

## EXECUTIVE SUMMARY

These planning criteria are arranged to provide guidance for the development, review and capability demonstration of Local Comprehensive Emergency Management Plans (CEMPs). It is designed to parallel the Federal Response Plan with twelve emergency support functions and the state Comprehensive Emergency Management Plan with seventeen emergency support functions mirroring the Federal twelve. Local Comprehensive Emergency Management Plans are not required to mirror the State Comprehensive Emergency Management Plan, but should identify the organizational structure and resources available to the jurisdiction to prepare for, respond to, recover from, and mitigate identified hazards.

The criteria are divided into three major parts:

1. Part One has three sections that include the Basic Plan, recovery operations (Annex I), and mitigation activities (Annex II). The Basic Plan includes the purpose, scope and methodology of the plan, direction and control, organizational structure, alert notification and warning, four phases of emergency management (preparedness, response, recovery, and mitigation) actions, responsibilities, authorities and references. Recovery operations (Annex I) outline the steps taken during the recovery efforts following an emergency or a disaster and includes the transition from response activities to recovery operations, initial damage assessment, emergency housing, debris management, community relations, unmet needs committee, location of Disaster Recovery Centers, Disaster Field Offices, Rapid Impact Assessment Teams, and Rapid Response Teams. Annex II, outlines the mitigation activities before, during, and immediately following a disaster. Included in this section are discussions on such topics as “Specific-disaster Hazard Mitigation Activities,” “Pre disaster Hazard Mitigation Activities,” and the “National Flood Insurance Program.”
2. Part Two, Emergency Management Capability Assessment will give counties the opportunity to demonstrate activities and/or present information outlined in the County’s Comprehensive Emergency Management Plan, standard operating procedures and other support documents/activities that are involved in the emergency management program. Counties will have an option as to the amount of information they choose to incorporate in their Comprehensive Emergency Management Plan. Instead of documenting every step or action involved with the county’s emergency management program, counties will demonstrate their capability to perform the activities. The emphasis will be placed on the performance of an activity or capability, as opposed to written descriptions that are unexecutable. This will not negate the fact that documentation is needed, however, the immense details do not need to be included in the County’s Comprehensive Emergency Management Plan. Counties are not limited to placing information requested in the Capability Assessment only in this section. Counties have the option to include/address any information requested under for the Capability Assessment, in the Basic Plan.
3. Additional assistance for the development of the County’s Comprehensive Emergency Management Plan is available in the *Emergency Support Function Assistance Guide*. The document outlines specific tasks or functions that may be carried out before, during and after a disaster. The guide describes, in detail, the tasks or functions a county should address as apart of the County Emergency Management Plan. The functions listed mirror the emergency support functions of the State Comprehensive Emergency Management Plan and can also be applied to specific functions within the Incident Command System (ICS) or an Incident Management System (IMS). County officials can refer to the guide for additional information to consider as they develop their respective Comprehensive Emergency Management Plan and/or to implement their Capability Assessment. Counties now have an option of deciding how much information will be sufficient

to include in the plan for accomplishing the activities and respective duties of the emergency support functions.

## **SPECIAL INSTRUCTIONS**

Not all of the criteria will be applicable to every local government. County officials should identify any criteria not addressed in the plan to state officials prior the plan review. Those areas of the criteria that do not apply can be indicated by using "Not Applicable" (N/A) in the appropriate block. The review team may request an explanation as to why a particular function does not apply.

In some instances, local governments may not be able to meet various criteria. If plans are being developed to meet specific criteria, the plan should contain a statement outlining the goal, specific objectives, and actions to achieve the objectives and an estimated time frame. If good faith attempts to meet specific criteria have been unsuccessful; the county should provide a statement explaining the situation and provide documentation verifying the unsuccessful attempts.

In some instances, this document contains redundancies due to the layout of the plan and the nature of emergency management planning. The completed local Comprehensive Emergency Management Plan is not required to replicate information in various sections to meet the criteria. Once an issue has been adequately addressed, reference may be made to that section.

In keeping with the adage that "a picture is worth a thousand words," the uses of matrices, maps, charts and diagrams are highly recommended for inclusion in the Comprehensive Emergency Management Plan. Many of the criterions may be better addressed using these mediums. Local jurisdictions are strongly encouraged to include as many of these methods of displaying information to meet as many of these compliance criterion requirements as possible.

## **BASIC PLAN**

### **I. INTRODUCTION**

The introduction of the plan describes the purpose, scope, methodology, and planning

A. Purpose

The plan includes a statement of purpose that describes the preparedness, response, mitigation and recovery activities as developed in the plan and its annexes and appendices.

**BASIC Page 5-A**

B. Scope

The scope of the plan describes the various types of emergencies that can occur within the jurisdiction. It identifies selected tasks for response, establishes direction and control, coordination between municipal, county, state and federal agencies, outlines actions necessary for recovery and mitigation efforts following a disaster.

**BASIC Page 6-B**

C. Methodology

1. The methodology used to formulate this plan is of the utmost importance. Since an integral part of the planning process is teamwork, it is imperative to recognize the plan compilation team. Identify all the local agencies, departments, boards, associations and organizations (i.e., public, private and volunteers) which performed an active part in producing this document.

**BASIC Page 6-B**

2. List specific methods utilized to establish the local planning process and promote local participation in the emergency management program.

a. A promulgation letter by the Chief Executive Officer. **IN PLAN**

b. Departmental letters acknowledging and accepting plan responsibilities. **IN PLAN**

c. Provide a distribution list of the Comprehensive Emergency Management Plan.

**BASIC Page 6-C and Exhibit 1.1**

3. Describe procedures used that ensure distributed changes are made by recipients of this plan. **BASIC Page 6-C**

### **II. SITUATION**

This section describes the potential hazard considerations, geographic characteristics, support facilities, land use

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patterns, economic profile and demographics of the local jurisdiction. This section can also be used to identify any planning assumptions that were taken into consideration during the development of this plan.

A. Hazards Analysis

Identify the man-made and natural hazards to which the jurisdiction is vulnerable (**not the definition of the hazard**). For these hazards, provide the probability and severity of occurrence, vulnerable population, damage information (including cost) and other specific data related to the hazard or an occurrence. Also include the frequency of its occurrence and the severity (i.e., magnitude, scope, and/or intensity) of each hazard. The following list is provided for reference. (Note: Information may be referenced in the Local Mitigation Strategies as applicable.)

- |     |   |                                 |
|-----|---|---------------------------------|
| 1.  | wind from tropical cyclone events         | <b>BASIC Page 8a</b>            |
| 2.  | storm surge from tropical cyclone events  | <b>N/A</b>                      |
| 3.  | floods;                                   | <b>BASIC Page 10b</b>           |
| 4.  | hazardous material spills;                | <b>BASIC Page 13d</b>           |
| 5.  | commercial nuclear power plant incidents; | <b>BASIC Page 19d</b>           |
| 6.  | civil disturbance;                        | <b>BASIC Page 18b</b>           |
| 7.  | mass immigration;                         | <b>BASIC Page 16f</b>           |
| 8.  | coastal oil spills;                       | <b>N/A</b>                      |
| 9.  | extreme temperatures;                     | <b>BASIC Page 17b</b>           |
| 10. | brush, wildfires, and forest fires;       | <b>BASIC Page 14a</b>           |
| 11. | thunder storms and tornadoes;             | <b>BASIC Page 12c</b>           |
| 12. | drought;                                  | <b>BASIC Page 17c</b>           |
| 13. | sinkholes and subsidence,                 | <b>BASIC Page 16e</b>           |
| 14. | terrorism;                                | <b>BASIC Page 18a</b>           |
| 15. | Exotic pests and diseases                 | <b>BASIC Page 19f</b>           |
| 16. | Disease and pandemic outbreaks;           | <b>BASIC Page 19f</b>           |
| 17. | critical infrastructure disruption        | <b>BASIC Page 17d &amp; 18c</b> |
| 18. | special events                            | <b>BASIC Page 18</b>            |
| 19. | major transportation incidents.           | <b>BASIC Page 13(2)</b>         |

B. Geographic Information

1. Describe the geographic areas of the county. The following elements should be included in the description (Maps may be helpful in the presentation):

a.	area in square miles;	<b>BASIC Page 20</b>
b.	topography of the land;	<b>BASIC Page 20</b>
c.	land use patterns;	<b>BASIC Page 20</b>
d.	water area in square miles;	<b>BASIC Page 20</b>
e.	drainage patterns;	<b>BASIC Page 20</b>
f.	environmentally sensitive areas; and	<b>BASIC Page 20</b>
g.	flood prone areas.	<b>BASIC Page 20</b>
  
2. Describe and outline the geographic areas of the county expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that maps may be helpful in the presentation. **BASIC Pages 8-20**

C. Demographics

1. Identify the population of the county. The following elements should be included in the description (Tables may be helpful in the presentation):

- a. total population; **BASIC Page 21**
- b. population density and distribution; **BASIC Page 21**
- c. distribution of population by age; **BASIC Page 21**
- d. special needs population; **BASIC Page 21**
- e. farm workers; **BASIC Page 21**
- f. areas of large tourist population (including annual tourist and seasonal population); **BASIC Page 21**
- g. non-English speaking populations and persons with hearing impairment or loss; **BASIC Page 21**
- h. transient populations; **BASIC Page 21**
- i. mobile home parks and population, and; **BASIC Page 21**
- j. inmate population. **BASIC Page 21**

2. Identify the population of the county, by geographical area, expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that tables may be helpful in the presentation. Note: Information may be referenced in the Local Mitigation Strategies as applicable. The following elements should be included in the description:

- a. total population; **BASIC Page 23**
- b. population density and distribution; **BASIC Page 23**
- c. distribution of population by age; **BASIC Page 23**
- d. special needs population; **BASIC Page 23**
- e. farm workers; **BASIC Page 23**
- f. areas of large tourist population (including annual tourist population); **BASIC Page 23**
- g. non-English speaking populations (including persons where English is not the first language) and persons with hearing impairment or loss **BASIC Page 23**
- h. transient populations; **BASIC Page 23**
- i. mobile home parks and population **BASIC Page 23**
- j. inmate population. **BASIC Page 23**

D. Economic Profile

1. Indicate the economic profile of the county. The following elements should be included in the description:
  - a. employment by major sectors **BASIC Page 24**
  - b. average property values, and; **BASIC Page 25**
  - c. per capita income. **BASIC Page 25**
2. Indicate the potential economic impact (i.e., employment/unemployment, property value/loss tax base, etc.), the county can expect to suffer from the impact of the hazards identified in Section II. A - (Hazard Analysis). The following elements should be included in the description:
  - a. employment by major sectors **BASIC Page 25**
  - b. average property values **BASIC Page 25**
  - c. per capita income. **BASIC Page 25**

E. Emergency Management Support Facilities

Identify the emergency support facilities by geographic location (Maps may be helpful in the presentation). These should include, but are not limited to:

1. critical facilities (i.e., hospitals, law enforcement facilities, fire rescue, shelters, airports, etc.) **BASIC Page 26**
2. logistical staging areas; and; **BASIC Page 28**
3. emergency helicopter landing zones (for Rapid Impact Assessment Teams). **BASIC Page 28**

**III. CONCEPT OF OPERATIONS**

This section of the plan describes the methods for the management of emergency activities during the response, recovery and mitigation phases of a disaster. The major elements of this section should include the structure of the organization, direction and control, and those actions necessary under the four phases of emergency management (preparedness, response, recovery, and mitigation) to ensure an effective emergency management program.

A. Organization

1. Describe the normal day to day management structure that the jurisdiction operates with. This should also include the structure used to coordinate normal day to day mitigation activities (the county daily organizational chart should be included). **BASIC Pages 31-32**
2. Identify key government officials (executive and legislative branches) who will ensure continuous leadership authority and responsibility during emergency situations (identify line of succession). **BASIC Page 42**
3. Describe the emergency management organization system(s) that will be used during an emergency or disaster situation (response, recovery, and mitigation organizational charts and

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diagrams should be included).

- a. Response **BASIC Page 34-37**
  - b. Recovery **BASIC Page 38-40**
  - c. Mitigation **BASIC Page 41**
4. Describe any differences in the management structure pertaining to who is in charge by type of disaster (for example - mass immigration or nuclear power plant event) or organizational changes and by level of disaster (i.e., minor, major or catastrophic). **BASIC Page 33.**
5. Name the lead and support agencies or provide the position title for coordinating the county's emergency management organization matches with the listed emergency support functions. (Counties may elect to display agency/function relationship through a series of matrixes, i.e., response, recovery, and mitigation).
- a. Transportation - **BASIC Page 37**
  - b. Communications **BASIC Page 37**
  - c. Public Works and Engineering **BASIC Page 37**
  - d. Firefighting **BASIC Page 37**
  - e. Information and Planning **BASIC Page 37**
  - f. Mass Care **BASIC Page 37**
  - g. Resource Support **BASIC Page 37**
  - h. Health and Medical **BASIC Page 37**
  - i. Search and Rescue **BASIC Page 37**
  - j. Hazardous Materials **BASIC Page 37**
  - k. Food and Water **BASIC Page 37**
  - l. Energy **BASIC Page 37**
  - m. Military Support **BASIC Page 37**
  - n. Public Information **BASIC Page 37**
  - o. Volunteers and Donations **BASIC Page 37**
  - p. Law Enforcement and Security **BASIC Page 37**
  - q. Animal Protection **BASIC Page 37**
  - r. Damage Assessment. **BASIC Page 40**
  - s. Community Relations **BASIC Page 40**
  - t. Disaster Recovery Centers **BASIC Page 40**
  - v. Unmet Needs **BASIC Page 40**
  - w. Emergency Housing **BASIC Page 40**
  - x. Debris Management **BASIC Page 40**
  - y. Disaster Field Office **BASIC Page 40**
  - z. Mitigation Assessment **BASIC Page 41**
  - aa. Others - **N/A**

B. Preparedness Activities

The preparedness section of the plan should outline those activities the local jurisdiction will undertake to prepare for a response, recovery, and mitigation effort. This section should outline short and long term planning strategies that address training of personnel, exercising of emergency plans and other key issues pertaining to enhancing public knowledge and awareness.

1. General Issues

- a. Identify by, title or position, who is responsible for the development and maintenance of the Comprehensive Emergency Management Plan and ensuring that necessary revisions to this plan are prepared, coordinated, published and distributed. **BASIC Page 6-C**
- b. Identify by, title or position, who is responsible for the preservation of vital records/documents deemed essential for continuing government functions and conducting post-disaster operations. **BASIC Page 45-e**
- c. Describe the county's process for the registration of persons with special needs. **BASIC Page 53-d**

2. Public Awareness and Education

- a. Identify Public Service Announcements that are used to provide public information throughout the year. **BASIC Page 49-3a**
- b. Identify the methods used to provide recovery information to the public, including the location of Disaster Recovery Centers, Recovery Information Centers, and Disaster Legal Assistance. **BASIC Page 49-3b**
- c. Include maps of evacuation zones and routes as part of the public information program. **BASIC Page 50-d**
- d. Identify the methods to communicate to the public information about the hazards and vulnerability of the community. **BASIC Page 46-#2**
- e. Identify the methods to communicate mitigation opportunities to the public, especially disaster victims. **BASIC Page 49-b**

3. Exercise

- a. Identify those agencies, both government and private, which participate in various levels of exercises. **N/A**
- b. Identify the provisions that have been made for inter-agency exercises. **BASIC Page 49-#2**

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- c. Identify the schedule that has been developed for conducting exercises.  
**BASIC Page 49-#2**
- d. Describe how exercises will be evaluated and the steps which will be taken to correct any noted deficiencies.  
**BASIC Page 48-#2**
- 4. Training
  - a. Identify, by title or position, who is responsible for the coordination of the local training program.  
**BASIC Page 47a.**
  - b. Describe emergency management training for all levels of local government (i.e., county, municipal, volunteer groups, etc.)  
**BASIC Pages 47-48**
  - c. Outline the training needs of local personnel staffing federal programs for the following:
    - i. preparedness; **BASIC Page 47**
    - ii. response; **BASIC Page 48**
    - iii. recovery; and **BASIC Page 48**
    - iv. mitigation programs. **BASIC Page 49**
  - d. Identify and develop the training program for mitigation activities.  
**ME Page 8-G.**  
**BASIC Page 49**
  - e. Identify the training program for emergency response and recovery teams.  
**BASIC Pages 47-48**
  - f. Mutual Aid Agreements and Memoranda of Understanding  
  
Describe how mutual aid agreements and memoranda of understanding will be developed, coordinated, assigned and monitored. Include in the description:
    - 1. The method to request mutual aid **BASIC Page 45**
    - 2. The process for responding to a mutual aid request  
**BASIC Page 46**

**IV. FINANCIAL MANAGEMENT**

Local government through the emergency management office should provide training and guidance in basic financial management to all departments and agencies that respond under the provisions of the local Comprehensive Emergency Management Plan. This would include assistance provided under the Statewide Mutual Aid Agreement and under the Emergency Management Assistance Compact (EMAC). They should identify the primary agency responsible for the collection and processing of data used to document expenses and claim reimbursement. Agencies secondary to financial management such as Risk Management, Grants Management, and Engineers/Architects need to also be identified. Appropriate policies, regulations, and standards need to be

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identified.

- A. Who is responsible for financial management during a disaster? **BASIC Page 57-#1**
- B. Identify a specific agency responsible for providing guidance and training. **BASIC Page 57-#3**
- C. Describe the training process including the documentation and reimbursement procedures  
**BASIC Page 57-#3**
- D. Describe your role as an assisting party under mutual aid and the documentation required for billing the receiving party.  
**BASIC Page 57-#5**
- E. Describe types and the purposes of funding agreements and the relationship with the State.  
**BASIC Page 58-#8, 9**
- F. Identify funding sources that provide financial assistance including the local role and responsibility.  
**BASIC Page 58-#8**
- G. Identify the agency responsible for establishing procedures that include processing and maintaining records of all expenditures and obligations for manpower, equipment and materials.  
**BASIC Page 57-#2, 4**  
**BASIC Page 58-#7**
- H. Describe the county's relationship with municipalities in financial management.  
**BASIC Page 58-#10**

**V. REFERENCES AND AUTHORITIES**

This section should list local ordinances which authorize the local government or agencies to assume disaster-related functions and responsibilities.

- A. Identify specific local responsibilities outlined in Chapter 252, Florida Statutes.  
**BASIC Page 59-A**
- B. List applicable ordinances and administrative rules that apply to local emergency management activities.  
**BASIC Page 61-E**
- C. Identify the statutory and administrative authorities that supports fiscal procedures necessary for the implementation of operations during the four phases of emergency management.  
**BASIC Page 60-C**
- D. List all applicable references that apply to the Comprehensive Emergency Management Plan (i.e., Standard operating procedures).  
**BASIC Page 60-D**  
**BASIC Page 61-F**
- E. List specific plans that supplement this Comprehensive Emergency Management Plan that may apply to unique situations or fixed locations. Among these are:

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- |    |  |                        |
|----|--|------------------------|
| 1. | coastal oil spill;                                 | N/A                    |
| 2. | major spill or leak involving hazardous materials; | <b>BASIC Page 13</b>   |
| 3. | mass immigration;                                  | <b>BASIC Page 15</b>   |
| 4. | airports;  | <b>BASIC Page</b>      |
| 5. | dam failure;                                       | <b>BASIC Page 18-c</b> |
| 6. | nuclear power plants;                              | <b>BASIC Page 19-d</b> |
| 7. | ports/marinas; and                                 | N/A                    |
| 8. | others.  | N/A                    |
- F. List mutual aid agreements, memoranda of understanding and any other agreements within the jurisdiction and with other jurisdictions around the state that relate to emergency management activities.  
**BASIC 62-G**

## **ANNEX I: RECOVERY FUNCTIONS**

### **I. INTRODUCTION**

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. This section of the local plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

### **II. GENERAL**

- A. Identify the primary agency or position that will be responsible for providing recovery activities for the county.  
**RE Page 2-A**
- B. Identify those agencies which have support roles and will be involved in recovery.  
**RE Page 3  
Exhibit 1.1**
- C. Identify by title or position the following:
  - 1. Who is responsible for coordinating recovery activities in the county?  
**RE Page 2-A**
  - 2. Who is responsible for activating and managing the emergency operations center activities for recovery, if applicable?  
**RE Page 2-A**
  - 3. Who is responsible for providing liaison activities with the Disaster Field Office and state recovery staff, if applicable?  
**RE Page 2-A**
  - 4. Who is responsible for coordinating recovery activities with the municipalities?  
**RE Page 2-A**
- D. Describe the concept of operations that will be used to administer recovery activities in the local jurisdiction, inclusive of the organization and direction and control of key recovery personnel.  
**RE Page 4 - #8**
- E. Describe the roles, duties and responsibilities of the lead and support agencies.  
**RE Page 5-#9**
- F. Describe how the county will coordinate its recovery activities with its municipalities and the State.  
**RE Page 9-#2**
- G. This section should outline the process for an effective transition from response and recovery operations and administration of state and federal disaster assistance.
  - 1. Describe how the transition between the response and recovery operations will occur.  
**RE Page 9-#3**

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2. Describe how the jurisdiction will coordinate its efforts with the federal and state Disaster Field Office operations. **RE Page 9-#4**
3. Describe the process for obtaining and administering state and federal disaster assistance in the county. **RE Page 9-# 5**

H. Describe county recovery activities for a declared and undeclared disaster.

**RE Page 10-#6**  
**Exhibit 1.3**

### **III. RECOVERY FUNCTIONS**

#### **A. Damage Assessment Functions**

1. Identify the local agency or individuals responsible for Initial Safety and Damage Assessment. **DA Page 1-III**
2. Identify the agency or individuals which have support roles in the Initial Damage Assessment. Include those municipalities which will conduct their own inspection. **DA Page 1-II**
3. Identify roles and responsibilities of the agencies or individuals responsible for Initial Damage Assessment. **DA Page 2- #4**
4. Identify method of data collection and the process for communicating this information to the State. **DA Page 4- #7**
5. Identify method for coordination with the State and federal Preliminary Damage Assessment operations at the local jurisdiction. **DA Page 6-C**
6. Identify methods for assessing economic injury for the local jurisdiction. **DA Page 5- #4**
7. Describe the coordination process with the municipalities in damage assessment. **DA Page 6- #6**
8. Identify any planning assumptions that were considered in the development of the damage assessment process. **DA Page 2-C**
9. Identify the roles and responsibilities of the agencies or individuals responsible for post-disaster habitability inspections. **DA Page 9-b(1)**

#### **STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Establish training procedures for the damage assessment teams to identify duties and responsibilities. **DA Page 7-VI**
2. Describe how the damage assessment team members will be contacted with instructions to report

to work.

**DA Page 2- #2**

3. Damage Assessment should be in the following two components:
  - a. Initial Damage Assessments
    - i. Positions, roles and responsibilities; **DA Page 2- #4**
    - ii. Process to pull teams together; **DA Page 2- #2**
    - iii. Geographic assignments; **DA Page 2- #2-5**
    - iv. Mapping; **N/A**
    - v. Assessment criteria; and **DA Page 3- #5**
    - vi. Reporting format and process. **DA Page 3- #4**
  - b. Preliminary Damage Assessments
    - i. Initial point of coordination between county/state/federal agencies; **DA Page 6-C**
    - ii. Positions, roles and responsibilities; **DA Page 6-V**
    - iii. Geographic team assignments; **DA Page 6-VA**
    - iv. Vehicles, maps, tools; **DA Page 7-VII**
    - v. Assessment criteria; and **DA Page 5-b(1),b(2)**
    - vi. Coordination format and process. **DA Page 4-B**  
**DA Page 6-C**
4. Provide an inventory of personnel, data, equipment and vehicles that will be used for damage assessment, including date of last revision. **DA Page 8-VII**

**B. Disaster Recovery Center (DRC)**

1. Identify by position and title the individual with lead responsibility for coordination with the State, pre- and post-event, on establishment of a Disaster Recovery Center. **DRC Page 2-A**
2. Identify the individual (s) who will have a support role and be involved in establishment of a Disaster Recovery Center. **DRC Page 2-A**
3. Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center. **DRC Page 2-B**
4. Identify local resources which may be informational/referral in the Disaster Recovery Center. **DRC Page 2-C**

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Describe how the disaster recovery center members will be contacted with instructions to report to work. **DRC Page 2-C**
2. Provide an inventory of personnel, data, equipment and vehicles that will be used for disaster

recovery centers, including the date of last revision.

**DRC Page 3-F**

3. Describe the procedures and criteria used to identify a site for a Disaster Recovery Center within the damaged area; pre- and post-event facility selection.

**DRC Page 2-D**

4. Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center.

**DRC Page 2-B**

**C. Infrastructure / Public Assistance**

1. Identify the department within the jurisdiction which has primary responsibility for coordinating the activities required by the Public Assistance program.

**PA Page 1-I**

2. Identify those agencies that have support roles to the Public Assistance program.

**PA Page 1-II**

3. Describe the roles and responsibilities of the primary and support departments.

**PA Page 4-V**

4. Describe the concept of operations that will be used to meet the requirements of the Public Assistance program, including any necessary planning assumptions.

**PA Page 2-IV**

- a. Develop administrative procedures for the following:

- i. Financial transactions, accurate accounting, grants management, document taking and payroll procedures;

**PA Page 4-F**

- ii. Develop support staff for preparing correspondence and maintaining files, and;

**PA Page 4-F**

- iii. Develop procedures for employing temporary staff.

**PA Page 4-F**

5. Identify by position or title the local public assistance coordinator and other staff responsible for implementation of the public assistance process, including project, grant and financial management.

**PA Page 2-IV, A**

6. Identify support positions or support organizations.

**PA Page 2-A**

7. Describe the procedure for the pre-identification of potential applicants for the Public Assistance and Hazard Mitigation Programs, and the system of notification in the event of a disaster.

**PA Page 2-B**

8. Identify by position or title, and agency, the parties that will participate in the kick-off meeting.

**PA Page 3-C**

9. List the principal steps in identifying and funding public assistance projects, which steps will be described in detail in the required standard operating procedures.

**PA Page 3-D**

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Pre-identification of potential applicants for federal infrastructure assistance.
  - a. Positions, roles and responsibilities. **PA Page 4-V**
  - b. Identification of:
    - i. County agencies; **PA Page 2-B**
    - ii. Municipal governments; **PA Page 2-B**
    - iii. Other governmental entities; **N/A**
    - iv. Indian tribes; **N/A**
    - v. Private Non-Profits; **PA Page 2-B**
  - c. Describe means of storing data. **PA Page 3-D**
  - d. Describe process for keeping data current. **PA Page 4-E**
2. Identification of possible infrastructure recovery projects.
  - a. Positions, roles and responsibilities. **PA Page 4-V**
  - b. Key agencies and method of contact. **PA Pages 2B, 3C**
  - c. Reporting process. **PA Page 3-C**
  - d. Representative at applicant briefing. **PA Page 3-C**
  - e. Representative at kickoff meeting. **PA Page 3-C**
  - f. Database and maintenance process. **PA Page 4-E**

**D. Debris Management**

1. Describe positions, roles and responsibilities for emergency debris removal and long-term debris management. **DM Page 3-V**
2. Designate the position and procedures for coordination of federal and state financial assistance and oversight. **DM Page 3-G, PA Page 1-B, Page 2-A**

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Positions, roles and responsibilities. **DM Page 3-V**
2. Describe the planning process to include the following:
  - a. Legal issues and plans; **DM Page 3-H**
  - b. Interagency issues (local and non-local) and plans; **DM Page 2-F**
  - c. Contracting plans; **DM Page 3-H**
  - d. Record-keeping and auditing procedures; **BASIC Page 51-IV**
  - e. Physical debris collection, reduction and disposal process; **DM Page 2-IV**
  - f. Environmental considerations and plans; and **N/A**
  - g. Process for coordinating with state and federal funding agencies.

**DM Page 3-G**

**E. Community Relations**

- 1 Identify the County Community Relations Coordinator who will function as liaison with the Federal Emergency Management Agency/State Team.  
**CR Page 1-IVA**
2. Identify the group or agency that support the Community Relations programs.  
**CR Page 2-B**
3. Describe the roles and responsibilities of the Community Relations Coordinator.  
**CR Page 2-C**
4. Describe the criteria for determining the priorities within the jurisdiction for the Community Relations teams.  
**CR Page 2-D**
5. Maintain a list of key community leaders to be contacted after an emergency regarding community needs.  
**CR Page 3-E**
6. Identify special populations and geographic areas which may require special outreach, in addition to any other unique demographic concerns in the jurisdiction.  
**CR Page 3-F**

**F. Unmet Needs Coordination**

During the Recovery and Long-Term Recovery phase immediate life safety needs have already been addressed. Voluntary organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services.

1. Identify the position of the individual or agency with lead responsibility for coordinating volunteer agencies at the local level on unmet needs.  
**UN Page 2-A**
2. Identify the local individual or agency who will support the coordination of unmet needs.  
**UN Page 2-B**
3. Describe roles and responsibilities of the local individual or agency in the coordination of unmet needs.  
**UN Page 2-C**
4. Identify criteria for the coordination with municipalities on unmet needs.  
**UN Page 2-D**
5. Identify local groups that may be utilized to establish unmet needs committees.  
**UN Page 2-E**
6. Describe the process for identifying local unmet needs (post-event) and process utilized to meet these needs.  
**UN Page 2-F**  
**UN Page 3-G**

7. Describe training and/or seminars available to committee members in the areas of emergency home repair, debris removal, donations warehouse management, processing centers, crisis counseling and other needed assistance. **UN Page 3-H**

**G. Emergency Housing**

Identify the position or local agency that will act as the housing coordinator and liaison with their state counterpart.

**EH Page 1-IVA**

**EH Page 2-# 3**

**STANDARD OPERATING PROCEDURES (SOPs)**

Several of the criterions would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for recovery into Standard operating procedures and then list the Standard operating procedure by reference in the “Reference and Authorities” section of the Comprehensive Emergency Management Plan. Standard operating procedures should not be apart of the Comprehensive Emergency Management Plan, but should be a stand along documents.

A. Describe established policies and procedures for the following recovery functions:  
See “Recovery Functions” Section in CEMP; This section is broken down into separate SOPs for each recovery function.

1. Debris Management;
2. Initial Damage Assessment;
3. Preliminary Damage Assessment;
4. Infrastructure/Public Assistance;
5. Community Relations;
6. Unmet Needs Committees;
7. Disaster Recovery Centers; and
8. Emergency Housing.

B. Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center. **DRC Page 2-B**

C. Describe the procedures and criteria that will be used to identify sites for Disaster Recovery Center within the damaged area. Include pre-event site identification and post-event facility selection. **DRC Page 2-D**

D. Describe the administrative procedures for the following:

1. Financial transactions, accurate accounting, grants management, document tracking and payroll procedures, **BASIC Page 5-IV**
2. Develop support staff for preparing correspondence and maintaining files, and; **BASIC Page 39 #11**
3. Develop procedures for employing temporary staff. **PA Page 4 - F**

E. Describe the procedure for the pre-identification of potential applicants for the Public Assistance and

Hazard Mitigation Programs, and the system of notification in the event of a disaster.

**PA Page 2-B**

**PA Page 3- C**

## **ANNEX II: MITIGATION FUNCTIONS**

### **I. INTRODUCTION**

Mitigation activities are ongoing within a community regardless of the occurrence of a disaster. However, there are certain mitigation activities that occur during and immediately following a disaster that do not otherwise occur within the community's normal day-to-day operations. Annex III, therefore, is separated into three parts. First, general identification and coordination of mitigation activities are listed. Secondly, those activities that are unique for mitigation during a disaster are listed. Finally, those activities that are necessary to promote a successful mitigation program in force during normal day-to-day local operations are listed.

### **II. GENERAL**

- A. Identify the lead agency and position by title responsible for coordinating hazard mitigation activities within the county for both pre-disaster and post-disaster scenarios.  
**ME Page 3-C**
- B. Identify the support agencies and positions by title, responsible to coordinate hazard mitigation activities in the county for both pre-disaster and post-disaster scenarios.  
**ME Page 3-D**
- C. Describe the concept of operations that are be used to administer mitigation activities in the local jurisdiction, inclusive of the organization and direction and control of key mitigation personnel for both pre-disaster and post-disaster scenarios.  
**ME Page 3-E**
- D. Describe how the county will coordinate mitigation activities with its municipalities and the state for both pre-disaster and post-disaster scenarios.  
**ME Page 5-# 2**
- E. List by local government any inter-local agreements, memorandums of understanding, mutual aid compacts or other agreements that exist for other local or state government, volunteer, professional organizations or other individuals to assist in post-disaster mitigation activities, including the administration of substantial damage/substantial improvement determinations under the National Flood Insurance Program.  
**ME Page 5-# 3**
- F. Identify the status of each local government, including the unincorporated county, in the National Flood Insurance Program. [This status may be obtained from the Federal Emergency Management Agency's National Flood Insurance Program Community Status Report.] Identify the local role and participation in support of the federal mitigation efforts that are associated with the National Flood Insurance Program (NFIP).  
**ME 5-# 4**

- G. Identify the process that mitigation assessment teams will use to identify mitigation opportunities that become apparent as a result of disaster damages. (For instance, joining with the damage assessment teams during the preliminary damage assessment process or staffing the disaster recovery centers with mitigation experts).

**ME Page 5-# 5**

- H. Describe the process to be used locally to manage federal, state, regional and local mitigation disaster assistance monies. Identify potential match opportunities for such funding programs. This should include at a minimum how the local government will manage the Public Assistance Mitigation, the Hazard Mitigation Grant Program, and any Emergency Supplemental Community Development Block Grant Disaster Recovery Initiatives.

**ME Page 5-# 6**

### **III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES**

For those communities, which have an adopted and updated Local Mitigation Strategy (LMS), then the following activities shall be considered sufficient and in compliance. The Comprehensive Emergency Management Plan must, however, reference the Local Mitigation Strategy and where within it the activity is addressed. Other parts of the Basic Plan and this Mitigation Annex may also be addressed with a Local Mitigation Strategy, and, if the case, should be appropriately cross referenced. A recognized Local Mitigation Strategy must be consistent with that Local Mitigation Strategy developed according to the Scope of Work for the contract with the Department of Community Affairs in 1998-1999 and submitted to and approved by the Department of Community Affairs. In addition, this Local Mitigation Strategy must be formally revised at a minimum of every four years consistent with the update of this Comprehensive Emergency Management Plan.

- A. Establish or participate on a representative community group to oversee hazard mitigation activities within the county. **LMS Section 1, Pages 3-4**
- B. Describe and evaluate existing municipal and county programs, plans, and policies that involve mitigation activities. Evaluation shall mean assessing the purpose of the programs, plans and policies, identifying conflicts and limitations among them and suggested improvements to them to further hazard mitigation activities. From these, establish the county's hazard mitigation goals. **Section 2, Tabs L and M**
- C. Describe the hazard mitigation activities with which the county is involved. The National Flood Insurance Program and Community Rating System shall be included. Other relevant mitigation activities could include but are not limited to:
  - 1. Public education and awareness of community and individual vulnerabilities and methods to reduce them. Such activities can include:
    - a. newspaper advertisements, announcement, articles, **BASIC Page 43 #3**
    - b. radio spots or commercial, **BASIC Page 43 #3**
    - c. fliers on announcement or bulletin boards, **BASIC Page 44-d**
    - d. fairs, exhibitions, conferences, and workshops, **N/A**
    - e. presentations at public and private meetings, and

**BASIC Page 43 #3**

- f. solicitation for involvement in public policy decisions. **N/A**
- 2. Public involvement in community mitigation activities including:
  - a. participation in a civic group for mitigation **LMS Section 1, Pages 3-4**
  - b. organized mitigation projects **N/A**
- 3. Coordination of mitigating activities between governmental and private agencies:
  - a. resource and information sharing, and **N/A**
  - b. development trends. **N/A**
- 4. Structural hazard mitigation initiatives:
  - a. flood-proofing, **LMS Section L and M**
  - b. wind-retrofitting, **LMS Section L and M**
  - c. stormwater management projects, **LMS Section L and M**
  - d. floodplain management projects, **LMS Section L and M**
  - e. infrastructure hardening, and **LMS Section L and M**
  - f. acquisition and demolition. **N/A**
- 5. Non-Structural
  - a. regulatory:
    - i. zoning, **LMS Section L and M**
    - ii. land development regulations, and **LMS Section L and M**
    - iii. permitting fees. **N/A**
  - b. financial incentives:
    - i. ad valorem tax breaks on retrofitting improvements, **N/A**
    - ii. insurance premium reductions, and **N/A**
    - iii. financing for structural hardening funding. **N/A**
- D. Identify the structures and infrastructure that are vulnerable to the applicable hazards identified in Section II. A (Hazard Analysis) and determine the estimated frequency and costs of damages associated with the hazards. Such structures, infrastructure types and analysis should include, but are not limited to:
  - 1. residential, government, school and commercial structures, and; **LMS Section V Tab P**
  - 2. critical facilities (i.e., utilities, roads, and bridges, etc.). **LMS Section II Tab G**
- E. Based upon the vulnerability assessment and risk analysis, identify appropriate mitigation initiatives to reduce these risks and vulnerabilities. **LMS Section V Tab Q**

F. Identify and prioritize community mitigation initiatives. Identify funding sources for these initiatives. Such funding sources should include, but are not limited to:

1. The Hazard Mitigation Grant Program, **LMS Section V Tab Q**
2. Community Development Block Grant special disaster allocations, **LMS Section V Tab Q**
3. Infrastructure Program - Mitigation, **LMS Section V Tab Q**
4. Technical assistance funding from the Federal Emergency Management Agency, **LMS Section V Tab Q**
5. The Flood Mitigation Assistance Program, **LMS Section V Tab Q**
6. The Emergency Management and Preparedness Trust Fund **LMS Section V Tab Q**
7. The Community Development Block Grant Program, **LMS Section V Tab Q**
8. The Florida Communities Trust, **LMS Section V Tab Q**
9. The Florida Coastal Management Program, **LMS Section V Tab Q**
10. Other funding to support mitigation activities. **LMS Section V Tab Q**

#### **IV. SPECIFIC DISASTER-SCENARIO MITIGATION FUNCTIONS**

##### **A. Mitigation Assessment Function**

This function defines the responsibilities and coordination of the mitigation assessment team and resources that support local agencies, volunteer groups and other organizations in order to perform their mission following an emergency or disaster.

1. Identify the local agency which has primary responsibility for providing emergency mitigation assessment. **ME Page 6-B**
2. Identify those agencies which have support roles and will be involved in mitigation assessment. **ME Page 7-C**
3. Identify duties and responsibilities of the lead and each supporting agency. **ME Page 7-D**
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations. **ME Page 8-E**
5. Identify the position responsible for maintaining and updating the mitigation assessment resource inventory (data, personnel, equipment and vehicles). **ME Page 8-F**
6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for mitigation assessment, including the date of last revision. **ME Page 8-F**
7. Identify any planning assumptions that were considered in the development of the mitigation assessment activities (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

**ME Page 6-A**

8. Establish training procedures for the mitigation assessment teams to identify mitigation opportunities.

**ME Page 8-G**

**B. Funding Function**

Identify the individual by title or agency responsible to complete applications and submit for federal and state disaster mitigation funding.

**ME Page 5-6**

**C. Public Information Function**

Identify the agency or individual by title, who is responsible for providing information to citizens on how they can prevent damages in the future. Media can include Disaster Recovery Centers or Joint Information Centers

**ME Page 7-#1**

**V. STANDARD OPERATING PROCEDURES (SOPs)**

Several of the criterion would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for mitigation into Standard operating procedures and then list the Standard operating procedure by reference in the "Reference and Authorities" section of the Comprehensive Emergency Management Plan. Standard operating procedures should not be apart of the Comprehensive Emergency Management Plan, but should be stand alone documents.

- A. Establish procedures to collect and analyze information relating to vulnerabilities, damage collection and mitigation opportunities.

**ME Page 5-# 5**

- B. Identify procedures to document the locations and causes of damages. Use this information to update the Hazard Identification and Vulnerability Assessment activities required in the Basic Plan.

**ME Page 5-# 5**

- C. Identify procedures to use the mitigation assessment information to identify appropriate mitigation initiatives. Then, review and if necessary, revise, the prioritization system established to accomplish Section III.F., and associated list of prioritized mitigation initiatives.

**ME Page 5-# 5**

- D. Establish training procedures for the mitigation assessment teams.

**ME Page 8-G**

- E. Describe how the mitigation assessment team members will be contacted with instructions to report to work.

**ME Page 4-b**

- F. Provide an inventory of personnel, data, equipment, and vehicles that will be used for mitigation assessment, including the date of last revision.

**ME Page 8-F**

- G. Establish procedures for the post-disaster permitting process.

**N/A**