can contact this ESF at the Monroe County EOC if questions arise.

2.2.9 All ESFs will report information to ESF 14 to keep officials and citizens aware of current events.

Emergency Support Function (ESF) 15

Volunteers & Donations

Preface

The successful management of volunteers and donations requires a united and cooperative effort by the federal, state, and local governments, volunteer agencies, community based organizations, business sector, and the community.

Primary Agency

Monroe County Emergency Management

APPENDIX 15

VOLUNTEERS AND DONATIONS
EMERGENCY SUPPORT FUNCTION (ESF) # 15

PRIMARY AGENCY: Monroe County Emergency Management

SUPPORT AGENCIES:
Monroe County Fire Rescue
The Salvation Army
The American Red Cross
United Way
Monroe County Community Services
Monroe County Public Works
Habitat For Humanity

1.0 INTRODUCTION

1.1 Purpose

To establish guidelines for coordination of volunteer agencies and their personnel the receipt and delivery of donated goods to the affected area/s during a disaster situation.

1.2 Scope

To work with all governmental agencies in the assessment, and prioritization of, available resources and identification of necessary needs. Coordinate local transportation efforts of donations to warehouses, mass distribution areas, and households. Maintain inventory of available supplies and prioritize the allocation of these assets to support the relief to the affected population.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

A major or catastrophic event will necessitate the utilization and services of voluntary agencies and their personnel. Such an event will require the coordination of volunteers and donations with municipalities, critical facilities, and other agencies. The transportation and communications systems and other infrastructure will be severely limited. Outside organizations and other relief personnel will assist with material and supplies collections.

ESF 15 responds to requests for delivery of donated supplies and services to the affected area This ESF serves as the information source regarding the coordination and availability of resources.

APPENDIX 15

VOLUNTEERS AND DONATIONS
EMERGENCY SUPPORT FUNCTION (ESF) # 15

2.2 Responsibilities

2.2.1 Coordination of voluntary agencies, their personnel, and donated resources is the responsibility of the Primary Agency. The ESF serves as the volunteer liaison to coordinate volunteers from outside agencies. Identifies locations of staging areas for volunteers and receipt of donated goods.

2.2.2 Initiate, with the EOC Command, identification of needed resources and establish priorities. Priorities are established by evaluating information from various sources, including damage assessment teams, RIAT reports, Fire / Rescue, Sheriff's Office, other disaster response agencies, and reports from the public received via the Monroe County Information Hot Line.

2.2.3 The Resource Support Group will refer those needs, which cannot be met through existing local resource inventories or through statewide mutual aid to this ESF. It will then evaluate incoming resource requests for possible donations or volunteer support. Prioritizes incoming requests to insure the most vital needs are given primary attention. The highest priority will be given to the needs, which affect the life, safety, and health of the general public.

2.2.4 Interface directly with the State ESF 15 and Transportation Group regarding transportation issues. These include providing information regarding where volunteers bringing donations are to go, who to contact, and when to deliver.

2.2.5 Individuals who wish to volunteer their services will be encouraged to contact local disaster relief organizations through public information campaigns, or the Monroe County Emergency Management Department.

Emergency Support Function (ESF) 16

Enforcement & Security

Preface

maintaining law and order, law enforcement response to a major emergency/disaster is to organize and assist in rescue operations, aid fire service fire suppression/emergency actions, aid victims to locate shelter and medical attention, provide security and access for essential facilities to include shelters, deny access to buildings and structures that are obviously unsafe or have been declared unsafe by building safety.

Primary Agency

Sheriff's Office

APPENDIX 16

LAW ENFORCEMENT AND SECURITY
EMERGENCY SUPPORT FUNCTION (ESF) # 16

PRIMARY AGENCY: Monroe County Sheriff's Office (MCSO)

SUPPORT AGENCIES:
Florida Highway Patrol (FHP)
Florida Wildlife Conservation Commission (FWC)
Key West Police Department (KWPD)
Key Colony Beach Police Department (KCBPD)
United States Coast Guard (USCG)
United States NAVY (USN)
United States Customs
Ocean Reef Public Safety (ORPS)
State Fire Marshal Office
Florida Department of Law Enforcement (FDLE)
Florida National Guard (FLNG)
Florida Department of Transportation (FDOT)

1.0 INTRODUCTION

1.1 Purpose

The overall coordination of the command and control formulation of the County, Municipal, State, and Federal law enforcement personnel and equipment in support of emergency response and recovery operations.

1.2 Scope

The provisions in this Appendix apply to natural or manmade disasters or other emergencies requiring the commitment of law enforcement resources and include any situation in which assistance from the State or other jurisdictions may be required in response to either declared or undeclared emergencies.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Disaster conditions are defined as any significant natural disaster, emergency or other incident of such severity and magnitude as to require a coordinated commitment of local agencies and resources. Such events may require assistance from agencies outside the County under existing mutual aid agreements or employment of the Florida National Guard, to argument local law enforcement operations, save lives or protect property.

All other agencies will coordinate with ESF 16 when requesting emergency support or disaster assistance. In the event of priority conflicts, this ESF will work with the EOC Incident Manager to resolve the situation.

APPENDIX 16

LAW ENFORCEMENT AND SECURITY
EMERGENCY SUPPORT FUNCTION (ESF) # 16

2.2 Responsibilities

2.2.1 Coordination of support agencies in directing law enforcement support and resources. Coordination of other relevant agencies for traffic control at locations where they are needed for navigation within and around the affected areas.

2.2.2 The Monroe County Sheriff's Office is responsible for the traffic flow in the County. Refer to MCSO SOP Subsection B, Part 5 – Overall Responsibilities / Traffic Control.

Maintain law enforcement and security in evacuated areas in the aftermath of a disaster. Assist in search and rescue operations and provide traffic control in the impacted areas. Provide for adequate protection prior to re-population of a community, and patrol areas to minimize criminal activities and enforce local curfews as necessary. Provides adequate escort for deliveries of supplies, equipment and VIPs into the affected area(s).

2.2.3 In the event of an accident, emergency, or disaster, the Monroe County Sheriff's Office will assign personnel to the Monroe County EOC. It is the coordinator's responsibility to notify all ESF primary and support agencies of an incident and provide them with the time and location. Review developing situations, prioritize and develop plans to mitigate incidents and concerns. These plans will then be forwarded to the Planning and Operations Sections.

2.2.4 The Monroe County Sheriff's Office is responsible for providing security at all pre-designated shelter locations. Post impact, feeding, mass care, and storage sites will be secured by law enforcement personnel on a case by case basis depending on priorities. Life safety concerns will be addressed prior to property issues. Additional MCSO responsibilities include locating missing persons, lost vessels and locating downed aircraft.

2.2.5 The obtainable resources of this ESF may be defined as the personnel, equipment, and supply resources available and obtainable from related agencies and local governments, public, and private organizations. A list of available resources and inventory is located within each department's headquarters.

2.2.6 Pre-staging for law enforcement will be coordinated by the primary agency with the cooperation of regional partners. Post impact staging areas may include any number of pre-determined, designated critical facility staging areas. These would be determined according to impacted areas.

APPENDIX 16

LAW ENFORCEMENT AND SECURITY
EMERGENCY SUPPORT FUNCTION (ESF) # 16

2.2. Responsibilities (continued)

2.2.7 Procedures for information and intelligence gathering from the community post-impact will be established to identify ongoing issues, problems, concerns, and threats through the assistance of ESF 16 Supporting Agencies.

2.2.9 Areas of the County that have been evacuated will be secured by local law enforcement agencies, as coordinated by ESF 16. Re-Entry procedures are included in the Monroe County Sheriff's Office Emergency Plan and the Monroe County Emergency Management Re-Entry Plan.

2.2.10 When emergency/disaster events result in mass casualties, the MCSO will support the County Medical Examiner by providing site security, access control and other technical and investigative support as may be required. Direct coordination will be established between the Medical Examiner and the MCSO for law enforcement requirements.

Blank Intentionally

Emergency Support Function (ESF) 17

Animal Protection

Preface

During emergencies or disasters the normal capabilities and programs may be disrupted, requiring emergency measures to meet the needs of lost, sick, stray, stranded, injured or dead animals.

Primary Agency

Monroe County Public Works/Emergency Management

APPENDIX 17

ANIMAL PROTECTION
EMERGENCY SUPPORT FUNCTION (ESF) # 17

PRIMARY AGENCY: **Monroe County Public Works**
Monroe County Emergency Management

SUPPORT AGENCIES: Florida Keys Society for the Prevention of Cruelty to Animals (SPCA)
Safe Harbor Animal Rescue of The Keys (SHARK)
Humane Animal Care Clinic
Monroe County Sheriff's Office
Solid Waste Management
Florida State Agricultural Response Team (FLSART)
Florida Fish and Wildlife Conservation Commission
Florida Keys Mosquito Control District

1.0 INTRODUCTION

1.1 Purpose

1. To provide management/support of needed resources for veterinary needs and care of pets and wild animals affected by the emergency event. Coordination of emergency relief assistance/support between local, State, and Federal entities.

2. Provide guidance in dealing with animals and animal related problems caused by an emergency/disaster.

1.2 Scope

ESF # 17 will identify and meet the veterinary and care needs of animals in the aftermath of a major or catastrophic event. Maintain status of veterinary and hospital service capabilities. Organize the appropriate personnel and identify equipment and resource needs. Animal capture and return to owners (wherever feasible) and collection and disposal of dead animals.

2.0 CONCEPT OF OPERATIONS

2.1 Situation

Any type of disaster may significantly affect the local animal population. A veterinary clinic, kennels, and other facilities that house animals may be severely damaged or destroyed. Remaining open facilities will likely be overwhelmed by demands for services.

In the interest of public health and safety, the County will identify and attempt to meet the care and emergency needs of animals following emergencies, disasters. Priorities will be directed toward animal care functions after human needs are met.

APPENDIX 17

ANIMAL PROTECTION
EMERGENCY SUPPORT FUNCTION (ESF) # 17

2.1 Situation (Cont.)

Most emergency situations can potentially lead to animal control problems and the need for certain animal services. Emergency operations for animal services will be an extension of their normal duties. However, during widespread, multiple site disasters animal services resources and facilities may be in short supply. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from State and Federal agencies/organizations.

2.2 Responsibilities

ESF 17 will monitor and respond to all animal care and veterinary services being performed in conjunction with emergency operations. It will determine the degree of support required from local, State and Federal resources. ESF 17 will begin mobilization of personnel and equipment, and prepare for activation.

Primary and support agencies will work jointly to:

- Maintain staffing needs
- Prepare s resource list identifying entities responsible for provision of supplies needed to treat and care for injured and sick animals during emergency events
- Liaison with the State Agricultural Response Team
- Maintain resource inventories
- Develop emergency action checklist
- Send a representative to the EOC

2.3 Role of County EEOC

When the EOC is activated, the EOC Incident Commander may activate ESF # 17 to coordinate animal control and services activities.

Animal control and services personnel will be alerted according to prescribed departmental/agency policy. ESF # 17 will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

2.4 Field Operations

Emergency actions and duties include:

- Search for, rescue, evacuate, and shelter animals.
- Treat and care for injured and sick animals.
- Collect and dispose of dead animals.
- Secure and identify lost and stray animals.

Emergency Support Function (ESF) 18

Business Industry and Economic Stabilization

Preface

During emergencies, there will be a need for immediate and short-term assistance for the needs of business, industry and economic stabilization. Coordination of local, state and federal business assistance is done primarily through networks of local and regional economic, workforce and tourism development partners, as well as business support organizations who determine the most efficient and effective ways to manage the access to these services at the local and regional level. Emergency Response Team's (SERT's) efforts via identification and solicitation of resources to meet identified needs. ESF 18 will also support SERT efforts by facilitating and coordinating the delivery intermediate and long term economic impact statements.

APPENDIX 18

BUSINESS
EMERGENCY SUPPORT FUNCTION (ESF) #18

PRIMARY AGENCY:

SUPPORT AGENCIES:

THIS APPENDIX IS CURRENTLY UNDER DEVELOPMENT

Emergency Support Function (ESF) 19

Damage Assessment

Preface

During emergencies, disasters, the need to establish the responsibility, direction, and control procedures and concept of operations for conducting damage assessment of county government facilities and properties, and unincorporated county residential dwellings. Prepare comprehensive damage assessment report for submission to FEMA.

APPENDIX 19

DAMAGE ASSESSMENT
EMERGENCY SUPPORT FUNCTION (ESF) #19

PRIMARY AGENCY: Monroe County Growth Management

SUPPORT AGENCIES: Monroe County Public Works
All County Departments

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Appendix is to establish the responsibility, direction and control procedures and concept of operations for conducting damage assessment of county government facilities and properties, and unincorporated county residential dwellings. Prepare comprehensive damage assessment report for submission to FEMA.

1.2 Scope

This Appendix is applicable to natural or manmade disasters requiring the commitment of emergency response resources. It is applicable to both, declared and undeclared, emergency operations.

Since different disasters cause different types of damage, it is imperative that the damage assessment process begins immediately after the emergency event.

1.3 Situation

Disaster conditions are defined as any significant manmade or natural event or emergency condition which requires a coordinated response by local agencies. The severity and magnitude of such events may require State and Federal assistance to augment local response and recovery efforts.

2.0 CONCEPT OF OPERATIONS

Conduct initial damage assessment and prepare detailed damage report for submission to the State and FEMA (initially through Emergency Management).

2.1 Responsibilities

Coordination of damage assessment team's personnel deployment out to the field to perform the assigned assessment tasks.

Direct damage assessment functions and collection of all relevant data.

2.2 Maintain detailed contact information for all damage assessment personnel that would need to be activated immediately after the emergency event.

2.3 Continue, on continuous basis, open communications with all departments that would be part of the damage assessment team.

CEMP

Annex IV - Recovery

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

IV. Recovery

IV. RECOVERY

A. MONROE COUNTY CONCEPT OF RECOVERY OPERATIONS

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

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

1. Recovery Phases

   a. A community response to disaster impacts follows a "phased approach that includes three general phases: Immediate Recovery (Humanitarian Relief), Intermediate Recovery (Restoration), and Long Term Recovery (Reconstruction)
      - The recovery phase begins during the response phase and initial focus is on impact assessment.

   b. Immediate Recovery operations will begin during the response phase of the emergency. The goals of Immediate Recovery are life safety issues and to restore local government services to at least minimal capacity. Immediate recovery activities could include:
      - Search and Rescue.
      - Emergency Medical Care.
      - Safety-Security-Traffic Control.
      - Food and Water
      - Restoration of essential services (utilities – electricity/water)
      - Initial Impact Assessment.
      - Implement Legal and Financial Procedures.
      - Emergency Debris Clearance.
      - Transportation.
      - Sheltering and Mass Care.
      - Public Information/Education.
      - Response Coordination with Municipalities.
      - Mutual Aid Response.
      - Volunteer Resource Response.

- Emergency Communications.
- Temporary Building and Rebuilding Moratoriums.
- Enactment of Special Ordinances.

c. Intermediate Recovery (Restoration). Typically, activities beginning after life-safety issues and ranging from days to months, and in some cases up to a year plus. Intermediate recovery activities could include:

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

d. The goal of long-Term Recovery (Reconstruction) is to restore facilities to pre-disaster condition. The major objectives of Long-Term Recovery activities could include:

- Environmental Management
- Evaluation of Development Regulations
- Evaluation of Construction Designs
- Evaluation of Infrastructure Designs and Standards
- Permanent Repair and Reconstruction of Damaged Facilities
- Complete Restoration of Services
- Debris Disposal
- Economic and Community Redevelopment
- Hazard Mitigation
- Risk Assessment/Review
- Acquisition/Relocation of Damaged Property
- Coordinated delivery of long-term social and health services.
- Improved land use planning.
- Re-establishing the local economy to pre-disaster levels.
- Recovery of disaster response costs.
- The effective integration of mitigation strategies into recovery planning and operations.

2. Recovery Functions

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

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

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

3. Recovery Responsibilities

a. All County Divisions/Departments:

- Review damage reports and other analyses of post disaster circumstances, compare these circumstances with mitigation opportunities, and identify areas for post disaster development .
- Initiate recommendations for enactment, repeal, or extension of emergency ordinances, moratoriums, and resolutions.
- Recommend and implement an economic recovery program focusing on local community needs.
- Recommend zoning changes in damaged areas.
- Recommend land areas and land-use types that will receive priority in the recovery and reconstruction process.
- Recommend procedural changes for non-vital regulations and development standards to reduce reconstruction time.
- Initiate recommendations for relocation and acquisition of property in damage areas.
- Initiate a property owner notification program to inform nonresident property owners of damages incurred to their property and any post disaster requirements or restrictions imposed by local authorities.
- Evaluate damaged public facilities and formulate reconstruction, mitigation, or replacement recommendations.
- Participate in the preparation of a community redevelopment plan.
- Make recommendations for new ordinances, plans, codes, and/or standards to assist in recovery from future disasters.

b. Certain County Divisions/Departments, Agencies and Organizations will be assigned to lead specific recovery functions as per the Recovery Incident Action Plan. Each "primary" agency will be responsible for coordinating the implementation of their recovery function (RF) and will be responsible for identifying the resources (support departments and organizations) within the RF that will accomplish the post disaster activities.

c. The recovery process involves various county departments having a particular task. This is a joint effort with municipal governments, volunteers, utilities, DOH, and FDOT.

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

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

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

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

4. Recovery Incident Action Plan

   a. Recovery activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the County Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.

   b. As the emergency response phase stabilizes, the Emergency Management Director/EOC begins the coordination of disaster recovery activities and recommends the activation of the Recovery Plan as appropriate.

   c. Responsibilities may include, but not limited to:
      - Preparing a redevelopment plan.
      - Developing procedures to carry out build back policies.
      - Develop policies that promote mitigation from future damage.
      - Develop priorities for relocating and acquiring damaged property.

   d. The Recovery Task Force will develop a specific, more refined recovery incident action plan based on the first draft developed by the EOC Plans Section. This event specific Recovery Incident Action Plan (RIAP), in part, will specify which "recovery functions" are to be activated. The RIAP also defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:
      - Eliminate life-threatening conditions.
      - Restore utility and transportation services.
      - Provide and restore suitable housing conditions.
      - Resume normal economic activity.
      - Expedite the securing of financial assistance from both the public and private sectors.
      - Restore other important County services to normal levels.
      - Restore the community's physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
      - Return of all essential services (i.e., water, sewage, electricity, gas, refuse pickup, etc.).
      - Return personnel to normal work schedules and assignments.

B. FEDERAL RECOVERY SUPPORT

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

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

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

b. The transition from response to recovery will evidence itself through the establishment of the appropriate number and location of Disaster Recovery Centers (DRC). Within these DRC's will be all appropriate personnel (Building inspectors, Code Enforcement, etc.), Federal (FEMA, Florida Windstorm, Small Business Administration, etc.), State (Department of Health, American Red Cross, etc.). These emergency facilities will have advertised dates and times of operations. In the initial phases of recovery, there will be established at predetermined locations, Points of Distribution (POD's) from which food, water, and ice will be distributed until the grocery stores and other food delivering establishments are re-established and up and running. Here too, dates and times of operation will be advertised to the affected population.

c. The county will coordinate its efforts with FEMA and any State teams through a variety of means. Such coordination efforts will be conveyed through:
   (1) Continued, preplanned conference calls
   (2) The periodically distributed Situation Reports and Incident Action Plans
   (3) Communications through the appropriate Emergency Support Function groups from either the Primary or Secondary Emergency Operations Center.

d. Recovery efforts for undeclared disasters will be local in nature with resources, and funding derived from local venues. Should the appropriate/adequate resources are not available at the local level, a State assistance will be requested.

e. The federal ESF Coordinator is the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency.

f. Primary federal agencies include: Department of Agriculture; Department of Commerce Department of Homeland Security; Department of Housing and Urban Development; Department of the Treasury; Small Business Administration

g. Federal support agencies include: Department of Commerce; Department of Defense; Department of Energy; Department of Health and Human Services; Department of Homeland Security; Department of the Interior; Department of Labor; Department of Transportation; Environmental Protection Agency; Tennessee Valley Authority; American Red Cross

1. Federal Recovery Policies

a. Federal ESF #14 recognizes the primacy of affected state, local, and tribal governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities.

b. Federal agencies continue to provide recovery assistance under independent authorities to state, local, and tribal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF #14 coordinator.

c. Federal ESF #14 excludes economic policymaking and economic stabilization. The National Economic Council, the Council of Economic Advisors, and the Department of the Treasury develop all national economic stabilization policy.

d. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

e. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.

f. The federal government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.

g. Federal ESF #14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure.

2. Requesting Federal Assistance

a. Based on a joint federal and state preliminary damage assessment (PDA) that the ability to recover is beyond local and state capability, the Governor may request federal assistance through a Presidential Declaration. Request packages are prepared by the FL Division of Emergency Management from the damage assessment data.

b. Other requests may be made to federal agencies under their own authority from existing or emergency programs, such as the U.S. Small Business Administration (SBA) or the U.S. Department of Agriculture (USDA). The Governor's request for assistance from federal agencies under their own authorities from existing or emergency programs is transmitted directly to the agency or agency administrator involved. The specific assistance, if declared, is then provided directly from the federal agency.

c. The request made to the President through the Federal Emergency Management Agency (FEMA) for assistance under the authority of Public Law (PL) 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, will be for an "emergency" or "major disaster" declaration.
- If the President denies Federal assistance, the cost of recovery would be borne by local and state governments.
- If the request is approved by the President and an "emergency" declaration is made, limited assistance will be provided per PL 93-288, as amended. See Section D, this section.
- If the request is approved by the President and a "major disaster" declaration is made, a federal-state agreement on commitment and assistance is agreed upon, and various assistance programs are provided. See Sections D, E and F, this section.

3. Recovery Facilities

a. A Joint Field Office (JFO) is established to facilitate federal-state coordination of private and public disaster assistance. The Governor appoints (or has previously appointed) a "Governor's Authorized Representative (GAR)" to work in partnership with Federal officials and to represent the state's interests. The President appoints a federal coordinating officer (FCO) to coordinate federal assistance and requests the Governor to designate a state coordinating officer (SCO). The SCO coordinates state and local efforts, working closely with the FCO.

b. Disaster Recovery Centers (DRC's) may be established to manage the cooperative effort between the local, State, and Federal government for the benefit of disaster victims (individuals, families and small businesses). Agencies and organizations offering assistance provide representatives to the DRC where disaster victims, through an "entrance/exit interview" process, may receive information and referral to the specific agencies/organizations that can best meet their needs. Application for assistance should initially be made through the national tele-registration hot-line (1-800-462-9029 or TDD 1-800-462-7585). FEMA, State and local emergency management will jointly determine the locations, dates and times for the operation of DRC's.
(1) The Emergency Management Administrator has lead responsibility for coordination with State, pre and post event, on establishment of a Disaster Recovery Center.
(2) The Emergency Management Administrator will work with appropriate County staff to identify individuals and groups who will have a support role and/or involved in the establishment of a Disaster Recovery Center.
(3) If needed or required the County may request State participation in the establishment of a Disaster

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

c. Monroe County maintains a Critical Facilities Inventory list. This list is updated annually by Monroe County Emergency Management. ESF 5 consults this list to determine locations appropriate for establishment of a Disaster Recovery Center (DRC). After the event, several potential sites are chosen for a DRC, and ESF 5 designates a team (normally comprised of county, state, and federal representatives) to do an on-site analysis for damages and suitability for a DRC. The County will include, in their Mission Request for the establishment of DRC, mission's request reason, location, availability of resources and point of contact.

4. Temporary Housing

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

C. DAMAGE ASSESSMENT FUNCTIONS

1. Phase 1: Situation Reports, "A Quick Overview of What Happened."

a. During the first 24 hours following the occurrence of disaster, the Emergency Operations Center (EOC) will be the focal point for the initial situation/damage reports as provided by Monroe County, County entities and various other disciplines. These initial reports form the basis for the County's emergency proclamations, and requests for assistance from the State and Federal government. Critical information includes: locations of injuries, deaths, damages; types and extent of damages; local resources available; assistance needed.

2. Phase 2: Damage Assessment Teams, "A Closer Look at What the Needs and Priorities Are."

a. Pre-planning for damage assessment is an ongoing process. Procedures and teams must be in place before the disaster event occurs. Successful damage assessment begins immediately and continues through the recovery phase. Damage assessment is conducted separately from life saving and property protection operations.

b. Methods of damage assessment include:

- Spot Reporting, Initial Reports: Key information as to the nature and extent of the disaster and a description of the affected area allows the EOC to map, record and direct response to critical areas. Information may be obtained by radio and telephone from emergency personnel on scene (rescue, law, fire, public works), home owners, businesses, etc.
- Aerial Inspection (Fly Over): Weather permitting, aircraft are utilized for initial damage assessments ("spot reporting"), and later for more detailed assessments. Input can be written observer logs, photos, or video.
- Drive-by Survey: Disaster assessment teams drive through all affected areas visually gathering data on the number of individual homes, apartments, mobile homes, businesses, public buildings, public infrastructure, critical facilities, etc. that have been damaged or destroyed.
- Detailed Survey of Areas: A more detailed assessment of the damaged areas through telephone, mail or personal interviews.

3. Phase 3: State/Federal Damage Assessment Teams, "Validation of Damages, Repairs, and Costs."
   a. Because Federal funding may be involved, and as part of the Public Assistance application process, State and Federal damage assessment teams will identify and validate damaged property in public infrastructure, define the scope of repairs, and determine repair or replacement costs. A timely and well-managed Monroe County damage assessment will demonstrate Monroe County leadership, and will enable the state/federal assessments teams to do their job faster, maximizing public assistance benefits.

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

e. Short term recovery starts with the initial damage assessment. In this phase, temporary measures are put in place to protect the fabric of society and impose a community structure, which enables the population to assume some sort of normalcy. The second phase is called long term recovery, and begins with the first permanent repair to the infrastructure.

- The Monroe County Damage Assessment Teams are responsible for gathering initial assessment information and reporting it to ESF 5 and Emergency Management Department.

f. Economic injury is first assessed on a regional scale when aerial and windshield damage assessment teams deploy and report back to ESF 5. A rough assessment is made regarding structural damage to businesses and residences, as well as public facilities.

- Economic injury is assessed on an individual scale on a case-by-case basis, as individuals contact local, state, and federal agencies for assistance. ESF #5 coordinates with ESF #15 and all state and federal representatives to document the types of assistance being requested and the number of people and dollar amounts of assistance that are made available to them.

g. Long-term economic injury is assessed and addressed after recovery operations begin. The MCEOC provides damage assessment information to the county leadership; this information includes resources needed for debris clearance; damage to water control facilities; damage to transportation routes (roads, streets, bridges); damage to public and private utilities; damage to recreational areas. The county leadership also looks at the number and types of businesses and residences that have sustained major damage. In Monroe County, if a home sustains damage equal to or greater than fifty-percent of its value, it must be rebuilt to current, more stringent codes.

h. Information regarding the severity of the disaster and the public's needs is obtained during aerial reconnaissance, windshield assessments, and walk-through assessments. The information is essential for requesting federal assistance and for allocation of local resources for recovery operations.

i. After the M.C. Damage Assessment Team conducts an initial damage assessment, a report is generated and forwarded to the State EOC. At that point, a joint state and local preliminary damage assessment is scheduled, and may include the Federal Emergency Management Agency. This joint assessment validates the initial assessment and is the basis used for a Presidential Disaster Declaration request.

- When Preliminary Damage Assessments have delineated the areas and extent of damage, ESF 5 will establish locations for Disaster Recovery Centers (DRCs). The number and composition of county, state, and federal agencies appropriate for each DRC will be determined accordingly, and ESF 5 will coordinate with all appropriate ESFs to ensure resources are available at all DRCs to support operations. ESF 2 will establish communications for all DRC sites. ESF 14 will notify the public, using press releases and local radio stations, of the locations of the DRCs and the assistance available.
- Monroe County maintains a critical facilities inventory list, which includes sites appropriate for DRCs, landing zones for Rapid Impact Assessment Teams (RIATs), staging areas, and sites appropriate for other types of coordinated assistance.

D. GENERAL

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

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

1. Types of damage assessment:
   a. Immediate - for rapid assessment of what has happened jurisdiction-wide to prioritize initial response activities and determine the immediate need for outside assistance; and
   b. Post-disaster - to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance.
2. The collection of damage information begins with the initial response phase to an event and continues long after the response is over. During and after any major event, it is very important that timely and accurate assessments of damages, remaining capabilities and needs are received by the EOC. This information is used to manage immediate response as well as short and long term recovery issues.

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

   a. Municipalities in Monroe County are full partners in the damage assessment process for the County. Policy, and mutual training provide mutual damage assessment coordination. Municipalities report their damage and needs assessments to the County EOC or the County Emergency Management Department. The County EOC provides appropriate feedback to the municipalities.
4. Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC.

E. TYPES OF FEDERAL ASSISTANCE

1. Assistance under a declaration of "EMERGENCY" is specialized assistance to meet a specific need and is generally limited to those actions which may be required to save lives and protect property, public health, safety, or to lessen the threat of a more severe disaster. (Note: Under 44 CFR, subpart E, a five (5) million dollar cap for debris removal and emergency management measures.) Examples of emergency assistance are:
   - Emergency mass care, such as emergency shelter, emergency provision of food, water, medicine, and emergency medical care.
   - Clearance of debris to save lives and protect property and public health and safety.
   - Emergency protective measures, including: Search and rescue; Demolition of unsafe structures; Warning of further risks and hazards; Public information on health and safety measures; Other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or to private property when in the public interest.
   - Emergency communications.
   - Emergency transportation.
   - Emergency repairs to essential utilities and facilities.
2. Assistance under a declaration of "MAJOR DISASTER" provides a wide range of assistance to individuals and/or to local and state governments and certain non-profit organizations. See Sections E and F this section.

F. INDIVIDUAL ASSISTANCE HUMAN SERVICES -

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

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

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

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

1. Individual Assistance Programs
   - Temporary housing, until alternative housing is available, for disaster victims whose homes are uninhabitable. Home repair funds for uninsured losses may be given to owner-occupants in lieu of other forms of temp. housing assistance, so that families can quickly return to their damaged homes. Other forms of assistance include rental assistance up to 18 months and/or use of 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.

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

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

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

G. PUBLIC ASSISTANCE - INFRASTRUCTURE

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

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

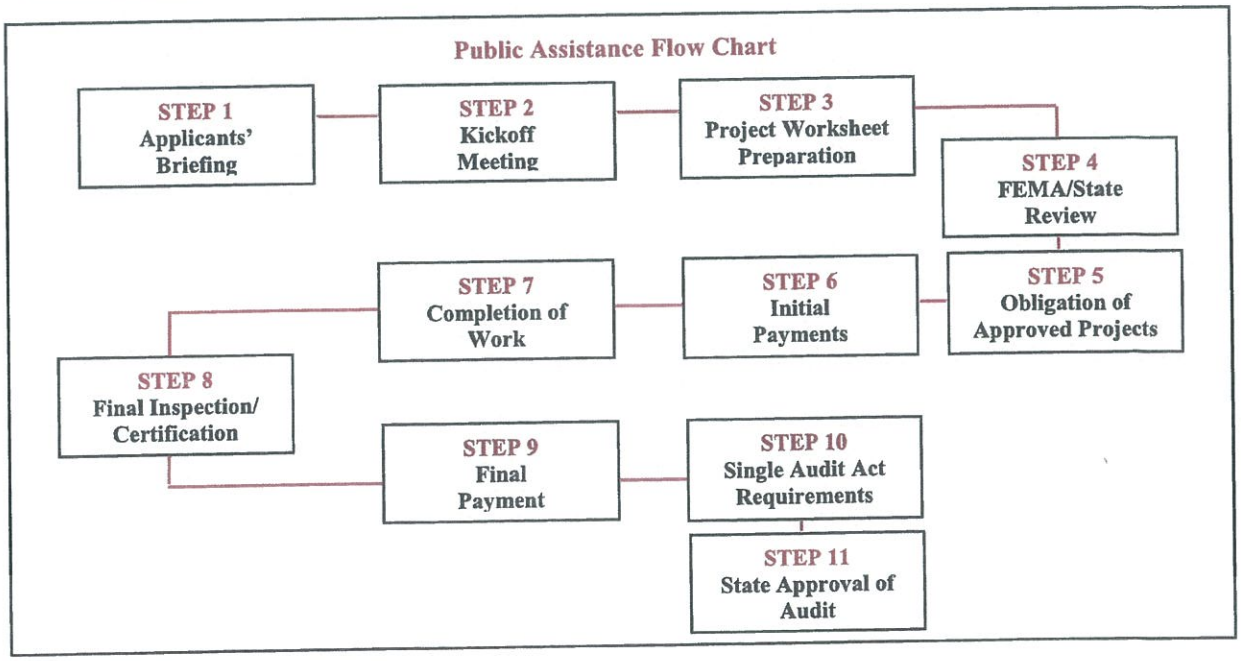
1. Project Applications

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

2. Project Worksheets

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

3. Public Assistance Flow Chart



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

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

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

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

H. UNMET NEEDS

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

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

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

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

I. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

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

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

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

J. HAZARD MITIGATION PROGRAM

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

K. RECOVERY IN EMERGENCY CONDITIONS

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

2. Ordinances

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

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

3. Prohibition

   a. In the aftermath of a major emergency, many areas will be devastated and unprotected. Many high priority emergency operations will be performed during the relief phase of emergency response. Strong control over access, ingress, and egress to the affected area will be implemented, in order to confine the security risk to the affected locations, and to minimize the impact on response operations by reducing road traffic.

   b. A very stern prohibition and control policy will be implemented in the immediate aftermath of a major emergency event, and will be maintained until adequate levels of services and infrastructure are obtainable to support the returning population.

4. Support Facilities

   a. There are 3 airfields within Monroe County that would enable aircraft landings, and 8 military facilities, 2 of which would be able to assist in landing efforts. There are 36 designated staging areas in the county.

   b. Refer to the "Monroe County Critical Facilities Inventory" manual for detailed information.

5. Infrastructure

   a. State Division of Emergency Management representatives will provide detailed instructions regarding the requirements and responsibilities of being an eligible applicant. Upon completion of this applicant session each potential applicant will submit a Notice of Interest (NOI) which is then sent to the State capitol for review and approval. Upon its approval, an applicant number will be assigned and the application will be returned.

   b. At a pre-designated time, the eligible applicants will be reassembled and asked to sign a contractual agreement, which outlines the performance requirements. Upon completion of the contract signing the responsibilities of the EOC terminate relative to the individual grants.

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

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

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

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

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

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

L. RECOVERY SERVICES RESTORATION

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

1. DEBRIS REMOVAL / CLEAN UP

a. Monroe County Public Works (PRIMARY)

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

- County Recovery Function:

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

b. Monroe County Engineering (SUPPORT)

- County Recovery Function:

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

c. Monroe County Solid Waste (SUPPORT)

- County Recovery Function:

  The removal of debris from private properties.

2. ENERGY INFRASTRUCTURE RESTORATION

a. Keys Energy Services and Florida Keys Electric Cooperative (PRIMARY)

- County Recovery Function:

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

b. Florida Power and Light (SUPPORT)

- County Recovery Function:

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

3. COMMUNICATIONS

a. The Monroe County Emergency Communications Department (PRIMARY)

- County Recovery Function:

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

M. RECOVERY PUBLIC INFORMATION AND EDUCATION PROGRAMS

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

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

N. EMERGENCY HOUSING

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

O. COMMUNITY RELATIONS

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

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

The Emergency Management Sr. Planner communicates with the volunteer agencies regarding donations and serves as liaison between those agencies and County and State, He/she also coordinates any community relations needs with municipalities and various other county entities critical to the county recovery efforts. The County FEMA coordinator, in conjunction with the Emergency Management Department, is responsible for communication with the State and FEMA after an emergency event regarding all PA/IA issues. He/she also keeps clear and open communications with the five municipalities.

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

P. ATTACHMENTS

1. Emergency Response Agencies
2. Recovery Phase Levels

Attachment 1

EMERGENCY RESPONSE AGENCIES

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

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

Blank Intentionally

Attachment 2
RECOVERY PHASE LEVELS

A. IMMEDIATE RECOVERY (HUMANITARIAN RELIEF)

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

B. INTERMEDIATE RECOVERY (RESTORATION)

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

C. LONG TERM RECOVERY (RECONSTRUCTION)

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

* Risk Assessment/Review
* Acquisition/Relocation of Damaged Property

Blank Intentionally

CEMP

Annex V - Continuity of Operations (COOP)

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

V. Continuity of Operations (COOP)

V. CONTINUITY OF OPERATIONS PLAN (COOP)

A. OVERVIEW

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

B. DEVELOPMENT OF DIVISION/DEPARTMENT COOP

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

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

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

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

C. DELINEATION OF MISSION-ESSENTIAL FUNCTIONS

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

D. COUNTY PERSONNEL

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

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

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

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

(a) Standby Personnel. Personnel who will be directed to remain at home in standby status (at current rate of pay and benefits) until provisions are made for their return to work.

(b) Disaster Assistance Personnel: Those who are identified as having special skills that can be used in support of response, recovery, and other functions in accordance with their skills.

E. COOP ACTIVATIONS

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

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

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

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

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

Division/Department Heads will notify their personnel.

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

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

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

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

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

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

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

F. TRANSITION TO ALTERNATE SITES

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

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

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

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

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

G. COOP TERMINATION

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

CEMP

Annex VI - Mass Migration Plan

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

VI. Mass Migration Plan

VI. MASS MIGRATION PLAN

A. OVERVIEW

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

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

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

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

Blank Intentionally

CEMP

Annex VII
Re-Entry Plan

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

VII. Re-Entry Plan

SECTIONS

I. INTRODUCTION

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

II. STAGING AREA

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

III. RESPONSIBILITIES

A. Division/Department Responsibilities

IV. ATTACHMENTS

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

Blank Intentionally

COUNTY of MONROE
KEY WEST FLORIDA 33040
(305) 294-4641

490 63RD Street
Ocean Suite 150
Marathon FL. 33050

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

EMERGENCY MANAGEMENT DEPARTMENT

MISSION STATEMENT

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

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

Blank Intentionally

I. INTRODUCTION

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

A. PURPOSE

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

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

B. OBJECTIVE

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

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

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

C. SITUATION

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

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

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

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

A disaster event which may result in:

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

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

D. PREPAREDNESS

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

E. RESPONSE

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

F. RECOVERY

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

a. Short-term activities attempt to return vital human systems to minimum operating standards. Examples may include crisis counseling to help victims of catastrophic loss and debris removal operations.

b. Long-term activities stabilize all systems. These include such functions as debris removal, reconstruction of infrastructure, redevelopment loans, legal assistance, hazard mitigation planning, etc. Long-term activities can last for years after a disaster.

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

G. PROCESS

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

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

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

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

II. STAGING AREA

A. STAGING AREA FOR ESSENTIAL PERSONNEL

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

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

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

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

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

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

B. ESSENTIAL PERSONNEL IN MARKED OFFICIAL VEHICLES

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

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

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

C. STAGING PROCEDURE FOR TRUCKS AND OTHER DELIVERY VEHICLES

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

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

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

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

E. RE-ENTRY FOR RETURNING RESIDENTS

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

There are three (3) types of decals:

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

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

F. STAGING AREA FOR RETURNING RESIDENTS

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

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

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

G. TELEPHONE NUMBER FOR RE-ENTRY INFORMATION

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

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

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

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

III. RESPONSIBILITIES

A. DIVISION/DEPARTMENT RESPONSIBILITIES

1 Monroe County Emergency Management

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

2. Monroe County Sheriff's Office

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

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

3. Point of Contact

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

IV. ATTACHMENTS

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

Blank Intentionally

Attachment 1

RE-ENTRY PLAN EMERGENCY PHONE CONTACTS

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

Blank Intentionally

Attachment 2

MEMORANDUM

COUNTY of MONROE
KEY WEST FLORIDA 33040
(305) 294-4641

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

BOARD OF COUNTY COMMISSIONERS
Mayor Wilhelmina Harvey, District 1
Mayor Pro Tem Shirley Freeman, District 3
George Neugent, District 2
Nora Williams, District 4
Mary Kay Reich, District 5

MEMORANDUM

DATE:

TO:

FROM: Irene Toner, Director
Emergency Management

SUBJECT: Re-Entry 800 Telephone Line

Dear

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

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

Attachment 3

MONROE COUNTY SHERIFF'S OFFICE

RE-ENTRY PLAN

Blank Intentionally

June, 2001-Version 1
Reformatted September 2006

Introduction

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

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

I. PURPOSE

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

II. DISCUSSION

A. PRE-HURRICANE

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

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

B. PRE-HURRICANE STAGING

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

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

Other sites may be used as needs dictate.

C. POST STORM DEPLOYMENT

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

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

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

D. COMMUNICATIONS

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

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

III. TRAFFIC CONTROL POINTS

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

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

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

IV. CHECKPOINT

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

The areas are as follows:

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

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

B. HURRICANE RE-ENTRY

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

V. LOGISTICS

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

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

VI. SUMMARY

1. The two (2) keys aspects to the successful implementation of the hurricane re-entry plan are:
   a. Having physical asset and personnel needs identified and having those resources available for deployment.
   b. Responding to changing conditions and shifting priorities.

2. The critical variables to which we will be responding are:

   a. Storm track and intensity
      - An intense storm that affects a large swath of South Florida will siphon off many of the resources on which our plan depends. Agencies that may have committed resources will be dealing with responsibilities in their own jurisdictions. Our ability to draw resources from outside the hurricane's impact area should mitigate this factor, but the MCSO may have to bear the burden of any re-entry effort until the other resources can be identified and deployed. The checkpoint area itself may be unusable for some time should the storm severely impact South Miami-Dade County as did Hurricane Andrew.

3. Number and timing of vehicles re-entering Monroe County.

   a. The population of Monroe County is approximately 76,000, with 82,882 registered vehicles. The number of people evacuating Monroe County will be predicated upon the storm's track and intensity. Estimates of 45,000 returning civilian vehicles have been used in drafting this plan. An undetermined number of emergency vehicles and cargo carriers will add to traffic flow and checkpoint issues.

   b. A massive influx of returning Monroe County citizens during a short time span may overwhelm the capacity of the checkpoint and staging area. This will be exacerbated if the road closing is of an unknown duration and citizens elect to remain in the Homestead/Florida City area to await re-entry.

4. Duration of road closure

   - This plan was formulated on an 18 to 24 hour infrastructure damage assessment by Monroe Emergency Management. A more protracted road closure will entail major revisions and additional resources.

5. This plan does not attempt to be all encompassing, nor is it meant to be construed as inviolable policy. The re-entry situation will be very fluid and calls for dynamic decision making on the part of all the personnel involved. Circumstances may render parts of this plan unworkable, and the on-site personnel must evaluate the situation and react accordingly.

   a. It must be recognized that any post-hurricane re-entry includes a certain amount of delay, discomfort, and confusion, ranging over a wide spectrum of scenarios determined by the storm's strength, track, and magnitude.

   b. The Monroe County Sheriff's Office recognizes the needs of its constituents and will make all efforts to minimize the disruptions caused by a hurricane impact.

Attachment 4

Visitors Re-Entry Plan

POST-TROPICAL CYCLONE PROCEDURES

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

Visitors Re-Entry Plan
POST-TROPICAL CYCLONE PROCEDURES

SECTIONS

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

Blank Intentionally

A. INTRODUCTION

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

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

B. PURPOSE

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

C. EXECUTIVE SUMMARY

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

D. ASSUMPTIONS

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

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

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

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

F. CONCEPT OF OPERATIONS

The three basic scenarios for planning of visitors return:

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

It is most evident the infrastructure will be all or mostly restored within 0 to 48 hours. With this scenario, it is crucial to be able to communicate a date for return of visitors as soon as possible and in conjunction with a directive for the return of residents, if they were evacuated. Infrastructure includes power, water, roads, airports, marinas, availability of medical facilities, law enforcement, gasoline, food stores as well as the ability for tourism-based businesses to effectively service Keys visitors.

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

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

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

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

G. VISITORS' RE-ENTRY PROTOCOL

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

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

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

H. ROLES AND RESPONSIBILITIES

1. Monroe County Sheriff's Office

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

2. Monroe County Emergency Management

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

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

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

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

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

4. TDC Liaison

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

I. NOTIFICATION

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

J. FACILITY READINESS CHECKLIST

____ structurally sound

____ fire inspection

____ electricity restored

____ water restored

____ phone service restored

____ adequate staffing

____ amenities restored

K. DESTINATION (DISTRICT) READINESS CHECKLIST

____ lodging facilities are open to service visitors

____ most basic infrastructure (electricity, phone, etc.) restored

____ transportation (ie: roads, airports and cruise port) restored

____ Law Enforcement is operational

____ medical facilities (including EMS) up and running

____ adequate fuel supplies for auto, aviation and marine use

____ most attractions (including parks and Sanctuaries) in operation

____ restaurants, groceries and retail shops operational

____ Chamber office/visitor center operational (office or remote)

____ TDC visitor assistance hotline operational

CEMP

Annex VIII - Emergency Management Plans & Procedures Manuals

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

VIII. Emergency Management Plans & Procedures Manuals

VIII. EMERGENCY MANAGEMENT PLANS AND PROCEDURES MANUALS

A. **MONROE COUNTY PLANS AND PROCEDURES** (Supplements the CEMP for specific and unique situations.)

1. Tropical Cyclones/Hurricanes

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

2. Coastal Oil Spill

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

3. Major Spill or Leak Involving Hazardous Materials

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

4. Mass Migration

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

5. Airports

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

6. Dams

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

7. Nuclear Power Plants

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

8. Ports and Marinas

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

CEMP

Annex IX - CEMP Distribution List

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

IX. CEMP Distribution List

IX. CEMP DISTRIBUTION LIST

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

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

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

CEMP

Annex X – Critical Facilities

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

X. Critical Facilities

Critical Facilities list is found on the following pages.

Blank Intentionally

A. MONROE COUNTY CRITICAL FACILITIES

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

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

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

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

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

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

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

Blank Intentionally

CEMP

Annex XI - Radiological Emergency Preparedness Plan

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XI. Radiological Emergency Preparedness Plan

XI. RADIOLOGICAL EMERGENCY PREPAREDNESS PLAN

A. OVERVIEW

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

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

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

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

Blank Intentionally

CEMP

Annex XII
Bridge Incident Response

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XII. Monroe County Bridge Incident Response

SECTIONS

A. INTRODUCTION

B. PURPOSE

C. SCOPE OF WORK

D. SITUATIONS AND ASSUMPTIONS

E. HAZARDS RESULTING FROM BRIDGE INCIDENT

F. RESPONSE AGENCY RESPONSIBILITY

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

G. BRIDGES IN MONROE COUNTY

1. Monroe County
2. Florida Department of Transportation

Blank Intentionally

Monroe County Bridge Incident Response

SOP

JULY 2011

A. INTRODUCTION

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

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

B. PURPOSE

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

C. SCOPE OF WORK

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

D. SITUATIONS AND ASSUMPTIONS

Monroe County has 2 bridges of varying size and types (Appendix "A").
A bridge damage and/or collapse would be the result of a natural or manmade incidents including, but not limited to, hurricanes, floods, explosives or acts of terrorism.

E. HAZARDS RESULTING FROM BRIDGE INCIDENT

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

F. RESPONSE AGENCIES RESPONSIBILITIES

1. Florida Department of Transportation (FDOT)

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

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

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

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

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

2. Monroe County Sheriff's Office (MCSO)

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

3. Florida Highway Patrol (FHP)

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

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

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

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

5. Monroe County Public Works

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

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

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

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

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

6. Monroe County Emergency Management Department (MCEMD)

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

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

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

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

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

7. Florida National Guard

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

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

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

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

8. U.S. Coast Guard

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

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

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

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

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

9. U.S. Navy (USN)

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

G. APPENDIX "A" – BRIDGES IN MONROE COUNTY

1. Monroe County

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

2. Florida Department of Transportation

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

Blank Intentionally

CEMP

Annex XIII.
Disaster Recovery Centers

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XIII. Disaster Recovery Centers

SECTIONS

A. UPPER KEYS

B. MIDDLE KEYS

C. LOWER KEYS

Blank Intentionally

A. UPPER KEYS

DRC Location #1:
St. Justin the Martyr Catholic Church
105500 O/S Highway
Key Largo, MM # 105.5

DRC Location #2:
Monroe County Public Library
MM #81.5
Islamorada

DRC Location #3:
San Pedro Catholic Church
89500 Overseas Highway
Plantation Key, MM #89.5

B. MIDDLE KEYS

DRC Location #4:
San Pablo Catholic Church
550 122nd Street
Marathon, MM #45

DRC Location #5:
Marathon Airport
9400 Overseas Highway
Marathon, MM #53

C. LOWER KEYS

DRC Location #6:
Big Pine Volunteer Fire Station
Key Deer Boulevard
Big Pine, MM #30

DRC Location #7:
Big Pine Moose #1585
21 Wilder Road
Big Pine Key, FL 33043-0749

DRC Location #8:
Habitat for Humanity of KW and Lower Florida Keys
30320 Overseas Highway
Big Pine Key, MM 33.3, Oceanside

DRC Location #9:
Key West Central Fire Station
Central Fire Station No. 1
1600 N. Roosevelt Blvd., Key West

Blank Intentionally

CEMP

Annex XIV.
Damage Assessment Teams

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XIV. Damage Assessment Teams

SECTIONS

A. INTRODUCTION

B. PURPOSE

C. SCOPE OF WORK

D. SITUATION AND ASSUMPTIONS

E. HAZARDS FROM BRIDGE INCIDENT

F. DAMAGE ASSEMENT PLAN

Mission Statement

01. Introduction

02. Purpose

03. Objective

04. Situation

05. Preparedness

06. Damages Assessment Process

07. Responsibilities

a. Damage Assessment Resource List

G. RESPONSE AGENCIES RESPONSIBILITIES

H. APPENDIX "A" – BRIDGES IN MONROE

1. Monroe County
2. Florida Department of Transportation

Blank Intentionally

Monroe County Damage Assessment Plan

JULY 2011

A. INTRODUCTION

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

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

B. PURPOSE

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

C. SCOPE OF WORK

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

D. SITUATIONS AND ASSUMPTIONS

Monroe County has 2 bridges of varying size and types (Appendix "A").
A bridge damage and/or collapse would be the result of a natural or manmade incidents including, but not limited to, hurricanes, floods, explosives or acts of terrorism.

E. HAZARDS RESULTING FROM BRIDGE INCIDENT

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

OFFICE OF EMERGENCY MANAGEMENT

MISSION STATEMENT

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

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

F. MONROE COUNTY DAMAGE ASSESSMENT PLAN

1.0 INTRODUCTION

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

2.0 PURPOSE

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

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

3.0 OBJECTIVE

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

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

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

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

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

4.0 SITUATION

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

4.1 Tornadoes

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

4.2 Floods

- Short duration, severe damage with little warning
- Structural and erosion damage

- Much debris
- Debris and damaged structures covered with silt, oil and chemicals
- Damage is widespread
- Damages is readily apparent

4.3 Hurricanes

- This is a combination of the type of damage encountered in tornadoes and floods, but with 24 hours or more warning
- Damage along path of up to 50 miles wide but diminishing in severity from the coastline inland
- Severe wind and water (surge and rain) structural damage
- Severe wind and water damage along beaches
- Much debris
- Long term damage from salt water inundation
- Damage is widespread
- Damage is apparent

4.4 Earthquakes

- Severe structural damage with no warning
- Terrain is drastically altered in some areas
- Structural damage is mostly apparent but some is hidden
- Damage is widespread
- Debris is at point of destruction and in relation to severity of shock and type structures

5.0 PREPAREDNESS

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

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

6.0 DAMAGE ASSESSMENT PROCESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.0 RESPONSIBILITIES

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

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

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

7.2 County Division/Department Directors
The Directors of selected departments will appoint the most qualified personnel to serve on the MCDAT

7.3 MCDAT Lead Coordinator

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

- Dispatch personnel to affected areas
- Ensure the team has all necessary resources (attachment "A")
- Production of the final damage assessment report for submittal to the Florida DEM Damage Assessment Team
- Select a representative from the MCDAT to accompany the visiting team during their visits to the affected areas

7.4 Monroe County Emergency Management

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

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

7.5 State Government

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

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

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

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

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

7.6 Federal Government

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

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

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

ATTACHMENT "A"
Monroe County Damage Assessment Resource List

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

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

County resources which would be available for assessment and response:

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

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

G. RESPONSE AGENCIES RESPONSIBILITIES

1. Florida Department of Transportation (FDOT)

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

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

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

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

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

2. Monroe County Sheriff's Office (MCSO)

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

3. Florida Highway Patrol (FHP)

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

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

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

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

5. Monroe County Public Works

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

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

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

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

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

6. Monroe County Emergency Management Department (MCEMD)

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

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

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

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

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

7. Florida National Guard

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

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

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

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

8. U.S. Coast Guard

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

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

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

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

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

9. U.S. Navy (USN)

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

10. Notifications

    All Damage Assessment Teams members are placed on an emergency alert at the on-set of an emergency with directives to report to the EOC immediately after the emergency event for assignments (this is in the event all communication systems are down). If communication systems are up, this will be followed by contact via cell phones, pagers, email, as well as notification via local TV station.

H. APPENDIX "A" – BRIDGES IN MONROE COUNTY

1. Monroe County

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

2. Florida Department of Transportation

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

Tavernier	Tavernier Creek	90.9 – 91.5	320'	
Key Largo Cut	Marvin D Adams Waterway	103.6 – 103.9	120'	
Gilbert's Ramp	Wildlife Crossin	108	37'	
Miami-Dade / Monroe Line	Wildlife Crossin	112.6	32'	
Ramp "A"	Jewfish Creek, SW	107	780'	
Ramp "B"	Jewfish Cree, SE	107	780'	
Ramp "C"	Jewfish Creek, NE	108	841'	
Ramp "D"	Jewfish Creek, NW	108	514'	
Key Largo	New Jewfish Creek Bridge	107 – 108.3	7510'	

Blank Intentionally

CEMP

Annex XV.
Emergency Hotline Information Procedures

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XV. Emergency Hotline Information Procedures

SECTIONS

A. PURPOSE

B. SCOPE

C. GENERAL

D. CONCEPT

E. DE-ACTIVATION

F. RESPONSIBILITIES

1. Information Hotline Staff
2. Emergency Management Staff

G. ATTACHMENTS

1. Information Hotline Information Sheet
2. Phone Tips
3. Evacuation Recommended – Ordered
4. What to bring to a shelter

MONROE COUNTY
EMERGENCY MANAGEMENT

Standard Operating Procedure

Emergency Information Hotline

2012

Blank Intentionally

INFORMATION HOTLINE OPERATING PROCEDURES

A. PURPOSE:
The purpose of these Operating Procedures is to establish guidelines for Rumor Control activation and operation.

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

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

D. CONCEPT:
Information Hotline is operated by Monroe County Emergency Management and is coordinated by the Public Information Officer of the Monroe County Sheriff's Department. Monroe County Emergency Management will recruit and train the personnel needed to man the phones.
Information Hotline is activated by the Director of Emergency Management or his or her designee with the assistance from the Monroe County Sheriff's Department, Public Information Officer. Emergency Management contacts the Information Hotline Staff and with the assistance of the Monroe County Sheriff's Department Public Information Officer, activates the Information Hotline Center which is located in the Monroe County Emergency Operations Center, located at the Marathon Government Center, on 28th street, Gulf Side, in Marathon.
Information Hotline Coordinator will receive a status report and briefing by the Emergency Operations Center Incident Commander or his or her designee, at the beginning of each shift. This information will be updated on a timely basis as it is received in the Emergency Operations Center. The Information Hotline Coordinator will set the hours for each shift. Normal shift hours will be between 8 and 10 hours. Staff will be asked to arrive at least 30 minutes before each shift so they can be briefed on the current information and status of the event or storm. (See attachment #1)

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

F. RESPONSIBILITIES

1. Information Hotline Staff

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

2. Emergency Management

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

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

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

Attachment #1

INFORMATION HOTLINE - INFORMATION SHEET

Date:_____ Time: _____

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

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

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

Names of shelters open:_____

Roads Closed: yes: _____ no: _____

Names of Roads Closed: _____

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

Evacuation Order: yes: _____ no: _____

Additional Information:_____

Attachment #2

PHONE TIPS

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

HOW TO ANSWER THE PHONE:

Monroe County Rumor Control, may I help you?

FACTUAL INFORMATION:

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

UNKNOWN ANSWERS:

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

"I am sorry, but I do not have that information, so I am unable to answer your question." (You can also ask the person to please hold and see if your supervisor is able to obtain the answer for you). If time is not essential to the answer, you may then get the person's name and phone number and tell them you will call them back as soon as you get an answer.

OTHER RECOMMENDED ANSWERS:

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

EVACUATION MAPS AND HURRICANE MATERIALS:

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

EVACUATION RECOMMENDED OR ORDERED:

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

EVACUATION LOCATIONS AND TRANSPORTATION SUGGESTIONS:

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

FOOD SAFETY BEFORE A POWER FAILURE:

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

FOOD SAFETY AFTER A POWER FAILURE:

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

HOME PREPARATIONS:

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

BOAT PREPARATIONS:

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

HOTEL/MOTEL GUESTS:

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

MEDIA CONFLICTS:

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

Attachment #3

EVACUATION RECOMMENDED - ORDERED

OR

IF A HURRICANE WATCH IS ISSUED

1. Follow any official's orders to evacuate.
2. Monitor storm reports.
   a. on radio
   b. on television
      i. Channel 5, 16, 17, on T.C.I.
   c. on NOAA weather radio
3. If considering moving to a shelter, make arrangements for all pets. Pets are not allowed in shelters.
4. **DO NOT** drain swimming pools.
5. Refill all prescriptions.
6. Check the following supplies:
   a. Transistor Radio and Flashlights: The radio will be one of your most useful sources of information. Have enough batteries to last two or three weeks. Depending on the damage from the storm electricity may be off for weeks. The flashlight can prove to be very valuable. The flashlights do not have to be the fancy ones. Several good ones will be fine. Likewise you should have two of the better models. Normally, batteries are good for at least four years. Keep them in there sealed plastic packages until they need to be used. Do not install them ahead of time in the flashlights or radios.
   b. Containers for drinking water: Have clean, air tight containers to store sufficient drinking water for at least a week. The water supply will probably be interrupted on maybe contaminated. One can use plastic one (1) liter soda bottles, properly cleaned. Or, any other type of plastic container that can be sealed.
   c. Lanterns, lantern fuel, and matches: Have lantern fuel for at least seven (7) days. Make sure the lantern fuel is stored in safety approved containers. Make sure you have the necessary spare lantern parts like wicks just in case. Know how to use the lanterns safely. Store matches in a water-proof air-tight container.
   d. Make sure your vehicle is full of fuel: Never let your vehicle gas tank be less than half full during Hurricane threats. Fill up as soon as a hurricane watch is posted. Remember, when there is no electricity the gas pumps will not work. Most service stations do not have emergency generator power.
   e. Canned goods and non-perishable foods: Store packaged foods which can be prepared without cooking and need no refrigeration. Again, there may be no electricity, water, or gas.
   f. Materials for protecting glass openings: Have shutters, or lumber for protecting your windows, doors, including garage doors.

g. Materials for protecting your valuable possessions: Have enough large plastic garbage bags or plastic covers to protect your more valuable items such as pictures and photo albums. Ceramic items and other items that may break can be packaged in boxes and wrapped in newspaper or get the packaging material at one of the local stores that mail out packages.

h. Materials for emergency repairs: Your insurance policy may cover the cost of materials used in temporary repairs. So, keep all of your receipts. These receipts will also be helpful for any income tax deductions.

i. Cash: Make sure you have some cash on hand. ATM's do not work without electricity. Also remember that credit cards will be unusable if there is no electricity and the phone lines are down. Depending on the damage from the storm, banks may not be able to open for several days.

Attachment #4

WHAT TO BRING TO A SHELTER

WATER:

One gallon of water per person per day.

FOOD:

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

CLOTHING AND BEDDING:

One complete change of clothing including footwear. Aluminum (folding type) lounge chair, a sleeping bag or some type of bedding to sleep on, a blanket and pillow, cots for the elderly, (note: cots will not be provided), rain gear and sturdy shoes.

PERSONAL ITEMS:

Washcloth, small towel, soap, tooth brush, tooth paste, paper towels, toilet paper, towelettes, sanitary napkins, tampons, and any other needed personal items you normally would have to use. Remember, you need to stock up on your personal items before the storm hits because the stores may have major damage and supplies may be limited for some time.

MEDICATIONS, FIRST-AID SUPPLIES:

Medications clearly marked with your name, dosage, type of medication, and prescribing physician. Make sure you have enough to last you for at least 30 days. Have spare refills ready before the storm hits. You should be able to take all medications by yourself. If you need assistance with your medications you should register with the Social Services Special Needs Department in your area of the county. You will then be assigned to a special needs shelter where you will have the necessary assistance.

BABY SUPPLIES:

Clothes, diapers, formula, bottles, nipples, food, and blankets.

IMPORTANT PAPERS:

Names and addresses of your family physician and any other medical doctors that you use. Name and address of the nearest relative not living in the area. Personal identification and valuable papers such as insurance papers, birth certificate, and any other papers you might have in your file at home. If you have a safe deposit box in one of the banking institutions then make copies for the safe deposit box and keep the originals with you until after the storm and then return them to the bank and keep the copies with you.

NOT ALLOWED:

Pets – alcohol beverages - weapons

IMPORTANT THINGS TO REMEMBER WHEN IN THE SHELTER:

- Register immediately upon entering the shelter.
- Obey all shelter rules.
- Keep the building safe and sanitary.
- Remember, there may be many people in the shelter, get along with everyone and if you are available, offer your services to the shelter manager.

CEMP

Annex XVI.
Disaster Housing Strategy Procedures

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XVI. Disaster Housing Strategy

EXECUTIVE SUMMARY

TABLE OF CONTENTS

SECTIONS

I. INTRODUCTION

II. LOCAL JURISDICTION SITUATION AND COMPOSITION

III. CONCEPT OF OPERATIONS

IV. HOUSING STRATERGIES

V. ROLES & RESPONSIBILITIES FOR JURISDICTIONAL AGENCIES & ORGANIZATIONS

VI. REGULATORY OBSTACLES TO DISASTER HOUSING

VII. SPECIAL TOPICS

VIII. PREPAREDNESS

IX. GLOSSARY

X. APPENDICES

MONROE COUNTY

DISASTER

HOUSING

STRATEGY

2012

Executive Summary

As a result of recent disasters such as Hurricane Katrina, our nation has witnessed the suffering of many people, who have lost their homes and businesses. This level of destruction can lead to an overwhelming sense of loss and subsequently may result in relocation of large portions of the population. Regardless of the type of hazard, an extensive loss of residents will severely hamper the ability of the community to recover and rebuild. This housing strategy provides policies and tactics our community may employ to hopefully retain our population and offer hope to survivors when their homes and businesses have been damaged or destroyed. By pooling our local resources, state expertise and federal support, we will provide temporary housing and support services to displaced families and individuals. Rapid recovery requires that all segments of the community, including businesses and government agencies, quickly reconstruct infrastructure, facilities, and structures. The provision of interim disaster housing in the post-disaster environment is essential to the long-term recovery and economic viability of the impacted community.

This strategy details the full array of interim housing options available to the Monroe County leadership in the aftermath of the disaster. Based upon the severity and magnitude of the impact, decision-makers will have the flexibility to select the appropriate interim housing strategies including placement of displaced residents within local hotels, vacant rental units, or within FEMA provided manufactured housing units. This strategy will also ensure that the needs of special populations within our community are addressed. Monroe County Growth Management and Monroe County Emergency Management would like to thank the many agencies and organizations that supported the development of the disaster housing strategy. Their ongoing dedication before, during, and after a large-scale disaster will ensure the long-term viability of our community.

Table of Contents

Preface.....

Table of Contents .....

I. Introduction.....

A. Mission.....

B. Purpose.....

C. Disaster Housing Planning Goals .....

D. Plan Methodology .....

E. Planning Assumptions .....

F. Authorities and References .....

1. Federal Disaster Housing .....

2. State Disaster Housing .....

3. County/Municipal Disaster Housing.....

G. Overview of the Federal Emergency Management Agency's Disaster Housing Assistance Programs .....

II. Local Jurisdiction Situation and Composition.....

A. Local Jurisdiction Composition .....

B. Hazard Vulnerability Analysis affecting Disaster Housing .....

C. Geography and Geology .....

D. Demographics and Special Needs Populations .....

E. Local Jurisdiction Housing Stock Characteristics .....

F. Economic Profile .....

G. Environmental Considerations.....

III. Concept of Operations .....

A. Activation of the Disaster Housing Task Force .....

B. Disaster Housing Needs Assessment .....

C. Systems, Process and Timeline for Assistance Delivery .....

D. Post-Disaster Housing Incident Action Plan/Situational Reporting .....

E. Coordination of Survivor Information and Needs .....

F. Command and Control .....

G. Exit Strategy.....

H. Public, Private, Non-profit and Faith-based Partners .....

I. Maintaining Operational Readiness for the Disaster Housing Mission .....

IV. Housing Strategies .....

A. Emergency Shelter Operations .....

B. Transitional Housing.....

C. Interim Housing .....

D. Direct Housing (Factory Built Housing).....

1. Direct Housing on Private Lot .....

2. Direct Housing on Business and Commercially-Owned Property .....

3. Direct Housing on Pre-existing Commercial Parks .....

4. Direct Housing on Community Sites .....

V. Roles and Responsibilities for Jurisdictional Agencies and Organizations .....

VI. Regulatory Obstacles to Disaster Housing .....

A. Local Regulatory Environment .....

B. Expedited Permitting Process .....

C. Homeowner Association Regulations .....

D. Emergency Ordinances .....

VII. Special Topics .....

A. Accessibility (Americans with Disabilities Act compliance) .....

B. Pets and Service Animals.....

C. Affordable Housing Issues.....

D. Abandonment and Urban Blight .....

E. Health Issues (Mold remediation, soil contamination, formaldehyde etc.) .....

F. Temporary housing for Emergency Workers and Volunteers: Base Camps .....

VIII. Preparedness .....

A. Plan Updates and Maintenance .....

B. Training and Exercise .....

C. Plan Integration .....

IX. Glossary .....

A. Definitions.....

B. Acronyms .....

X. Appendices.....

Appendix A: List of Mobile Home Parks .....

Appendix B: List of Hotel and Motel Establishments .....

Appendix C: Emergency Housing Ordinance.....

Appendix D: Post-Disaster Incident Action Plan Objectives Checklist .....

I. Introduction

A. Mission

Monroe County leadership is dedicated to supporting a safe, sanitary, and functional living environment for all community members in the aftermath of a disaster. The intent of the Disaster Housing Strategy is to foster consensus and collaboration among stakeholders with the aim of building a common approach for carrying out the disaster housing mission and, thereby, expediting community recovery.

B. Purpose

In the aftermath of natural or manmade disasters, community members may be displaced due to damage or loss of residential structures, environmental contamination, or other environmental factors. The Strategy will detail a framework for providing safe, sanitary, and functional temporary housing options for displaced residents in order to expedite long-term community recovery. Within the broader recovery framework, the Strategy primarily addresses interim housing solutions for residents. This document will detail a full range of temporary housing options which may be employed based upon the severity and magnitude of the disaster.

C. Disaster Housing Planning Goals

1. Detail a comprehensive framework for providing interim housing solutions for displaced community residents, and if necessary, emergency home repair and relocation assistance.

2. Develop procedures to address the comprehensive client case management system, which engages service provider organizations in order to address post-disaster needs within the community.

3. Enhance the coordination, design and delivery of Federal and State disaster housing assistance through an ongoing partnership with internal and external stakeholders. Extend the partnership to tribal, non-profit agencies, faith-based partners and the private sector.

4. Provide an overview of the regulatory environment, which may impact interim housing solutions in the post-disaster environment.

5. Ensure the integration of the disaster housing strategy with related operational plans and policy documents such as the Comprehensive Emergency Management Plan (CEMP) the Post-Disaster Redevelopment Plan (PDRP) the Monroe County Comprehensive Plan and Land Development Code (LDC).

The Strategy provides a framework consistent with the National Disaster Housing Strategy (January 2009) to help integrate existing disaster housing efforts and focuses on the following:

1. Support individuals, households, and communities in returning to self-sufficiency as quickly as possible.

2. Affirm and fulfill fundamental disaster housing responsibilities and roles.

3. Increase our collective understanding and ability to meet the needs of disaster survivors and affected communities.

4. Build capabilities to provide a broad range of flexible housing options, including sheltering, interim housing, and permanent housing.

5. Better integrate disaster housing assistance with related community support services and long-term recovery efforts.

6. Improve disaster housing planning to better recover from disasters, including catastrophic events.

D. Plan Methodology

Monroe County recognized the need to address disaster housing solutions in the event of a disaster. In 2012, Monroe County Department of Emergency Management, in close coordination with the Monroe County Growth Management Division, requested the development of a comprehensive Disaster Housing Strategy as an addendum to the Local Mitigation Strategy. The Monroe County Growth Management Division will annually review the Disaster Housing Strategy and coordinate any necessary updates with all responsible organizations.

E. Planning Assumptions

- Since some disasters will not receive a Presidential Disaster Declaration, it may be necessary to implement all or portions of the Disaster Housing Strategy without a Federal disaster declaration.

- Determine if the housing demand will exceed the housing supply through the provision of existing residential structures and/or vacant residential units.

- The ability to provide interim housing is contingent upon the availability of utility infrastructure services as well as healthcare, fire, EMS, Law Enforcement, school, transportation, retail and other essential governmental services.

- Households should be placed in temporary housing as close as possible to their original home or neighborhood, whenever possible.

- Persons with low income, living in manufactured housing such as mobile homes, migrant farm workers, and persons with functional needs are likely to require greater levels of post-disaster assistance, including provisions for interim housing. This effort may require a combined effort of additional community resources and the efforts of the private sector and community non-profit agencies.

- Urgency must be balanced with informed decisions.

- Significant damage will trigger a Presidential Disaster Declaration (Individual Assistance Declaration and Public Assistance).

- A substantial quantity of displaced disaster survivors, as determined by percentage of housing losses, is expected in disasters of major or catastrophic levels.

- An incident may occur with little to no warning.

- A disaster may cause significant disruption to critical infrastructure.

- Response in the immediate aftermath of the event must begin with the rapid damage assessment (without the benefit of detailed/complete assessments.)

- A large number of people may be left displaced.

- Demographics and socioeconomic characteristics will create unique challenges.

- The success of the housing mission will depend on how timely mission-critical information and issues can be collected, confirmed, and circulated in a consistent format that is readily accessible and useful to all key stakeholders.

F. Authorities and References

1. Federal Disaster Housing

a. The Stafford Act

The Federal Emergency Management Agency (FEMA) has set the standard for housing assistance as identified in the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act enables the federal government to employ "special measures, designed to assist the efforts of the affected States in expediting the rendering of aid, assistance, and emergency services, and the reconstruction and rehabilitation of devastated areas, as necessary". The Act provides statutory authority for most Federal disaster response activities especially as they pertain to FEMA programs, including disaster housing.

b. The Architectural Barriers Act (ABA)

This Act requires that all buildings and facilities designed, constructed, or altered with federal funds, or leased by a Federal agency, comply with federal standards for physical accessibility. These requirements are limited to architectural standards in new and altered buildings and in newly-leased facilities. Federal funds used to provide shelter, interim, or permanent housing after a disaster must comply with ABA requirements.. Guidelines for meeting ABA requirements are provided through Uniform Federal Accessibility Standards.

c. Uniform Federal Accessibility Standards (UFAS)

UFAS is authorized under the Architectural Barriers Act of 1968, as amended, Pub. L. No. 90-480, 42 U.S.C. 4151-4157. UFAS establishes requirements for the design, construction, and alteration of buildings to ensure that individuals with disabilities will have access and use of them.

d. The Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of a disability. The ACT defines a person with a disability as an individual, who has a physical or mental impairment that substantially limits one or more major life activities. All programs that receive Federal funds must be ADA compliant.

e. Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance, including federally subsidized housing programs.

f. The Fair Housing Amendments Act of 1988 (FHAA)

The FHAA extends protection against housing discrimination to persons with disabilities. It requires housing providers to permit, at the expense of the individual with a disability, reasonable modifications of existing premises.

g. Developmental Disabilities Assistance and Bill of Rights Act of 2000

The Developmental Disabilities (DD) Act requires the Administration on Developmental Disabilities (ADD) to ensure that people with developmental disabilities and their families receive required services and support.

h. Executive Order 13347: Individuals with Disabilities in Emergency Preparedness

This executive order became a policy of the Federal government to ensure that the support needed by individuals with disabilities is integrated into the development and implementation of emergency preparedness plans by Federal, State, tribal, local governments and private organizations.

i. Civil Rights Act of 1964, Title VI

This title prohibits discrimination by government agencies on the basis of race, color, and national origin by recipients of federal financial assistance. If an agency is found in violation of Title VI, that agency may lose its federal funding.

j. Age Discrimination Act of 1975

This Act prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

k. Pets Evacuation and Transportation Standards Act of 2006

This act was an amendment to the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

l. National Fire Protection Association 501 A

Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities: This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities.

m. National Flood Insurance Program

Includes clause related to substantial damage and sets limits on what may be placed in the flood zone.

2. State Disaster Housing

a. Florida Statute Chapter 513 (F.S. Chapter 513), Mobile Home and Recreational Vehicle Parks: Regulates the establishment of mobile home and recreational vehicle parks.

b. Florida Statute 320.8285 (F.S. 320.8285), Onsite inspection: (Appendix F) Mobile Home Park and Recreation Vehicle Park Site Design and inspection standards are established in this statute.

c. Rule Chapter 69A-42 Uniform Fire Safety Standards for Mobile Home Parks and Recreational Vehicle Parks: This rule establishes a uniform requirement for fire safety in mobile home parks and recreational vehicles parks for both new and existing parks.

3. County/Municipal Disaster Housing

a. Post-Disaster Redevelopment Plan (PDRP): This document details the organizational structure, policies, priorities, and vision for community redevelopment in the post-disaster environment. The plan should address recovery issues including disaster housing. Each jurisdiction should have their own disaster housing strategy consistent with their PDRP. The PDRP planning process should address emergency ordinances related to a disaster housing mission including a disaster housing ordinance, which would be implemented in the strategy and provide for the placement of temporary units. It may include an emergency permitting procedure to facilitate immediate minor or temporary repairs, provide for more thoughtful review of permits for non-conforming units and address mitigation strategies.

b. Comprehensive Emergency Management Plan (CEMP): This plan outlines the organizational roles and responsibilities as well as policies and procedures, which will be employed by the local jurisdiction during the response and recovery phases.

c. Flood Prevention Ordinance: This ordinance is required under the National Flood Insurance Program and details regulatory guidance for development within the flood hazard areas. The ordinance may incorporate policies related to placement of manufactured temporary housing units in flood zones.

d. Local Government Comprehensive Plan and Land Development Regulations: The Comprehensive Plan provides a vision for jurisdiction's future by presenting goals and policies to address sustainability, resiliency and quality of life. Land development regulations (LDRs) including building codes, floodplain management regulations and coastal setbacks, etc. provide the specific requirements for development while incorporating safety, mitigation, and design.

G. Overview of the Federal Emergency Management Agency's Disaster Housing Assistance Programs

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), FEMA serves as the primary coordinating agency for disaster response and recovery activities. FEMA processes the Governor's request for disaster assistance and coordinates Federal operations under a Presidential Disaster Declaration. In addition to providing various types of response and recovery aid to state and local governments and certain nonprofit organizations, FEMA provides assistance under the Individuals and Households Program (IHP). Federal assistance to IHP has two major components: Housing Assistance, which is 100% federally-funded and other assistance, which is 75% federally-funded. These forms of assistance are available with the following authorizations:

1. Temporary Housing:

a. Financial Assistance to eligible individuals and households for renting alternate housing accommodations, existing rental units, manufactured housing, recreational vehicles, and other readily fabricated dwellings.

b. Financial Assistance for reimbursement of reasonable, short-term lodging expenses that individuals or households incur in the immediate aftermath of a disaster.

c. Direct Assistance to be provided by FEMA, in the form of purchased or leased temporary housing units to individuals or households who, due to a lack of available housing resources, would be unable to make use of assistance provided under subparagraph (a).

d. FEMA will charge Fair Market Rent after 18 months, wherein the period of the declaration has not been extended for any housing unit it has provided as Direct Assistance to an individual or household.

e. FEMA may sell purchased housing units that it provided as Direct Assistance to individuals and households, and will deposit the proceeds from such sales into the Disaster Relief Fund.

2. Repairs:

a. FEMA may provide financial assistance for the repairs of owner-occupied private residences, utilities, and residential infrastructure (such as a private access route) damaged by a major disaster. The funds are used to return individuals and households to a safe, sanitary, and functional condition.

b. FEMA to provide financial assistance for eligible hazard mitigation measures that reduce the likelihood of future damage to residences, utilities, or infrastructure.

3. Replacement:

a. FEMA provides financial assistance for the replacement of owner-occupied private residences damaged by the disaster event. The maximum amount of assistance is adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

b. As a condition of the receipt of Federal disaster assistance, FEMA may require the purchase of flood insurance. This provision may not be waived.

4. Permanent or Semi-Permanent Construction:

The Permanent Housing Construction Category authorizes FEMA to provide financial or direct assistance to applicants for the purpose of constructing permanent housing in insular areas outside the continental United States and in other remote areas. This category is not available to county residents.

The Housing Assistance Program authorizes individual eligibility in more than one category of assistance. It ensures that survivors whose homes have been damaged or destroyed during a disaster are provided with a safe place until repairs are complete, the homes rebuilt, or another permanent residence is secured. Temporary Housing assistance is designed primarily for survivors who are uninsured/underinsured. Housing assistance is available only to homeowners and renters who are legal residents of the United States who were displaced by the declared disaster.

In general, to be eligible for Housing Assistance under the IHP, three conditions must be met:
(1) The home must have been the applicant's primary residence;
(2) The home must be inaccessible or have been damaged and rendered uninhabitable as a result of the disaster; and
(3) The insurance, if any, covering the dwelling does not fully cover the applicant's additional disaster-related living expenses and/or cost of home repairs.

FEMA's Individual Assistance programs are designed for persons and families seeking assistance. Each household must individually apply and establish their eligibility. Survivors can apply for assistance by calling one of FEMA's National Processing Service Centers at the toll-free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed online at www.disasterassistance.gov or www.fema.gov and by visiting the Disaster Recovery Center (DRC). After an application is submitted to FEMA through the official application process, a local FEMA-contracted inspector will assess the damage to the applicant's property and will file a report with FEMA. FEMA will then make an eligibility determination and may issue a check within 10 days of receiving the initial application for assistance1. However, response times may vary depending on the volume of demand for assistance.

FEMA's Disaster Housing Assistance for those displaced by disasters includes the following forms of assistance based on the priorities listed below:

1. Maximize the Use of Available Local Housing Resources

a. Emergency Sheltering:

Individuals and households may be forced to leave their homes to seek shelter due to an approaching disaster or after a disaster strikes. Regardless of eligibility for assistance programs, a shelter provides disaster survivors with a safe, sanitary and functional environment, including life-sustaining services. Shelter expenses may be eligible for reimbursement from FEMA under Section 403 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. FEMA can provide financial assistance to eligible applicants for critical disaster-related needs such as water, food, first aid, prescriptions, infant

formula, diapers, personal hygiene items and fuel for transportation through Critical Needs Assistance under the Other Needs Assistance provision of the IHP.

b. Congregate Shelters:

Shelters can be operated in hard facilities (schools, churches, community centers, unused warehouses and stores, barracks and berthing ships) or in soft-sided facilities (tents or domes). Types of congregate care shelters include general population, medical support, emergency household pet, ad-hoc/spontaneous, and evacuation.

c. Transitional Sheltering Assistance:

When emergency shelters are overwhelmed or if State and FEMA disaster leadership determine that shelter residents and evacuees will not be able to return to their homes for an extended period of time, the State may request that FEMA authorize eligible disaster survivors to receive Transitional Sheltering Assistance (TSA). If TSA is authorized, FEMA will approve, fund and administer the use of hotels and motels as transitional shelters. The funds used for TSA are not charged against the disaster survivors' maximum amount of IHP financial assistance. (FEMA can provide reimbursement for hotel/motel accommodations to eligible applicants through the Housing Assistance Program, which is subject to the IHP financial assistance limit).

d. Temporary Roofing:

The roofing program allows homeowners to request government assistance for exigent repairs to damaged dwellings. Exigent repairs include installing plastic sheeting (Blue Roof) on damaged roofs and repairing accessibility fixtures such as ramps or railings. Homes must be inspected by qualified officials and determined to be structurally sound, and free from health and safety risks. The repair should begin within a week of the Presidential Disaster Declaration. Voluntary agencies may assist in coordination with the USACE to install plastic sheeting in areas that are not heavily populated or they may assist homeowners with installing tarps.

e. Rapid Temporary Repairs (RTR):

Similar to the Blue Roof program, FEMA has partnered with the USACE on a new pilot initiative to make rapid temporary repairs to doors and windows, which would allow families to shelter in their homes until permanent repairs can be made.

f. Financial Assistance for Rent:

The preferred method in providing interim housing is through rental assistance. This includes financial assistance that helps individuals and families to locate and lease vacant privately-owned apartments, condominiums, and single-family homes, and Federal or State-owned residential property. This type of interim housing support is provided within a few weeks following a Presidential Disaster Declaration and is used for those survivors whose homes have been rendered uninhabitable.

g. Financial Assistance for Repair and Replacement of Damaged Residences:

Repair and replacement assistance is available following the inspection and verification of damages. FEMA will provide eligible homeowners financial assistance for repairs to make their home habitable by restoring the home to a condition that is safe, sanitary, and functional. The assistance may be used toward replacement of a destroyed or condemned home. Repair and replacement assistance may not be sufficient to restore the home to its pre-disaster condition. The assistance may also take several weeks to several months before it is made available.

2. Using Manufactured Temporary Housing

Temporary housing units may be used to house disaster survivors when other housing options have been exhausted. Once the appropriate options have been determined by the State in coordination with FEMA, temporary housing may be placed on an eligible family's private property, on a pre-existing commercial pad, or as a last resort, on a new community site approved by local officials, that is constructed and maintained by FEMA. The development of local ordinances to facilitate the placement of temporary units on private property, where appropriate, and the pre-identification of potential community sites helps to expedite the placement process

3. Employ Innovative, Alternative Forms of Temporary Housing

New materials and innovations in design have the potential to provide a much broader array of temporary housing than FEMA's current inventory of manufactured housing options. FEMA is exploring alternative options for temporary housing units through the Joint Housing Solutions Group and the Alternative Housing Pilot Program. Alternative forms of direct housing, which may include the type of modular units used after Hurricane Katrina.

4. Semi-Permanent or Permanent Construction/Assistance

This includes financial or direct assistance to individuals and households. Programs administered through FEMA and the Department of Housing and Urban Development (HUD) may allow for the development of housing options. These options allow for renter to obtain a permanent housing solution or for the selling of manufactured or modular temporary homes to a homeowner if repair/rebuilding is not in the financial interests of the homeowner.

II. Local Jurisdiction Situation and Composition

A. Local Jurisdiction Composition

Monroe County is located in the southernmost portion of Florida. The County Seat is in Key West, Florida. The County includes the Mainland Area and over 1.700 islands which lie along the Florida Straits, dividing the Atlantic Ocean to the east from the Gulf of Mexico to the west and defining one edge of the Florida Bay. The mainland part of the County is made up of the Everglades National Park and the southern portion of Big Cypress National Preserve. The Florida Keys extend 233 miles southwestward in a gradual arc from Biscayne Bay to the Dry Tortugas in the Gulf of Mexico.

According to the Monroe County Comprehensive Plan Technical Document, Monroe County, excluding the Mainland Area, has a total land area of 73,138 acres. Nearly all of this land is located within the Coastal High Hazard Area. According to the 2010 Census, Monroe County had a total population of 73,090. There are approximately 51,796 housing units, 13 public schools, 3 hospitals, one Military Base (Naval Air Station Key West), 150 churches, and one Community College with three campuses. These sites may support the disaster housing mission by providing short to long-term housing resources. However, due to the vulnerability of development throughout most portions of the County, infrastructure services and capacity still remain a concern. Critical public facilities and community services located within coastal high hazard areas may limit interim housing placement options.

B. Hazard Vulnerability Analysis affecting Disaster Housing

Monroe County is at risk for natural disasters as detailed in the Comprehensive Emergency Management Plan and the Local Mitigation Strategy. Monroe County, in the form of hurricanes, fires, and floods. Hurricanes present the highest risk due to the potential impacts from high winds, coastal storm surge and generalized flooding. The storm surge associated with Hurricane Wilma in 2005 was a prime example of how flooding may affect hurricane evacuation efforts and impact structures and public infrastructure located within the Coastal High Hazard Area. Flood zones should be analyzed to determine how the population in those areas could be severely impacted. Monroe County should review the placement of manufactured homes and consider the potential dangerous flooding conditions for those areas. County ordinances should be reviewed to make sure manufactured homes are in compliance with the tie-down requirements. Monroe County should also examine the potential threat posed by wildfires which can damage a community, like those affected by the controlled burn in Big Pine Key in 2011.

C. Geography and Geology

The populated area of Monroe County is a 110 mile string of islands spanning from Key Largo to Key West. The mainland portion of Monroe County consists of primarily publicly owned lands under the jurisdiction of the Federal Government, which include Everglades National Park and Big Cypress National Preserve. According to the Monroe County Comprehensive Plan, nearly all of the population lives within a storm surge zone or the Coastal High Hazard Area. The Florida Keys consists primarily of low lying islands with poor drainage characteristics that create hazardous conditions to residents during heavy rainfall or high storm surge events associated with tropical storms and hurricanes. All of the County's manufactured home parks are located in close proximity to the ocean or the Gulf of

Mexico, which should be evaluated when selecting disaster housing community sites. US 1 is Monroe County's only road leading to the 18-Mile Stretch and Card Sound Road emergency access routes to the Florida City and the Florida Turnpike. Nearly all of the bridges and major portions of the US 1 roadway are two lanes. In addition, may road sections are located only a few feet above mean high water. This has resulted in hurricane evacuation being a major factor in limiting new growth in Monroe County. The unique geography of the Florida Keys has also resulted in the identification of several critical habitats that serve threatened and endangered species. The wide variety of environmentally sensitive areas in many areas of Monroe County may not be suitable for interim housing. These factors have resulted in Monroe County being totally located within the Florida Keys Area of State Critical Concern. The Florida Administrative Commission annually determines the rate of growth allowed in the Florida Keys based upon carrying capacity and infrastructure availability.

D. Demographics and Special Needs Populations

According to the 2010 census, the Monroe County population was 73,090. 12,469 or 17 percent of the population is 65 years old and over. Monroe County also has small number of individuals registered with Special Needs. Special Needs populations are those individuals who require assistance for their disabilities, which include but are not limited to medical, mental, or psychological disabilities. As of 2012, 592 residents are registered with Monroe County Social Services as having Special Needs, aka "Functionally Needy". Monroe County has two special needs designated shelters: The Harvey Government Center and the Gato Building. Both are located in Key West. However, these in-county shelters are to be considered for use only in a tropical storm. When designing interim housing solutions, the availability of handicap accessible units, transportation support, and additional human service support agency involvement should be considered. In addition, Monroe County is home to a population of aging; yet independently living populations who may challenge interim housing policy options. The Evacuation Study Demographic Profile can be referenced in this section as well. This document includes demographic data such as linguistic impact age, race, gender, socio economic, religion, national origin, linguistic isolation, and familial status. Links to these profiles are available at www.floridadisaster.org/housing.

E. Local Jurisdiction Housing Stock Characteristics

Nearly 46.7% of Monroe County's residential units are detached single-family structures, while 8.1 percent are attached single-family, 4.9% are duplex (two-family), 19.5% are multi-family (3+ units) and 20.8% are mobile home/trailers. Approximately 47.5% percent of residential units are located in the unincorporated area of Monroe County. 19.2% of the housing stock is estimated to be 40 or more years old, or built before 1970, which means that many homes were constructed prior to the implementation of the more stringent building codes. Tourism increases the population, especially during the months of November through April. During this season, most hotels/motels, rental and seasonal units remain at eighty percent occupancy. During the low season, vacancy rates may be as high as 60 percent.

F. Economic Profile

Monroe County has an economic profile that relies heavily on of tourism, drawing tourists from all over the world. The Florida Keys are known as a fishing and boating mecca. There are several marinas and charter fishing operations that provide an ample opportunity to get on the water. Fishing tournaments, power boat and sailing races, kite boarding, paddle boarding, kayaking, and ecotourism draws millions

of tourists annually. The Keys are also home to the only coral reef system in North America, which attracts divers from across the globe. Key West has long been a destination resort community that hosts cruise ships and navy ships on liberty, with an active nightlife along Duval Street and its famous daily sunset celebrations at Mallory Square. The Keys are consequently home to thousands of condo and hotel units, shops, marinas, restaurants, and bars. According to Enterprise Florida, 33.2 % of Key's employment is in the leisure and hospitality sector.

The historic Florida Keys industry is commercial fishing. Turtle and sponge fishing has long been outlawed. Shrimp fishing has shifted to other parts of the US Gulf Coast. Net fishing has been significantly affected by the catch and size limits, season, and operating methodology restrictions resulting from U.S. Fish and Wildlife and National Marine Sanctuary regulations. The remaining commercial fishing industry primarily traps spiny lobster and stone crabs. This has resulted in a significant reduction in the number of operating fish houses, processing, and packing plants. However, commercial marinas, trap storage, and boat repair continue to be a significant part of the Florida Keys community.

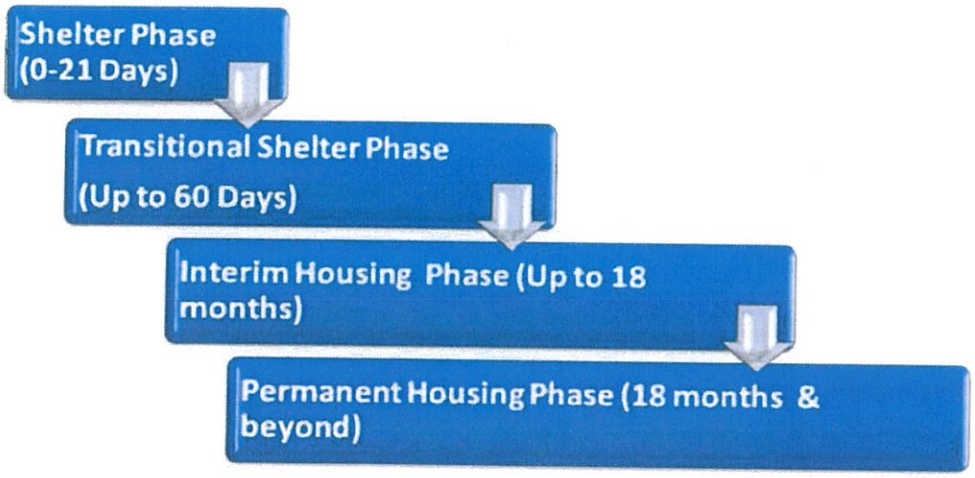
G. Environmental Considerations

Monroe County is located along Florida's fragile coastal area and is bordered by environmentally sensitive areas in the South, which include the Florida Everglades. The northern region includes a protected animal habitat, and the eastern region includes coastal wetlands. Each of these unique, environmentally sensitive areas must be observed when evaluating options for the placement of community sites. When identifying potential sites, it is important to analyze environmentally sensitive areas where human interference may cause irreversible damages to the natural ecosystem and habitat. It is preferable that sites lie outside of the 100-year floodplain and have adequate storm water drainage systems.

Hazardous conditions may be present prior to a disaster and these conditions may increase following a disaster. Contamination in areas located in commercial, industrial, or landfill areas could spread to other surrounding areas. Areas which have been identified as Brownfield sites or Superfund sites should be avoided. A thorough site inspection is required before housing initiatives are implemented. Adjoining land uses including industrial uses, agricultural uses, and others could introduce the potential for hazardous materials in air (smokestacks, pesticides/herbicides), water (industrial sewage, wastewater, disease), or land (contaminated soil, gas tank leaks) that could create both short and long-term adverse health effects on residents. Addressing the aforementioned environmental and safety concerns will be critical in strategy development.

III. Concept of Operations

The goal of the disaster housing mission is to transition displaced survivors into permanent housing as quickly and efficiently as possible. The disaster housing mission may progress through all four disaster housing phases. Each of these phases may overlap or may be excluded if they are not needed.



Shelter Phase: The Emergency Shelter Phase of the disaster housing mission will be managed by the Mass Care/Coordinator within the Monroe County Emergency Operations Center. For additional information, see the Monroe County Comprehensive Emergency Management Plan.

Transitional Shelter Phase: The Transitional Shelter Phase will be managed initially by the Mass Care/Shelter Coordination in close coordination with the Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the EOC with gradual transition to the Recovery Operations Center, which is under the supervision of the Emergency Management Director.

Interim Shelter Phase: The Interim Shelter Phase is managed by the Disaster Housing Coordinator at the Recovery Operations Center, in close coordination with the Joint Field Office (JFO). The Disaster Housing Coordinator is responsible for directing these efforts and coordinating with State and Federal Disaster Housing Officers. The Community Organizations Active in Disasters (COAD), Voluntary Organizations Active in Disasters (VOAD), or Long Term Recovery Coalition can assist by providing volunteers and donated resources to help meet unmet needs.

A. Disaster Housing Needs Assessment

Determining the community need for disaster housing in the aftermath of a disaster is a challenging task. An initial determination must be made in order to position the resources needed to implement the

Disaster Housing mission. While the numbers will likely change as better data is received, the following informational components are needed to quantify the disaster housing need:

- Total number of residential structures (by type) with major damage s classified as destroyed or deemed uninhabitable
- The estimated number of residential structures which might be made habitable with minimal repairs
- The status of available hotel and motel units
- The status and availability of public housing units
- The status and availability of privately-owned, vacant rental properties, which could be used for disaster housing
- Status and availability of manufactured housing units or other fabricated dwellings which could be used for disaster housing
- Available useable land meeting the suitability criteria for emergency community sites, including available space in existing/vacated manufactured home parks
- Status of restoration of utilities
- Availability of community services including fire, EMS, law enforcement, healthcare, schools, etc.
- Status and availability of college/university housing

Monroe County has disaster need assumptions that will assist in quantifying the community needs:

- Uninsured homeowners whose homes are destroyed or have major damage may require disaster housing assistance
- One or two-family zoned lots of sufficient size to place temporary units onsite
- Uninsured residents of multi-family units that are damaged or destroyed will likely need Direct Housing Assistance in commercial manufactured home parks or community sites
- Homeowners who have insurance will not be eligible for Direct Housing Assistance
- Owners of secondary homes will not be eligible for direct housing assistance
- Non-seasonal, permanent manufactured home residents whose units are damaged or destroyed will likely require disaster housing assistance

Direct Housing Assistance generally consists of FEMA obtaining and installing manufactured homes and other types of prefabricated housing on private (individual) sites, commercial parks, or other temporary sites developed by FEMA. This assistance is considered a last option. This non-financial assistance is provided directly to individuals and households when there are not enough housing resources in the impacted area and/or the individual or household was eligible for financial housing assistance but not able to use available resources.

B. Systems, Process and Timeline for Assistance Delivery

The following table provides a general overview of the four phases of the disaster housing mission. Each phase may be adjusted based upon the magnitude and severity of the disaster conditions. All phases will overlap to a limited degree. The goal is to transition survivors quickly back into permanent housing.

Phase	Shelter	Transitional	Interim Housing	Permanent
	0-21 days	Up to 60 days	Up to 18 months	18 months +
Housing Types	Friends & Family	Friends & Family		
	Shelters			
	Hotel/Motel	Hotel/Motel		
		Rentals • Apartments • Homes • Seasonal Housing	Rentals • Apartments • Homes • Seasonal Housing	Lease or purchase of: • Single Family Home • Multi-family Home
		Manufactured Homes	Manufactured Homes	Manufactured Homes
		Commercial Space	Commercial Space	Manufactured Homes
		Community Sites	Community Sites	
Resources	Insurance	Insurance	Insurance	Private Insurance
	American Red Cross Voluntary Organizations Faith-Based	American Red Cross Voluntary Organizations Faith-Based Private Sector	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based
	State & Local Government		Local Government Wrap Around Services	
	U.S. Army Corps of Engineers			

	Blue Roof or Similar Emergency Repair Program			Federal Housing Assistance: • SBA Loans • HUD • VA
		FEMA housing assistance: • Repair Grants • Replacement Grants • Rental Grants • Hotel/Motel Vouchers	FEMA housing assistance: • Repair Grants • Replacement Grants • Rental Grants • Direct Housing	Unmet Needs Committee

C. Post-Disaster Housing Incident Action Plan/Situational Reporting

When deemed necessary by the Director of Emergency Management, the Emergency Operations Center's Planning Section will initially incorporate key components of the disaster housing mission into the Incident Action Plan (IAP). Drafting of the IAP will be a unified effort among the Emergency Support Function (ESF) personnel and from players outlined or referenced in the Post-Disaster Redevelopment Plan (PDRP). This IAP is being developed for all response operations in compliance with local planning procedures. These initial disaster housing components will focus on the response efforts coordinated by Emergency Support Function 6: Mass Care and other health and human services providers supporting sheltering operations. The IAP will provide an overview of the response status and initial incident operational objectives. The Emergency Operations Center will dictate the continued updating of the IAP throughout the response phase and beyond.4

When practical, the Disaster Housing Coordinator in coordination with State and Federal partners, will develop a detailed disaster housing mission plan(s). The first disaster housing mission plan should be developed within two weeks of the disaster impact followed by a major update within 30 days of impact. Updates should be developed in monthly increments thereafter (ex. D+14, D+30, D+60, D+90, etc).

As the disaster housing mission progresses through the major housing phases listed in the table below, the plan should be expanded. The table also summarizes housing resources by class and timeframe and who is expected to provide the housing resource.

Focus of Strategic Disaster Housing Plans

Strategic Housing Plans	Focuses
D+15	▪ Focus on the needs for extended sheltering ▪ Assess damage impact on housing ▪ Establish initial ball park forecast on temporary housing needs ▪ Identify county specific temporary housing options (with a focus on population retention)
D+30	▪ Update initial forecast on temporary housing needs ▪ Confirm and incorporate changes to the county specific strategies ▪ Review and refine the overall temporary housing efforts
D+60	▪ Status review of temporary housing mission ▪ Validate temporary housing needs forecast and mission timeframe based on FEMA Applicant Registrations ▪ Confirm and review progress of county-specific strategies
D+90	▪ Focus on the long-term housing needs assessed ▪ Provide a strategy for long-term housing recovery (local repopulation strategy) ▪ Mark a transition of focus from temporary housing to long-term housing

For a checklist of objectives which may be included in the Incident Action Plan see Appendix G

D. Coordination of Survivor Information and Needs

Mass care and human services are necessary for providing the most immediate and long-range needs of disaster survivors which include shelter and feeding, transient and interim housing, care of unaccompanied children, the elderly, and others unable to care for themselves, disaster welfare inquiry, and provision of various types of human services assistance to survivors. All of these services are provided through the coordinated efforts of governmental, non-profit and volunteer agencies. The purpose of this section is to outline coordinating guidelines for planning, mass care, disaster housing, and related emergency human services in the short and long-term recovery phases.

In the event that the President declares a Federal Disaster, which allows federal funds to be used to assist recovery efforts, the following steps must be taken to activate disaster housing assistance:

- Residents in the declared area apply for housing under FEMA's Individuals and Households Program (IHP) by calling one of FEMA's National Processing Service Centers at the toll- free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed by website online at www.disasterassistance.gov or www.fema.gov and by visiting the Disaster Recovery Center (DRC).

- The U.S. Small Business Administration (SBA) may send a disaster loan application after the applicant applies to FEMA for disaster assistance. It is important to complete and return the application to SBA as soon as possible. If the application is not filled out and returned, the applicant may not be eligible for other types of federal assistance. SBA low-interest loans are available to eligible renters, homeowners, businesses of any size and non-profit organizations that suffered losses due to a disaster (see www.disasterassistance.gov).

- Homeowners must prove they owned and occupied the home at the time of the disaster and that the damage was disaster related. Renters must prove that they lived in the disaster- damaged house at the time of the disaster.

- If necessary, a FEMA inspector will call to arrange a visit to the damaged home or apartment to assess disaster-related damages for FEMA's Individuals and Households Program.

- Following review, the applicant receives a determination letter from FEMA with the eligible/ineligible decision. Qualified applicants will receive a check in the mail or a direct deposit to their bank, along with a separate letter explaining how to use the assistance.

Direct Housing Assistance may be available when local existing housing options have been exhausted or deemed infeasible. Manufactured housing units may be used once the appropriate options have been determined by the State. Temporary housing can be placed on an eligible family's private property, on a pre-existing commercial pad or, as a last resort, on a new community site approved by local officials and constructed and maintained by FEMA.

Disaster Case Management is a tool to provide assistance to those impacted by disasters, by providing a Case Manager who is knowledgeable about disaster recovery and can assist the individual or household create a plan to achieve realistic goals for recovery. The County Administrator has delegated the handling of local long-term housing recovery and transition to permanent housing to the Growth Management Director. Under this position and with the collaboration of the Long-Term Recovery Organization, an effective local Client Management System must be established to address comprehensive disaster-related housing recovery needs and the coordination of available resources in the community. The Growth Management Division will conduct the following tasks to capture the needs, determine what assistance has been provided, and identify any gaps in resources:

- Screening and interviewing of Client/Survivor needs in order to determine whether a disaster-related need exists
- Verification of information to ensure loss suffered and to help prevent duplication of benefits
- Unmet Needs Committee Gap Analysis and Recovery Plan to address how to bridge the gaps between what the survivor is able to accomplish and what is actually required from outside sources to stabilize and become self-sufficient
- Commitments by agencies to provide assistance and resources available
- Follow Up and Case Closure to ensure the survivor understands any commitments for assistance

E. Command and Control

Shelter Phase: The Shelter Phase of the disaster housing mission will be managed by the Shelter Coordinator within the Monroe County Emergency Operations Center. For additional information, see the Monroe County Comprehensive Emergency Management Plan.

Transitional Shelter Phase: The Transitional Shelter Phase will be managed initially by the Shelter Coordinator in close coordination with the County Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the Emergency Operations Center with gradual transition to the Recovery Operations Center which is under the supervision of the Emergency Management Director.

Interim Shelter Phase & Permanent Housing: The Interim Shelter Phase and all remaining phases are managed by the Disaster Housing Coordinator at the Recovery Operations Center in

close coordination with the Joint Field Office. The Disaster Housing Coordinator is responsible for directing and coordinating these efforts with State and Federal Disaster Housing programs. The Community Organizations Active in Disasters, Volunteer Organizations Active in Disasters or Long-Term Recovery Coalition can assist by providing volunteers and donated resources to meet unmet needs.

F. Exit Strategy

The Disaster Housing Mission is designed to provide temporary disaster housing for a period of up to 18 months. Restoration of the community is the best way to return a disaster affected area to normal. Temporary housing complexes which create new communities generally do not aid such restoration. Community sites should be located and developed so residents can make maximum use of existing community facilities. Locating sites outside of settled areas may shift settlement patterns, weaken the value of existing facilities, and require new transportation services or new facilities.

Successful case management will identify the needs of the survivors and recovery obstacles. Case management can assist by pooling resources to address the challenges these residents face in finding permanent housing. Provision of appropriate social services, assistance and counseling early in the process will be essential in addition to monitoring the progress. Obstacles such as unemployment, transportation, childcare, affordable housing options, education or disability should be identified with a shared goal of addressing the issues and moving individuals and families to permanent housing.

G. Public, Private, Non-profit and Faith-Based Partners

When Federal, state and local assistance is not sufficient, the community organizations active in disasters, volunteer organizations active in disasters, Unmet Needs Committee or Long-Term Recovery Organization (LTRO) may provide an essential linkage among the volunteer organizations and faith-based partners to meet these needs through donated volunteer time and resources.

The following variables will be considered when developing an exit strategy:

- Ability of residents to find employment and maintain a consistent income
- Availability of affordable permanent housing within the community
- Ability of residents to locate needed social services such as transportation, medical care, childcare and schools
- Ability of residents to finance home repairs, locate necessary supplies and licensed contractors
- Ability to restore vital infrastructure within all areas of the community

- The transfer of vacated manufactured housing units to volunteer organizations

I. Maintaining Operational Readiness for the Disaster Housing Mission

Due to the need for complex decision coordination and the time sensitive nature required in the implementation of the Disaster Housing Mission, it is essential to engage in ongoing planning activities to maintain the operational readiness of the disaster housing program. Preparedness efforts should include the maintenance of policies, inventories, and vital information needed in the immediate post-disaster environment including:

- A process for the real-time identification of vacant habitable hotel, motel, and seasonal units.
- Advance coordination with real estate representatives/property managers for identification of vacant rental properties and property owners of vacant land.
- Initial planning, mapping, and design for post-disaster prioritized vacant lands for potential disaster housing community sites.
- Preparation of emergency authorities related to the Disaster Housing Mission including expedited permitting procedures, or temporary waiver of zoning restrictions which may inhibit the disaster housing mission.
- Ongoing training and exercise of key disaster housing core team members including temporary roofing program, emergency repairs, temporary housing and stakeholder coordination with Federal, State and local partners.
- Maintenance of pre-identified disaster housing command and control facilities, staging areas, data connectivity systems (Client Management System), personnel inventories, equipment and supplies.
- Development of a Standard Operating Procedure (SOP) led by the Disaster Housing Coordinator and supported by the Community Leadership and Administrators to provide a process for client intake and case management to ensure residents receive information and resources provided by state and federal disaster programs and those available through non- profit/faith-based partners.

IV. Housing Strategies

It is vital to transition displaced families to a more stable and secure housing alternative in the aftermath of the disaster. As disaster situations improve, all internal and external partners will focus their efforts on transitioning displaced residents back to their pre-disaster dwellings or, if those dwellings cannot be re-inhabited, other permanent housing options.

A. Emergency Shelter Operations

Monroe County has a total of 2 special needs shelters which serve as an emergency evacuation refuge prior to a tropical storm. Both are located in Key West at the Gato building and the Harvey government Center. Any storm event that exceeds tropical strength requires the transport of special needs populations to the Florida International University shelter which is located outside the jurisdictional limits of Monroe County.

There are a total of four shelters in Monroe County operated by the Emergency Management Department during a Category 1 and 2 storm event, and, to a limited capacity, in the post-disaster environment. They include: Key West High School (Capacity 352), Sugarloaf School (Capacity 307), Stanley Switlik School (Capacity 280), and Coral Shores High School (Capacity 235). The shelter at Florida International University (Capacity: Special Needs 90/General Population 511) is available to Monroe County residents for Category 3 or greater storm events. These shelters have sufficient capacity and support services to accommodate numerous vulnerable individuals and families. In addition, these facilities are dispersed throughout the community and their location is generally known to the immediate community members. All evacuation shelters in Monroe County are constructed to meet the Enhanced Hurricane Protection Area Standard and the American Red Cross 4496 Standard. These facilities can be efficiently secured, and are

handicapped accessible. Risk shelters also have kitchens for meal preparation and sanitation. These shelters, however, offer limited privacy for the family unit because individualized space is not practical. Although these shelters can potentially house a large number of people, they should not be utilized for long-term housing needs due to the need to reopen those facilities, particularly schools for their primary use. Returning children to school allows parents to return to work, which represents a vital step in the community recovery process.

Detailed operational procedures for the management of evacuation shelters may be referenced in the Comprehensive Emergency Management Plan and the American Red Cross Standard Operating Procedure (SPO).

B. Transitional Housing

Transitional Housing (also referred to as transitional sheltering) fills the gap between emergency shelters such as schools, tents, etc., and permanent housing. When emergency shelters are no longer sufficient or available and traditional interim housing is not yet available, communities may use transitional housing which may include:

1. Hotel & Motel Placement

Placement of survivors in hotel/motel accommodations is the preferred and most immediate transient housing solution. Monroe County has approximately 15,000 hotel/motel units that can accommodate approximately 30,000 people. Appendix C has an abbreviated sample of the hotel and motel database for Monroe County. The list also provides the facility's vulnerability to storm surge or flooding. This would be a major factor in a coastal flooding event, as many of the hotel/motel facilities are located within the Coastal High Hazard Area

The following are sources of information related to real-time bed counts which Monroe County will access in the aftermath of a disaster. A complete listing of all licensed lodging establishments may be located on the internet of the Business and Professional Regulations website at: www.myfloridalicense.com/dbpr/sto/file_download/ hr_lodging.shtml. Less common lodging types may include resort condominiums and resort dwellings that regularly provide rental units more than three times in a calendar year for periods each lasting less than one calendar month.

The Tourist Development Council (TDC) will contact all hotel/motel management to determine their damage status and the availability of rooms as part of the Damage Assessment. Power will need to be restored in order for the rooms to be available for disaster survivors, emergency response workers or disaster volunteers. The TDC will continue to monitor the status and report to the Disaster Housing Coordinator.

Initial payment for the survivor's occupancy in the hotel/motels is typically paid by the American Red Cross until the Stafford Act's Individual Assistance Program is activated. After FEMA activates the funds, they are then transferred directly to the survivor. Direct payment by FEMA to the hotel is not normal procedure.

It is vital to consider the functional needs of the survivors. Priority placement of persons with disabilities and special needs clients should be given to handicap accessible units within hotels/motels. Another consideration in the placement process is survivors with pets. The State Tourism Department maintains a list of hotels that will accept pets. Hotels and motels may choose to temporarily waive prohibitions against pets during the initial disaster period. The Convention and Visitors' Bureau should determine this when contact is made regarding status and room availability.

2. Rapid Temporary Roofing and Repairs

Monroe County's Temporary Roofing Program is under the authority of the Growth Management Division. At the State's request, tarps may be provided through FEMA or the U.S. Army Corps of Engineers (USACE) Blue Roof Program. The USACE liaison and their trained contract staff will report directly to the Emergency Management Director, who will coordinate the blue roof mission for the Community. Under this program, USACE will coordinate the installation of plastic sheeting to provide a safe, shelter in place option for impacted families and individuals. These tarps are provided as temporary roof coverings (i.e. blue tarps) to cover damaged roofs in areas that are not heavily populated and to assist homeowners who need assistance with installing plastic sheeting.

Another shelter-in-place option that is available is the Rapid Temporary Repair (RTR) Program, which differs from the temporary roofing or "Blue-Roof" program. At the State's request, this Program makes RTR to doors and windows to allow sheltering until permanent repairs can be made. RTR includes clearing debris to gain access to the homeowner's home and removing debris from the roof. It also uses specially adapted plywood materials to enclose damaged windows and primary entry doors. The Blue Roof and RTR Mission require the following actions:

- Identify and Prioritize: Upon completion of the initial damage assessment process, teams will identify and prioritize severely impacted geographic regions within Monroe County.
- Installation: Personnel will be tasked with applying the tarps to damaged roofs in the most severely impacted areas, first on single and multifamily homes with asphalt or shingle type roof covering. Metal roofs, tile roofs, and mobile homes are not eligible.
- Right of Entry: In order for the contractor to install tarps, homeowners must complete a right of entry form.
- Information Coordination: A daily briefing will be conducted providing a status update of the number and location of temporary roof installations conducted.
- Staffing: The USACE also teams up with local partners to assist in the Blue Roof Mission. The Department of Building and Zoning, working with Emergency Support Function (ESF) 15 Volunteers and Donations, may identify and train volunteers to support the RTR and Blue Roof Mission.

- Bulk Distribution: If necessary, the EOC may decide to distribute temporary roof coverings to citizens with significant roof damage after a large scale disaster. If the roof coverings are provided to the Community for distribution from state and or federal resources, then the supplies will be received at the Community Staging Area and distributed to local points of distribution (PODS) throughout the Community as supplies are available. Residents will be able to pick up these state/Federally supplied resources at their closest point of distribution. For additional information related to Bulk Distribution reference the Monroe County Logistics Section SOP.

C. Interim Housing

Interim housing is provided during the intermediate period (generally up to 18 months or the maximum amount of financial assistance available) between emergency sheltering and the securing of a permanent housing solution by the disaster survivor. Interim housing solutions should refocus on strategies that provide safe, sanitary, and functional housing for individuals and families. Options for interim housing vary greatly and may include:

1. Private Rental Properties

Based upon available vacancy rates and affordability, rental properties may be available as temporary housing for survivors. Initially, eligible applicants receive two months of rental assistance with the ability to qualify for additional assistance. The amount of rental assistance is based on the Fair Market Rent (FMRs) as determined by Housing and Urban Development (HUD) and may be viewed at http://portal.hud.gov/app_nhls on the National Housing Locator (NHL). The NHL is a searchable, web-based clearinghouse of available rental housing available only after a disaster. The median rent paid by Monroe County households in 2009 was $1,094 per month, compared to a statewide median rent of $802. In Monroe County, the HUD FMR in 2012, representing rent for a typical modest apartment, was $946 for an efficiency apartment, $1,152 for a one-bedroom, $1,419 for a two-bedroom, $2,065 for a three-bedroom, and $2,211 for a four-bedroom unit. In the aftermath of Hurricane Katrina, the policy of FMR was redefined to include not only the HUD stipulated FMR but to also include the cost of any transportation, utility hook-ups, or unit installation.

Depending upon the time of year, Monroe County will have an influx of available properties. The summer and early fall months tend to have the most units available; therefore, it would be highly valuable to identify the properties that are typically vacant during this period ahead of time. Data related to vacant rental and seasonal property can be located at numerous sources including:

a. The Community Property Appraiser, which has a database listing all commercial income-producing properties.

b. Property Management Companies who maintain comprehensive lists of properties that is available for rent.

c. Realtors who have access to multiple listing databases.

d. Information on the availability of commercial/industrial structures at a specific time is available from several websites:

(1) www.loopnet.com: LoopNet is a listing service for commercial properties only. Loopnet permits non-subscribers limited browsing access and full access to subscribers ($39.95 per month). Properties which have been listed for less than 30 days are available to subscribers only.

(2) www.propertybbs.com: This website provides a listing service for commercial properties in the State. The service allows unrestricted access to all listings.

2. Properties in Foreclosure

Monroe County, FEMA, and the State of Florida would not typically provide programs or services associated with subsidized post-disaster housing programs with single family homes currently in some level of foreclosure. The utilization of vacant homes which are currently in foreclosure is highly controversial and may not be viewed favorably by the financial industry. There are many potential legal, financial, and long-term economic implications such as unpaid liens, property condition and rental arrangements. The use of foreclosed property would be established as a last resort only as a referral program by Monroe County which would place disaster survivors in contact with property owners, banks, or property manager who might offer the property for rental purposes.

Ideally, the Federal, state, and local partners would work cooperatively to identify vacant homes where the lender has already officially filed a Lis Pendens. Some homes may require repairs while others would be available for immediate occupancy if permission were granted. Under these circumstances, the lender has the ultimate decision whether the home may be leased to disaster survivors.

3. Universities, Colleges and Student Housing (State and Private)

In the event of a disaster, colleges and universities may be used to temporarily house survivors. Many campus housing units are left unoccupied for several months during the year. Monroe County has one public Community College that may be evaluated for use in the post-disaster environment. Monroe County may consider establishing an agreement with Florida Keys Community College (FKCC) in order to utilize a share of the unoccupied housing units during the months of May through August. Once an agreement has been reached, these facilities may be used as an interim housing solution for displaced survivors. Currently, FKCC currently maintains a 100-bed residence hall at its Key West campus. Dormitory rooms during the months of May (early) through August (late) could therefore be made available at its Key West campus.

4. Existing Federally Owned/Government-Owned Housing Projects

Monroe County has a number of government-owned facilities, including military and residential public housing units, that may be used for disaster temporary housing. However, most public

housing is at capacity and has a waiting list for qualified potential residents. If public housing units survive without significant damage, Monroe County will be able to house approximately 470 families in these facilities. A table of these locations can be found below.

Subsidized Housing Developments, 2010

Development Name	Program Jurisdiction	Number of Units	Location
H. Bethel Apartments	FEMA/MCLA	18	Stock Island
Stock Island Apartments	LIHTC/SAIL	130	Stock Island
Meridian West	LIHTC/SAIL/MCLA	102	Stock Island
Flagler Village (a)	LIHTC	49	Stock Island
Atlantic Pines	LIHTC/SAIL	14	Big Pine Key
Scattered Sites	FEMA/MCLA	5	Big Coppitt Key
Blue Water (a)	LIHTC/MCLA	36	Tavernier
Newport Village	HUD	50	Key Largo
Tradewinds Hammocks	LIHTC/SAIL/MCLA	66	Key Largo
Total		470	--

Source: Monroe County Housing Authority, 2010
(a) To be built.
FEMA - Federal Emergency Management Agency
MCLA - Monroe County Land Authority
LIHTC - Low Income Housing Tax Credit Program
SAIL - State Apartment Incentive Loan Program
HUD - U.S. Department of Housing and Urban Development

5. "Big Box" Options, Warehouses

Monroe County has few vacant warehouses or large retail stores located along the primary transportation corridor of US 1. There is an insufficient supply of vacant warehouses suitable serve a number of purposes in the aftermath of a disaster including disaster temporary housing, therefore, this is not a viable option for Monroe County.

6. Soft-sided Shelter Options/Tents

If persons displaced from their homes by a disaster cannot be accommodated in existing shelters and/or vacant residential units, the Florida Division of Emergency Management may request that FEMA establish tent cities to meet temporary disaster housing needs. A tent city is a self-contained community where all basic human needs can be met. Facilities may include potable water trucks, restroom trailers, shower trailers, laundry trailers, a recreation/school structure, and an administrative structure. Other items such as telephone banks, ATM machines, convenience stores, and a post office could also be provided on-site. Law enforcement and fire-rescue services would be provided on a 24- hour basis by local government or through mutual aid.

Depending on the magnitude of demand for housing units and the amenities furnished, tent cities can require up to 46 acres of open space.

Due to Monroe County's vulnerability to repeated disaster impacts (e.g. multiple hurricanes within the same season), it is preferable to identify temporary disaster housing options which continue to provide the highest degree of public safety as possible. Many soft sided options may not have high wind load thresholds. The preferred option is the large prefabricated, clear-span, aluminum and specialized fabric structures. This option may provide an increased level of wind loading capability and public safety protection. Similarly, it is preferable to provide air-conditioned tents, and individual 12' by 12' walled units with single doors for each resident household. Based upon the American Red Cross guidelines for long-term housing, this would provide 240 square feet per household, or 60 square feet per person for a household of four persons. The complete tent city should be ready for occupancy within three to six weeks from time of activation. Although a tent city will adequately provide for all basic housing-related needs, it is generally recognized as the least desirable temporary housing alternative, and it would be employed only in a disaster of tremendous magnitude that resulted in temporary housing needs exceeding the capacity of all other feasible alternatives.

7. Floating Disaster Housing Options

Floating options may be suitable for Monroe County which is located along the Atlantic Coast. The Port of Key West has sufficient capacity to dock cruise ships and similar large vessels. In the aftermath of a disaster, the Port Master must give permission for dock space to temporarily house disaster survivors. An agreement is available in Appendix N. This agreement can allow for immediate occupancy of several hundred to several thousand people with no conflict of land use. Cruise ships have the necessary food and sanitation services, therefore they can serve as an effective housing option for Monroe County. Floating options do pose some challenges to the Port because temporary housing will interrupt normal port operations and may interfere with the tourism industry. Monroe County will provide public transit options for occupants to access schools, hospitals, stores, and places of employment.

D. Direct Housing (Factory Built Housing)

A direct housing mission may include placing manufactured housing units on private sites to enable homeowners to remain on their properties while they repair and/or rebuild their permanent residence. Temporary housing units may also be placed in pre-existing commercial parks to accommodate renters or owners without a feasible place for a unit. The Disaster Housing Coordiantor, in coordination with FEMA, State, tribal and local governments will determine priorities for placement of individuals and households. Individuals do not request temporary housing initially. Financial Assistance (rental assistance) is provided before Direct Housing Assistance. If applicants are found eligible, they will be contacted by FEMA for a Pre-Placement Interview (PPI). The time between determining eligibility and a PPI varies based on time/date registered, number of people affected and assessment of local temporary housing options.

Direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable.

When determining which populations have precedence to ensure that everyone is housed in a manner best suited for their individual needs, the Disaster Housing Coordinator may consider the following:

- Medical Needs: Any person who may not remain in optimum health in a shelter or other emergency facility. Such persons may include those dependent upon oxygen or dialysis equipment. However, disaster survivors with medical needs should not be provided with housing until the services they need to assist them are available. One consideration for housing locations is proximity to facilities that will assist in meeting their medical needs.

- Accessibility Requirements: As outlined in the Uniform Federal Accessibility Standards (UFAS); a UFAS compliance check-list is used to determine accessibility, and strategic consideration is given to the number of UFAS-compliant units that will be required as well as which residents will be placed specifically into UFAS-compliant units.

- Court Restrictions: Although FEMA may not discriminate in housing applicants, court orders take precedence. Applicants with court orders excluding them from living in proximity to specified groups or individuals may not be suitable for housing in a community site. Special housing arrangements will need to be provided and State and local partners should be engaged to help facilitate the placement of these applicants.

- Disaster-dependent Considerations: Considerations may be made for first responders or any person who has a need to remain in the community to help in the response and recovery for the event. Such persons may include police, firefighters, medical staff, and other emergency personnel.

Direct Housing on Private Lot

The preferred method of providing direct housing assistance is to install factory built housing units (e.g. modular homes, manufactured homes, etc.) on an applicant's private lot and temporarily connect it to existing utilities. This allows homeowners to remain within close proximity to their home during the repair and rebuilding process, and allows children to remain within their existing schools and daycare centers. Direct housing on private lots provides survivors access to their customary social setting, existing medical services, and retailers. This strategy takes advantage of the existing infrastructure capacities for the community. The Disaster Housing Strategy's goal is to place up to 70% of the direct housing mission on survivors' private property. With 54% of the overall population of Monroe County owning their homes, this may not be a reasonable goal.

A number of environmental and regulatory obstacles may hinder the implementation of this strategy. The Florida Keys contain a significant amount of environmentally sensitive land. Federal, State, and Land Development Code regulations restrict the placement of housing to primarily scarified lots. Many scarified lots lie within flood zones and/or the Coastal High

Hazard Area, therefore, placement of factory built housing units is generally not recommended unless catastrophic level conditions mandate extreme measures.

Basic steps should be followed when the delivery of a factory built housing unit on a private lot is warranted:

- The Monroe County governing body from neighborhood associations, in conjunction with state regulations, will allow for the placement of a factory built homes provided there is adequate space to place the temporary housing on the site.
- The individual must contact the local utility companies to get hook-ups prepared prior to the issuance of a temporary housing permit.

1. Direct Housing on Business and Commercially-Owned Property

Economic redevelopment is vital to community restoration in the aftermath of a large- scale disaster. The business community must immediately resume activities in order to provide necessary goods and services to the residents. When feasible, business owners may choose to place manufactured housing units on their commercial property in order to permit employees and their families to continue to work. While it is preferable to place all manufactured housing units on privately-owned residential lots, many employees may not have this option. Some employees may not own a residential lot, have the ability to safely access their home or business site, or other public safety or utility challenges preclude this option. On a case by case basis, Monroe County may choose to temporarily waive zoning restrictions on business and commercial property to temporarily allow disaster housing options.

In a worst-case scenario when all other temporary housing resources are exhausted, various commercial or industrial structures may be suitable for conversion to temporary housing. In addition, partially developed or undeveloped commercial/industrial properties may be suitable for the placement of manufactured housing units. Vacant office space in surrounding businesses may serve as an appropriate means for temporarily housing individuals if manufactured homes prove to be overly problematic. Monroe County will make every effort to consider these options in their housing strategy.

2. Direct Housing on Pre-Existing Commercial Parks

Monroe County has 8 commercial mobile home parks with a total of 240 pads or lots within the Unincorporated Area. In addition, there are also 19 commercial mobile home parks with a total of 1,138 pads or lots within the Incorporated Areas. These commercial sites have existing utilities (water, electric, sewer/septic) for pre-developed pads or lots and available community services. In parks where there are vacancies, FEMA may lease the pad or lot and install the housing unit. These parks may become an important immediate housing alternative.

In the event of a significant wind event, a large portion of the Community's existing commercial manufactured home parks stock could be destroyed or otherwise rendered uninhabitable. Once the debris of the former housing units has been cleared, additional vacant spaces over the current

estimated number may become available. Spaces which become available due to the destruction of units will be utilized by the former resident households for the location of a new housing unit. Therefore, the number of spaces, which would be available to disaster survivors who are not currently residents of commercial manufactured home parks, should be estimated at the current vacant number. When possible, it may be advantageous to expand existing commercial manufactured home parks on a temporary basis in order to increase the total number of manufactured housing units at the site.

Manufactured Home Parks remain politically and socially controversial in the State of Florida. Manufactured homes represent a low cost housing alternative and are largely occupied by elderly and low income populations. These groups are particularly vulnerable in the post-disaster environment. When evaluating the use and/or expansion of existing commercial parks, the stress factor that this places on the existing population must be considered along with compromises to unit spacing and overall size. Manufactured home parks may have age restrictions in place which would restrict placement options. For additional information related to regulatory requirements, see the section below.

3. Direct Housing on Community Sites

Direct housing may be placed in community site configurations. As a last resort, direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable. Upon thorough examination of available resources, Monroe County in partnership with State and Federal agencies may decide that the development of community sites may be the best available option to meet the needs of displaced renters or homeowners who cannot place a manufactured housing unit on their private property.

On an annual basis, Monroe County, in partnership with other agencies, should consider the evaluation of potential properties which could be used as community sites in the aftermath of a disaster. The following organizations have information to support the property inventory: Real Estate Services, County Property Appraiser, Monroe County School Board, Monroe County Land Authority, Monroe County Housing Authority, and Monroe County Public Works. As potential sites are evaluated for construction, take into account site feasibility, accessibility specifications, environmental and historic preservation, licensing/permitting/building codes, climate and seasonal requirements. Further consideration should include:

a. Land Leasing

Priority should be placed on utilizing properties owned by Federal, State, local, and tribal governments in an effort to reduce costs. Once a site is chosen and acquired, a memorandum of understanding shall be executed between FEMA and the government detailing the land use and duration as a community site. A lease may also be initiated between private landowners upon determination that publicly owned land is unavailable or infeasible. Monroe County and the State will assist in identifying viable sites for FEMA or General Services Administration (GSA) to lease from the private landowner. Leasing options that can be used to provide permanent housing for individuals and/or that may be converted into permanent ownership for future

development, such as a permanent manufactured home park or residential subdivisions, are preferred. There may be incentives for private land developers and owners to work with the community, State, and FEMA officials to utilize these properties. If FEMA agrees to provide infrastructure, it will remain and can be used after the community site is deactivated. Terms can often be negotiated which compensate the government for any permanent repairs or upgrades.

b. Site Selection

(1) Size. It is less desirable to place a large disaster housing site on a single, large piece of property. Smaller sites of about four to five acres each are preferable. The preferred manufactured home size is 14' X 60' which would allow for six to 10 units to be placed per acre. Trailer emergency community sites can consider using 8' X 32' trailers and should plan five acres per 100 trailers.

(2) Zoning and Local Compliance. Consider zoning to ensure proper land use. The Planning and Environmental Resources Department streamlined the permitting and site development for when a site receives selection and approval by the local and tribal government. Regulatory considerations such as storm water, water discharge, air quality, waste disposal, and building codes should be addressed. Sufficient coordination, research and pre-planning can go a long way towards verifying compliance prior to site construction.

(3) Host Community Considerations. Locate community sites within, or in close proximity to an affected community to allow the return of survivors to their communities, promote community recovery, and avoid adverse impacts on the tax base of the community.

(4) Utilities. Adequate utilities are essential and an evaluation must be made as to whether the electrical, water and septic systems are capable of supporting a fully operational community site for the duration of the interim housing period. If it is determined that any of these systems are incapable of sustaining operations, plans must be made to either upgrade or replace the affected elements. The most efficient locations to consider for site placement are sites that previously supported a manufactured home or other form of temporary housing. Paved areas with above ground utilities, such as military bases, business parks, or airports should also be considered. If a site is being constructed in an area that has not previously been used for supporting housing, significant infrastructure upgrades and construction may be necessary, and site factors may necessitate the construction of facilities such as sewage lift stations, electrical substations, and utility corridors.

(5) Maintenance and Occupant Recertification. Maintenance of manufactured housing units and recertification of the occupants is accomplished by FEMA. The recertification process allows FEMA to review the occupants' plans for permanent housing and determine the continued need for temporary housing. These individuals receive one, on-site visit up to every three months at their temporary home, proceeded with many telephone follow-ups.

(6) Essential Services. Proximity to essential services such as fire, police, medical, and education services is a prime concern when selecting potential community site locations. Accessibility

requirements must also be considered such as access to transportation and bus lines, senior shuttles for shopping, and other needs.

(7) Environmental Hazards and Considerations. In addition to the criteria for environmental preservation and environmental hazards, other factors that may contribute to inadequate living conditions should be considered. This includes distance away from wet areas as well as mosquito, snake, and rodent infested areas. FEMA should ensure that soil tests are conducted and the results analyzed prior to construction. This helps ensure that proper excavation, backfill/refill, and compaction measures are taken throughout the site to prevent sub-base failure. Topography should be considered to comply with Uniform Federal Accessibility Standards (UFAS) requirements. Typically, open flat areas provide the most effective and usable community sites.

c. Wrap-Around Services

Beyond basic housing, residents may require extensive human support services including public transportation assistance, official document replacement, job counseling, mental health services, mail services, emergency services and healthcare, activities for children, storage, trash collection, security, and outdoor recreation. When possible, social services such as shopping, public transportation (including paratransit services), consumer services, and utilities should be provided by existing systems. Remote locations may require supplementary public transportation to schools, jobs, and shopping. If retail trade is seriously affected, mobile services may be required to deliver food and other goods. Laundry facilities must be assessable to site residents who may have to launder their remaining items more frequently. Additional on-site facilities such as recreation and communal spaces should be provided within all but smaller sites. Recreation and social services such as daycare should be available.

Working together in collaboration, organizations should be ready to respond to requests for wrap-around services for temporary housing residents. The Federal, State, tribal, local, voluntary, and private sector will work together to determine the required essential and social services. Planning considerations should include:

1. Site Security and Safety – Public Safety, Site Security, Traffic Redirection and Restoration of Access

2. Infrastructure to Support Site – Public Utilities/Public Works, Public Transportation, Recycling and Solid Waste

3. Centralized Services/Mass Care Access to Healthcare/Medical Services, Counseling, Employment, Business and Legal Services, Food Availability, Laundry Facilities, Retail

4. Community and Family Support – Community Services, Childcare, Playgrounds/Pet Areas

V. Roles and Responsibilities for Jurisdictional Agencies and Organizations

Housing Mission.

1. County Administrator – Engineering, Project Management, Wastewater

Annually survey potential disaster housing sites by evaluating infrastructure needs onsite and the capacity needed for sustaining populations. Support and provide technical assistance to the U.S. Army Corps of Engineers and contractors in evaluating and implementing support infrastructure for designated disaster housing sites.

2. Deputy County Administrator – Airports, Libraries, Social Services, Technical Services

Technical Services provides assistance such as manpower and equipment and information technology services (computer, phone, fax, etc) to assist with client intake needs, call center needs and services and grant and administrative personnel. Coordinate all communications with the media, maintain the community website with current information and updates Public Service Announcements (PSAs) as necessary.

3. Public Works Department - Facilities Management: Parks and Beaches, Solid Waste, Roads and Bridges

Identify and survey emergency community sites within the park system and support implementation of the disaster housing strategy. Evaluate the infrastructure support needs and designate sites including manufactured home parks which may be used as disaster housing sites. Public Works will coordinate with the state and federal partners in the design, installation, and restoration of all infrastructures in support of the Disaster Housing Mission. Evaluate the infrastructure support needs and designate sites including manufactured home parks which may be used as disaster housing sites.

4. Growth Management Department – Building, Code Compliance, GIS, Planning

The Growth Management Director or designee will provide assistance in all facets of damage assessments, regulations, and future expeditious placement of temporary housing initiatives. This position will manage the Blue Roof Mission, and support the implementation of all disaster housing strategies. Growth Management will ensure that permitting related issues, damage assessments, and habitability assessments are coordinated. Growth Management will also make available all Geographic Information System (GIS) tools, resources and support staff to address land use planning regulations and pre-disaster planning. Growth Management will annually evaluate and revise Monroe County's building codes and land use regulations to reflect the disaster housing strategy. Growth Management will also monitor potential usage of developments that are near completion or completed for use as disaster housing sites in conjunction with the Disaster Housing and Human Services Director, or designee.

5. Emergency Services Department Emergency Management, Fire Rescue:

Provide coordination among all stakeholders on the Federal, State, and local levels of government. The Department will ensure that information and resources are effectively integrated for supporting the Disaster Housing Mission before, during, and after a disaster. The Fire Marshall will ensure compliance with all fire code regulations and support the expedited permitting process during the planning review process.

6. Monroe County Sheriff's Office:

The Sheriff's Office under a signed memorandum of understanding (MOU) will provide security at disaster community housing sites and at emergency shelters when not under contract with other service providers.

7. Monroe County School District:

A representative from the Community School District will annually evaluate the list of vacant properties owned by the School District to determine continued applicability for use in the Disaster Housing Mission. The School District may support the evaluation and design of community site locations in coordination with the Community, State, and Federal partners.

8. Monroe County Property Appraiser's Office:

Support the identification of residential, commercial, and public properties which may be evaluated for disaster housing community sites. The Property Appraiser also supports the post-disaster damage assessment process.

10. Monroe County Health Department Emergency Preparedness and Response Division:

Coordinates resources, plans and responses related to manmade and naturally occurring disasters, especially those that can impact public health. The Division's mission is to ensure that Monroe County is prepared for and can respond to and recover from weather-related events, bioterrorism incidents, outbreaks of infectious disease and other public health emergencies.

11. Key West Housing Authority:

The director, or designee, will assume a leadership role in coordinating the Disaster Housing Mission. This position provides executive leadership for the development, approval, and execution of all aspects of the disaster housing strategy (before, during, and after a large scale disaster). Preparedness efforts include coordination with all public, private, and non-profit stakeholders for maintenance, update, and exercise of this strategy and all associated data and site specific information. The director, or designee, will provide leadership to the Post-Disaster Incident Action Plan team. The director, or designee, should also expand normal program elements and develop or enhance an existing client management system to meet the needs of the Disaster Housing Mission. If needed, the Community Manager, Emergency Management

Director, Long-Term Recovery Organization members, contractors and non-profits if needed should provide support to address transitional and long-term housing needs.

12. Monroe County Chapter of the American Red Cross (ARC):

Implement the shelter strategy and support survivor placement during the interim housing process. The ARC supports disaster housing demand estimates and long-term client management.

13. Monroe County Board of Realtors:

Coordinate with Monroe County Real Estate Services in the identification, coordination, and placement of displaced survivors into vacant residential structures. The board will support the identification of vacant structures and properties which may be utilized in the disaster housing mission.

14. Tourist Development Council (TDC):

Coordinate with the hoteliers and lodging industry in preparing for and implementing the Monroe County phased evacuation system. Provide alternative lodging and relocation services for tourist evacuees. Maintain an inventory of hotel and motel units that may be available to serve as temporary housing for disaster survivors.

15. Affiliated Volunteers:

In Monroe County, faith-based groups and unaffiliated volunteers coordinate initially through the local Emergency Operations Centers (EOC) and Emergency Support Functions (ESF) 6 and 15. Groups include Florida Volunteers Organizations Active in Disaster (FLVOAD), Florida Interfaith Networking in Disaster (FIND), and Community Emergency Response Teams (CERT). These groups may provide critical resources to the Disaster Housing Mission throughout all phases of the disaster, from the initial emergency roofing mission to the final housing reconstruction and placement. Representatives from faith-based and volunteer organizations may be invited to participate in Disaster Housing discussions through ESF 15, through Long-Term Disaster Recovery Coalitions. Faith-based organizations and volunteers may support case management functions. Many of these organizations may provide housing resources such as land or housing units. Unlicensed volunteers can perform in support of the Disaster Housing Mission. Local building policies are determined and enforced by local building officials and vary widely by jurisdiction. Some building officials are unwilling to allow volunteers who are licensed in other states to work within their jurisdiction.

VI. Regulatory Obstacles for Disaster Housing

A. Local Regulatory Environment

The disaster housing mission's biggest obstacle is the myriad of federal, state, and local, regulatory authorities which regulate the repair, reconstruction and the placement of temporary housing units. While long-term public safety, environmental protection, and historical preservation objectives cannot be compromised, temporary disaster actions should be permitted within an appropriate context. Significant time savings may be achieved through pre-planning and the identification and temporary emergency modification of these regulatory authorities (as appropriate). Monroe County has established emergency review procedures and authorities as part of the post-disaster emergency review functions. These functions may impact disaster housing operations. In order to expedite the disaster housing mission, Monroe County has implemented a number of emergency procedures and regulatory approaches used in disaster recovery operations. Monroe County Emergency Management has drafted emergency executive orders for consideration by the Board of County Commissioners. Monroe County has incorporated emergency regulatory language into the Land Development Code (Monroe County Code Section 130-4, Temporary Emergency Housing), Comprehensive Emergency Management Plan (CEMP), and Monroe County Recovery Plan to address disaster housing issues. Additional issues should be addressed as detailed below:

1. Emergency Executive Orders

In the aftermath of a disaster, Monroe County leadership may choose to implement an executive order to address disaster housing issues. However, it is important to note that the passage of any legal action in the aftermath of a disaster can be challenging due to disruption of government continuity, absence of vital members of the leadership, and challenges to meeting transparency requirements. While Monroe County leadership and residents may not be willing to endorse various disaster housing strategies in minor events, the severity of the events may prompt a different response. Regulatory actions, therefore, may similarly require modification based upon the magnitude and severity of the disaster (tiered). It may not be possible to waive or relax Federal and State regulations, though close coordination should occur among all regulatory stakeholders. Many of these issues may best be addressed in the Post Disaster Redevelopment Plan. The following is a list of regulatory actions which were evaluated in Monroe County:

- Comprehensive Plan
- Building Code and Land Development Code
- Expedited Permitting Process
- Consideration of flood zoning restrictions through the Flood Prevention Ordinance
- Environmental requirements relating to air pollution, fuel storage, water use, solid and hazardous waste disposal, sewage disposal, etc.

- National Fire Protection Association (NFPA) 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites and Communities

2. Comprehensive Emergency Management Plan (CEMP), Building Code and Land Development Code

The evaluation of the local CEMP, the Building Code, and the Zoning Ordinance in the Land Development Code revealed the opportunity for modifications to expand the diversity of disaster housing options. In reviewing each of the categories, it was found that few zoning or land use categories would permit temporary housing and some not at all. Therefore, the recommended changes include permitting temporary housing within the described districts and waiving requirements for setbacks and density. Modifications to the Land Development Code may not be possible due to political challenges, which the Monroe County leadership may consider.

3. Flood Prevention Ordinance

In compliance with requirements set forth in the National Flood Insurance Program (NFIP) and Florida Statutes Chapter 125, Monroe County maintains a flood damage prevention ordinance. This ordinance prohibits practices that are dangerous to health, safety and property due to water and erosion hazards, or those which result in damaging increases in erosion or in flood heights and velocities. The placement of manufactured housing units within the flood zone should be conducted in compliance with specifications set out in the Flood Damage Prevention Ordinance. The development of a modified Flood Prevention Ordinance may be necessary to define and allow disaster housing within the floodplain under appropriate circumstances.

4. NFPA 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities (2003 Edition)

This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities. The standard addresses fuel supply, including gas and oil, Electrical Systems, Life Safety and Fire Safety. When developing a site plan, the standard requires the inclusion of numerous components in section 6.1.1.3 of NFPA 501 A which have been included in the site preparation checklist in Appendix E and references the Fire Code standards.

B. Expedited Permitting Process

The close coordination between the Monroe County Building Department, Monroe County Health Department, and FEMA expedites permitting issues related to the implementation of the Disaster Housing Mission. Regardless of the type of manufactured unit or location of the manufactured unit, rapid and effective intergovernmental coordination is essential. Existing Manufactured Home Parks that are being expanded and new disaster housing community sites that are built must be inspected and permitted by the local building department, the local health department, and by FEMA. All parties may agree to a modified permitting process to ensure new parks have all the necessary requirements and existing parks can handle any increases in capacity. Monroe County Health Department may fast-track the manufactured home park

permitting process to allow for speedy set up of FEMA's temporary housing units. The Monroe County Health Department requires access to the state's online permit. This system is only accessible at a limited number of locations within Monroe County which could house the single permitting location. Advance coordination for electronic access will be essential. For infill sites, conduct a life safety inspection to include the following elements:

- Resident name, address, phone, and FEMA registration number
- Electric and, if necessary, gas
- Setback requirements from one trailer to another (exposure distances)
- Sanitary services
- Water services
- Other, to be determined

For new sites, the following items must be evaluated and implemented among disaster housing support agencies. Some sites may be pre-identified, while others are not.

- Life safety inspection (same as above)
- Infrastructure design
- Water lines
- Master electrical distribution
- Feeding each manufactured home
- Fire protection
- Sewer lines
- A Development Committee Review is also required

C. Homeowner Association Regulations

Homeowner and condominium associations may place restrictions on the use of the property within their jurisdiction. Homeowner associations are governed by Florida Statute Chapter 720 and condominium associations are governed by Florida Statute Chapter 718. These associations may limit the time of residency for seasonal users which may be applicable to disaster housing residents. If the rentals extend into the high tourist season, then property owners may not want disaster survivors on the property. Many homeowner associations do not allow pets or children. Association approval may be required to modify these restrictions and limitations. In some

cases, Associations may not have the authority to waive certain policies without a formal process. Monroe County encourages all homeowner associations and condominium associations to support the placement of displaced persons to the greatest extent possible to avoid the permanent relocation of populations to other areas.

When evaluating the use of condominiums and apartments, persons with special needs such as mobility impairments should receive priority access to first floor units and other units that are handicap accessible.

VII. Special Topics

A. Accessibility (Americans with Disabilities Act compliance)

Monroe County acknowledges the challenges faced by those with special needs. The community will strive to meet all Americans with Disabilities Act (ADA) requirements as listed in the Authorities section. Accessibility and placement issues for special needs populations will be a primary focus in the client management process. Monroe County will coordinate with individuals and/or organizations who have knowledge and expertise of ADA regulations and requirements, such as building code enforcement, local housing authorities, as well as representatives from the ADA's Technical Assistance Program.

B. Pets and Service Animals

The Pets Evacuation and Transportation Act of 2006 (PETS) requires that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Monroe County recognizes that pet ownership may be a significant factor in the placement of displaced survivors. While pets may be permitted in certain housing options, they may be prohibited in various condominiums, apartments, hotels, and/or community sites. The Monroe County Comprehensive Emergency Management Plan details various pet services which may be provided through Emergency Support Function (ESF) 17. However, the ability to place animals in long-term care is severely limited in Monroe County and further options may become necessary.

The Monroe County does not maintain animal shelters. However, there are a number of pet-friendly County shelters that support post-disaster pet shelter needs.

Monroe County Pet Friendly Shelters for Category 1 and 2:
1. Key West High School, 2100 Flagler Avenue, Key West
2. Sugarloaf School, 225 Crane Boulevard, MM19
3. Coral Shores High School, 89591 Overseas Highway, Islamorada MM89.9
4. Stanley Switlik Elementary School, 3400 Overseas Highway, Marathon - **Pets sheltered at Marathon High School. Owners will be responsible to drop their pets off at the Marathon High School for sheltering BEFORE seeking shelter at Stanley Switlik.**

Monroe County Pet Friendly Shelter for Category 3 or higher: **OUT OF COUNTY**
1. E. Darwin Fuchs Pavilion 10901SW 24th Street, Miami

C. Affordable Housing Issues

Restricted low income housing units in unincorporated Monroe County are located in Key Largo, Big Pine Key, Big Coppitt, and Stock Island. The infrastructure and storm water management system in these areas are similarly vulnerable to high winds and heavy rainfall. The low income families residing in these areas generally lack the financial and institutional resources to recover independently in the aftermath of a large scale disaster. Below poverty level households pose greater need for housing assistance following a major or catastrophic disaster event/incident.

Many low income families in Monroe County reside in rental properties and are reliant upon available, affordable rental units. There is no guarantee that rental properties will be rebuilt as affordable rental units post-disaster. Likely, units that are rebuilt will meet new building code and design standards which may invariably increase rental rates. All of these factors create a challenging environment for low income populations to locate affordable housing options. The Long-Term Recovery Organization is aware of the need to continue to promote affordable housing options in the aftermath of a large scale disaster and will work closely with the Disaster Housing Coordiantor to identify displaced survivors who may require additional support during the transition from interim to permanent housing. Congress may appropriate supplemental Community Development Block Grant (CDBG) funds to help communities recover from major federally declared disasters. Supplemental appropriation provides for grants to states (including Indian tribes) to be administered by each state in conjunction with its CDBG program. HUD analyzes needs data and determines grant allocations. These funds may provide an avenue for supporting the redevelopment of affordable housing opportunities in Monroe County.

D. Abandonment and Urban Blight

After a major disaster, some residents may choose to not return to their homes or lack the necessary funds to repair them. Many damaged commercial spaces may remain damaged and vacant as tenants go out of business or relocate to better locations and newer buildings. This can result in sporadic blight throughout the community. Blight abatement after a major disaster could be beyond the capability of traditional code enforcement procedures. The PDRP should address strategies for reducing the potential for blight, such as protocols for the demolition of destroyed structures and opportunities to streamline the process so that unsafe structures do not remain and displaced residents can transition back to permanent homes as quickly as possible.

E. Health Issues (Mold remediation, soil contamination, formaldehyde etc.)

The health effects of formaldehyde in manufactured housing units have raised issues of concern from past disasters. FEMA gives each impacted state the authority to set acceptable limits of formaldehyde within manufactured housing units supplied for use as interim housing.

Housing and Urban Development (HUD) standards place limits on formaldehyde emissions and product certification of all plywood and particleboard materials, which involves emission certification by a nationally recognized testing laboratory and a written quality control plan for each plant where particle board is produced or finished or where the plywood is finished. These standards have been required by HUD for manufactured homes, and now FEMA's specifications have incorporated these standards for travel trailers. FEMA tests every manufactured home for formaldehyde before using them as temporary housing. Formaldehyde affects individuals in the following manner:

• Age. Formaldehyde exposure can cause illness in children and the elderly. If children or elderly are in the manufactured home, it is important to reduce their exposure to formaldehyde.

• Health conditions. Formaldehyde irritates the airways. People with asthma, bronchitis, or other breathing conditions are especially sensitive to formaldehyde. Individuals with chronic diseases may be less able to tolerate formaldehyde exposure. Pregnant women and their unborn children may not be at higher risk, but they should be careful about exposure.

• How the manufactured home is used. Impacts may be decreased by spending as much time outdoors in fresh air as possible. Inform residents to open windows as much as possible to let in fresh air. It is best to keep temperatures inside manufactured homes at the lowest comfortable setting.

FEMA-supplied manufactured homes are intended for temporary emergency housing. Families living in manufactured housing with children, elderly persons, or persons with respiratory issues such as asthma should consider relocating to alternate interim housing options if they experience respiratory symptoms associated with higher levels of exposure.

Mold may become an issue of concern during disasters. Residents who have problems with mold should follow the following instructions:

a. Fix water leaks

b. Clean away any visible mold with detergent and water and open windows when cleaning with cleaning products

F. Temporary Housing for Emergency Workers and Volunteers: Base Camps

Monroe County will be inundated by emergency responders, recovery workers, and volunteers assisting the recovery effort. This skilled and unskilled workforce from external public, private, and non-profit based organizations is vital in the aftermath of a major or catastrophic event. Voluntary organizations are willing to donate their time and talents to assist those affected by the disaster to rebuild their homes and lives and do so by prioritizing assistance to need-based and vulnerable populations. Monroe County recognizes the need to support the provision of temporary shelter to external workforces providing assistance to survivors. This may be accomplished in partnership with State and Federal agencies through the provision of Base Camps, manufactured housing units or other forms of shelter.

VIII. Preparedness

A. Plan Updates and Maintenance

Annually by June 1, the Disaster Housing Coordinator, or designee should update the list of potential community and commercial housing sites and incorporate any revisions to the Strategy requiring immediate attention. Once every four years, the Disaster Housing Coordinator, or designee, shall review and update the Disaster Housing Strategy and all supporting procedures, policies, and practices.

B. Training and Exercise

Once every four years, with the update of this Strategy, the Long-Term Recovery Organization should convene all primary agencies and organizations to verify their assigned roles and responsibilities and identify any preparedness shortfalls. Each of the lead representatives is responsible for maintaining operational readiness within their organization. These representatives should ensure that sufficient staff members are trained to implement their assigned roles and responsibilities. Newly assigned personnel should be briefed annually prior to the hurricane season. At least once every four years, Monroe County will incorporate disaster housing related objectives as an element of their all hazard exercise program.

C. Plan Integration

Monroe County's Disaster Housing Strategy is integrated with related emergency management plans, policies, and procedures throughout the community including the Post-Disaster Redevelopment Plan, Local Mitigation Strategy, the Comprehensive Emergency Management Plan (CEMP), and the Monroe County Recovery Plan. These emergency management related documents influence various stages of the disaster housing mission:

The Comprehensive Emergency Management Plan (PDRP) and related procedures guide disaster preparedness and response actions for emergency sheltering operations. . The CEMP provides opportunities to integrate disaster housing training and exercises. The Growth Management Division has maximized opportunities to integrate interim housing issues in all appropriate preparedness activities, which are detailed in this document. When identifying potential community sites, the plans were referenced to reduce or eliminate conflict of use among the facilities and sites for other response operations such as debris management, logistics management or mass care related activities.

The Disaster Housing Strategy provides seamless integration to the Monroe County Recovery Plan which details transition strategies to permanent housing and long-term community redevelopment. The disaster housing exit strategy incorporates the permanent housing concepts of the PDRP.

In addition to integration with emergency management related plans, Monroe County also integrated this strategy with planning, land development and visioning documents including the Monroe County Comprehensive Plan, and the Monroe County Land Development Code. These

documents guide the long-term vision and community development actions in non-disaster times and should strongly influence post-disaster redevelop planning. It may be necessary in Monroe County to temporarily adjust local building codes, land use requirements and zoning requirements in order to accommodate post-disaster housing needs.

IX. Glossary

A. Definitions

Commercial Site: A site customarily leased for a fee, which is fully equipped to accommodate a housing unit with existing water, sewer, and power connections.

Community Site: A site provided by the State or local government that accommodates two or more units and is complete with utilities.

Direct Assistance: Non-monetary assistance provided to disaster survivors by the Federal Government in the form of physical resources. This includes housing units that are acquired by purchase or lease, directly for individuals or households who, because of a lack of available housing resources would be unable to make use of financial assistance and direct activities by the government to repair or rent units, such as contracting with a company to repair a rental property.

Essential Services: Services necessary to a basic standard of living and the general welfare of society. Services may include any of the following: electricity, gas, water and sewerage services, etc.

Fair Market Rent (FMR): An amount determined by the U.S. Department of Housing and Urban Development (HUD) to be the monthly cost of modest, non-luxury rental units in a specific market area, plus the cost of utilities, excluding telephone service.

Financial Assistance: Monetary assistance provided to individuals and households to rent alternative housing accommodations, existing rental units, manufactured housing or other readily fabricated dwellings. Such assistance may include the payment of the cost of utilities (excluding telephone service) or funds to be used for repair and replacement of housing and/or personal property.

Government Owned Property: Property that is owned by government for reasons including foreclosure and prior ownership. This applies to governments at all levels, including Federal, State, local and tribal. Single family units and multi-family units are included.

Interim Housing: The intermediate period of housing assistance that covers the gap between sheltering and the return of disaster survivors to permanent housing. Generally, this period may span from the day after the disaster is declared through up to 18 months.

Long-Term Housing: Safe, sanitary, and functional housing that can be sustained without continued disaster-related assistance.

Major Disaster: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and

available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

National Emergency Management Information System (NEMIS): An integrated data management system that automates management of disaster response and recovery operations, including application registration, processing, and payment of assistance to disaster survivors.

Permanent Housing: Refers to the state of long-term housing.

Post-Disaster Redevelopment Plan: The Long term Recovery Committee develops this document to provide a comprehensive strategy for massive community rebuilding and redevelopment in the post-disaster environment.

Post-Disaster Temporary Housing Incident Action Plan: A document that details a full range of temporary disaster housing options that may be employed based upon the severity and magnitude of the disaster. It also provides an introduction of permanent housing solutions.

Shelter: A place of refuge that provides life-sustaining services in a congregate facility for individuals who have been displaced by an emergency or a disaster.

Short Term Housing: This refers to the states of sheltering and interim housing.

Special Needs Populations: As defined in the National Response Framework, special needs populations are those whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency or are non-English speaking, or are transportation disadvantaged.

Temporary Housing: Temporary accommodations provided by the Federal Government to individuals or families whose homes are made unlivable by an emergency or a major disaster.

Unmet Needs: The deficit between verified disaster-caused damages and obtainable disaster aid, including insurance assistance, Federal and State assistance, and personal resources.

Wrap-Around Services: The delivery of infrastructure and additional essential services to address disaster-related needs of affected residents living in temporary housing sites. Wrap-Around Services go beyond the physical need for housing or political subdivision of a state. These services typically include basic social services and access to utilities, transportation, grocery stores, medical and employment facilities.

B. Acronyms

ABA	Architectural Barriers Act
ABA	American Bankers Association
ADA	Americans with Disabilities Act
ADD	Administration on Developmental Disabilities
AHLA	American Hotel and Lodging Association
AHPP	Alternative Housing Pilot Project
AIA	American Insurance Association
APA	American Planning Association
ARC	American Red Cross
ASD	Animal Service Department
CDBG	Community Development Block Grant
CDCs	Community Development Councils
CDHC	County Disaster Housing Coordinator
CDHTF	County Disaster Housing Task Force
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations
CPI	Consumer Price Index
CUNA	Credit Union National Association
CVB	Convention and Visitors Bureau
DCF	Department of Children and Families
DCM	Disaster Case Management
DHC	Disaster Housing Coordinator
DHS	US Department of Homeland Security
DHS-PSO	Department of Homeland Security - Private Sector Office
DHSMV	Department of Highway Safety and Motor Vehicles
DOD	(United States) Department of Defense
DOH	Department of Health
DOL	United States Department of Labor
DRC	Disaster Recovery Center
EDA	(United States) Economic Development Administration
EGS	Emergency Community site
EOC	Emergency Operations Center
ES	Emergency Shelter
ESF	Emergency Support Function
F-CCA	Florida Caribbean Cruise Association
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FHAA	Fair Housing Amendments Act of 1988
FMR	Fair Market Rent
GIS	Geographic Information System
GSA	General Services Administration
HIC	Housing Information Center
HUD	US Department of Housing and Urban Development
IA	Individual Assistance

IAP	Incident Action Plan
ICBA	Independent Community Bankers of America (ICBA)
ICMA	International City/County Management Association
IHP	Individual and Households Program
JDHTF	Joint Disaster Housing Task Force
JFO	Joint Field Office
JHSC	Joint Housing Solutions Center
JIC	Joint Information Center
LDR	Land Development Regulations
LTRO	Long-Term Recovery Organization
MBA	Mortgage Bankers Association
MBSA	Modular Building Systems Association
MHI	Manufactured Housing Institute
MHP	Manufactured Home Park
MOU	Memorandum of Understanding
NAHB	National Association of Homebuilders
NAHMA	National Affordable Housing Management Association
NAHRO	National Association of Housing and Redevelopment Officials
NAR	National Association of Realtors
NDHTF	National Disaster Housing Task Force
NEMIS	National Emergency Management Information System
NEPA	National Environmental Protection Act
NFIP	National Flood Insurance Program
NFPA	National Fire Prevention Association
NHL	National Housing Locator
NIMS	National Incident Management System
NVOAD	National Voluntary Organizations Active in Disaster
ODA	Office of Disaster Assistance (SBA)
ONA	Other Needs Assistance
OPS	Other Personnel Services
PDA	Preliminary Damage Assessment
PDRP	Post-Disaster Redevelopment Plan
PETS	Pets Evacuation and Transportation Act of 2006
PPI	Pre-Placement Interview
POD	Points of Distribution
PUD	Planned Unit Development
PSA	Public Service Announcement
RER	Real Estate Roundtable
RV	Recreational Vehicle
SBA	Small Business Administration
SDHC	State Disaster Housing Coordinator
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SHP	Strategic Housing Plan
SDHTF	State Disaster Housing Task Force
SITREP	Situation Report

THU	Temporary Housing Unit
UC	Uniform Command
UFAS	Uniform Federal Accessibility Standards
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USDA-RD	United States Department of Agriculture Rural Development
USDOT	United States Department of Transportation
VA	United States Department of Veterans Affairs
VAL	Volunteer Agency Liaison
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agencies

Appendices

Appendix A: List of Manufactured Home Parks

Appendix B: List of Hotels and Motel Establishments

Appendix C: Section 130-4, **Temporary emergency housing**, Monroe County Code

Appendix D: Post-Disaster Incident Action Plan Objectives Checklist

Associated Documents

Monroe County Year 2010 Comprehensive Plan, Revision 17

Monroe County Comprehensive Plan Technical Document, March 2012

Monroe County Evaluation and Appraisal Report, May, 2012

Monroe County Code of Ordinances

Monroe County Local Mitigation Strategy, 2010 Update

Monroe County Comprehensive Emergency Management Plan (CERP), November 2007

Monroe County Recovery Plan, October 2009

Monroe County Post Disaster Redevelopment Plan Final Report, August 2003

State Disaster Housing Strategy for Local Disaster Housing Coordinators and Housing Task Force Members Template, Florida Division of Emergency Management, 2011

Appendix A: List of Mobile Home Parks

Unincorporated		
Name	Location	Units
Coco Palms	Cudjoe Key	18
Captain Jax RV Resort	Key Largo	24
Largo Lively Inc	Key Largo	58
Paradise Point Mobile Home Park	Key Largo	15
Waters Edge Colony Mobile Home Park	Stock Island	66
Sugarloaf Mobile Home Resort	Sugar Loaf Key	22
Summerland Palms Trailer Park	Summerland	22
Driftwood Trailer Park	Tavernier	15
Total Unincorporated		**240**
Incorporated		
Name	Location	Units
Coconut Grove Mobile Home Park	Key West	33
Island Life Village	Key West	106
Liz's Trailer Park	Key West	19
Poinciana Mobile Home Park Inc	Key West	79
Stadium Mobile Home Park	Key West	278
Sunset Harbor Manufactured Home Community	Key West	86
Tropic Palms Mobile Home Park	Key West	25
Galway Bay Mobile Home Park	Marathon	70
Jolly Roger Travel Park & Motel	Marathon	88
Sundance Trailer Village & Efficiencies	Marathon	35
Terra Marine Trailer Park	Marathon	23
Trailerama Mobile Home Park	Marathon	117
Ocean Breeze Park West	Marathon	47
Grassy Key RV Park & Resort	Grassy Key	18
Peaceful Palms	Islamorada	15
San Pedro Trailer Park	Islamorada	14
Seabreeze Mobile Home Park	Islamorada	35
Village Mobile Park Inc	Islamorada	32
WINDLEY KEY Trailer Park	ISLAMORADA	18
Total Incorporated		**1,138**
Countywide Total		**1,378**

Source: Florida Department of Business and Professional Regulation file name mhmailings.csv accessed through http://www.myfloridalicense.com/dbpr/sto/file_download/public-records-CTMH.html on February 24, 2011.
Note: Approved or acknowledged mobile home parks and owners. Terminated, rejected or withdrawn projects are not included

Appendix B: List of Hotels and Motels

Appendix C: Disaster Housing Ordinance
Monroe County Code of Ordinances

Sec. 130-4. - Temporary emergency housing.

(a) Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Recreation vehicles means the same as that term is defined in F.S. § 320.01.

Temporary emergency housing means recreational vehicles (or similar approved sheltering units) used for temporary occupancy in response to natural or manmade disasters, including, but not limited to, hurricanes and tropical storms, where such recreational vehicles or similar units are provided to residents as part of emergency relief efforts.

(b) Purpose.

It is the purpose of this section to provide regulations that allow for the relaxation of the use prohibitions in article III of this chapter to:

(1)

Allow temporary emergency housing during the recovery period from a natural or manmade disaster, including, but not limited to, hurricanes and tropical storms;

(2)

Avoid delay in completing ongoing or future airport safety and capacity improvements; and

(3)

Provide regulatory authority for placement of emergency temporary housing for workers responding to recovery and reconstruction efforts following natural or manmade disasters which are lawfully declared emergencies by any federal, state or local governmental emergency declaration authority.

(c) Placement of single RVs (or similar sheltering units) for temporary emergency housing on single family lots.

Notwithstanding the provisions of this chapter, recreational vehicles (or similar approved sheltering units) may be placed on a single-family lot for temporary occupancy by tenants displaced by natural or manmade disaster damage to the lawfully-established dwelling unit on the lot subject to the following conditions:

(1) The dwelling has incurred sufficient damage to make the dwelling uninhabitable as determined by photographic evidence provided by the applicant or an inspection

by an official from a federal or state governmental relief agency, the county building department or code enforcement department;
(2) A building permit is issued for repair of damages caused by the casualty event to make the residential structure habitable no fewer than 90 days from placement of the RV (or similar sheltering unit) on the property;

(3) Placement of the RV (or similar sheltering unit) shall require a no-fee building permit, linked to the building permit issued for casualty damage repair, that shall require, prior to its issuance, approval by the building official of its siting location on the lot and a department of health permit authorizing the connection of the RV (or similar sheltering unit) to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) The size of the RV (or similar sheltering unit) to be placed on the lot shall be limited to eight feet in width and 32 feet in length, if lacking self-propulsion, and eight feet in width and 42 feet in length, if self-propelled;

(5) The RV (or similar sheltering unit) shall remain on the property for a period not to exceed 180 days from the date of permit issuance or until the final inspection or certificate of occupancy is issued on the repairs made to the residential dwelling, whichever comes later, but in no case more than 180 days from the date of permit issuance without a written extension from the county building official or his representative not to exceed an additional 180 days based upon the building official or his representative's determination that good cause has been shown for the need for an extension and that the RV (or similar sheltering unit) is adequately tied down and secured so as not to present an undue hazard to persons or property in a high-wind or flood event. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any RVs (or similar sheltering units) otherwise authorized under this section should it be deemed required for the public safety.

(d) Placement of RVs (or similar sheltering units) for temporary emergency housing on nonresidential properties.

Notwithstanding the provisions of this chapter, one or more RVs (or similar sheltering units) may be temporarily placed by permit on properties in nonresidential land use districts and on publicly-owned lands, excluding lands designated for conservation and resource protection, to house county residents displaced by natural or manmade disaster or casualty event and/or disaster recovery workers. The size of the RVs (or similar sheltering units) to be temporarily placed shall be in accordance with subsection (c)(4) of this section. Permitting approval of the temporary placement of

RVs (or similar sheltering units) shall require submittal of a no-fee permit application to the building department to be approved by the building official, including a site plan pursuant to requirements established by the building official. Upon final inspection by the building official of the temporary construction granted by the permit, authorization for the occupancy of the property for temporary emergency housing shall not exceed 180 days from the date of the final inspection without a written extension from the county building official or his representative not to exceed an additional 180 days based upon the building official or his representative's determination that good cause has been shown for the need for the extension and that the RV (or similar sheltering unit) is adequately tied down and secured so as not to present an undue hazard to persons or property in a high-wind or flood event. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any RVs (or similar sheltering units) otherwise authorized under this section should it be deemed required for the public safety.

(e) **Placement of single RVs, trailers and other temporary dwelling structures** (together "temporary airport construction housing facilities") for temporary emergency contractor housing on county airport properties. Notwithstanding the provisions of this chapter, recreational vehicles, trailers and other temporary dwelling structures may be placed on county airport properties for temporary occupancy by contractors completing airport safety and capacity improvements subject to the following conditions:

(1) Placement of temporary airport construction housing facilities must not impede or interfere with aviation operations or safety and must conform to any applicable FAA regulations;

(2) No clearing or filling of environmentally sensitive lands may occur as a result of providing temporary airport construction housing facilities;

(3) All temporary airport construction housing facilities shall be adequately tied down, provide for proper solid waste disposal, and require a no-fee building permit linked to existing airport construction permits, that shall require, prior to their issuance, approval by the county building official of their siting locations and department of health permits or authorization for the connection of the temporary airport construction housing facilities to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) Temporary airport construction housing facilities shall ensure that temporary electrical and sewage lines do not constitute an attractive nuisance to children or homeless persons in the area (i.e., sufficient temporary fencing may be required by the building official);

(5) Temporary airport construction housing facilities shall remain on the property for a period not to exceed 30 days from the date of completion of the related airport construction work, unless extended by resolution of the board of county commissioners; and

(6) The only persons permitted to reside for any period in temporary airport construction housing facilities are individuals who while in the county are actually gainfully employed on a fulltime basis in completing airport safety and capacity improvements at a county airport. All residents or occupants of temporary airport construction housing facilities must be required to timely evacuate in accordance with local evacuation orders.

(f) Placement of single RVs, trailers and other temporary dwelling structures (together "temporary recovery or reconstruction housing facilities") for temporary emergency worker housing.

Notwithstanding the provisions of this chapter, recreational vehicles, trailers and other temporary dwelling structures may be placed on public or private property within the county for temporary occupancy by workers occupied in response to cleanup and reconstruction efforts following a natural or manmade disaster subject to the following conditions:

(1) An emergency directive or resolution of the board of county commissioners is issued authorizing the placement of the temporary recovery or reconstruction housing facilities;

(2) Placement of temporary recovery or reconstruction housing facilities must not impede or interfere with other emergency and recovery operations or public safety;

(3) Temporary recovery or reconstruction housing facilities shall be adequately tied down and provide for proper solid waste disposal, and where used to house workers involved in reconstruction activities, shall require a no-fee building permit linked to the required demolition or building permits for the related reconstruction activities. Where the temporary recovery or reconstruction housing facilities are used to house workers involved in reconstruction activities, any required demolition or building permits for the related reconstruction activities must be issued within 90 days from the placement of the temporary recovery or reconstruction housing facilities on an approved site. Prior to the issuance of no-fee building permits for any temporary recovery or reconstruction housing facilities, the county building official shall approve

of the siting of the facilities and the department of health shall permit or otherwise authorize the connection of the temporary recovery or reconstruction housing facilities to an on-site wastewater treatment and disposal system or to an existing community wastewater treatment system;

(4) No clearing or filling of environmentally sensitive lands may occur as a result of providing temporary recovery or reconstruction housing facilities;

(5) Temporary recovery or reconstruction housing facilities shall ensure that temporary electrical and sewage lines do not constitute an attractive nuisance to children or homeless persons in the area (i.e., sufficient temporary fencing may be required by the building official);

(6) Temporary recovery or reconstruction housing facilities shall remain in place only for the period expressly set forth in the relevant authorizing emergency directive or board resolution. However, with respect to any particular site, the building official may extend the allowed placement one or more times for a cumulative period not to exceed 180 days, and with respect to one or more, or all permitted sites, the board of county commissioners may by resolution extend the period of permitted placement as deemed necessary or expedient to the public good. However, nothing in this section shall prevent the county or any state or federal authority to terminate without notice the authority to keep any temporary housing structures otherwise authorized under this section should it be deemed required for the public safety; and

(7) The only persons permitted to reside for any period in temporary recovery or reconstruction housing facilities are individuals who while in the county are actually gainfully employed on a fulltime basis in completing cleanup and reconstruction efforts following a natural or manmade disaster. All residents of temporary recovery or reconstruction housing facilities who were not permanent residents of the county prior to first occupying such housing facilities must be required to evacuate in accordance with local evacuation orders. Residents of any temporary recovery or reconstruction housing facilities who were permanent residents of the county prior to first occupying such housing facilities may not remain in temporary recovery or reconstruction housing facilities during any period when a local evacuation order is in effect.

(Code 1979 § 9 5 227 Ord No 029 2006 § 1)

Appendix D: Post-Disaster Incident Action Plan Objectives Checklist

The Post-Disaster Incident Action Plan shall contain the following elements:

Extended emergency sheltering (ES) needs, resources, and strategy options including transitional sheltering.

Establish initial forecast on temporary housing ballpark range based on disaster damage, impact assessments and habitability assessments.

- Status of temporary roofing program and emergency repair program

- Identify county-specific temporary housing options with focus on population retention.

- Detail any outstanding regulatory issues inhibiting the disaster housing mission including zoning/land use restrictions affecting disaster housing missions.

- List and status of commercial manufactured home parks and contact information.

- List and status of hotel/motel units available

- Establish housing priorities and options for disaster survivors, emergency workers and volunteers

- Detail vacant lands available for community site options incorporating all known information related to location, ownership, size, infrastructure, etc.

- Confirm and incorporate changes to the county-specific strategies.

- Validate temporary housing needs forecast and mission timeframe based on FEMA applicant registrations and county client management records.

- Confirm and review progress of county-specific strategies.

- Assess potential long-term housing needs, resources and strategies.

- Identify status of unmet community needs and provide coordination with the Unmet Needs Committee.

- Contact list for utilities, permits and code requirements.

- Status of transportation resources (daily updates).

- Status/availability of HUD housing.
- Areas of environmental concern.
- Geographic Information System (GIS)- based maps showing the following:
- Boundaries of the affected areas
- Terrain of affected areas
- Areas of storm surge (if applicable)
- Population density affected by event/incident
- Areas with disrupted utilities
- Utility grids
- 100 and 500 year floodplain areas
- Numbers/types of housing in affected areas
- Locations of commercial parks and possible emergency community site locations

CEMP

Annex XVII.
Debris Management

Monroe County, Florida

Blank Intentionally

Comprehensive Emergency Management Plan

Annex

XVII. Debris Management

ACRONYMS USED IN THIS PLAN

ACKNOWLEDGEMENTS

ADMINISTRATION

1.0 INTRODUCTION

2.0 ROLES AND RESPONSIBILITIES

3.0 CONCEPT OF OPERATIONS

4.0 DEBRIS CONTRACT ADMINISTRATIVE TEAM

5.0 DEBRIS REMOVAL FROM PRIVATE PROPERTY

6.0 DEFINITIONS

7.0 REFERENCES

APPENDICES

DRAFT

MONROE COUNTY

DEBRIS MANAGEMENT PLAN

Prepared by

Monroe County Engineering Services Department

November 2012

MONROE COUNTY

DEBRIS MANAGEMENT PLAN

TABLE OF CONTENTS

ACRONYMS USED IN THIS PLAN iii
ACKNOWLEDGEMENTS iii
ADMINISTRATION iii

1.0 INTRODUCTION 1
1.1 PURPOSE 1
1.2 CURRENT SITUATION 1
1.3 PLANNING AND FORECASTING 2
2.0 ROLES AND RESPONSIBILITIES 2
2.1 DEBRIS MANAGEMENT CENTER (DMC) 4
2.2 DEBRIS MANAGEMENT CENTER STAFF 4
2.2.1 Debris Emergency Management Coordinator 5
2.2.2 Public Works Debris Coordinator 5
2.2.3 Debris Removal Coordinator 5
2.3 PRE-APPROVED CONTRACTORS 6
2.3.1 Disaster Services Contractor 6
2.3.2 Debris Monitoring Contractor 7
2.4 ASSESSMENT, INSPECTION AND MONITORING TEAMS 7
2.4.1 Load Site Monitors 7
2.4.2 Disposal Site Monitors 7
2.4.3 Field Inspection Teams 8
2.5 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT) 8
2.6 MONROE COUNTY DEPARTMENTS AND DIVISIONS 8
2.6.1 Public Works Division 8
2.6.2 Budget and Finance Division 9
2.6.3 Growth Management Division 9
2.6.4 Engineering Services Department 9
2.6.5 County Attorney 9
3.0 CONCEPT OF OPERATIONS 10
3.1 PRE-STORM ACTIVITIES 10

3.2 PHASE I – INITIAL DEBRIS CLEARANCE 10
3.3 PHASE II – DEBRIS REMOVAL AND DISPOSAL 10
3.4 PHASE III – DEBRIS MANAGEMENT SITE CLOSURE 11
4.0 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT) 12
4.1 DCAT MONITORING ACTIVITIES 12
4.2 DCAT ADMINISTRATIVE ACTIVITIES 12
5.0 DEBRIS REMOVAL FROM PRIVATE PROPERTY 12
6.0 DEFINITIONS 13
7.0 REFERENCES 13

APPENDICES

Appendix A DEP Temporary Debris Site 2012 Pre-Approval Letters
Appendix B Critical Facilities Prioritization
Appendix C Disaster Services Contractor Scope of Basic Services
Appendix D Sample Right of Entry Agreement

ACRONYMS USED IN THIS PLAN

CEMP.....Monroe County Comprehensive Emergency Management Plan
DAT.....Damage Assessment Team
DCAT.....Debris Contract Administrative Team
DEM.....Department of Emergency Management
DEP.....Department of Environmental Protection
DOT.....Department of Transportation
DMC.....Debris Management Center
DEMC.....Debris Emergency Management Coordinator
EOC.....Emergency Operations Center
ESFs.....Emergency Support Functions
ESF #2.....Emergency Support Function 2 (Communications)
ESF #3.....Emergency Support Function 3 (Public Works & Engineering)
ESF #5.....Emergency Support Function 5 (Information and Planning)
ESF #14.....Emergency Support Function 14 (Public Information)
FEMA.....Federal Emergency Management Agency
NIMS.....National Incident Management System
OMB.....Office of Management and Budget
TDSRs.....Temporary Debris Storage and Reduction Site

ACKNOWLEDGEMENTS

Public Works Division is the lead agency responsible for emergency debris clearance on essential transportation routes and critical facilities. The Engineering Services Department is responsible for coordinating the permanent removal, storage and disposal of all debris deposited along or immediately adjacent to public rights-of-way in consultation with Public Works.

Engineering recognizes the cooperation of other Monroe County departments and agencies identified in this Debris Management Plan.

AUTHORITY

Emergency Support Function 3 (ESF 3) Public Works and Engineering Annex to the Monroe County Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Policies in the Monroe County Post Disaster Redevelopment Plan.

ADMINISTRATION

Engineering Services Department is responsible for the annual review and of this Debris Management Plan. It is the responsibility of each tasked department and agency to update its respective portion of the plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

1.0 INTRODUCTION

Monroe County has developed a *Comprehensive Emergency Management Plan* (CEMP), which is intended to be consistent with the State of Florida CEMP. The CEMP is an "all hazards" plan that describes the strategies, assumptions and mechanisms through which Monroe County will conduct emergency management activities through response and recovery. This Debris Management Plan has been written to be consistent with the CEMP. During the period preceding an event and immediately following an event, certain activities such as damage assessment and public information dissemination will be directed by the Emergency Operations Center (EOC) and conducted by the Emergency Support Functions (ESFs) as part of comprehensive recovery operations in accordance with the CEMP. These activities are noted in this Plan and the CEMP is referenced where applicable. Upon deactivation of the EOC, debris management staff will assume responsibility for on-going activities throughout the debris response effort.

Natural disasters such as hurricanes produce large quantities of debris in a short period. The ability to clean up debris will directly affect the economic recovery of the County. This Debris Management Plan has been developed in advance of an event so that debris removal will be addressed in as timely and cost-efficient manner as possible so that normal operations can be restored. This plan will be reviewed and updated on an annual basis as part of Monroe County's pre-disaster planning activities.

1.1 PURPOSE

- To expedite debris removal and disposal efforts to mitigate the threat to the health, safety and welfare of Monroe County residents.
- To provide organizational structure, guidance, and standardized procedures for the clearance, removal and disposal of debris caused by a major debris-generating event.
- To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

1.2 CURRENT SITUATION

- Monroe County awarded a five-year primary disaster services contract to DRC Emergency Services, LLC on June 20, 2012. Monroe County awarded the contract based on responses to a Request for Proposals (RFP) that was issued in accordance with Monroe County's Purchasing Policy (May 2003). County staff evaluated the responses based on respondents' proven ability to provide the scope of services and the cost for services.
- Monroe County awarded a five year contract for debris monitoring and disaster related services to Science Applications International Corporation (SAIC) on April 18, 2012. The contract was competitively bid in accordance with Monroe County's Purchasing Policy.
- The Engineering Services Department is responsible for administering the debris contracts. Upon receiving instruction from the County Administrator or his designee, engineering staff will initiate contracted services by task orders that are reviewed by County Attorney and signed by the County Administrator.
- Engineering and Solid Waste staff identify available sites that can be used as temporary debris storage and reduction (TDSRs) sites prior to hurricane season.

each year. An attempt is made to identify sites throughout Unincorporated Monroe County so that all impacted areas of the Keys will be served expediently. For the 2012 season, staff identified the Toppino property on Rockland Key (MM 9) as a Lower Keys site and various county parks throughout the Keys where space allows for a TDSR. The Department of Environmental Protection (DEP) has inspected the sites and has pre-approved the sites for use as TDSRs. Copies of the DEP letters are in **Appendix A**.

- The disaster services contractor will identify properly permitted, final disposal sites for debris at the time of an event. Decisions will be based on type of debris, availability of disposal locations and price. There are no active landfills in Monroe County and limited space prevents composting and/re-use of vegetative mulch within the County.

- Where possible, debris will be recycled or re-used. During the previous storm seasons, vegetative mulch was taken to the Okeelanta incinerator, which is fueled by biomass; during Hurricane Wilma, white goods were transported to a metals recycling facility in Miami; used vehicle batteries were shipped to a battery recycler and waste oil from appliances was transported to an oil recycling facility. With the exception of the white goods metal, Monroe County did not realize any financial gain from these recycling activities; however, final disposal costs were reduced by minimizing the material that was disposed of in landfills and hazardous waste facilities

1.3 PLANNING AND FORECASTING

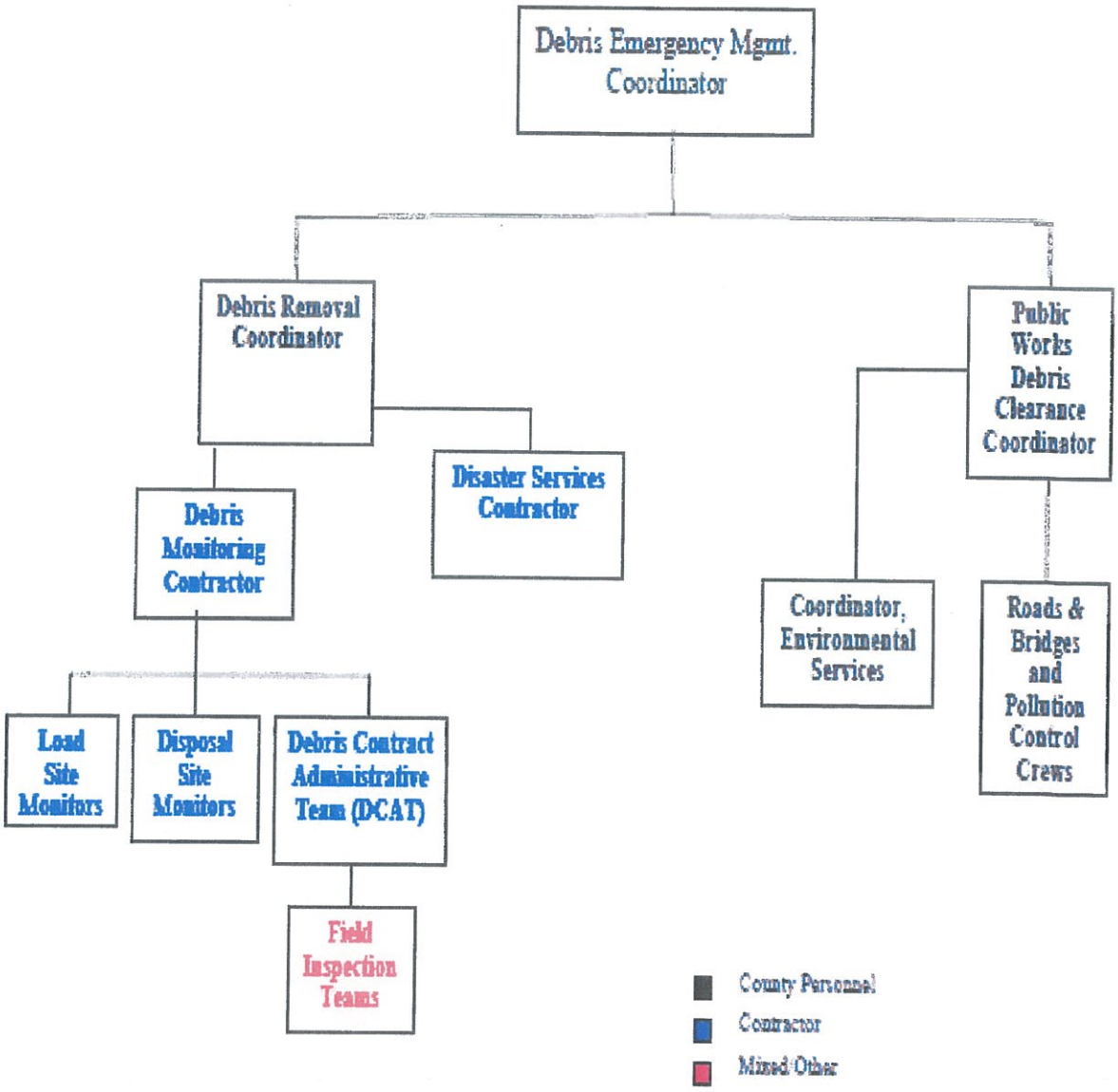
- Monroe County's incident command/EOC is structured to be consistent with the National Incident Management System (NIMS). The EOC Planning Section (ESF #5 - Information and Planning) collects and evaluates information and develops incident action plans. The Situation Analysis Unit develops and disseminates Situation Reports for the duration of an event requiring EOC activation in order to keep track of changing conditions (ie. projected landfall of a hurricane, expected impact on regions). EOC staff and debris management personnel use this information to continually update and adjust expected response activities prior to storm landfall.

- Damage Assessment functions are described in detail in Section C of Annex IV – Recovery in the CEMP. Based on information collected by various damage assessment teams, an estimate of the quantity and types of debris is developed. Historically, Category I and II storms that do not make landfall in Monroe County result in larger volumes of vegetative debris; when flooding is an issue, as in Hurricane Wilma, larger volumes of non-vegetative debris, and additional debris classes such as white goods and household hazardous waste are created.

2.0 ROLES AND RESPONSIBILITIES

The Public Works Division is responsible for initial debris clearance from County roads and facilities; Engineering Services Department is responsible for permanent debris removal and disposal with support from other county personnel. Additional support may be obtained from contractors, state resources, and private groups. This section describes the debris management structure that will be activated upon notification by the County Emergency Management Director. **Figure 1** is an organization chart showing debris management personnel.

DEBRIS MANAGEMENT CENTER AND SUPPORT STAFF



As mentioned previously, responsibility for various response and recovery activities are discussed in detail in the CEMP and are noted below. Activities specific to debris management are discussed in Sections 2.1 through 2.6:

- Compilation of damage assessment reports is the responsibility of the Planning Section of the EOC, as outlined in ESF #5 - Information and Planning, in Annex III of the CEMP; damage assessment functions are described in detail in Section C of Annex IV – Recovery. Additional responsibilities of ESF #5 include prioritization of debris clearance from roadways and facilities, based on information obtained from damage assessment teams;
- The Communications Department, with support from Technical Services, the Monroe County School Board and the Sheriff's Office, is responsible for Emergency Communication (ESF #2) as described in Annex III of the CEMP;
- Public Information (ESF #14) will be the responsibility of the Monroe County Sheriff's Office as described in Annex III of the CEMP;
- The Office of Management and Budget (OMB) and the Finance Department will be responsible for financial management, allocations and disbursements and conformity with State and Federal Codes as stated in Section V – Financial Management, of the CEMP; and
- Requests for mutual aid from other counties will be made by the Department of Emergency Management (DEM), once need has been established through consultation with other functions.

These departments noted above will perform the same functions in regards to debris management. The Debris Management Center staff will be responsible for providing input, information updates and support to these functions, in addition to the responsibilities outlined below.

2.1 DEBRIS MANAGEMENT CENTER (DMC)

The Debris Management Center (DMC) will be located at the Marathon Emergency Operations Center when the EOC is activated, and in the Engineering Services Department in Key West for long term operations. The DMC will be staffed by County personnel whose primary responsibilities include:

- Assessing damage and prioritizing debris clearance and removal activities;
- Directing and coordinating activities of debris removal contractors and County work crews;
- Providing updates to the Emergency Operations Center Incident Command and the Operations Section; and
- Overseeing administrative activities to ensure that documentation complies with FEMA requirements.

2.2 DEBRIS MANAGEMENT CENTER STAFF

The DMC is staffed primarily by personnel from the Monroe County Engineering and Public Works Division, with representatives from other divisions assuming responsibilities for debris management activities, as needed.

2.2.1 Debris Emergency Management Coordinator (DEMC)

The Debris Emergency Management Coordinator exercises daily operational control of the DMC staff. The primary responsibilities include:

- Providing input to County Attorney on task orders for disaster services contractors based on debris estimates;
- Determining which pre-approved temporary debris management sites will be activated based on debris estimates;
- Briefing EOC staff on status of debris cleanup operations; and
- Attending coordination meetings with government and private agencies regarding debris clearance and removal and funding.

2.2.2 Public Works Debris Coordinator

The Public Works Debris Coordinator is responsible for coordinating the initial debris clearance and cleanup actions performed by Public Works and Pollution Control personnel according to *Standard Operating Procedures for the Monroe County Division of Public Works During Hurricane Emergencies*. Responsibilities include:

- Directing and coordinating initial debris clearance work crews based clearance priorities included in **Appendix B** and as directed by DEM; and
- Tracking and documenting progress on initial debris clearance from critical roadways and facilities and communicating progress to EOC, County Commissioners and other departments.

2.2.3 Debris Removal Coordinator

The Debris Removal Coordinator is responsible for coordinating with the disaster services contractor and the debris monitoring contractor. Responsibilities include:

- Administering disaster services and monitoring contracts; preparing requests for proposals for services upon existing contract expiration;
- Identifying temporary debris storage and disposal (TDSRs) sites and obtaining DEP pre-approval in advance of hurricane season;
- Communicating with disaster services contractor and monitoring contractor prior to storm as directed by DEMC;
- Providing input to County Attorney on task orders for disaster services and monitoring contractors for DEMC review;
- Directing removal activities of disaster services contractor based on zone prioritization;
- Coordinating removal activities of disaster services contractor with removal efforts performed by local municipalities, their contractors, and Public Works and Pollution Control crews.
- Ensuring that the monitoring contractor identifies and trains personnel to perform duties of load site monitors, disposal site monitors and field inspection teams;
- Verifying the accuracy of contractor invoices for submittal to County for payment and FEMA/government agencies for reimbursement;

- Coordinating with FEMA debris representatives to develop estimates for project worksheets; and
- Drafting press releases and providing updated information to County staff and communications staff for dissemination to the public for long term debris operations (upon de-activation of EOC).

2.3 PRE-APPROVED CONTRACTORS

In anticipation of a storm event that generates more debris than can be handled by County personnel, Monroe County has contracts in place with a disaster services contractor and a debris monitoring contractor to provide services as needed. The Debris Removal Coordinator will prepare task orders as directed by the County Administrator or his designee, once damage assessment reports determine the need for services.

2.3.1 Disaster Services Contractor

The disaster services contractor will be responsible for permanent debris removal and disposal from County roadways, rights-of-ways, and facilities. Primary responsibilities include:

- Reporting to EOC 36 hours prior to storm landfall, if required by DEMC;
- Assisting in preliminary damage assessment and debris estimating, as needed;
- Conducting removal operations based on zone prioritization;
- Coordinating with federal, state and local agencies, on environmental requirements and other regulatory issues;
- Operating designated TDSR sites in accordance with contract requirements, including establishing baseline data for each TDSR site, preparing site as needed by constructing ingress and egress routes, securing site with fencing, determining site layout for debris staging and reduction operations, and continuous environmental compliance monitoring;
- Constructing and maintaining inspection towers at debris management sites;
- Assisting DEMC in determining types of debris that will be directed to specific debris management sites;
- Facilitating debris recycling efforts at TDSR sites, including identifying markets for recycled material;
- Identifying properly permitted final disposal sites for all debris classes;
- Responding to, investigating and resolving damage complaints from residents;
- Restoring debris management sites to original conditions in accordance with contract requirements; and
- Maintaining documentation of debris origin, collection, recycling efforts and disposal as required by FEMA.

Appendix C contains the disaster services contractor's general operating workplan, which outlines their approach to the various debris activities. Operations will be tailored to the specific needs of Monroe County.

2.3.2 Debris Monitoring Contractor

The debris monitoring contractor is responsible for overseeing activities of the disaster services contractor, and for contract administration services related to debris removal and disposal operations. Primary responsibilities include:

- Overseeing activities of disaster services contractor during all phases of debris collection/storage/reduction/haul out/disposal activities;
- Providing and training personnel to perform the duties of load site monitors, disposal site monitors and field inspection teams;
- Documenting damage by contractors and subcontractors and responding to, investigating and resolving damage complaints from residents;
- Supervising activities of debris contract administrative team (DCAT); and
- Updating Debris Removal Coordinator on progress of debris removal by disaster services contractor

2.4 ASSESSMENT, INSPECTION AND MONITORING TEAMS

During all phases of clearing and removal activities, personnel will be needed to assess field conditions and communicate with county personnel, monitor activities and progress of work crews, ensure that all operations are conducted in accordance with State and local health and safety standards, and to keep records of activities for administrative purposes.

2.4.1 Load Site Monitors

The debris monitoring contractor will provide load site monitors in sufficient numbers so that each debris crew has a monitor as required by FEMA guidelines. Load site monitors will be assigned to each disaster services contractor loading crew within a designated debris zone. Responsibilities will include:

- Observing contractor activities for adherence to contract requirements;
- Monitoring contractor activities and documenting damage to private property;
- Verifying quantities and types of debris in each load;
- Confirming that loaded debris is acceptable types of debris and is located on County Right of Way;
- Initiating load ticket that verifies that the debris being loaded is eligible under the terms of the contract; and
- Ensuring compliance with all health and safety codes and regulations

2.4.2 Disposal Site Monitors

The monitoring contractor will provide disposal site monitors. Disposal site monitors will be stationed at each debris management site, and at each final disposal site, as required. Responsibilities include:

- Certifying and properly documenting the volume of the trucks used to collect and haul debris;
- Verifying quantity of debris being hauled and deposited;
- Completing load tickets that document quantity and type of debris received;

- Reconciling load tickets with final disposal site tickets/receipts; and
- Overseeing contractor activities to confirm adherence to contract requirements.

2.4.3 Field Inspection Teams

Field inspection teams will be comprised of county and contractor personnel. Responsibilities include:

- Monitoring activities and procedures of all contractors (load sites and debris management sites) to confirm adherence to contract requirements;
- Investigating and resolving damage complaints from residents;
- Periodically inspecting debris management sites; and
- Communicating observations, problems and issues to DCAT and County Debris Removal Coordinator.

2.5 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT)

The debris contract administrative team (DCAT) is created by the debris monitoring contractor, and will be supervised by them. The purpose of DCAT is to administer and oversee the disaster services contractor's activities. Responsibilities include:

- Supervising field inspection teams;
- Insuring debris removal and disposal activities adhere to agreed upon procedures and safety requirements in keeping with contracts, federal, state and local regulations and guidelines;
- Performing necessary aspects of contract administration on behalf of the county for disaster services contractors' activities;
- Receiving and reviewing disposal site monitors' verified debris load tickets;
- Reconciling contractor load tickets with load tickets from disposal site monitors;
- Documenting ongoing activities (monitoring reports, tower logs, crew assignments), and providing documentation to County; and
- Providing daily status reports to Debris Removal Coordinator.

A detailed description of DCAT responsibilities can be found in Section 4.0.

2.6 MONROE COUNTY DEPARTMENTS AND DIVISIONS

In addition to the key roles and responsibilities discussed previously, Monroe County personnel will provide support to the debris management activities and various contractors as part of the comprehensive debris management activities. Each County Division bears the responsibility for training its staff for emergency functions, as outlined in the CEMP.

2.6.1 Public Works Division

The Director of Public Works and staff, with support from the Engineering Services Department, will be responsible for:

- Appointing a Public Works Debris Coordinator;
- Providing work crews to perform initial assessment and debris clearance activities on County roads and facilities, in accordance with existing standard operating procedures;

- Providing Pollution Control work crews to supplement Public Works during initial assessment and clearance activities, as needed;
- Providing crews to assist with debris collection (on private roads, FEMA ineligible debris) as needed;
- Providing household hazardous waste technical specialist, Coordinator, Environmental Services, to verify contractor compliance with regulations for collecting, storing and managing household hazardous waste, as needed; and
- Ensuring that staff complete hurricane daily worksheets and properly track equipment hours, and provide accurate documentation to Office of Management and Budget (OMB) for FEMA reimbursement.

2.6.2 Budget and Finance Division

The Budget and Finance Division Director and staff, including Office of Management and Budget (OMB), Purchasing and Risk Management will be responsible for:

- Obtaining records of equipment and labor hours, materials, supplies and expenditures for reimbursement requirements from various departments;
- Collecting and compiling all County employee Hurricane Daily Worksheets;
- Preparing submittals for FEMA reimbursement, in conjunction with Debris Removal Coordinator; and
- Compiling all damage reports for County facilities using FEMA's Project Worksheet forms (Risk Management).

2.6.3 Growth Management Division

The Director of Growth Management and staff, including the Code Enforcement and Planning and Building Departments will be responsible for:

- Performing initial damage assessment activities in assigned neighborhoods and reporting extent of damage to DEM;
- Assisting in monitoring debris collection activities, determination of eligible/ineligible debris, as needed; and
- Providing GIS information and County maps, as needed for debris collection.

2.6.4 Engineering Services Department

The Engineering Services Department is responsible for ongoing debris removal and disposal operations and coordinating with debris contractors. In addition, Engineering will be responsible for:

- Providing support to Public Works as described in ESF #3 of the CEMP;
- Appointing the Debris Emergency Management Coordinator; and
- Appointing the Debris Removal Coordinator.

2.6.5 County Attorney

The County Attorney will review task orders for both the debris collection and debris monitoring contractors, and will provide legal opinion regarding compliance with state and federal regulations, county ordinances and codes, as needed during response and recovery activities.

3.0 CONCEPT OF OPERATIONS

Monroe County is responsible for debris operations in the unincorporated parts of the county as well as the City of Key Colony Beach, with whom the County has an interlocal agreement to provide debris collection services. In addition, the County may assist other local municipalities as needed. This section provides a general sequence of activities for debris clearance, removal and disposal.

3.1 PRE-STORM ACTIVITIES

- DMC personnel will report to Marathon EOC upon notification by County Emergency Management Director;
- All County employees with designated debris clearance and removal responsibilities will proceed in accordance with standard operating procedures;
- Disaster services contractor and debris monitoring contractor will establish a presence at Marathon EOC 36 hours prior to projected storm landfall, if required by DEMC;
- Debris Removal Coordinator will prepare task orders for disaster services contractor and debris monitoring contractor and forward to DEMC for approval;

3.2 PHASE I – INITIAL DEBRIS CLEARANCE

The objective of Phase I is to clear debris from at least one lane on critical County roadways and from critical facilities by pushing it to the curbside to allow movement of emergency service vehicles. This work is coordinated and performed by Public Works personnel. Phase I activities are as follows:

- Damage assessment teams (DATs) will conduct initial damage assessments accordance with CEMP Annex IV, Paragraph C, Damage Assessment Functions.
- EOC Incident Command will prioritize critical roadway and facility debris clearance based on previously determined criteria (Appendix B);
- Public Works Debris Coordinator will direct Public Works crews regarding initial debris clearance assignments;
- Crews will perform initial debris clearance by pushing debris from at least one lane of critical roadway or entrance to critical facility. County crews may be supplemented by disaster services contractor crews if deemed necessary.

3.3 PHASE II – DEBRIS REMOVAL AND DISPOSAL

The objective of Phase II activities is to remove debris from County roadways and facilities, collect and reduce it at the designated TDSR sites, and transport it to final disposal sites. Phase II activities and responsibilities are as follows:

- DEMC, Debris Removal Coordinator and disaster services contractor will determine which TDSR sites will be activated based on reports of debris quantities and types, and what types of debris each site will accept;
- Debris Removal Coordinator will advise Communications/Website Coordinator regarding type of eligible debris (vegetative, C&D, white goods, household hazardous waste, e-waste) that will be collected and anticipated collection schedules; Website coordinator will issue press releases to news agencies;

- Disaster services contractor will designate a site manager at each TDSR site who will be responsible for site operations, health and safety and security; disaster services contractor personnel will develop site layouts which provide ingress and egress, begin operating the TDSR sites, and establish an environmental monitoring program as required by DEP;
- Disaster services contractor will construct observation towers at the TDSR sites;
- Disaster services contractor crews will collect eligible debris from County rights of way (curbside) and County facilities. Collection will proceed based on zone prioritization that will be established by DEMC and agreed upon by Contractors;
- Disaster services contractor will reduce debris brought to TDSR sites; the Contractor will grind vegetative debris, separate C&D debris if viable recycling markets can be identified and consolidate the remaining C&D to minimize volumes. The Contractor will consolidate household hazardous waste and contain it for transportation in compliance with DEP and Department of Transportation (DOT) regulations;
- Disaster services contractor will identify final disposal sites for all debris classes, giving preference to recycling/re-use options; final disposal sites will be permitted to accept the type of debris that is being transported there;
- Debris monitoring contractor will determine the number of monitors needed to properly staff operations. The monitoring contractor will mobilize trained load site monitors and disposal site monitors with each collection crew and to each TDSR site, and will be responsible for daily work assignments and schedules;
- Debris monitoring contractor will provide daily updates on work progress, areas being worked, and number of crew working;
- Field inspection teams will perform periodic inspections of County roads and TDSR sites, and report any issues or concerns Debris Removal Coordinator; and
- DCAT will provide contract administration and contractor oversight services throughout Phase II.

3.4 PHASE III – TEMPORARY DEBRIS STAGING AND REDUCTION SITE CLOSURE

Phase III objectives include demobilizing the TDSR sites and restoring them to pre-storm conditions. The disaster services contractor is responsible for restoring the sites and closing them out in accordance with contractual requirements, and all local, state and federal environmental regulations.

- The disaster services contractor will remove all debris from the TDSR site and dispose of it in an approved landfill or other disposal facility. Temporary structures, fences and other equipment will be removed;
- Based on the type of debris that was stored at the site and the operations on the site, environmental sampling may be required. The contractor will collect soil and groundwater samples and analyze them for potential contaminants, as needed;
- If necessary, the contractor will develop a remediation plan for the site, which will be approved by the DEMC, the property owner and any local, state or federal environmental agencies;

- The disaster services contractor will conduct remediation activities, document activities and final site disposition;
- The monitoring contractor will oversee disaster services contractor restoration activities to ensure compliance with contract requirements and regulations; and
- The DEP will inspect the sites after restoration activities are complete and issue closure letters.

4.0 DEBRIS CONTRACT ADMINISTRATIVE TEAM (DCAT)

The Debris Contract Administrative Team (DCAT) will be established by the debris monitoring contractor to oversee contractor activities, to resolve issues and problems as they arise, and to provide administrative services for the duration of the debris clearance and removal contract period. DCAT activities are discussed below.

4.1 DCAT MONITORING ACTIVITIES

DCAT will monitor and coordinate the field activities of the disaster services contractor to ensure proper execution of the work.

- DCAT personnel will be familiar with the requirements in the disaster services contracts and with FEMA regulations;
- DCAT will use load site monitors, disposal site monitors and field inspection teams to monitor contractor activities;

4.2 DCAT ADMINISTRATIVE ACTIVITIES

DCAT will provide quality control/quality assurance of daily data collection and data management to provide evidence of compliance with FEMA and other funding agency requirements.

- DCAT will collect and reconcile load site monitor and verified disposal site monitor load tickets on a daily basis;
- Contract administration services will include performing reviews of disaster services contractor payment requests and preparing recommendations for contractor payment. DCAT will coordinate with the Debris Removal Coordinator on receipt and submission of contractor payables after DCAT review;
- DCAT contract specialists will communicate with the Debris Removal Coordinator as needed, on ongoing contract and reporting issues, coordinate with purchasing on contracting questions.

5.0 DEBRIS REMOVAL FROM PRIVATE PROPERTY

Monroe County will undertake debris operations on private property under specific circumstances. Residents who need assistance may request help with clearing debris from their property staging it at the closest public right of way for contractor collection. Need is determined based on the criteria used to establish eligibility for other Monroe County Community services (age, illness, disability). Upon receiving a request for assistance:

- The Community Services Division will confirm eligibility;
- Debris Removal Coordinator will send Right of Entry form to resident (copy in **Appendix D**). The resident must return the form in order for work to proceed.

- Disaster services contractor and debris monitoring contractor personnel review site and determine scope of work required to remove hazards (trimming hanging limbs, clearing vegetation);
- Crew performs work. Debris is removed from private property and staged at closest public right of way where it is handled as part of normal debris operations.

6.0 DEFINITIONS

Debris Clearance: Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Removal: Picking up debris from public rights of way at curbside and taking it to a temporary storage site or permanent landfill.

Household Hazardous Waste: Used or leftover contents of consumer products that contain chemicals that have toxic, flammable, corrosive and/or reactive properties

White Goods: Household appliances, such as refrigerators, freezers, stoves, washers and dryers.

7.0 REFERENCES

Monroe County Comprehensive Emergency Management Plan (CEMP), 2006.

Emergency Support Functions (ESF) - Annex III to the Monroe County Comprehensive Emergency Management Plan (CEMP).

Monroe County Public Works Division Hurricane Plan.

APPENDIX A

2012 DEPARTMENT OF ENVIRONMENTAL PROTECTION TEMPORARY DEBRIS SITE PRE-APPROVAL LETTERS

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

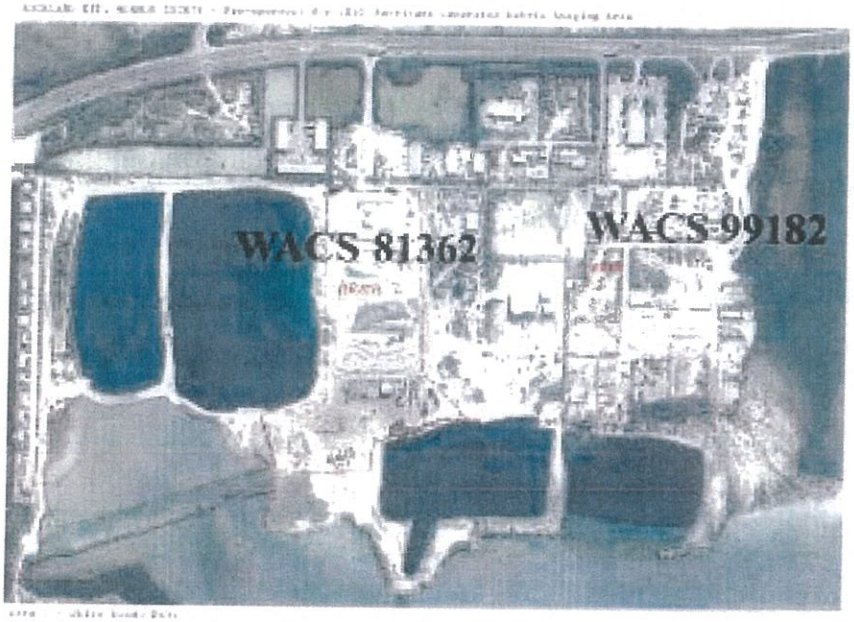
Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Rockland Key County DDMS WACS ID: 99182

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the county owned Rockland Key site in the industrial park at MM 8.5 Bayside, for temporary staging of disaster debris for the year 2012.

Rockland Key – Latitude 24° 35' 36", Longitude 81° 40' 45.6"



Aerial photo submitted with 2010 request for pre-authorization; this site is identified as "area 1" WACS 99182

Pre-authorization for 2012 DDMS Rockland Key WACS 99182
Page 2 of 3
March 30, 2012

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for white goods.** Any putrescible waste received at the staging area must be removed from the site within 48 hours; White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
2. **Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;**
3. Appropriate barriers shall be installed as needed to prevent debris and silt from running off the site;
4. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
5. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
6. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
7. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
8. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
9. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
10. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
11. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Pre-authorization for 2012 DDMS Rockland Key WACS 99182
Page 3 of 3
March 30, 2012

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins or Ed Russell at the Marathon Branch Office, 2796 Overseas Highway, Suite 221, Marathon, FL 33050 or by E-mail at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us or by phone at (305) 289-2310.

Sincerely,

Gus Rios
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Bernstein Park WACS ID: 99183

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Bernstein Park, 5th Street and 5th Avenue, Stock Island, for temporary staging of disaster debris for the year 2012.

Bernstein Park – Latitude 24° 34' 05", Longitude 81° 44' 24"

Aerial photo submitted with 2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.**
2. **Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;**
3. **A reduction in the recommended set-back from surface waters and wetlands for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters and wetlands for vegetative debris, from 50 ft to 20 ft, is approved.**
4. **An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.**
5. Appropriate barriers must be installed along the portion of the site abutting wetlands, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

Pre-authorization for 2012 DDMS Bernstein Park WACS 99183
Page 3 of 3
March 30, 2012

14. This staging area is only to be employed / activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,

Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@moncoecounty-fl.gov

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Baypoint Park WACS ID: 99184

Dear Mr. Gastesi,

The Department has received and evaluated the County's, request for pre-authorization of the Baypoint Park, MM 15, US Hwy 1, Oceanside, Saddlebunch Key,for temporary staging of disaster debris for the year 2012.

Baypoint Park – Latitude 24° 37' 40", Longitude 81° 35' 34"

Aerial photo submitted with 2010 request for pre-authorization

Pre-authorization for 2012 DDMS Baypoint Park WACS 95184
Page 2 of 3
March 30, 2012

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.
2. Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;
3. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
4. An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lot, may be used as needed, following the guidelines in this letter.
5. Appropriate barriers must be installed around any storm drains, stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below) White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

13. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305) 289-7072, or by E-mail at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,

Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 220
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Big Pine Park WACS ID: 99185

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Big Pine Park, Sands Road, Big Pine Key, for temporary staging of disaster debris for the year 2012.

Big Pine Key Park – Latitude 24° 40' 40", Longitude 81° 20' 52"

Aerial photo submitted with2010 request for pre-authorization

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County for the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.**
2. **Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;**
3. **A reduction in the recommended set-back from surface waters for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters for vegetative debris, from 50 ft to 20 ft, is approved.**
4. **An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.**
5. Appropriate barriers must be installed along the bay side of the site, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
11. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;
12. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.

Pre-authorization for 2012 DDMS Big Pine Park WACS 99185
Page 3 of 3
March 30, 2012

14. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,

Gus Rios
Environmental Administrator

GR/BN

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Ross Washington washington-ross@monroecounty-fl.gov

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 220
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Harry Harris Park WACS ID: 99152

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Harry Harris Park, East Beach Road, Tavernier, for temporary staging of disaster debris for the year 2012.

Harry Harris Park – Latitude 25° 01' 38.6", Longitude 80° 29' 36.9"

Aerial photo submitted with 2010 request for pre authorization

Pre-authorization for 2012 DDMS Harry Harris Park WACS 99152
Page 2 of 3
March 30, 2012

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster-related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.**
2. **Notification shall be made to the Department once the DDMS site has been activated during an Emergency Order and prior to wastes being placed on site;**
3. **A reduction in the recommended set-back from surface waters and wetlands for C&D and Class III waste, from 200 ft to 50 ft, is approved. A reduction in the recommended set-back from surface waters and wetlands for vegetative debris, from 50 ft to 20 ft, is approved.**
4. **An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.**
5. Appropriate silt barriers must be installed along the ocean side of the ball fields on the upland side of the paved walkway and parking lot, as well as around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
6. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
7. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
8. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
9. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
10. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
11. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
12. Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;

Pre-authorization for 2012 DDMS Harry Harris Park WACS 99152
Page 3 of 3
March 30, 2012

13. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
14. This staging area is only to be employed/ activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,

Gus Rios
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

Florida Department of Environmental Protection

Marathon Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

March 30, 2012

Roman Gastesi gastesi-roman@monroecounty-fl.gov
County Administrator
Monroe County Government
1100 Simonton Street
Key West, FL 33040

RE: Pre-authorization for 2012 Disaster Debris Management Site (DDMS):
Key Largo Community Park WACS ID: 99151

Dear Mr. Gastesi,

The Department has received and evaluated the County's request for pre-authorization of the Key Largo Community Park, 500 St. Croix Place, Key Largo for temporary staging of disaster debris for the year 2012.

Key Largo Community Park – Latitude 25° 05' 33.51", Longitude 80° 26' 18.79"

Aerial photo submitted with 2010 request for pre authorization

Pre-authorization for 2012 DDMS Key Largo Community Park WACS 99131
Page 2 of 3
March 30, 2012

The Department hereby pre-authorizes the use of the above-referenced DDMS site for the temporary storage of Disaster related debris as described below and subject to the conditions that follow. On-site temporary staging for the DDMS may commence under these conditions upon any issuance of a Department Emergency Final Order for Monroe County during the year 2012.

Conditions for Disaster Debris Management Site (DDMS)

1. **The DDMS shall be approved for construction and demolition debris, land clearing debris, yard trash, vegetative debris, white goods and Class III waste. It is recommended that different types of wastes be segregated as much as possible when more than one type of waste is stored at the DDMS site.**
2. **Notification shall be made to the Department once the DDMS site has been activated** during an Emergency Order and prior to wastes being placed on site;
3. Appropriate silt barriers must be installed around any storm drains or stormwater grates, or injection well areas to prevent debris and potential runoff from entering these areas;
4. **An aerial map of the park showing the approximate areas for staging is shown on page one of this letter. Other areas of the park, such as the paved parking lots, may be used as needed, following the guidelines in this letter.**
5. This authorization does not supersede or suspend any local, county or government municipalities restrictions or ordinances or land use controls (LUCs) nor does it require or compel a property owner to allow use of their property for such operations;
6. Access to the staging area must be controlled through the use of fencing, construction barriers, or other means to prevent unauthorized dumping and scavenging;
7. The staging area must have spotters to correctly identify and segregate waste types for appropriate management;
8. Any putrescible waste received at the staging area must be removed from the site within 48 hours; all other types of prohibited waste should be managed in accordance with the guidance document (see link below). White goods containing food, or other Class I wastes shall not be stored at this location and shall be disposed of at either a Class I landfill or a City or Monroe County operated transfer station;
9. A method must be available, maintained and used as necessary to control the offsite migration of dust or other debris from vehicular traffic and from the storage and processing of the debris;
10. **Coordination/pre-planning with local Fire Marshals and/or Fire Departments is required prior to staging any wastes;**
11. **Should the DDMS site become unable to accept additional waste, either due to space limitations; waste pile height concerns or other factors, the facility shall cease accepting waste and immediately notify the Department;**
12. All other applicable requirements contained in the Emergency Orders, once issued, must be followed.
13. This staging area is only to be employed / activated in the EVENT OF A DEPARTMENT ORDER which includes Monroe County, issued during the year 2012. Note: The Order must be issued by the Florida Department of Environmental Protection and must include Monroe County.

Pre-authorization for 2012 DDMS Key Largo Community Park WACS 99131
Page 3 of 3
March 30, 2012

Unless otherwise approved by the Department in response to a written request from you, this emergency staging area must cease operation, and all disaster-generated debris must be removed from the site, upon expiration of the Emergency Order(s).

Copies of Departmental Emergency Orders may be obtained from the Department's web site at the following address:

http://www.dep.state.fl.us/mainpage/em/default.htm

The Department has prepared a guidance document on the establishment, operation and closure of staging areas for Disaster-generated debris. This guidance includes recommended practices, which you are encouraged to follow as much as practicable, as well as additional requirements. A copy of this guidance document is available at the following address:

http://www.dep.state.fl.us/mainpage/em/files/0922_debris_guidance.pdf

If you have any questions or comments on this pre-authorization letter, please feel free to contact Barbara Nevins at (305)289-7073 or Ed Russell at (305)289-7072, or by email at Barbara.nevins@dep.state.fl.us or Edward.Russell@dep.state.fl.us.

Sincerely,

Gus Rios
Environmental Administrator

cc: Bill Krumbholz, FDEP Ft. Myers, Bill.krumbholz@dep.state.fl.us
Larissa Pallo, Florida Division of Emergency Management
larissa.pallo@em.myflorida.com
Monique Carby, Florida Division of Emergency Management
Monique.carby@em.myflorida.com
Rosa Washington washington-rosa@monroecounty-fl.gov

APPENDIX B

MONROE COUNTY CRITICAL FACILITIES PRIORITIZATION

Debris Removal Priorities

A. The following policies will govern emergency debris clearance, removal and disposal priorities:

1. Emergency access to aid search and rescue operations
2. Major arterial roadways linking Monroe County to inter-county traffic.
3. Major arterial roadways providing access to designated response/recovery centers, public/private utility companies providing water service, and entry roads to any County designated solid waste temporary debris storage/reduction sites.
4. Major arterial roadways providing access to roadways carrying inter-county traffic.
5. Roadways providing access to designated staging areas and distribution centers supporting disaster relief efforts.
6. Roadways providing access to major commercial activity centers
7. Minor arterial roadways coming under County maintenance responsibility.
8. Collector roadways under County maintenance responsibility, and other roadways under County maintenance responsibility

B. Once the above priorities have been addressed, debris clearance will be prioritized as follows:

1. Area medical facilities with emergency rooms, areas designated for field medical sites, areas designated for staging and distributing disaster relief aid.
2. Facilities designated as centers for emergency response operations, fire district and law enforcement stations.
3. Areas with minor damage.
4. Areas with major damage
5. Areas with catastrophic damage.

REMAINDER OF PAGE INTENTIONALLY BLANK

APPENDIX C

Disaster Services Contractor
General Work Plan

DEBRIS REMOVAL (LOAD AND HAUL)

This operation entails the recovery and removal (pick-up and hauling) of all eligible debris from public easements, property and rights-of-way to designated Temporary Debris Staging and Reduction (TDSR) Sites and/or directly to a final disposal site. Eligible debris is typically that debris which was either generated directly by the event or as a result of the event, and is not the primary funding responsibility of a Federal agency other than the Federal Emergency Management Agency (FEMA). This debris may include:

1. Vegetative debris (stumps, logs and limbs)
2. Construction and demolition (C&D) debris
3. Recyclable debris (such as metals, glass, cardboard, etc.)
4. White goods (refrigerators, air conditioners, washers and dryers, etc.)
5. Hazardous and toxic wastes (HTW) (industrial, commercial and household)

The equipment and personnel utilized for each operational phase will vary by the type, quantity and location and proposed disposal and/or reduction method of the debris. In all operations, regardless of type of debris, appropriate personal protective equipment for personnel is critical.

DRC will cover loads with tarpaulins if necessary to contain debris.

Right of Way Clearing

A. Vegetative Debris

Vegetative debris operations equipment may include, but is not limited to: rubber tired loaders with buckets, rakes, grapples or 4 in 1 buckets; rubber tired excavators with grapples or thumbs; telehandlers; track type loaders with rakes, grapples or 4 in 1 buckets (to be utilized only under certain permitted conditions); trailer or truck mounted knuckle booms with grapples or clam shells; self-loading trucks (knuckle boom with grapples or clam shells); farm type tractors with box blades, flat blades or brooms; bobcat type loaders; bucket trucks with 50' booms for hazardous tree and limb trimming; 30 ton or larger cranes to remove heavy stumps and or trunks; haul trucks ranging in size from 16 to 120 cubic yard capacity; roll-off dumpsters; flat-bed tractor trailers to transport equipment or stumps and oversized tree trunks, fuel and service trucks.

Vegetative debris operations personnel requirements may include, but are not limited to, equipment operators; superintendents with trucks; foremen with trucks; operators with chainsaws; traffic control personnel; general laborers with tools; safety personnel; mechanics; hazardous materials technicians; documentation personnel; quality assurance personnel and project managers.

It is the policy of DRC to maintain all debris work sites at the appropriate use standards, safety standards, and regulatory requirements. Debris removal operations should be closely overseen by a Government Entity and possibly a FEMA representative on-site during all working hours. These representatives are to ensure and document the removal

and recovery of only eligible debris and should initiate the multi-part debris documentation program.

B. Construction and Demolition (C & D) Debris

C&D debris operations may utilize the same equipment as listed above for vegetative debris. Curbside separation by the contractor and public can be very important to ensure proper segregation of vegetative from C & D debris and to attempt to segregate any hazardous and/or household hazardous waste. (See paragraph D below) A debris pick-up and haul operation that is primarily focused on C&D debris may also require equipment such as: D-6 or larger dozers; track-type excavators with impact hammers, electromagnets and/or concrete shears and/or grapples, and other specialized equipment to segregate or prepare the debris for transport. The personnel requirements for C&D debris operations are similar if not identical to those of vegetative debris operations. DRC and its subcontractors own or have access to the equipment required for these services, including front-end loaders, excavators, rubber-tired backhoes, most with grapples or 4 in 1 buckets, knuckle boom loaders, dump trucks, dump trailers and service trucks.

C. Metallic Debris

White goods can present a difficult dilemma to the recovery efforts. If the white goods contain Freon, this Freon must be removed before it is accidentally released into the air in violation of the U.S. Environmental Protection Agency regulations. Typically, white goods are moved to TDSR sites prior to Freon removal so the removal activities can be more effectively monitored and thoroughly controlled. Freon is then removed by a licensed Freon recycler and the white goods are crushed or shredded in the recycling program.

White goods recovery (pick-up and haul), with the exception of white goods requiring Freon recovery, is treated and accomplished as though it were either C&D debris or recyclable debris, dependent upon the final disposal source. Each Freon containing piece of white goods should be hand or mechanically loaded in such a way as to not allow crushing of the Freon lines or premature release of the Freon. Equipment and personnel would also be treated as a C&D debris or recyclable debris operation, dependent upon the final disposal source. DRC has extensive experience with white goods and Freon recovery. DRC recovered, shred and removed an estimated 80,000 pieces of white goods in one major storm alone.

D. Hazardous and Toxic Waste

Hazardous and toxic waste (HTW) is a special operational aspect that must be accomplished with very precise, pre-established standards and regulations. Safety to the workers, Government employees and the citizens of the area is paramount. With this in mind, DRC works with its specialized subcontractors to establish and implement proper handling procedures for HTW, including household hazardous waste, which, after a disaster, may become concentrated and no longer considered diminimous. These procedures include the segregation and removal of HTW from the debris stream at the curbside, prior to the recovery of other debris and sorting and additional recovery of HTW within each TDSR site. Recovered HTW is removed to a proper disposal site or

temporarily stored in the HTW disposal areas constructed within each TDSR site as required. HTW must be collected, handled and disposed of by specially trained HAZMAT technicians. In addition, DRC may utilize national or regional firms who are fully licensed and accredited to manage, handle and dispose of HTW. These firms may be utilized by DRC and/or DRC Environmental, Inc. for professional and immediate HTW recovery support, on an emergency basis.

COMMENCEMENT OF PICK-UP - Debris pick-up will commence upon receipt of a task order and notice to proceed from the Government. Debris pick-up operations will proceed in an orderly and manageable fashion on streets and roads cleared sufficiently for access as designated by the Government task order.

EQUIPMENT AND CREW

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. All supervisors will be responsible to ensure work is conducted only in those areas designated by the government. Supervisors will not allow work to commence in additional areas until directed by government task order. Supervisors shall be responsible for the safety of all personnel and equipment. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT CREWS- Debris pick-up equipment will include but is not limited to the following:

- Knucklebooms
- Rubber tire front end loaders with grapple buckets
- Rubber tire front end loaders with 4 in 1 bucket
- Rubber tire backhoes with thumb
- Haul trucks with attached grapple arms
- Other specialized equipment.

All equipment used will meet current safety standards.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

HAND CREWS - 1 – 2 laborers with sufficient hand tools will accompany each piece of heavy equipment where necessary.

OPERATIONS - Debris segregation and sorting will be conducted at street/road level to the maximum amount practical and as instructed by Government task orders. All debris

will be picked up and loaded into haul trucks in a safe and workman-like manner to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. *Safety will not be compromised.* All crew foreman and field supervisors will be responsible to ensure a rapid and cost effective as possible operation. Hand crews, to ensure maximum loading and safe transport of material, will size all vegetative debris. All construction and demolition materials will be sized using heavy equipment to ensure maximum loading and safe transport of materials within EPA and DOT standards. Obvious hazardous materials will be dealt with in accordance with the Government task order and the Corporate Environmental Protection Plan and in compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Traffic control personnel, with appropriate traffic control safety equipment, will be stationed at each approach point of the work area to maintain traffic control and prevent personal injury to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Additional traffic control personnel will be stationed throughout the area, as needed, to ensure safe operations.

DEBRIS HAULING

Debris hauling will consist of 3 distinct operations as follows:

- Hauling of unreduced debris from origination point to staging area.
- Hauling of reduced debris from staging area to final disposal site.
- Hauling of unreduced debris from origination point to final disposal with no intermediate stops.

Construction and demolition debris may require hauling directly to final disposal site from point of origination, if reduction of construction and demolition is prohibited by Local, State or Federal EPA standards. Otherwise, C&D Debris can be staged at TDSRS for speedy recovery than transferred to approved final disposal.

All field supervisors will ensure that all hauling operations comply with Local, State and Federal DOT standards in effect at that time and ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. All supervisors will be responsible to ensure work is conducted only in those areas designated by the government. Supervisors will not allow work to commence in additional areas until directed by government task order. Supervisors shall be responsible for the safety of all personnel and equipment. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Supervisors will be responsible for collecting load/haul tickets and daily load/haul logs from haul truck operators. The supervisor will complete forms. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT CREWS - Debris hauling equipment will include, but is not limited to:

- 16-20 cubic yard dump trucks

- 21-30 cubic yard dump trucks
- 30-50 cubic yard tractor trailers
- 50-75 cubic yard tractor trailers
- 75-100+ cubic yard tractor trailers
- Roll-off dumpsters
- Other specialized hauling equipment

Past experience has shown that the farther the haul distance, larger capacity trucks are more cost effective.

Haul truck bed configurations - All haul truck beds shall be equipped with tailgates constructed of materials (i.e.- chain link fence, safety fence, etc.) that will safely contain debris, allow each haul truck to be loaded to it's capacity and also allow rapid dumping of debris from the bed. Any haul truck bed that has or will have vertical extensions installed, will comply with the following restrictions. Haul truck bed extensions shall comply with all applicable Local, State and Federal laws. Bed extensions, when installed, will be located and secured to the front-end, left side and right side of the bed. Bed extensions shall not extend beyond 24 inches above the manufacturers bed height. Bed extensions will be constructed of not less than 2" x 6" lumber placed flush against the manufacturer's bed and each subsequent piece of lumber to withstand loader impact. Lumber will be secured to the manufacturer's bed with angle or channel iron and bolts. Each side extension will be secured with metal brackets and bolts to the front-end extension.

All supervisors will utilize the check sheet provided by The Company Safety Officer to ensure all safety equipment is maintained and operable on all debris hauling equipment to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

OPERATIONS - All field supervisors shall ensure that all debris-hauling operators are licensed and/or certified to operate required equipment. All debris-hauling operators will be given area maps designating assignment/authorized areas of operations as well as transport routes designated and/or approved by the Government. All debris haul operators shall visibly display colored signs provided by the Company and, if applicable, the government. The Company signs are magnetic signs to be placed on the driver and passenger doors of the vehicle cab. Any signs provided by the government will be displayed on both sides of the forward most section of the vehicle bed, unless otherwise directed by the government task order. All signs will be removed from the exterior of the vehicle, at close of business each day and secured by the driver to prevent theft or loss. Signs will be replaced on the vehicle at the beginning of the workday. Colored paper signs/passes will be displayed in the driver's side windshield of each vehicle. The color of the sign/pass is subject to change, without notice, to ensure quality control measures regarding authority to enter work sites. Each sign/pass will contain the following information:

- Company Logo,
- Contract Location,
- Government Name,
- Contract Number,
- Truck Number,
- Date of Issue,
- Supervisor Name/Signature.

All debris haul operators shall maintain the numbered debris hauling/transportation documentation/verification form DRC-DM-12. Each form contains directions, which should be followed. All supervisors will be responsible to ensure that all employees utilizing and/or inputting information on the form are procedurally trained. It will be each supervisor's responsibility to maintain a supply of the required number of forms. Forms will be distributed by supervisors/foremen to debris haul operators during debris pick-up operations after completing Section I of form DRC-DM-12. All debris haul operators will maintain daily ticket/haul records to be turned into field supervisors, with copies of load tickets at close of business each day.

TEMPORARY DEBRIS STAGING AND REDUCTION SITE MANAGEMENT

DRC normally opens and manages an appropriate number of TDSR sites strategically located throughout the disaster area to accept and process all categories of debris. Primary site preparation may include, but is not necessarily limited to, construction and maintenance of primary roads for ingress or egress, and any roads required within the site, environmental requirements, inspection and observation towers, wind-blown debris control fencing, silt fencing and storm-water retention and diversion berms. To facilitate the documentation and quality control system utilized by DRC, a sturdy roofed inspection tower sufficient for a minimum of three (3) inspectors is normally constructed and/or delivered during this early phase of site preparations. DRC often, as required, constructs an area for office trailers and parking for administrative personnel, inspectors and visitors for the contracting agency, DRC and its subcontractors. Temporary lighting may be installed, if required, as well as guard booths and temporary equipment storage and maintenance facilities.

A temporary hazardous waste (HTW) disposal and storage area shall be constructed at each TDSR site (as appropriate) to store HTW inadvertently delivered to the TDSR site. This hazardous and toxic waste storage area shall consist of a bermed and sealed area to preclude water and/or fluid intrusion or exit. The site shall be lined with an impermeable ground cover, fenced and properly marked. It shall be set away from the other areas in a non-traffic area, clearly away from separating, reduction, delivery and public areas. Potentially hazardous debris shall be segregated within the hazardous waste storage area and all HTW debris shall be covered to reduce the likelihood of contamination. HTW shall be removed from the HTW storage area by specially trained HAZMAT technicians.

The inspection of every load, in and out, is critical to the documentation of the overall process. The TDSR site inspection towers are the location of the load verification and

documentation programs of all incoming and, later outgoing, debris. Once documented, all debris is processed in accordance with applicable local, state and federal rules, standards, and regulations. Processing may include, but is not limited to, reduction by tub grinding and/or chipping, incineration when approved, or other alternate methods of reduction such as compaction, baling, separation, recycling, crushing or shredding.

Prior to reduction operations being undertaken, all debris is normally segregated between vegetative debris, construction and demolition debris (C&D), recyclable debris, white goods and hazardous and toxic wastes (HTW). Further detailed segregation of materials by classification (tires, batteries, metals, roofing materials, etc.) is often required. This segregation operation utilizes both manpower and specialized equipment. The equipment could include front-end loaders and trackhoes with buckets, grapples and/or Electro-magnets, mechanical screens, and/or knuckle boom loaders to segregate burnable from non-burnable debris. The manpower requirements are primarily supervisors, equipment operators, mechanics, flagmen, inspectors and general laborers, with the exception of the hazardous materials/operation, which requires specially trained and equipped technicians. An experienced TDSR site manager, in conjunction with reduction, sorting, hazardous materials, recycling and safety supervisors, manage, operate and supervise the day-to-day TDSR site operations. All reduced debris, as well as non-reducible debris, is recycled, destroyed or disposed of at permitted (if required) recycling or disposal sites, as directed by the contracting authority.

Selecting a TDSR site is usually the responsibility of the government entity responsible for debris management operations. However, DRC personnel have been involved in past disasters, as consultants to the government regarding establishing the criteria for selection, operational layout, closure and remediation of TDSR Sites. In addition, as a part of the annual training exercises between DRC and its pre-event clients, TDSR site locations are normally reviewed and approved for future disaster events. Site selection criteria includes ownership (privately owned vs. the preferred government owned site), size requirements based on quantity of debris projected, location within or in the proximity of the affected area, and the history of the site (such as historical or archaeological significance, environmental impact, security considerations and proximity to the general public). Operational layout and closure considerations are usually based upon the types and size of operations to be performed. The larger the operation, the larger the site requirement would be. The more voluminous the debris stream, the larger the site requirement the closer the public, the larger the site requirements. Additionally, if hazardous or toxic waste (HTW) is to be temporarily stored at the TDSRS, the operational layout of the site must include the safety and environmental protection and setback requirements to operate and maintain such a storage area.

Processing of debris is a critical element in a successful TDSR operation. The proper processing techniques applied to the appropriate debris type can streamline production and reduce overall cost. Tub grinding and/or chipping is believed to be the most environmentally friendly form of volume reduction for vegetative and select C&D debris and produces an average of 4:1 or greater reduction in volume. The chips produced as a product of grinding and/or chipping can often be utilized as a recyclable product. Chips can be utilized as daily cover in a landfill operation, given away as a landscaping product

- 8 -

to the general public, given away or after-marketed to an incineration facility as a fuel source, utilized as an agricultural supplement, and in numerous other uses.

Remediation is conducted during the closing of each TDSR site. The scope of remediation is determined during operation and closure, by terms of the land lease (if any), or government directive or task order. Remediation consists of final removal of all debris (including residual debris), removal and remediation of HTW, abatement of any safety and/or environmental concerns (to include environmental testing and/or monitoring, if required), the removal of temporary structures (including any inspection towers), grading and leveling, removal of roads and fencing, if appropriate, and potentially grassing or seeding of the site, if required, to documented pre-use condition.

DEBRIS STAGING

Debris staging sites will be located, acquired and designated by the Government. Construction of debris staging site elements will commence immediately upon receipt of a task order and notice to proceed from the Government. The Company will ensure that debris staging site construction will be accomplished as rapidly as possible, because of the criticality of staging sites to the debris removal process as a whole.

FIELD SUPERVISORS/CREW FOREMEN - Field supervisors will report to the senior field supervisor. Debris staging site supervisors will be responsible for management of all operations of the debris staging site to include site safety, haul load inspection, segregation, traffic control, dumping, reduction, security and remediation. Supervisors shall be responsible for the safety of all personnel and equipment to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. Supervisors will be responsible for collection of daily personnel and equipment time logs, and their distribution to the Company designated representative with a copy given to the government. Supervisors will be responsible for collecting load/haul tickets and daily load/haul logs from haul truck operators. Inspection tower personnel will complete the forms. Crew foremen will report to their designated supervisor. Foremen will be responsible to ensure work assignments received from their supervisor are completed to the requirements of the government task order. Foremen will be responsible for maintaining the daily personnel and equipment time logs.

EQUIPMENT - Debris staging site equipment may include but is not limited to the following:

- Excavators with thumb
- Track type tractors with root rakes
- Track type tractors with push blade
- Farm type tractor with box blade
- Motor grader
- Rubber tire loader
- Tub grinder
- Brush chipper
- Air curtain burner

All equipment will meet current safety standards.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

HAND CREWS - 1 – 2 laborers with sufficient hand tools will accompany each piece of heavy equipment.

DEBRIS STAGING SITE KEY STEPS - The following information will be utilized to create a location specific site management plan and site safety plan to accompany this plan.

SITE ACCESS - Separate points of ingress and egress should be established if possible. Temporary acceleration and deceleration lanes should be established adjacent to the primary road leading to and from site access points, if approved by Government and appropriate authority having jurisdiction over primary road right-of-way. All temporary roads leading to and through the debris-staging site should be constructed and maintained for all weather use (i.e. – rock laid roads).

INSPECTION TOWERS - Inspection towers shall be constructed to facilitate observation and quantification of debris hauled for storage at debris staging sites. No less than two inspections towers should be utilized at each debris-staging site. One tower at point of ingress for use by company inspector and Government inspector, one tower at point of egress to ensure all debris hauling trucks are in fact empty upon leaving the site, one tower may be utilized if ingress and egress point is the same. The egress tower should be manned by at least a representative of The Company. An example blueprint, construction of, and design of a typical inspection tower for USACE operations is attached at the end of this plan.

TRAFFIC CONTROLS - Traffic control personnel, with appropriate traffic control safety equipment, will be stationed at the ingress observation tower to maintain vehicular and pedestrian traffic control. Additional traffic control personnel will be stationed throughout the site, as needed, to enforce proper dumping and prevent personal injury to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

CLEARING AND GRADING - Clearing and grading of debris staging sites will be accomplished, to the level required, in accordance with the site management plan and task order from the Government.

ENVIRONMENTAL PROTECTION - The Company's "Environmental Protection Plan", which incorporates such issues as erosion control, hazardous and toxic wastes, dust and smoke control (Clean Water Act, Storm Water Act, Resource Conservation and Recovery Act, Superfund Amendments and Reauthorization Act and others), is incorporated in full by attachment at the end of this plan. Environmentally sensitive areas (i.e. – wetlands, habitat, historical sites, etc.) within, or in proximity to, a debris staging site, will be avoided, designated as sensitive, protected, and access restricted to the extent possible,

from adverse impact. Activity within environmentally sensitive areas will be prohibited. All requirements of pertinent environmental standards will be complied with.

DEBRIS STORAGE AREAS - Debris will be segregated into 5 main areas of concern as follows unless otherwise instructed by the Government.

- Vegetative debris - Vegetative debris will be cleaned of C&D debris to the extent possible to facilitate compliance with requirements for reduction of vegetative debris.
- Construction and Demolition (C&D) Debris - C&D debris will be dampened prior to dumping and periodically as needed, to comply with Local, State and Federal EPA standards.
- Recyclable/salvage - Recyclable/salvageable materials will be stock piled in accordance with Government task order.
- White goods - White goods will be stock piled in accordance with Government task order.
- Hazardous and/or toxic wastes (HTW) - HTW will be segregated and stored in a Government approved containment area. All site personnel will receive a safety briefing regarding operations involving HTW to prevent personal injury and ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. HTW containment site perimeter will be posted and secured for personnel safety. An example template for Construction & Design of HTW containment site is attached at the end of this plan.

SAFETY PRECAUTIONS

Water Trucks - The required number of water trucks will be stationed at each debris-staging site. Water trucks will be utilized to reduce the threat of friable materials from C&D debris being released into the atmosphere. Water trucks will be utilized to reduce the threat of fire from all types of debris. If necessary, water trucks will be utilized in fire suppression operations. Water trucks will be utilized to dampen areas, including temporary roadways, to suppress dust from trucks entering and leaving the debris-staging site.

Fire Extinguishers - Fire extinguishers will be located throughout each debris-staging site as required by the site management plan, site safety plan, OSHA requirements and government task order. All debris staging site personnel will be trained in incipient fire suppression operations and safety procedures, to include operation of fire extinguishers and water trucks and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

DEBRIS SEGREGATION

This section discusses the guidelines for debris segregation not already discussed previously in this plan.

Street/road level segregation. All foremen will direct debris removal personnel to segregate debris into five areas: 1) vegetative debris; 2) C&D debris; 3)

recyclable/salvageable materials; 4) white goods; 5) HTW. Segregation of debris at the street/road level will not take precedence over completing street/road debris removal operations in a safe and rapid manner. All personnel conducting debris segregation at the street/road level will receive a safety briefing on potential hazards and injury prevention to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

DEBRIS SEGREGATION AT STAGING SITES - Staging site supervisors will ensure that all debris haul operators deposit debris in areas designated for the type debris hauled. Debris hauled to staging sites in mixed loads will be segregated by heavy equipment when possible and by hand crew when necessary. Vegetative debris will be placed into two separate piles. The first pile (pile one) will be the dumping point until a sufficient quantity has been accumulated to commence a continuous reduction operation. Pile two will be started and accumulated until the reduction of the pile one has been completed. At which time, dumping of vegetative debris on pile two will cease and pile one will be replenished. This rotation will continue until the task is completed. All personnel involved in vegetative debris segregation operations will receive a safety briefing for all effected job to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan. C&D debris will be placed into one or more piles, as required, to reduce the threat of a fire conflagration until it is reduced or disposed. The Company will consult with the government, local fire officials and pertinent environmental officials regarding the requirements for stock piling of C&D debris. White goods will be segregated, as required by the government task order. White goods will be placed and stored until instructed by the government as to its final disposition. Salvageable/recyclable materials will be segregated, as required by the government task order. Salvageable/recyclable materials will be placed and stored until instructed by the government as to its final disposition. HTW will be segregated and stored in a Government approved containment area. All site personnel will receive a safety briefing regarding operations involving HTW. The HTW containment site perimeter will be posted and secured for personnel safety and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan as well as the Corporate Environmental Protection Plan (EPP). HTW will be placed and stored until instructed by the government as to its final disposition.

DEBRIS REDUCTION

This section discusses guidelines to be followed during debris reduction operations not already addressed in this plan. If required by a government task order or notice-to-proceed, night operations may be conducted. Night operations shall be limited to reduction of debris by burning. Night operations shall only be conducted upon a determination by the Company Safety Officer, and concurrence by the government, that such operations can be conducted in a safe manner.

GRINDING and/or CHIPPING OPERATIONS- Grinding and/or chipping operations will be accomplished on all vegetative debris, not reduced by burning operations. Grinding and/or chipping operation is the preferred method of reduction for vegetative debris to accomplish environmental resource conservation through recycle/salvage of wood chips. Although this operation is preferred for environmental purposes, it is, however, the most time consuming and costly reduction operation due to material handling and haul disposal

costs after grinding and/or chipping operations have been accomplished. Grinding and/or chipping operations of C&D materials are prohibited by and within numerous jurisdictions. Grinding and/or chipping operations will be accomplished on the type of debris (vegetative and/or C&D) as directed by government task order. Grinding and/or chipping of vegetative debris will be accomplished on the piles of vegetative debris as set out below.

Vegetative debris will be placed into two separate piles. The first pile (pile one) will be the dumping point until a sufficient quantity has been accumulated to commence a continuous reduction operation. Pile two will be started and accumulated until the reduction of the pile one has been completed. At which time, dumping of vegetative debris on pile two will cease and pile one will be replenished. This rotation will continue until the task is completed.

All personnel involved in vegetative debris grinding and/or chipping operations will receive a safety briefing for all effected job functions.

A track-type tractor with blade or a rubber tire loader will pick-up, and stockpile chips for temporary storage. Chips will be loaded out and hauled to a final disposal site as quickly as possible to reduce the threat of a fire conflagration.

All appropriate fire protection measures will be established and maintained in accordance with the site management plan, site safety plan and the government task order. Water trucks will be utilized to reduce the threat of fire from all types of debris. If necessary, water trucks will be utilized in fire suppression operations.

Fire Extinguishers - Fire extinguishers will be located throughout each debris-staging site as required by the site management plan, site safety plan, OSHA requirements and government task order. All grinding and/or chipping operations personnel will be trained in incipient fire suppression operations and safety procedures, to include operation of fire extinguishers and water trucks to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

DEBRIS DISPOSAL

Debris disposal is the pre-planned, pre-approved operation of placing debris in its final resting-place. Debris disposal operations can be segmented into three distinct operations:

- Haul to and tip at debris disposal site
- Physical operation of debris disposal site
- Augmentation of debris disposal site permanent staff and equipment

DISPOSAL SITE (S) - A disposal site may be a dump and/or a landfill owned and operated by private or public sectors. Non-burnable debris will be disposed only at a dump and/or landfill designated to receive materials other than toxic hazardous waste.

EQUIPMENT - Debris disposal hauling equipment will include, but not limited to:

- 16-30 cubic yard dump trucks
- 30-100 cubic yard tractor-trailers or other such haulers as the government may direct.

Past experience has shown that the farther the haul distance, larger capacity trucks are more effective.

All haul truck beds shall be equipped with tailgates constructed of materials that will safely contain debris, allow each haul truck to be loaded to it's capacity and also allow rapid dumping of debris from the bed. Any haul truck bed that has or will have vertical extensions installed, will comply with the following restrictions.

- Disposal haul truck bed extensions shall comply with all applicable Local, State and Federal laws.
- Bed extensions, when installed, will be located and secured to the front-end, left side and right side of the bed.
- Bed extensions shall not extend beyond 24 inches above the manufacturers bed height.
- Bed extensions will be constructed of not less than 2"x6" lumber.

All disposal trucks shall be pre-measured and accepted by the government before being utilized in debris removal operations.

MAINTENANCE/FUEL VEHICLES AND PERSONNEL - Maintenance/fuel vehicles will be assigned and manned as needed to provide an adequate supply of fuel to maintain equipment operations. Maintenance/fuel vehicles will be assigned and manned as needed to provide all required field maintenance to ensure equipment operations.

SAFETY - All supervisors and/or foremen will utilize the check sheet provided by the Company Safety Officer to ensure all safety equipment is maintained and operable on all debris disposal hauling equipment and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

OPERATIONS - All field supervisors shall ensure that all debris disposal-hauling operators are licensed and/or certified to operate required equipment. All debris disposal operators will be given area maps designating assignment/authorized areas of operations as well as transport routes designated and/or approved by the Government. All debris disposal haul operators shall visibly display colored signs provided by the Company and, if applicable, the Government. The Company signs are magnetic signs to be placed on the driver and passenger doors of the vehicle cab. Any signs provided by the government will be displayed on both sides of the forward most section of the vehicle bed, unless otherwise directed by the government task order. All signs will be removed from the exterior of the

vehicle, at close of business each day and secured by the driver to prevent theft or loss. Signs will be replaced on the vehicle at the beginning of the workday. Colored paper signs/passes will be displayed in the driver's side windshield of each vehicle. The color of the sign/pass is subject to change, without notice, to ensure quality control measures regarding authority to exit work sites and enter disposal site(s). All debris disposal haul operators shall maintain the numbered debris hauling/transportation documentation/verification form DRC-DM-12. Each form contains directions, which should be followed. All supervisors will be responsible to ensure that all employees utilizing and/or inputting information on the form are procedurally trained. It will be each supervisor's responsibility to maintain a supply of the required number of forms. Forms will be distributed by supervisors/foremen to debris disposal haul operators during loading operations and after completing Section 1 of form DRC-DM-12. All debris disposal operators will maintain daily ticket/haul records to be turned into field supervisors, with copies of load tickets at close of business each day.

DEBRIS STAGING SITE RESTORATION

Remediation of Debris Staging Sites is the process of returning the site to pre-use, and in some cases, pre-event condition. Debris Staging Site Restoration is performed in four primary phases.

- Pre-use inspection and documentation
- Operational Environmental Protection
- Closure Procedures
- Final inspection, release, and acceptance of Government and/or Landowner

Each Debris Staging Site will require inspection prior to use, for the following:

- Existing topography
- Existing vegetation (grass, shrubs, trees)
- On-site or near-site water sources
- Existing structure and their current condition
- Any other distinguishing characteristics such as hazardous and/or non-hazardous materials stored on site

When required, a basic Environmental Impact Statement, in accordance with the company's Environmental Protection Plan shall be accomplished.

Documentation - A narrative description shall be prepared for each site. Sketches and/or drawings (basic) shall be produced to illustrate the current condition of the site and its contents, as well as content location. Still photographs or video will be taken of each site, both ground level and aerial, to additionally illustrate the pre-use condition of the site and its contents. Environmental Sampling to include:

- Random soil samples, surface and sub-surface, my be taken and sealed in containers for comparison with post-use samples taken at the time of site closure when possible contamination is evident.

- Prior to sealing these samples, a small portion of each sample will be field tested to determine the presence of contaminants prior to use of the site.
- On-site and off-site samples will be taken of any nearby water source.
- Water source samples will be stored and tested using the criteria stated above.
- Samples of both water and soil will be taken in accordance with the above standards after operations have ended (post use samples).
- Post use samples and pre-use samples will be tested in the Corporate Laboratory and/or another Certified Laboratory to determine the presence of contaminants.

Should contaminants be identified in the pre-use field test, a determination of whether or not a particular site or area of a site should be utilized will need to be made by DRC Senior Management and the client representative. Should contaminants be identified in post use test results that were not present in pre-use test results, remediation of the site or area of the site will be accomplished in accordance with Federal, State and local regulations as well as current industry standards.

OPERATIONAL ENVIRONMENTAL PROTECTION - All work performed at and/or in relation to a debris-staging site will be performed in a skilled and workman-like manner. All debris staging site operations shall be conducted in accordance with the Company's Environmental Protection Plan and to ensure compliance with the Corporate Accident Prevention Plan as part of the Corporate Safety Plan.

CLOSURE PROCEDURES - Pre-use inspection and documentation information shall be utilized as a guide to restore each site to pre-use condition.

REMOVAL OF DEBRIS - Debris residue, not taken to the appropriate disposal site during debris disposal operations, shall be collected, recorded and hauled to the appropriate disposal site. DRC or a licensed hazardous waste remediation company shall be retained to accomplish the removal of all hazardous and/or toxic waste from each site, if not already accomplished under separate agreement by the Government.

REMOVAL OF TEMPORARY STRUCTURES - All temporary structures such as fencing, inspection towers, temporary offices, sanitary facilities, etc., shall be removed from each site.

LANDSCAPE OPERATIONS - Each site shall be graded, as required to return the topography to pre-use elevations, unless otherwise directed by Government task order. Each site will be restored to pre-use condition by seeding, fertilizing and laying of straw as well as replacement of agreed-upon shrubs and/or trees.

CLOSURE DOCUMENTATION - The procedures described in Section F3 of this plan shall be followed for closure documentation.

FINAL INSPECTION, RELEASED AND ACCEPTANCE OF GOVERNMENT AND/OR LANDOWNER - DRC' Senior Management, the Supervisor responsible for a particular site, the Governments Representative and if applicable, the landowner shall constitute an inspection team. The Company Supervisor responsible for the applicable site shall have, for examination by all Inspection Team members, the documentation package

to include pre-use and closure inspection documentation as well as all chronological documentation created during the operational period. After all inspection team members accept the post-closure condition of each site, a release and hold-harmless for the Company shall be signed by the Government and/or landowner, releasing DRC of any further responsibility and liability.

APPENDIX D

RIGHT OF ENTRY FORM

APPENDIX D

RIGHT OF ENTRY AGREEMENT

NO._____

I/We _____, the owner(s) of the

property commonly identified as _____

_____
(street address)

located in Monroe County, Florida, (the "Property") do grant and give freely and without coercion, the right of access and entry to the Property to Monroe County, the State of Florida, the United States Government, the Federal Emergency Management Agency (FEMA), and their agencies, contractors, and subcontractors, for the purpose of removing and clearing any or all tree debris from the Property.

It is fully understood that this Agreement is not an obligation to perform tree removal. The undersigned agrees and warrants to hold harmless, Monroe County, the State of Florida, the United States Government, the Federal Emergency Management Agency (FEMA), and their agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the Property or persons situated on the Property, and releases, discharges and waives any action, either legal or equitable that might arise out of any activities on the Property.

I/We (have ___, have not ___), (will ___, will not___) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conversation Services (NRGS), private insurance, individual and family grant program or any other public assistance program. I will report to Monroe County any insurance settlements to me or my family for debris removal from the Property that has been performed at government expense. For the consideration and purposes set forth in this Agreement, I set my hand this _____day of _____, 20_____.

_____
Owner

_____
Owner

_____
Address

_____
Telephone Number

- 19 -

Blank Intentionally

EXHIBIT D

County of Monroe

Planning Department
2798 Overseas Highway
Suite 410
Marathon, Florida 33050
Voice: (305) 289 2500
FAX: (305) 289 2536

Board of County Commissioners
Mayor Murray Nelson, Dist. 5
Mayor Pro Tem David Rice, Dist. 4
Comm. Dixie Spehar, Dist. 1
Comm. George Neugent, Dist. 2
Comm. Charles "Sonny" McCoy, Dist. 3

June 26, 2004

Mr. Kevin Grube
Venture Out at Cudjoe Cay
701 Spanish Main Drive
Cudjoe Key, FL 33042

Re: Vacation Rental Uses

Dear Mr. Grube:

Thank you for submitting the Venture Out at Cudjoe Cay Bylaws and Condominium documents for review by the Monroe County Planning Department. According to Article XI of the Condominium Documents, and the Rules and Regulations, Venture Out expressly regulates the rental of these units. Venture Out is a gated community with controlled access at the gate.

Monroe County Code expressly allows vacation rental uses in gated communities pursuant to 9.5-235.1(5) if (a) there is controlled access and (b) homeowner's or property owner's association that expressly regulates or manages vacation rental uses.

According to the documents provided, and site visit by staff, the Monroe County Planning and Environmental Resources Department finds that Venture Out at Cudjoe Cay meets requirements of Monroe County Code 9.5-235.1. Venture Out at Cudjoe Cay is exempted from the special use permit requirements of Monroe County Code 9.5-534, Vacation Rental Uses, and the rental use is allowed as of right.

There are other county and state regulations governing short-term rentals. Please contact the other departments and agencies regarding their regulations.

Sincerely,

K. Marlene Conaway

K. Marlene Conaway

cc: Vacation Rental Exempted Gated Communities

EXHIBIT E

Table 2: VENTURE OUT RECREATIONAL VEHICLES TO MOBILE HOMES

Recreational Vehicles to Mobile Homes		Date	RE Number	Permit Verbiage	Permit Number
232	Brand	9/26/2001	RE00188681023400		
235	Williams	1/21/2002	RE00188681023700		2100676
264	Gucal	1/21/2002	RE00188681026600		2100843
53	Kieffer	1/31/2002	RE00188681005500		2100453
151	Hesterman	5/15/2002	RE00188681015300		2102296
390	Applegarth	4/23/2002	RE00188681039200		2101326
495	McCormick	3/15/2002	RE00188681049800		19101517
121	Donahue	3/27/2002	RE00188681012300		2102668
297	Hammond	5/21/2002	RE00188681029900		2101551
387	Tanninbaum	8/24/2002	RE00188681038900		2102788

Table 2: VENTURE OUT RECREATIONAL VEHICLES TO MOBILE HOMES

280	Bower	3/27/2003	RE00188681028200	No Permit Information regarding demolition or replacement	
94	Worth	4/21/2003	RE00188681009600		3101128
341	Behney	6/24/2003	RE00188681034300		3100951
140	Cinowalt	7/21/2003	RE00188681014200		3102278
135	Andre	5/21/2004	RE00188681013700		3102074
363	Brewster	5/8/2003	RE00188681036500		3102251
308	Cornell	12/19/2003	RE00188681031000		3104859
102	Miller	6/17/2004	RE00188681010400		4102000
86	Quinn	6/11/2004	RE00188681008800		4101999
55	Tubbererger	5/21/2004	RE00188681005700		88101256/03102962
120	Peifer	9/28/2004	RE00188681012200		4103499
214	Keller	7/20/2004	RE00188681021600		4103600
561	Quinn	12/20/2004	RE00188681056300		4104490
614	Canaliss	12/20/2004	RE00188681061600		4104683
321	O'Conner	2/15/2005	RE00188681032300		4104042
279	Dolberry	12/15/2004	RE00188681028100		90100797/04104969
601	Thompson	12/20/2004	RE00188681060300		4104553
191	Kennedy	12/20/2004	RE00188681019300		4104798
248	HERNANDEZ	11/10/2004	RE00188681025000		4105148
244	Meehan	12/1/2004	RE00188681024600		4104530
575	Johnson	3/22/2005	RE00188681057700		5100649
595	Minert	5/26/2000	RE00188681059700		101898
187	MATAK	7/22/2005	RE00188681018900		5103115
618	Dimauro	5/10/2005	RE00188681062000	Demo and Mobile Home Replacement Permit	05101480/05102381

Table 2: VENTURE OUT RECREATIONAL VEHICLES TO MOBILE HOMES

172	WEAGLEY	8/23/2005	RE00188681017400		5102652
167	Ranfos	6/8/2005	RE00188681016900		5103069
401	Woodburn	7/22/2005	RE00188681040300		5103031
580	Stoduto	7/22/2005	RE00188681058200		5103032
608	Jolley	11/23/2005	RE00188681061000		5104853
179	Miller	07/08/1988. 11/02/2005	RE00188681018100	RV Replacement Permit/ Mobile Home Replacement permit	88101291/05104637
389	Whitty	11/2/2005	RE00188681039100		5104636
332	Yarosh	12/8/2005	RE00188681033400		5104852
402	Ferreira	12/8/2005	RE00188681040400		5105191
188	Borck	5/15/2006	RE00188681019000		6102085
467	Clayton	8/16/2006	RE00188681046900		6103966
75	Kiger	5/11/2010	RE00188681007700		10101969
77	Rasmussen	5/11/2010	RE00188681007900		10101968
397	Schoepe	6/30/2010	RE00188681039900		10102681
607	Edwards	5/7/2013	RE00188681060900		13101310
316	Jebinak	1/10/2017	RE00188681031800		16108123

Table 2: VENTURE OUT RECREATIONAL VEHICLES TO MOBILE HOMES

Table 1: VENTURE OUT MOBILE HOMES TO RECREATIONAL VEHICLES

Mobile Home to RV Lots		Date	RE Number	Permit Verbiage	Permit Number
489	Heath	10/25/2001	RE0018868104910 0	(Mobile Home-Replacement)	88101526
346	Perry	2/25/2005	RE0018868103480 0		99100364 (02/22/1999)
317	Wright	10/5/2005	RE0018868103190 0	LOT 317 VENTURE OUT, CUDJOE KEY DEMO EXISTING TRAVEL TRAILER ***NOTICE OF COMMENCEMENT NOT REQUIRED*** PERMIT APPROVAL OF DEMOLITION OF TRAILER. SPOT WILL BE USED FOR RV PARKING. THIS PERMIT IS FOR DEMO ONLY. NO ELECTRIC OR PLUMBING TO DEMO. PERMIT REQUIRED FOR REPLACEMENT. NO OTHER WORK THIS PERMIT. ALL DEBRIS TO BE REMOVED TO A LEGAL DUMP SITE. DEEMED NON-DEVELOPMENT, INSEPCTION(S) REQUIRED PER PERMIT CARD. DCA EXEMPT.	5105282
305	Roy	2/15/2007	RE0018868103070 0		No Demo Permit information
166	Blackwell	5/1/2009	RE0018868101680 0		9101531
72	Roeder	5/1/2009	RE0018868100740 0		9101538
20	Donnelly	10/19/2009	RE0018868100220 0		9104137
36	McDonald	2/18/2011	RE0018868100380 0		11100830

Table 1: VENTURE OUT MOBILE HOMES TO RECREATIONAL VEHICLES

506	Johnson	2/16/2012	RE0018868105080 0	701 SPANISH MAIN LT. 506 VENTURE OUT CUDJOE KEY DEMO MH/FLORIDA ROOM ****NOTICE OF COMMENCEMENT REQUIRED***** PERMIT APPROVAL TO DEMO EXISTING TRAVEL TRAILER AND FLORIDA ROOM AMD LEAVE EXISTING CONCRETE SLAB PER APPROVED PICTURES IN FILE.	12101138
497	Iddings	6/25/2014	RE0018868104990 0	DEMO MOBILE HOME AND FLORIDA ROOM. LEAVE EXISTING CONCRETE SLAB PER APPROVED PLANS.	14102721
426	Benvanti	5/19/2016	RE0018868104280 0		16106642
65	Brummer	6/21/2016	RE 00188681006700		16103883
4	Riverside Properties	2/28/2017	RE188681000400	PLANNING APPROVAL FOR THE DEMOLITION OF THE TRAVEL TRAILER, DISCONNECT WATER AND PLUMBING. CONCRETE SLAB IS TO REMAIN FOR THE USE OF AN RV PARKING SPACE ACCORDING TO SUBMITTED PLANS.	17102359

EXHIBIT F

vacation or ownership pleasure.

Guard Shack: (305) 745-1982
Venture Out Office: (305) 745-3233
Store: (305) 745-3743

- PLAYGROUND
- ATM
- POST OFFICE
- WIFI
- PARKING
- AUTOMATED EXTERNAL DEFIBRILLATOR
- PICKLEBALL
- BASKETBALL COURT
- TENNIS COURTS

MM 23 Printed On Recycled Paper

We are located at 701 Spanish Main Drive • Cudjoe Key, FL 33042 • MM23 • Office: (305) 414-8936 • Fax: (305) 414-8939

Southeast Publications

All Rights Reserved © 2018

Venture Out Office: (305) 745-3233
Store: (305) 745-3743

- WIFI
- PARKING
- AUTOMATED EXTERNAL DEFIBRILLATOR
- PICKLEBALL
- BASKETBALL COURT
- TENNIS COURTS
- SHUFFLEBOARD

MM 23 Printed On Recycled Paper

We are located at 701 Spanish Main Drive • Cudjoe Key, FL 33042 • MM23 • Office: (305) 414-8936 • Fax: (305) 414-8939

Southeast Publications

All Rights Reserved © 2017