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Comprehensive

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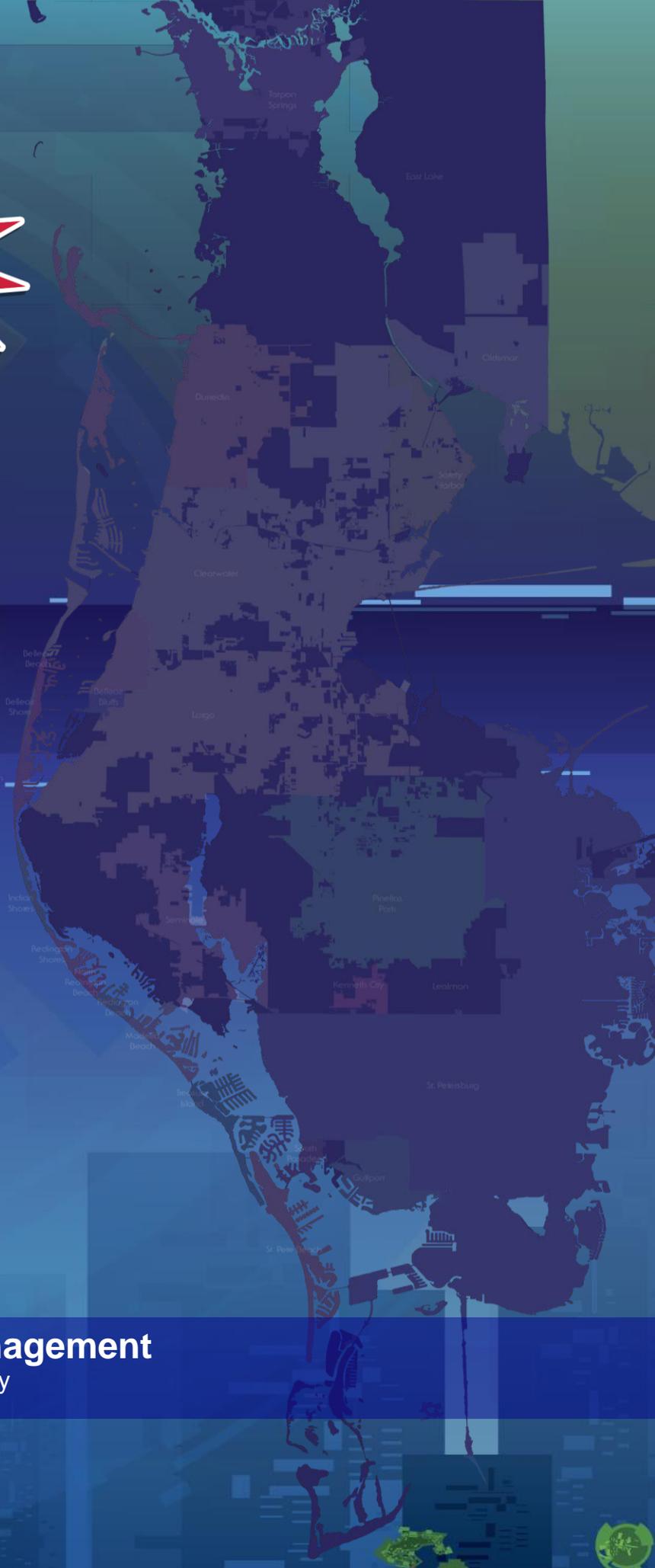
Emergency

M

Management

P

Plan



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April 26, 2017

Honorable Chairman and Members of the Board of County Commissioners
Constitutional Officers of Pinellas County
Mayors of Municipalities
Chairperson of Special Fire Control Districts
Members of the Pinellas County Response Operations Coordination Group
Municipal Emergency Management Coordinators
Directors of BCC Departments/Agencies

This letter serves as the official promulgation of the 2017 update and revision to the Pinellas County Comprehensive Emergency Management Plan (CEMP).

The County Department of Emergency Management, in cooperation with the municipalities, essential non-government agencies and County agencies completed the revision on December 29, 2016. The plan was reviewed and found in compliance with Rule Chapter 27P-6, Florida Administrative Code (FAC) and was approved by the Florida Department of Emergency Management on January 24, 2017.

The Board of County Commissioners, sitting in regular session on April 25, 2017 unanimously passed Resolution XX-XX adopting the CEMP.

Effective immediately, this plan is the official guide for response to, recovery from and mitigation of any disasters or emergency situations of significant or jurisdiction wide impact in Pinellas County. For more information, please contact Pinellas County Emergency Management at (727) 464-3800.

Mark S. Woodard
County Administrator

Authority and Delegation for CEMP Changes

The 2017 Pinellas County Comprehensive Emergency Management Plan supersedes all previous county CEMPs and is effective April 25, 2017.

The CEMP provides guidance to and is applicable to all county Departments, municipalities, special fire control districts, and essential non-government agencies. It is applicable for all planning and coordination on matters that have jurisdiction wide impacts on Pinellas County.

Authority for changes to this plan is delegated to the Pinellas County Department of Emergency Management after coordination with any affected agencies. The Director, Pinellas County Department of Emergency Management is responsible for coordination with affected agencies, and after concurrence, may make changes to this plan without the senior official's signature or Pinellas County Board of County Commissioner's approval. Any such changes will be distributed as indicated in the original distribution list and recorded as a change with appropriate date.

RECORD OF CHANGES

2017 CEMP

CHANGE #	DATE OF CHANGE	POSTED BY	DATE POSTED
1			
2			
3			
4			
5			
6			
7			
8			

Plan Distribution List

Printed copies of the Comprehensive Emergency Management Plan (CEMP) will be distributed to the Pinellas County Board of County Commissioners, County Administration and Pinellas County Department of Emergency Management.

All others will receive electronic PDF copies via email and provided additional access through PCEM's SharePoint site.

Agency:	# Printed Copies or Electronic Files Sent:
Board of County Commissioners	7
County Administration	2
Department of Emergency Management	14
BCC Departments	20
Other County Departments\Agencies	11
Adjacent Counties	3
Municipal Emergency Management Coordinators	24
Special Fire District Emergency Management Coordinators	4
48 th Civil Support Team (FLNG)	1
American Red Cross, Tampa Bay Chapter	1
Area Agency on Aging	1
Auxiliary Communications Service (ACS)	1
Clearwater Gas	1
Department of Health - Pinellas	1
Duke Energy of Florida	1
Florida DEM	1
Florida DEM Area 4 Coordinator	1
Frontier	1
Medical Examiner's Office	1
National Guard	1
Neighborly Care Network	1
NWS Forecast Office Tampa Bay Area	1
Office of the Medical Director	1
Pinellas County School Board	1
Pinellas County Sheriff	3
Pinellas Suncoast Transit Authority	1
Recover Pinellas	1
Salvation Army	1
Sunstar Paramedics	1
Tampa Bay Regional Planning Council	1

Pinellas County Comprehensive Emergency Management Plan

TECO Peoples Gas	1
United Way of Tampa Bay	1
US Coast Guard Air Station Clearwater	1
US Coast Guard, Sector St. Petersburg Group	1

Base Plan

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CEMP Base Plan

1. Introduction

- A. Requirement for the Comprehensive Emergency Management Plan
 - 1) Chapter 252, Florida Statutes, mandates the development of the Pinellas County Comprehensive Emergency Management Plan (CEMP).
 - 2) The CEMP establishes a framework through which Pinellas County and its municipalities prepare for, respond to, recover from, and mitigate the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents of the county.
 - 3) The CEMP provides guidance to county officials on procedures, organization, and responsibilities, as well as providing for an integrated and coordinated local, state and federal response.
- B. The CEMP is the emergency plan
 - 1) The CEMP is the operations plan for Pinellas County in response to a disaster and during the continuing county operations of short term recovery.
 - 2) The CEMP delineates duties to be accomplished and assembles them into functional annexes and appendices.
 - 3) The basic plan introduces how Pinellas County manages its disaster preparations, response, recovery and mitigation actions, it is a broad-brush document.
- C. Annexes
 - 1) The various annexes provide more detail for the functional areas and the specifics of pandemic and terrorism actions.
 - 2) The various Departments, municipalities and organizations listed as having responsibilities in the basic plan and/or the annexes are expected to produce standard operating procedures/guidelines to implement the actions assigned to them.
- D. Methodology
 - 1) Description
 - a) The CEMP describes the basic strategies, assumptions, operational goals and objectives and mechanisms through which the county will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation.
 - 2) Assignment of Responsibilities
 - a) The CEMP assigns responsibility for development of operational guides to various agencies of county government.
 - b) The CEMP also documents additional responsibilities accepted by agencies not under Pinellas County jurisdiction that are vital to the response and recovery effort.
 - c) The CEMP assigns primary and support responsibility for each functional area addressed in the CEMP.
 - 3) Description of Plans

- a) Standard Operating Guide (SOG)
 - (1) An SOG in this context is an operational guide that carries the details of how an agency will accomplish its responsibilities as outlined in the CEMP.
 - (2) In addition, some SOGs such as the Special Needs Program, detail how multiple agencies will carry out a program.
- b) Continuity of Operations Plan (COOP)

A COOP covers how the agency will continue essential operations during an emergency such as a building fire or a hurricane.
- c) Department Emergency Plan (DEP)

A DEP is a marriage of an SOG and a COOP making it a comprehensive plan for response to most any emergency faced by the agency.
- 4) Response vs. Recovery
 - a) The CEMP is a response document; it is not a long term recovery manual.
 - (1) It refers to long term recovery activities by various entities that are delineated in recovery guidance.
 - b) The CEMP is not a mitigation plan.
 - (1) It refers to mitigation activities by various entities that are delineated in mitigation guidance.
 - (2) Short term recovery is defined as those operations which continue following a disaster and whose duration can be measured in days or a few weeks after the disaster.
 - (3) Debris clearance and removal are short term.
 - (4) Rebuilding roads and bridges (infrastructure) is long term.
- 5) Operations vs. Planning
 - a) This is an operations-based plan that addresses emergency protective actions such as evacuation, sheltering, recovery procedures for deployment of resources, and providing disaster relief.
 - b) It calls for annual exercises to determine the ability of the county to respond to emergencies.
 - c) It also defines the responsibilities of county Departments, supporting agencies and non-governmental organizations.
 - d) Additionally, the plan integrates these activities with COOP and the Local Mitigation Strategy (LMS).
- 6) Adopting NIMS
 - a) To facilitate effective operations, and under the authority of Homeland Security Presidential Directive #5 (HSPD #5), the CEMP adopts the National Incident Management System (NIMS) as the comprehensive framework for all response and recovery operations.
 - b) The NIMS enables responders at all levels to work together more effectively to manage incidents no matter what the cause, size or complexity.
 - c) It standardizes organizational structures, processes, procedures, and communications.
 - d) The CEMP encourages its use by all associations, utilities, nongovernmental organizations (NGOs), and private sector emergency management and incident response organizations.

- e) The Pinellas County Board of County Commissioners (BCC) passed Resolution 05-226 on October 4, 2005, adopting and implementing NIMS for all county Departments.
- 7) Plan Maintenance
- a) A formal review and adoption of the Pinellas County CEMP is conducted every four (4) years in accordance with State rules. Florida Statutes, Chapter 252 and Florida Administrative Code (FAC), require a quadrennial review by Florida Department of Emergency Management (FDEM). Upon determination of compliance by FDEM, the FAC further requires that the CEMP be adopted by resolution of the Board of County Commissioners (BOCC).
 - b) The CEMP should be reviewed and revised on a regular basis in order to ensure compliance with current policies and procedures and to maintain preparedness to respond and recover from emergencies. Changes in procedures, lessons learned from previous incidents or events, identification of improved capabilities, and deficiencies for corrective action guide any necessary revisions to the plan. This review is conducted in cooperation with all stakeholder agencies, departments, divisions and municipalities.
 - c) For the plan to be effective, it is vital that all stakeholder agencies, departments, divisions and municipalities participate in the development and update of the plan. PCEM has requested and received from each stakeholder agency, departments, divisions and municipalities a primary and secondary EM Coordinator liaison to work with PCEM on plan coordination, development and maintenance. PCEM is responsible for the oversight of the CEMP development and review process.
 - d) The Annexes and supporting standard operating procedure (SOP) components of the CEMP shall be reviewed and, where necessary, updated annually. All other CEMP components shall be reviewed and updated as necessary to maintain currency with policies and procedures.
 - e) PCEM manages this process by sending out via email request a formal plan review and comment to all stakeholder agencies, departments, divisions and municipalities. Certain stakeholders may be specifically asked and required to provide guidance and changes based changes in procedures, lessons learned from previous incidents or events, identification of improved capabilities, or corrective actions for previously identified deficiencies.
 - f) The final plan is then distributed to all lead and support agencies, municipalities, and other stakeholder agencies as necessary (see page 1 for listing). The plan is always available via our stakeholder SharePoint site. The plan is also available, upon request, to other interested parties.

E. Purpose

- 1) The purpose of this CEMP is to document the plans, agreements and procedures Pinellas County Emergency Management (PCEM) has developed to prepare for, respond to, and recover from the effects of disasters.
- 2) The basic plan provides a road map to the more operationally oriented annexes, appendices and attachments.

- 3) Its primary audience consists of the County Administrator, Board of County Commissioners (BCC), Appointing Authorities, NGOs, their staffs and Department heads.
- F. Annexes - The annexes that are part of this CEMP and the areas covered in each:
- 1) Acronyms & Glossary
 - a) Provides definitions for common acronyms used in Emergency Management.
 - b) Glossary provides a brief definition of words and terms.
 - 2) Communication Annex
 - a) Operational communications
 - b) Public information broadcasts and warnings.
 - 3) Damage Assessment Annex
 - a) Types of damage assessments
 - b) Procedures for reporting
 - 4) Debris Management Annex
 - a) Clearance
 - b) Removal
 - c) Processing
 - d) Disposal
 - 5) Direction and Control Annex
 - a) EM Incident/Event Notification
 - b) Incident Command
 - c) Emergency Operations Center
 - 6) Evacuation Annex
 - a) Evacuation types
 - b) Response Process
 - c) Re-entry
 - 7) Health and Medical Annex
 - a) County-wide Public Health Disaster
 - b) Mass Casualty
 - c) Mass Fatality
 - 8) Logistics Annex
 - a) Logistics Section
 - b) Points of Distribution (PODs)
 - c) County Staging Area (CSA)
 - d) Base Camp
 - 9) Mass Care Annex
 - a) Mass Public Feeding
 - b) Public Sheltering
 - c) Post Disaster Assistance
 - 10) Mutual Aid Annex
 - a) Receiving Mutual Aid
 - b) Deploying Mutual Aid
 - c) Reimbursement Procedures

- 11) Pandemic Annex
 - a) County Goals
 - b) Operational Levels
 - c) Responses
- 12) Power Outages Annex
 - a) Cold Weather Procedures
 - b) Hot Weather Procedures
- 13) Public Works Annex
 - a) Response Actions
 - b) Task Force Teams
 - c) Bridge Operations
- 14) Recovery Annex
 - a) Immediate Emergency Period
 - b) Short Range Restoration Period
 - c) Long Range Restoration Period
- 15) Safety and Security Annex
 - a) Safety
 - b) Security Operations
 - c) Large Scale Civil Unrest
- 16) Search and Rescue Annex
 - a) Operations
 - b) Types of Searches
 - c) Urban Search and Rescue
 - d) Technical Rescue Teams
- 17) Solid Waste
 - a) Operations
 - b) Debris Management
- 18) Terrorism Annex
 - a) Response Organizations
 - b) Operations
- 19) Transportation Annex
 - a) Resources
 - b) Transportation to/from shelters
 - c) Transportation support for medical facilities
 - d) Transportation support for localized events
- 20) Utilities Annex
 - a) Water
 - b) Wastewater
- 21) Volunteers and Donations Annex
 - a) Donated goods
 - b) Donated funds
 - c) Volunteers

G. Scope

This plan is applicable countywide and includes all elected officials, political subdivisions, county Departments and agencies, special fire control districts, other disaster response agencies, non-governmental organizations (NGO), and business and industry.

- 1) Types of hazards
The CEMP describes the various types of hazards that can occur within the county.
- 2) Tasking, direction and control, coordination:
 - a) Identifies selected tasks for response.
 - b) Establishes direction and control.
 - c) Specifies coordination between municipal, county, state and federal agencies.
 - d) Outlines actions necessary for recovery efforts following a disaster.
 - e) Establishes fundamental policies, program strategies and assumptions.
 - f) Defines the responsibilities of county government officials and other organizations.
- 3) Creates the framework for resource use using the NIMS.

H. Development

- 1) Pinellas County developed the CEMP using joint and deliberate planning concepts.
 - a) Joint planning is a coordinated process used by department/division heads, agency directors, key officials, and emergency support functions to determine the best method of accomplishing assigned tasks.
 - b) This is the teamwork portion of emergency planning.
 - c) The deliberate planning process is the direct portion of emergency planning.
- (1) It began in 2010 with the issuance of the State's *Comprehensive Emergency Management Plan Compliance Criteria*, now referred to as the *CEMP Crosswalk* and subsequent guidelines, scopes of work, and correspondence.
- (2) These documents outlined the information that the CEMP needed to address.
- (3) The next step was to compile the needed information from our twenty-four municipalities, along with the special fire control districts, county Departments, and all other organizations supporting the county's integrated emergency response system.
- (4) The result of this process was the previous Pinellas County CEMP.
- 2) Since the planning process is dynamic, emergency management officials meet regularly with emergency coordinators and other critical partners to discuss emergency management matters.
- 3) This plan reflects and documents the resulting planning agreements and processes.
- 4) The principles and procedures utilized to develop this plan were:
 - a) The "All Hazards" approach to planning for disasters
 - b) Rule 27P-6 of the State of Florida
 - c) Lessons learned from previous disasters and exercises
 - d) Local resources and capabilities
 - e) Long established working agreements

- f) Input and expertise of the municipal emergency management coordinators, emergency support function emergency management coordinators, county Departments and the LMS workgroup
- 5) This update to the CEMP is a refresh.
 - a) Annexes were updated to reflect new department organizational structures, names and functional contractual changes.
 - b) The concept of the CEMP is that it is a document assigning responsibility for specific preparedness, response, recovery and mitigation actions to various county agencies.
 - c) The details of how those responsibilities are accomplished are then drafted by the various agencies in Standard Operating Guides (SOG), which flow from the responsibilities in the CEMP.
 - d) The CEMP is a strategic plan.
 - e) The SOGs are more tactical.
 - f) Since these tactics will be regularly modified, the SOGs are maintained by the various agencies and are not included in the CEMP.
- 6) The PCEM Emergency Management Coordinator for planning is responsible for the development and maintenance of the CEMP and ensuring that necessary revisions to the plan are prepared, coordinated, published and distributed.

2. Situation

A. General Description of Pinellas County

- 1) Pinellas County is in the unique situation of being a peninsula on a peninsula (the state of Florida) surrounded on three sides by water.
- 2) Four of the five main connections to the county are over bridges. The county is the second smallest in the state but the most densely populated.
- 3) There are numerous barrier islands that have been built up with condominiums and hotels.
- 4) The county is largely built out so there is little undeveloped space.
- 5) A population of nearly one million people, is compounded by seasonal winter residents and the large number of tourists that visit annually.
- 6) There are over 340 licensed healthcare facilities in the county, one of the highest numbers in the state.
- 7) Hurricane surge areas cover large portions of the county and residents leaving the county must evacuate through neighboring counties that also evacuate for storm surge.
- 8) Complicating any emergency planning, response and recovery effort is the political jurisdictional situation with 24 municipalities, 16 fire departments, 11 police departments and a sheriff's office.
- 9) The municipalities range from a population of 107 in Belleair Shore to St Petersburg with a population of 256,681.
- 10) Geography

Pinellas County Comprehensive Emergency Management Plan

- a) Pinellas County is a peninsula located on the west central coast of Florida, surrounded by the Gulf of Mexico to the west and Tampa Bay to the east.
- b) It is the second smallest Florida County with 280 square miles.
- c) Forty percent of the land area is within the 100-year floodplain and some suburban developments located adjacent to larger tracts of undeveloped parkland are vulnerable to potential wildfire.

11) Land Use

- a) Pinellas County has approximately 22% land area in high density residential; 9% in medium density and 20% is considered low density.
- b) A relatively high percentage (13%) is held in Conservation (including Honeymoon Island State Park and county parks) with 7% in Public/Government properties and 8% Recreational including the Pinellas Trail.
- c) Approximately 5% is Commercial property and 6% is Industrial.

12) Demographics

- a) Pinellas County has the sixth largest population in Florida, with an estimated 925,030 permanent residents, and a large winter season population.
- b) Pinellas County also hosts an annual total of 6 million tourists throughout the year
- c) Age Distribution

Table 1. - 2014 Est. Population by Age

Age Group	Total	Percent
Age 0 - 19	178,912	19.3
Age 20 – 34	152,537	16.4
Age 35 – 54	249,699	26.9
Age 55 - 64	139,828	15.1
Age 65 and over	204,054	22
Median Age	46.9	

Source: 2010-2014 ACS 5yr estimate Census

13) Physical Distribution

- (1) A large number of people in Pinellas County have chosen to live in lower density communities of primarily single-family homes.
- (2) Studies reveal that over 40 percent of the residences in the county are located in multi-family dwellings.
- (3) Residential development in Pinellas County as a whole, therefore, is not overwhelmingly single-family, although it may appear that way to the casual observer since 49 percent of the county is devoted to single-family homes and mobile homes.
- (4) The county houses 3,267 people in local jails.
- (5) The special needs population consists of 7,416 people in nursing homes and about 3,000 in non-institutional group quarters.

14) Density

- (1) This development pattern has resulted in a gross population density for Pinellas County of 3,378 persons per square mile in 2014.

- (2) This is slightly higher than the average gross population density for the 50 largest urbanized areas in the U.S. in 2010, which was calculated at 2,943 persons per square mile.

15) Language

- (1) 86.6% of residents speak English at home.
- (2) 6.2% of residents speak Spanish at home.
- (3) 4.7% of residents speak another Indo-European language at home.
- (4) Another 2.0% speak an Asian or Pacific Island language or another language at home.

16) Disabilities

- (1) 4.9% of residents have a hearing disability.
- (2) 2.8% of residents have a vision disability.
- (3) 5.5% of residents have a cognitive disability.
- (4) 8.1% of residents have an ambulatory disability.
- (5) 3.2% have self-care difficulty.
- (6) 6.8% have an independent living difficulty.

(Source: U.S. Census Bureau, 2015 American Community Survey 1-Year Estimates)

17) Real Estate

Table 2. - Residential Median Home Price

Tampa/ St. Pete/ Clearwater MSA*	Median Sale Price
Dec. 2015	\$173,000
Dec. 2014	\$157,500
Dec. 2013	\$150,000

Source: National Association of Realtors
 * MSA encompasses Hernando, Hillsborough, Pasco and Pinellas Counties

Table 3. - Retail Real Estate

	Total Rentable	Vacancy Rate	Lease Rate
2014 4Q	54,296,527	6.6%	\$13.57
2013 4Q	54,050,594	7.2%	\$13.19
2012 4Q	54,017,210	7.9%	\$13.06

Source: Co-Star (9-24-2015)

18) At - Risk Population

- (1) An estimated 588,434 residents are considered “population-at-risk” for a worst-case Category 5 hurricane scenario.
- (2) The figures below depict the cumulative numbers of people who would have to evacuate based on the severity or category of the hurricane.
- (3) These estimates represent a significant (10-13%) decline in risk population from 2004 primarily due to the redefinition of evacuation zones to a very detailed, parcel based delineation of evacuation levels.
- (4) Approximately 60% of the county’s 918,496 permanent residents are vulnerable to the storm surge of a major hurricane. (2010)

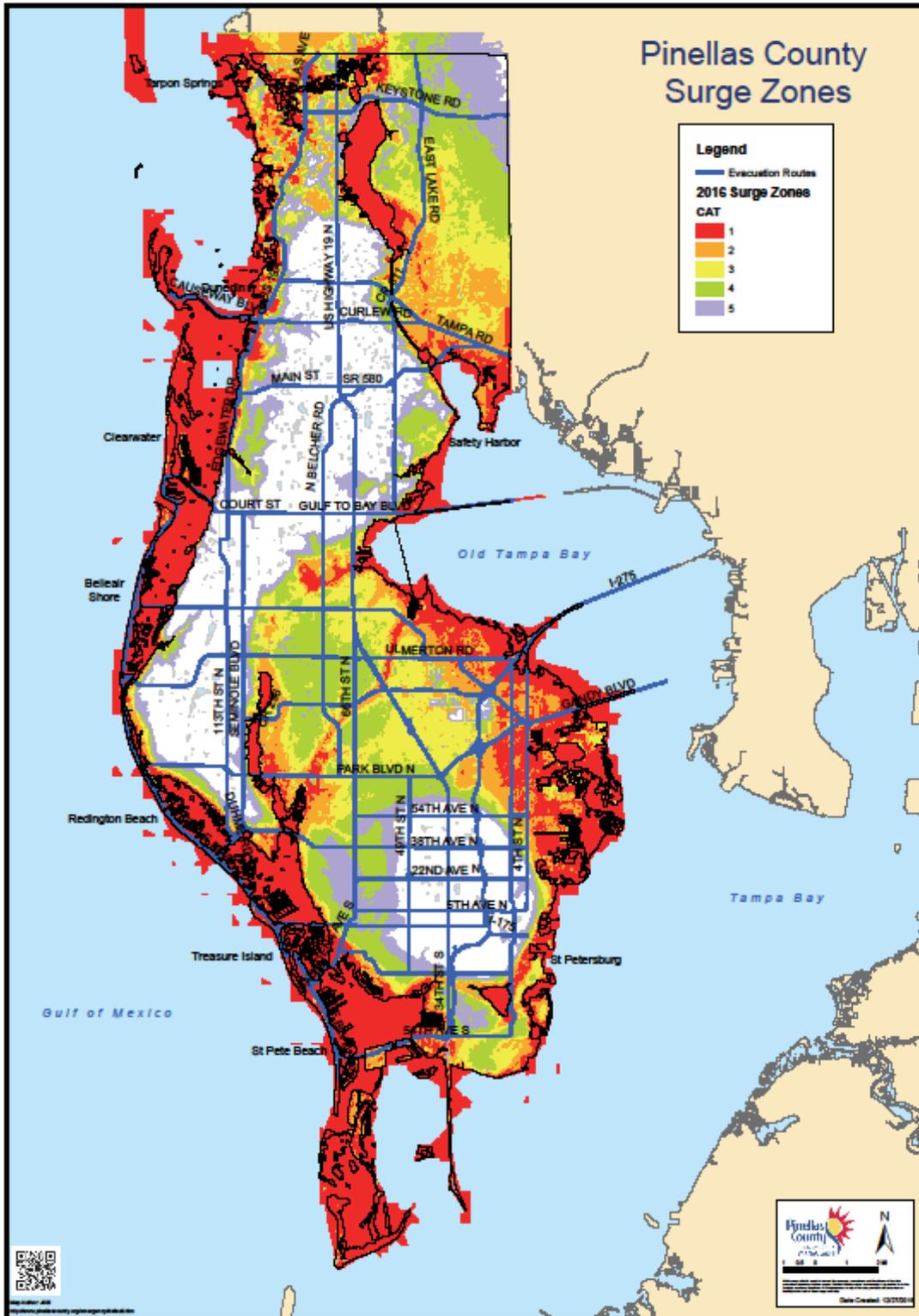


Figure 1 – Pinellas County Storm Surge

Pinellas County Comprehensive Emergency Management Plan

<i>Hurricane Evacuation Zones- Numbers Cumulative</i>							<i>Co. Total</i>
	A	B	C	D	E	Non-Evac	Total
Population	288,015	371,512	453,659	541,467	588,434	340,513	928,947
Housing							
Permanent Occupied Units	86,767	150,215	210,374	250,483	278,679	189,316	467,995
Mobile Home Units	44,466	44,466	44,466	44,466	44,466	0	44,466
Hotel/Motel Units	8,781	11,723	13,623	14,649	14,745	5,852	20,597
Healthcare Facilities							
Hospitals	1	4	4	6	6	9	15
ER Beds	18	35	35	82	82	257	339
Total Beds	300	1,204	1,204	1,623	1,623	2,872	4,495
Skilled Nursing Facilities	9	18	29	35	42	30	72
Resident Beds	1,127	2,122	3,384	4,407	5,260	2,910	8,170
Assisted Living Facilities	6	23	54	77	95	116	211
Resident Beds	470	944	2,393	3,297	3,804	4,232	8,036
Ambulatory Surgical Centers	0	2	6	7	9	16	25
Beds	0	21	78	95	109	319	428
Adult Day Care Centers	0	1	1	1	2	5	7
Clients	0	35	0	0	59	181	240
Residential Treatment Facilities	0	1	3	3	4	6	10
Resident Beds	0	8	34	34	47	94	141
Facilities for Developmentally Disabled	0	1	2	2	4	2	6
Resident Beds	0	24	30	30	94	12	106
Dialysis Centers	0	1	2	4	4	12	16
Stations	0	12	32	70	70	225	295
Government Facilities							
Municipal Police Stations	6	6	9	11	12	5	17
Correction Facilities	0	1	1	1	1	0	1
Sheriff's Office Facilities	0	0	2	2	2	2	4
Fire Stations	12	22	29	36	39	24	63
Municipal EOCs	12	15	25	34	38	35	73
Risk Shelters	0	1	3	8	12	19	31
PC Radio Systems	2	4	4	4	5	5	10
Educations Facilities							
County Schools	5	17	37	58	72	60	132
Private Schools	6	9	17	25	29	44	73
Colleges/Universities	3	6	7	8	12	8	20
Utilities							
Telephone Facilities (Switching Station)	7	14	20	22	23	17	40
Power Facilities	1	5	6	7	7	5	12
Water Treatment Plants	0	0	0	0	1	0	1
Waste Disposal Facilities							
Waste Water Treatment Facilities	0	1	1	2	2	0	2
Critical Pumping Stations	3	6	9	10	11	4	15
Critical Lift Stations	5	5	5	6	6	0	6
Transportation							
Primary Bridges	5	6	6	6	6	0	6
Airports	1	2	2	2	2	1	3

Table 4. - Pinellas Evac Study - 2010

19) Mobile Home Communities

- (1) Mobile home communities (all of them developed after World War II) are located throughout Pinellas County and accounted for 9.3 percent of the County’s housing stock in 2010, about 47,000 homes.
- (2) Continued urbanization has increased pressure to redevelop mobile home communities to other uses, especially where older communities are located on valuable waterfront property or along major highways.
- (3) In the past few years, almost 5,000 mobile home sites have been redeveloped to other uses in Pinellas County.
- (4) Where mobile home communities have been redeveloped to other types of residential uses, this redevelopment has usually occurred at densities comparable to or less than the community it replaced.
- (5) These mobile home communities are a source of affordable housing that is increasingly difficult to find for households below the county’s median income.
- (6) One major drawback of older mobile homes is their susceptibility to wind damage, although newer manufactured homes constructed using the more stringent building standards imposed after Hurricane Andrew are much less susceptible to storm damage than older units.

20) Tourism

- a) Important to Pinellas County are the transient accommodations and businesses that support the tourism industry.
- b) These uses are located primarily on or near the Gulf beaches and establish a specialized employment district that centers on the barrier island communities from St. Pete Beach to Clearwater Beach.

Table 5. - Tourism Establishments

2012	Number of Establishments	Seats/Units
Restaurants	2,054	199514
Hotels	84	9,481
Motels	235	10,231

Florida Dept. of Business and Professional Regulation (2014-2015)

21) Natural Areas and Open Space

- a) Roughly 21% of Pinellas County (or 36,394 acres) is devoted to public or private open space, natural preserves, parks, trails, golf courses, and recreation facilities.
- b) Although not included in this acreage figure, the Gulf beaches represent perhaps the most significant component of the County’s open space inventory.
- c) Of this space, 85% is in public ownership, while the remainder is in private ownership and may or may not have the potential to be developed for other uses.
- d) These open space areas are located throughout the municipalities and the unincorporated communities, and represent one of the most critical building blocks of a livable community.
- e) While the larger preserves tend to be located on the periphery of the urbanized areas (e.g. Brooker Creek, Weedon Island, Gateway, Shell Key, Caladesi Island, and Anclote Key), most of the public and private open space is embedded within the urban fabric of the county and provides a number of benefits to residents,

visitors, and the natural environment that enhance the livability of the county's many communities.

- f) Strict policies for managing these areas to reduce the vulnerability to wildfire are enforced.

22) Topography

- a) The elevation of Pinellas County ranges from Mean Sea Level (MSL) to 110 feet.
- b) The county is divided into five different topographic features that also correspond to elevation: the ridge, which consists of gently rolling hills, with elevations between 40 and 110 feet; the transition area, with elevations between ten and 40 feet; the flood plain, with elevations between zero and ten feet; the barrier islands, with elevations between zero and ten feet; and the coastal filled areas, that have elevations between zero and five feet.
- c) The filling of selected waterfront areas in Pinellas County began in 1920, as a means of providing commercial and residential real estate for construction.
- d) Since that time, approximately 4,790 acres of water surrounding the Pinellas Peninsula have been filled. The most extensive filling was done in Boca Ciega Bay, where 25% of the Bay, or approximately 2,506 acres were filled.
- e) This practice has been discontinued.
- f) There are 588 miles of coastline with 35 miles of sand beaches.

23) Rivers and Creeks

- a) Pinellas County has only one river, the Anclote.
- b) It exits into the Gulf of Mexico and is located in the extreme northern portion of the county, in the Tarpon Springs vicinity.
- c) There are numerous creeks and drainage channels in the county.

24) Lakes

- (1) Lake Tarpon is the largest lake in the County, covering 2,534 acres (approx. 4 sq. mi.).
 - 1. It is fed by groundwater and at the surface by Brooker Creek.
 - 2. Until 1967, the lake had a hydrological connection to Spring Bayou (eventually flowing into the Anclote River) but was subsequently damned off by the US Army Corps of Engineers in order to control saltwater intrusion into Lake Tarpon.
 - 3. A controlled height canal is an outfall for the lake into Tampa Bay near the City of Safety Harbor and is used to maintain the water level at approximately 3.1 feet above mean sea level.
- (2) Lake Seminole is 980 acres in surface area (approx. 1.5 sq. mi.) and was formerly an estuary at the end of Long Bayou. Only about five feet deep, many outfalls from the western shoreline empty into the lake.
- (3) Lake Maggiore is 380 acres in size and ten feet deep.
- (4) Other large lakes in the County include:
 - 1. Salt Lake, 220 acres (0.34 sq. mi.);
 - 2. Lake Del Oro, 75 acres (0.12 sq. mi.);
 - 3. Alligator Lake, 77 acres (0.12 sq. mi.);

25) Islands

- (1) There are a series of barrier islands in close proximity to the mainland coast.

- (2) These islands extend about 34 miles along the western coastline of the county.
- (3) With the exception of Anclote Key, all barrier islands are connected to the mainland by a series of 14 causeways and bridges.
- (4) With the exception of Honeymoon and Caladesi Islands (part of the state parks system), the barrier islands are densely populated and completely built out.
- (5) Their population consists of single-family houses, hotels/motels, condominiums and mobile home parks.

26) Climate

- (1) The climate in Pinellas County is subtropical marine, characterized by long, humid summers and mild winters.
- (2) Rainfall is abundant, especially during the summer months.
- (3) The annual average rainfall is 51.9 inches, mostly occurring during June through September.
- (4) The driest months of the year are April and November.
- (5) Snowfall in Pinellas County is very rare.
- (6) The maximum recorded monthly accumulation of snow was two inches in January, 1977.
- (7) Temperature
 - 1. The average annual temperature is 74.1 degrees Fahrenheit.
 - 2. The average high is 81.7 Fahrenheit and the average low is 60.6.
 - 3. In the winter months, the normal daily fluctuation in temperatures is from the low 50s to the low 70s.
 - 4. In the summer months, the temperatures range from the low 70s to the mid-90s.

B. Economic Profile

1) Employment by Industry

Table 6. - 2014 Employment by Industry

Business Description	Total Businesses	Total Employees	Employees per Business
All Industries	30,631	380,582	13
Agriculture	22	37	3
Mining	8	9	1
Utilities	39	1,634	42
Construction	2,215	14,805	7
Manufacturing	1,021	28,515	28
Wholesale trade	1,341	14,423	11
Retail trade	3,597	50,288	14
Transportation & warehousing	415	3,928	10
Information	393	10,668	27
Finance & insurance	1,827	24,339	13
Real estate & rental/leasing	1,599	6,791	4
Professional & technical services	4,067	28,669	7
Management of companies/enterprises	146	8,989	62
Administrative & waste services	1,780	26,553	15

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Education services	384	6,689	17
Health care & social assistance	3,251	67,654	21
Arts, entertainment, & recreation	404	6,969	17
Accommodation & food services	2,098	43,853	21
Other services, except public admin	2,387	18,226	8
Unclassified	24	NA	Na

Source: US Census, 2014 County Business Patterns

2) Employers

Table 7 - Pinellas County's Largest Private Employers - 2015

Business Name	City	Description	Employees
Raymond James Financial	St. Pete	Securities Brokerage	3,500
Home Shopping Network	St. Pete	Television Broadcasting	2,800
Spectrum	St. Pete	Telecommunications Carriers	2,000
Fidelity Information Svc	St. Pete	Data Processing & Related Svcs	1,800
Nielsen Media Research	Oldsmar	All Other Publishers	1,800
Jabil Circuit Inc	St. Pete	Other Electronic Component Mfg	1,600
Tech Data Corp	Clearwater	Computer & Software Merchant	1,500
Honeywell Aerospace	Clearwater	Electric Equip & wiring Merchant	1,500
ThinkDirect Marketing Group	Clearwater	Telemarketing Bureaus & Contact Centers	1,000
Ceridian Benefits Services	St. Pete	Pension Funds	1,000
Cox Target Media Inc	Largo	Direct Mail Advertising	1,000
Macys Credit Operations, Inc	Clearwater	Financial Trans. Processing & Clearing	1,000
Duke (Progress) Energy Florida Inc	St. Pete	Electric Power Distribution	1,000
Conmed Linvatec	Largo	Surgical & Medical Instrument Mfg	970
Transamerica Life Insurance	St. Pete	Insurance Agencies & Brokerages	900
Franklin Templeton Invest	St. Pete	Misc Intermediation	900

Source: Pinellas County Economic Development (2015)

Table 8. - Top 10 Companies Based on Total Revenue

Company	City	Product	Revenue (millions)
Tech Data	Clearwater	Computer Distribution	\$ 26,400
Jabil Circuit	St. Petersburg	Electronic Components Mfg.	\$ 17,900
Raymond James Financial	St. Petersburg	Financial Service	\$ 5,300
HSN	St. Petersburg	Online Shopping	\$ 3,700
Frank Crum	Clearwater	HR Outsourcing Solutions	\$ 1,400
American Strategic Insurance	St. Petersburg	Insurance Carrier	\$ 1,200
Marine Max	Clearwater	Retail Recreational Watercraft	\$ 751
Catalina	St. Petersburg	Personalized Digital Media	\$ 722
Modern Business Associates	St. Petersburg	HR Outsourcing Solutions	\$ 623
Triad Retail Media	St. Petersburg	E-commerce Media Programs	\$ 502

Source: Florida Trend 2016

Table 9. - 2014 Estimated Income

2008 Estimated Income	
Mean Household Income	\$64,834
Median Household Income	\$45,574
Per Capita Income	\$29,617

Ref: American Community Survey: 2010-2014 5-Year Estimates

C. Hazard Analysis

1) General

- a) Pinellas County is very exposed to regular tropical storms and hurricanes as evidenced by the fact that we have a recognized and observed hurricane season that extends from June 1 through November 30, fully half the year.
- b) There is a very active thunderstorm season during the summer.
- c) There is an average of 85.1 thunderstorms a year.
- d) Most occur during the months of June through September.

2) Flooding

- a) Pinellas County is affected by two types of flooding: coastal flooding primarily due to storm surge from tropical depressions and inland flooding from rainfall in sufficient quantities to overcome natural and manmade drainage provisions.
- b) Most often, coastal and inland flooding occurs in conjunction with severe tropical storms and hurricanes.
- c) Flooding is categorized as a single hazard.
- d) Nevertheless coastal and inland flooding will be profiled here separately since they can occur independently.

3) Coastal Flooding.

- a) Coastal flooding from storm surge is by far the most dangerous of the tropical depression hazards, historically causing nine out of ten hurricane related deaths.
- b) This surge, when coupled with the breaking waves, will cause great destruction.
- c) The more intense the hurricane and the closer to perpendicular its track is in relation to the coastline, the higher the storm surge and resulting destruction will be.
- d) Also impacting on the height of storm surge is the depth of the water along a threatened coastline.
- e) Because of the high shoaling factor (shallow water and gradual slope of the Gulf bottom) off the central west coast of Florida, Pinellas County will receive higher surges than those in other coastal areas.
- f) Coastal flooding will occur from two primary sources, independent of each other or in combination.
 - 1. High tides occur periodically and may be exacerbated by sustained on shore winds.
 - 2. Tropical storms, being atmospheric depressions, push an amount of water before them which is known as storm surge.

4) Inland Flooding

- a) Inland flooding will occur as a result of heavy rains.
- b) The runoff from the rains will either be contained in a manmade drainage system or it will flow down along natural topographical features to the Gulf or Tampa Bay.
- c) When either drainage system is overwhelmed by the amount of rain that falls, the result will be inland flooding.
- d) The flooding can be accompanied by fast moving water, as it seeks the natural low points, or it can be fairly stagnant, if it is contained in a basin without an easy outlet.

- 5) Storm Winds
 - a) Storm winds are those winds which the average private and public structures, infrastructure, and vegetation are not able to withstand without suffering damage.
 - b) The source of these winds can be tropical storms, hurricanes, or tornadoes.
 - c) Typical effects of storm winds are that trees are blown down or uprooted, signs of all sorts are torn from their supports, traffic control lights and power lines are blown down, and buildings are damaged or destroyed.
- 6) Erosion
 - a) Pinellas County is a peninsula on the Florida Peninsula and has a total of 587.77 miles of coastline.
 - b) Pinellas County also has 35 miles of fine sand beaches.
 - c) Coastal erosion events occur on an annual basis, including many small events and an occasional large impact event connected with a tropical storm or hurricane.
 - d) Beach re-nourishment projects are common along the Gulf beaches.
- 7) Wildfire
 - a) Although some suburban developments located adjacent to larger tracts of undeveloped parkland are vulnerable to potential wildfire, careful and conscientious land management policies have rendered this threat minor.
- 8) Disease and Pandemic Outbreak
 - a) Recent avian and swine influenza outbreaks have heightened the awareness and concerns about pandemic incidents.
 - b) The Department of Health – Pinellas (DOH - Pinellas) is the lead for pandemic planning and response.
- 9) Manmade
 - a) From a technological or manmade perspective, hazardous materials incidents are the most likely to occur.
 - b) In 1986 and 1988, two major chemical fires occurred, both involving chlorine.
 - c) Smaller events occur weekly ranging from small industrial spills to punctured gas lines.
 - d) In addition to land based hazardous materials' spill, this category would include:
 1. Coastal oil spill.
 2. Critical infrastructure disruption (computer threat, gas pipeline disruption, etc.).
 3. Special event (dignitary visit, triathlon, spring break, etc.).
 4. Major transportation incident.
 5. Civil disturbance.
- 10) Terrorism
 - a) Events of recent years have heightened concerns over terrorist attacks nationwide. Especially, lone wolf attacks which are hard to detect beforehand.
 - b) The goal of a terrorist incident is to induce terror in the population.
 - c) Thus any area of the country or economy is a potential target.
 - d) Pinellas County has no history of terrorist incidents.

D. Planning Assumptions

In order to define the operational concepts to be incorporated into the CEMP and to assign responsibility to responsible agencies for its implementation, the following assumptions are made:

1) Preparedness

- a) A disaster may occur with little or no warning, and may escalate more rapidly than the ability of any single local response organization or jurisdiction can manage.
- b) A disaster or major emergency will endanger public safety, damage property, and disrupt community services.
- c) The level of impact will vary in location, type and magnitude.
- d) This variability will necessitate a flexible approach to implementation of the CEMP and the associated emergency operations.
- e) Resources within the county, as indicated within this plan, will be available. If sufficient resources are not available within the county, assistance can be obtained from State sources after the BCC declares a State of Local Emergency (SLE) and the county requests such assistance.
- f) The staff, resources and personnel of the responsible county agencies will be available to implement the CEMP.
- g) Advanced planning by county agencies will be conducted to ensure that alternate staff, facilities and resources will be available in the event of damage or disruption to those normally utilized.
- h) Protective actions, including evacuation and/or sheltering-in-place, may be necessary for public protection.
- i) These protective actions may be pre-planned for known hazard areas, or could require unplanned, but controlled operations.
- j) Protective actions for the public could potentially involve thousands of individuals, and it is assumed the public will attempt to comply with all protective action instructions
- k) Persons needing transportation to a shelter or other special care will generally contact their local fire department or special fire control district prior to hurricane season for registration as a “special needs” person.
- l) County agencies and their staff will cooperate in all aspects of the emergency operations incorporated into the CEMP, and will attempt fully to implement their primary and/or support roles whenever necessary
- m) Municipalities have developed emergency plans and have the capability to execute them.
- n) Facilities, institutions, or locations that are required by statute or other standards to have emergency response plans and procedures, including those for protective actions, will develop and maintain those plans and will implement them effectively whenever needed.
- o) The residents, visitors, businesses and institutions in the county will have a substantial need for information and instruction before, during and after disaster events.
- p) Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations.

- q) This level of preparedness requires continual public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability especially during the initial 3-5 days after disaster impact.
 - r) It will be necessary for the county to participate with other organizations and levels of government to ensure timely, consistent and accurate information is released within the jurisdiction.
 - s) The county does not depend on other jurisdictions for any critical resources outside of the normal escalation process when local resources are overwhelmed.
 - t) Upon the declaration of a state of local emergency, resource assistance will be expected from the state and will occur upon the governor's emergency declaration.
- 2) Response
- a) Disaster conditions may require the county to fulfill emergency response and disaster recovery operations independently and without assistance for up to 72 hours following impact of the event.
 - b) Local emergency management agencies will initiate actions toward saving lives and protecting property while working to maintain direction and control through their emergency operation centers (EOC).
 - c) A county emergency operations center will become the central point of coordination for local response and recovery activities; depending on the circumstances, it may also become the central point for control and command.
 - d) Government officials will work toward re-establishing order and control in the disaster area.
 - e) Evacuation and sheltering will rely upon county-wide coordination and the best available shelter operations.
 - f) Evacuation and sheltering strategies rely upon citizen cooperation with evacuation and best available shelter options due to the shelter deficit and transportation system limitations.
 - g) Municipal governments will use available resources before requesting county assistance.
 - h) When county resources and capabilities are exhausted, additional resources will be requested through state mutual aid agreements and federal assistance.
- 3) Recovery
- a) Each eligible entity will document and seek reimbursement, as appropriate, for their own expenses incurred during disaster operations.
 - b) Following a major disaster impacting substantial areas of the county, it will be necessary for county officials to actively engage in county, state and federal disaster recovery and relief operations to ensure the interests and welfare of the disaster victims within the county are effectively represented.
 - c) Following the impact of a disaster, significant modifications in normal county agency operations will be necessary to assist disaster victims, restore community services, coordinate debris removal, and similar operations.
 - d) County agencies may be required to employ temporary staff, use alternate facilities, or deliver services directly to damaged areas.
- 4) Mitigation
- a) A disaster situation may require county agencies to prioritize operations in accordance with their individual COOPs and by county leaders at the time.

- b) During recovery from a disaster, mitigation will be an important factor.

3. Concept of Operations

A. Normal Government Structure

- 1) Figure 1 illustrates the organizational chart for normal, day-to-day operations of Pinellas County government.
- 2) It changes over time and a current version is available at:
<http://www.pinellascounty.org/budget/GeneralOrgChart.pdf>
- 3) However, when a disaster affects the county, some modifications to the normal county organization are necessary in order to achieve more effective direction and control of available resources.
- 4) For example, some of the constitutional officers are assigned responsibilities in this plan to combine their resources with other organizations following the direction and control of the BCC.
- 5) The Sheriff's Office facilitates all law enforcement activities and coordinates with municipal, state and federal law enforcement agencies.
- 6) The Property Appraiser, Risk Management, and the Building Department may have joint responsibilities for damage assessment.
- 7) The Pinellas County School Board (PCSB) has broad responsibility for emergency sheltering and transportation.
- 8) These are some examples when traditional organizational roles have to be modified to meet the extraordinary needs of the community.

B. Emergency Structure

- 1) Pinellas County's first response agencies are organized using the National Incident Management System (NIMS).
- 2) When an emergency is within the capabilities of the jurisdiction such as a house fire or vehicle crash, the Incident Commander (IC) controls the emergency.
- 3) The IC provides direction and control at an incident command post.
- 4) The organization grows as the incident grows.
- 5) A unified incident command may be used if more than one jurisdiction is involved.
- 6) If the emergency is beyond the capability of the first response organizations, Pinellas County may activate the EOC and this plan.
- 7) More local, state, and federal resources will be added using the modular concepts of the NIMS as the disaster escalates.

Figure 2. - Pinellas County Organization Chart

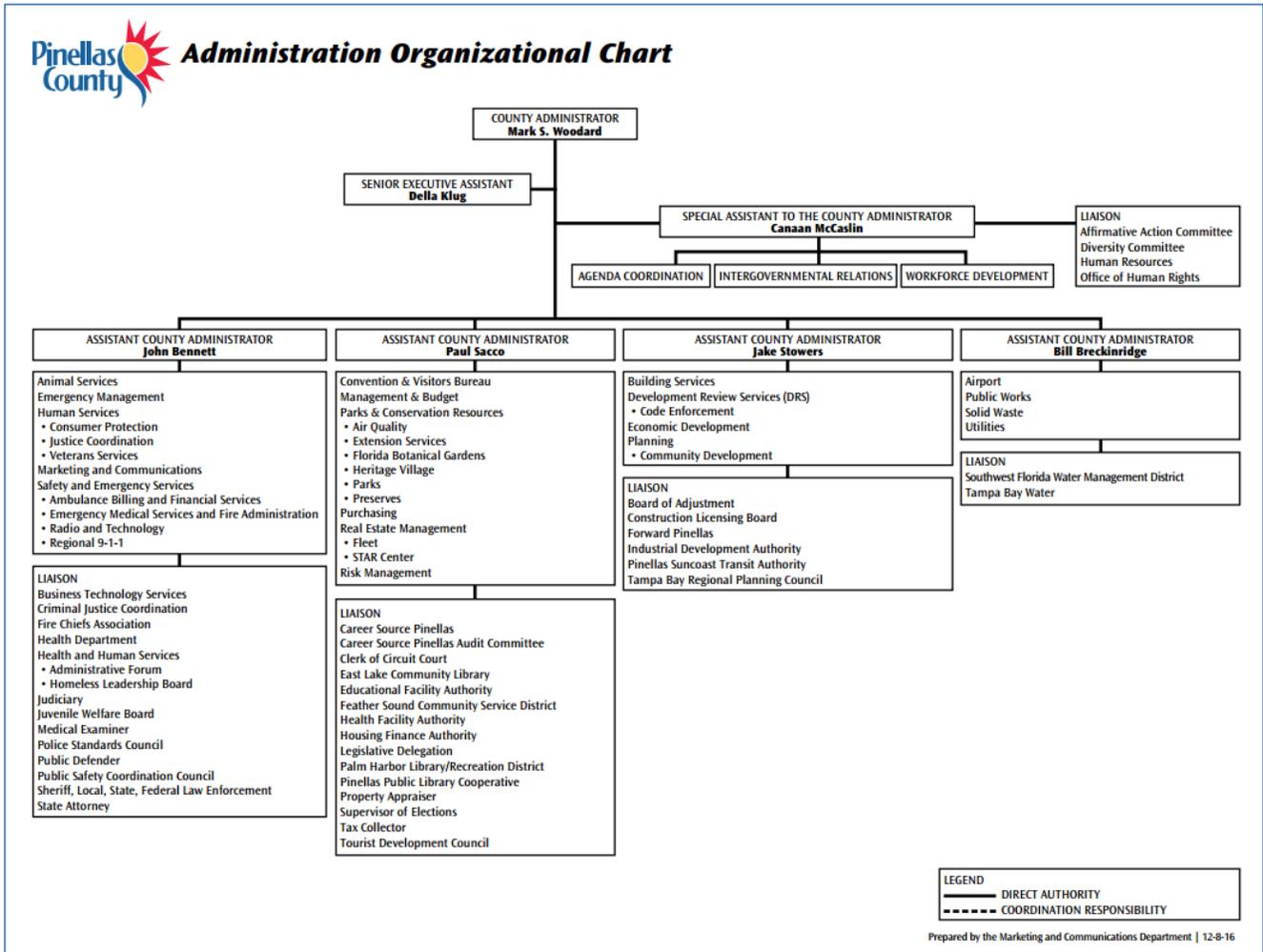
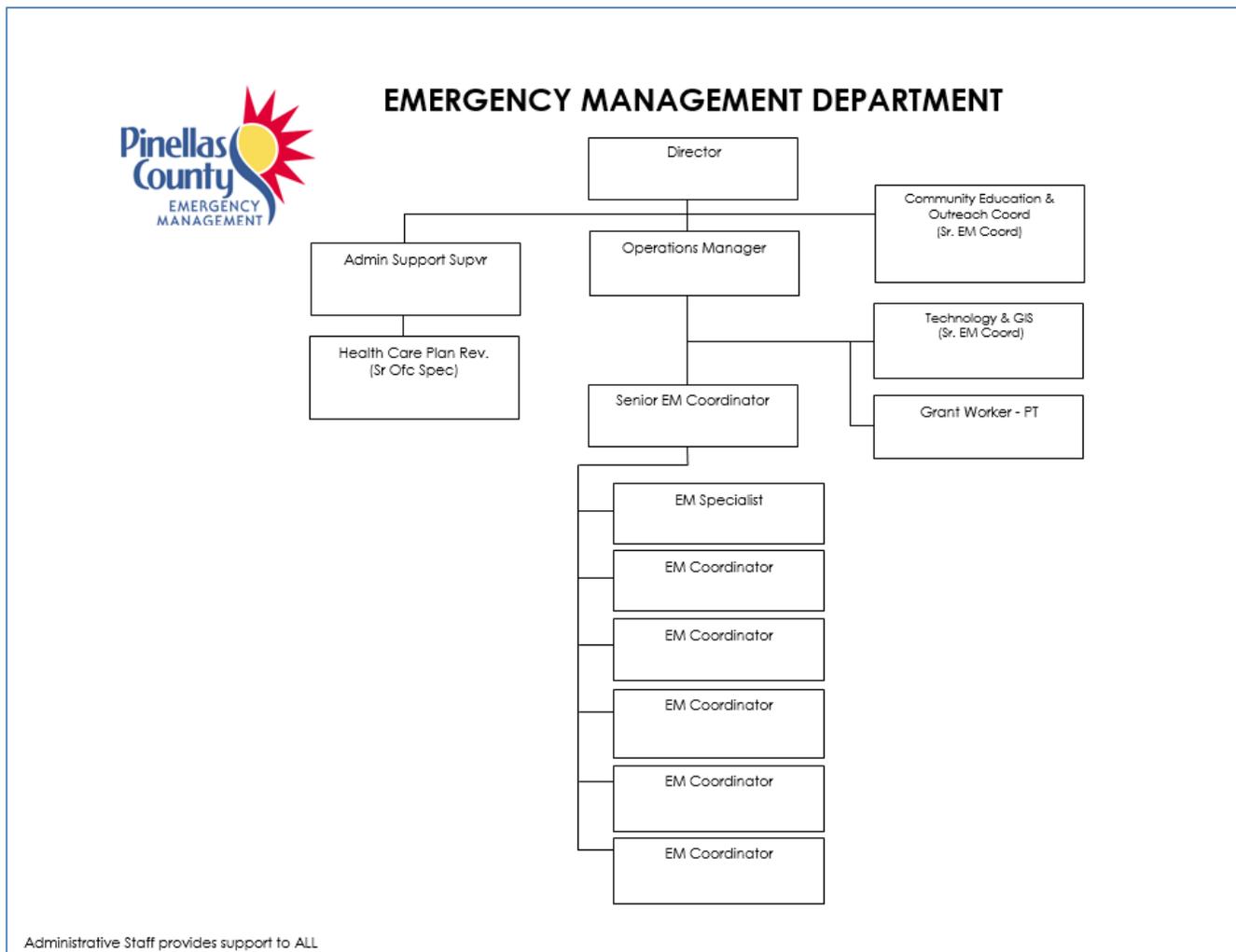


Figure 3. - Pinellas County Emergency Management



C. Policy

1) County

Emergency Management planning and response policies for Pinellas County are initially developed by PCEM. Policies for county agencies are finalized through the County Administrator and finally adopted by the BCC.

2) Municipalities

Cities have emergency management planning and response organizations with their own policies and agendas focused on their geography and constituents.

3) Other support organizations

Coordinating, supporting, and supplemental policies are developed by adjunct organizations like the Local Mitigation Strategy (LMS), Local Emergency Planning Committee (LEPC), Regional Domestic Security Task Force (RDSTF), Tampa Bay Regional Planning Council (TBRPC), and others.

D. Emergency Management Phases

1) The county's emergency organization addresses the four phases of emergency management (mitigation, preparedness, response, and recovery).

2) Disaster activities can occur in specific phases, not occur, or occur in all four phases.

3) However, each phase overlaps another with no clear border for each.

4) Mitigation

a) These are structural actions accomplished before an event to prevent it from causing a disaster, to reduce the effects if it does occur, save the most lives, and prevent the most damage.

b) Hardening a building to withstand hurricane force winds would be a mitigation action.

c) The county's LMS serves as the guide for all mitigation priorities.

d) Pinellas County has a State & FEMA-approved Local Mitigation Strategy, which expires on May 5, 2020.

e) Each year, or after each disaster, the strategy is updated by the LMS Workgroup.

f) To implement their portion of the strategy, the county and each municipality assembles a post-disaster redevelopment task force.

5) Preparedness

a) Preparedness consists of almost any pre-disaster action which is assured to improve the safety or effectiveness of disaster response.

b) 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.

c) The staging of debris removal equipment and teams in elevated locations, so they are readily available when the wind stops blowing, would be a preparedness action.

d) County emergency service Departments prepare for emergencies by developing and maintaining detailed emergency plans and procedures to enable first responders to accomplish their tasks.

- e) All county Departments prepare for disasters by developing Departmental Emergency Plans that incorporate actions to maintain continuity (COOP) and plans to accomplish their CEMP responsibilities.
 - f) County Departments train their employees to implement emergency and disaster procedures and instructions.
 - g) Departments validate their level of emergency readiness through internal drills and participation in exercises conducted by the county.
 - h) Exercise results are documented and used in a continuous planning effort to improve the County's emergency readiness posture.
 - i) This joint and continuing planning and exercise process will include revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.
- 6) Response
- a) The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of Department emergency and disaster standard operating procedures and instructions, mutual aid agreements, and this plan.
 - b) Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery and restoration of essential services.
 - c) Emergency response activities will be as described in Departmental plans and procedures, and may involve activating the Emergency Operations Center (EOC) for coordination of support.
 - d) Responses to declared emergencies and disasters will be guided by this plan.
 - e) The first change to occur in the response phase is that the PCEM Director reports directly to the County Administrator.
 - f) If the situation warrants, the Response Operations Coordination Group (ROC) meets to review, evaluate and communicate operational issues and concerns in order to ensure a coordinated response.
 - g) The Chairman of the ROC (PCEM Director) recommends a course of action to the BCC in regular or special session.
 - h) If an activation of the EOC is decided upon, the PCEM assumes operational control of all county Departments organizationally under the County Administrator.
 - i) The County Administrator will make executive assessments of community conditions, develop the overall policies and goals to guide response and short and long-term recovery efforts, and implement appropriate portions of Chapter 34, Pinellas County Code.
 - j) This may include extending a State of Local Emergency, evacuation orders, curfews, etc., as necessary.
- 7) Recovery
- a) Emergency and disaster recovery efforts aim at returning to pre-disaster community life.
 - b) They involve detailed damage assessments, complete restoration of essential services and financial assistance to those affected, in accordance with guidelines established by the federal government.
 - c) There is no definite point at which response ends and recovery begins.

- d) Most recovery efforts will continue after the emergency organization is deactivated and county Departments have returned to pre-disaster operation.
- e) These efforts will be integrated with day-to-day functions of those Departments.
- f) During the initial recovery phase few changes occur from what activities are already in place for response.
- g) Damage assessment and resource management groups are added to the EOC, if the situation warrants.
- h) When the EOC is deactivated, PCEM reassumes the responsibility as point of contact for all emergency management issues.
- i) Short term recovery:
 - 1. Short term recovery operations will begin during the response phase of the emergency.
 - 2. The goal of short term recovery is to restore county government services to at least minimal capacity:
 - (i) Utility restoration.
 - (ii) Expanded social, medical and mental health services.
 - (iii) Re-establishment of local government operations.
 - (iv) Transportation route restoration.
 - (v) Debris removal and clean-up operations.
 - (vi) The abatement and demolition of hazardous structures.
- j) Long term recovery:
 - 1. The goal of long term-recovery is to restore government services and facilities, private business, and civilian daily life to pre-disaster condition:
 - (i) County government services provided to county citizens.
 - (ii) Coordinated delivery of long-term social and health services.
 - (iii) Re-establishing the local economy to pre-disaster levels.
 - (iv) Recovery of disaster response costs.
 - (v) The effective integration of mitigation strategies into recovery planning and operations.
 - (vi) Improved land use planning.
 - (2) The incident management structure may change according to the type and jurisdiction of the incident.
 - (3) The following are examples of some scenarios showing who has primary responsibility for command and control:

Table 10. - Incident Management Structure

Event	Lead
Tropical System/Hurricane	Board of County Commissioners
Terrorism	Federal Bureau of Investigation
Public Health Emergency	Director, Department of Health - Pinellas
Civil Disturbance	Pinellas County Sheriff or Municipal Police Chief
Aircraft Accident on Airport	Director, Airport Operations
Wild land Fire – Large	Division of Forestry or Municipal Fire Chief
Water Vessel Emergency	U.S. Coast Guard or Municipal Fire Chief

- (4) The Pinellas County EOC may be activated to support operations and logistics, regardless of whom is in charge.
- (5) The incident management structure may also be used to make decisions about resource requirements using the NIMS.

E. Levels of Disaster

1) Minor Disaster

- a) In accordance with Florida Statutes 252.35(a), a minor disaster is defined as any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
- b) The initial response will be from emergency personnel dispatched by normal procedures.
- c) Their assessment of the situation will determine if additional resources are needed.
- d) Activation of the EOC is usually not necessary during a "minor" disaster.

2) Major Disaster

- a) This is any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- b) Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery oriented.
- c) Hurricanes are considered the most probable major disaster that could impact the entire county and adjacent areas.
- d) It is anticipated that a full activation of the EOC will be required to coordinate the county's response.

3) Catastrophic Disaster

- a) This is defined as any disaster that will require massive state and federal assistance, including immediate military involvement.
- b) Federal assistance will involve response as well as recovery needs.

4) Graduated Response

- a) Most disasters will require a graduated response involving only those persons necessary to handle the situation.
- b) For this purpose, four levels of response will be utilized in the Pinellas EOC will be:

(1) Level IV

- 1. Normal Office Operations
- 2. EOC maintained in a ready state.

(2) Level III - Monitoring Activation

- 1. Typically an EM "monitoring" phase.
- 2. The responsibility for control of the incident rests with the responding Department.
- 3. The EOC is staffed with EM personnel who are monitoring the situation.

(3) Level II - Partial Activation

- 1. This is a limited activation.
- 2. Should an incident remain unresolved, the emergency status will rise to "level two" activation.

3. Level two incidents involve routine assistance from internal and/or external agencies including mutual aid.
 4. Command and control will be the responsibility of the Incident Commander.
 5. The EOC is partially manned with the representatives appropriate for the incident.
- (4) Level I - Full Scale Activation
1. This is a full scale activation with 24 hour staffing of the county EOC.
 2. Should the incident begin or escalate to a situation where non-routine assistance is required or anticipated, a “level one” activation will be declared.
 3. The county EOC will activate at full staffing level, to include representatives from outside agencies.
 4. This level of emergency will be used for all hurricanes, for some tropical storms, and for any major technological disasters.
 5. State and federal agencies are typically activated to augment county response efforts.

F. Official Authority

- 1) By ordinance the BCC has established an Official Authority and a line of succession to act if a quorum of the BCC is not available.
- 2) Policy decisions, which would normally be made by the Board of County Commissioners, will be made by the Official Authority as provided by ordinance.
- 3) The “Succession Ordinance – Emergency Management”, promulgated by the County Administrator, is renewed each year.
- 4) The Official Authority shall act in accordance with the Declaration of Emergency (Chapter 252, Florida Statutes), and other applicable law.
- 5) During an emergency, County operations shall continue under the County Administrator or his designated representative.
- 6) EOC operations shall be under the control of the PCEM Director.

G. Response Operations Coordination Group (ROC)

- 1) The ROC’s primary role is to provide countywide coordination for planning and subsequent response operations across all jurisdictions and organizations/agencies in Pinellas County when an anticipated or actual emergency impacts the community.
- 2) ROC members review, evaluate, formulate and communicate information and timely facts, as well as participate in the management and coordination of response operations through the Pinellas County Director of Emergency Management or his/her representative.
- 3) The ROC is comprised of the Director of PCEM, the Sheriff or his representative, a representative from each municipality and independent Special Fire Control Districts (SFCDD) and a representative from all emergency support function type agencies with which the county plans and coordinates.
- 4) The PCEM serves as the chairperson of the ROC.
- 5) The director performs administrative duties for the ROC and utilize information obtained from the ROC to assist in planning and coordinating response operations.

- 6) The ROC may meet as often as necessary for planning coordination purposes, and as often as required for potential or actual emergency situations. The ROC meets upon the direction of the chairman.
- H. Emergency Operations Center (EOC)
- 1) The EOC serves as the master coordination and control point for activities responding to the disaster.
 - a) Key agency representative's work at the EOC to obtain human and material resources and make them available to emergency workers.
 - b) The team organization may be adjusted to reflect changes to the management structure for a specific hazard.
 - 2) Pinellas County EOC
 - a) The EOC is comprised of representatives of the various governmental and non-governmental agencies necessary to ensure a complete and functional operations staff to support the director of Emergency Management.
 - b) They will provide liaison between the EOC and their respective agencies.
 - c) They will provide expert advice and services to the Official Authority as required.
 - 3) County Department Responsibilities
 - a) The National Response Plan (NRP) and the State CEMP describe each respective level of government's approach to emergency response operations.
 - b) Both plans use Emergency Support Functions (ESFs), to group and describe the kinds of resources used in providing critical services during disasters.
 - c) A primary lead agency has been designated for each ESF, which forms and activates a team that is responsible for supporting these services.
 - d) Pinellas County also provides these essential services and identifies a lead agency. These support services are provided Countywide.
 - e) However, the Pinellas EOC is not arranged specifically under the state and federal ESF system.
 - f) The list below illustrates the functional relationships for each ESF compared to the county:

Table 11. - ESF Lead Agencies

Emergency Support Function	State Lead Agency	County Lead Agency	
1.	Transportation	Dept. of Transportation	PC School Transportation
2.	Communications	Dept. of Management Services Telecommunications	Business Technology Services
3.	Public Works & Engineering	Dept. of Transportation	Public Works & Utilities
4.	Firefighting	Department of Financial Services, State Fire Marshal	Fire Administration
5.	Information & Planning	Division of Emergency Management	PC Emergency Management
6.	Mass Care	Dept. of Business & Professional Regulation / Dept. Children & Families	PC Human Services
7.	Resource Support	Dept. of Management Services-Purchasing	PC Purchasing
8.	Health & Medical Services	Dept. of Health	Dept. of Health – Pinellas, Medical Director
9.	Urban Search & Rescue	Department of Financial Services, State Fire Marshal	Fire Administration
10.	Hazardous Materials	Dept. of Environmental Protection	Fire Administration
11.	Food and Water	Dept. of Agriculture & Consumer Affairs	PC Emergency Management
12.	Energy	Public Service Commission and Division of Emergency Management	Duke Energy
13.	Military Support	Dept. of Military Affairs	USCG or FLNG
14.	Public Information	Executive Office of the Governor, Office of Communications	Marketing & Communications
15.	Volunteers and Donations	Governor’s Commission on Volunteerism and Community Service (Volunteer Florida)	Human Resources Dept.
16.	Law Enforcement & Security	Dept. of Law Enforcement	Sheriff’s Office
17.	Animal Protection	Dept. of Agriculture & Consumer Affairs	Animal Services
18.	Business, Industry & Economic Stabilization	Florida Department of Economic Opportunity	Economic Development

- g) Members of the EOC represent many organizations which have numerous and varied responsibilities in response and recovery operations.
- h) These representatives can commit resources of their respective organizations and also act as a conduit for tasks to be passed from the EOC to their organizations.
- i) Accordingly, EOC members are directly responsible only to their organization and to the EOC Director.
- j) Pinellas County’s primary EOC is located at Pinellas County’s Public Safety Complex, 10750 Ulmerton Rd., Bldg. 1, Clearwater, FL 33778.
- k) Pinellas County’s secondary EOC is the Pinellas County ERB, 22211 US HWY 19 N, Clearwater, FL 33765. Should the primary EOC become damaged, primary functions will transfer to the alternate EOC.
- l) The EOC is structured using the NIMS concepts as outlined in the NRP and the Florida State CEMP.

This makes the system modular, and can be tailored to meet response requirements by incident size or agencies involved.

- 4) Municipal EOCs
 - a) All municipalities and SFCD have identified locations for their jurisdictions' EOCs.
 - b) The EOC capabilities vary from very limited space and communications to fully capable EOCs.
 - c) The county will integrate municipal EOC operations into the overall incident management structure.
 - d) Municipal EOCs will report their activities to the county EOC.
 - e) Municipal EOCs must request state and federal assistance through the County EOC.

- 5) Other Supporting EOCs
 - a) Just as the municipal EOCs will report to the County EOC, the County EOC will report to the State EOC.
 - b) Emergency Management or incident planning staff will provide the State EOC situation reports, essential elements of information, and resource information, as necessary.

Table 12. - EOC List

Emergency Operations Centers		
Jurisdiction	Primary EOC Location	Secondary EOC Location
Pinellas County	Public Safety Complex	Pinellas County ERB Building
Belleair	Belleair Police Department	Rec Center
Belleair Beach	Belleair Beach City Hall	St. Jerome Catholic Church
Belleair Bluffs	Belleair Bluffs City Hall	Not Assigned
Belleair Shore	St. Jerome Catholic Church	Not Assigned
Clearwater	Clearwater EOC – Clearwater PD	Fire Training Center
Dunedin	Dunedin Fire Rescue	Dunedin Fire Administration
East Lake Tarpon SFCD	Fire Station 57	Fire Station 58
Gulfport	Fire Station 17	Gulfport Police Department
Indian Rocks Beach	St. Jerome Catholic Church	First Baptist Church Indian Rocks
Indian Shores	Indian Shores Municipal Center	St. Jerome's Catholic Church
Kenneth City	City Hall	Police Department
Largo	Largo Training Facility/EOC	Largo Police Department
Lealman	Lealman EOC	Fire Station 19
Madeira Beach	Fire Station 25	Not Assigned
N. Redington Beach	Town Hall	Mad Bch Fire Station 25
Oldsmar	Fire Station 54	Hampton Inn
Palm Harbor SFCD	Fire Station 65	Fire Station 66
Pinellas Park	Fire Station 33	City Hall
Pinellas Suncoast Fire & Rescue SFCD	Fire Station 27	St. Jerome's Catholic Church
Redington Beach	Fire Station 25	Seminole Rec Center
Redington Shores	Indian Shores Municipal Building	St. Jerome's Catholic Church
Safety Harbor	Fire Station 52	Fire Station 53
Seminole	Seminole EOC	Fire Station 29
South Pasadena	Fire Station 20	Pasadena Community Church
St Petersburg	Water Department	Fire & Rescue Headquarters
St Pete Beach	St. Pete Beach City Hall	Pasadena Community Church

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Tarpon Springs	Public Safety Facility EOC	Community Center
Tierra Verde (Lealman FD)	Fire Station 18	Fire Station 19
Treasure Island	Treasure Island Fire Dept.	Pasadena Community Church
Pinellas County Sheriff's Office	Sheriff's Administration	Not Assigned

- c) Some types of incidents call for a coordinated response, with large-scale coordination typically found at a higher jurisdictional level, depending on the disaster size and regional impacts on the Tampa Bay area.
- d) An area command may be established along with a Regional EOC.
- e) An area command may evolve into a unified area command when incidents are multi-jurisdictional or involve multiple agencies.
- f) However, area command centers are not typically operations-oriented.
- g) They have the responsibility for setting overall strategy, priorities, and allocating critical resources supplied by state and federal agencies or through mutual aid channels.
- h) The county EOC will continue to report directly to the State EOC for operational matters but will coordinate with the area command for resources.

I. Emergency Support Functions (ESF)

- 1) In order to facilitate coordination, Pinellas County uses the Emergency Support Function (ESF) concept similar to the National Response Plan (NRP) and the Florida Comprehensive Emergency Management Plan.
- 2) However, Pinellas County does not view ESFs as organizations for response and recovery.
- 3) The county considers them essential functions (services) that have to be provided before, during, and after a disaster impact.
- 4) Pinellas County groups Departments and agencies that have similar resources and responsibilities under 18 functional areas headed by a primary/lead agency, which has been selected based on its authorities, resources and capabilities.
- 5) Other agencies have been designated as secondary support agencies for one or more ESFs, based on their resources and capabilities to support the functional area.
- 6) These functions are integrated into the county's Incident Command System (ICS).
- 7) It is possible that an incident can be adequately addressed without all ESFs participating.
- 8) The EOC may select only those ESFs needed, or it may use sub-elements of ESFs to fulfill a need.
- 9) Transportation (ESF 1):
 - a) The lead agency is the Pinellas County School's Transportation Department.
 - b) The secondary agencies are the Pinellas Suncoast Transit Authority (PSTA), Pinellas County Fleet Management, Pinellas County Public Works and Pinellas County EMS.
 - c) The School Board has over 600 buses ranging in size from 61 seats to under 10 seats.
 - d) Some are equipped with wheel chair lifts and all have air conditioning.

- e) The PSTA has over 160 buses and all are wheel chair lift capable and have air conditioning.
- 10) Communications (ESF 2):
- a) The lead agency is Pinellas County Business Technology Services.
 - b) The secondary agencies are the Pinellas County Safety & Emergency Services Radio & Technology Div., Auxiliary Communication Service (ACS), Frontier and Florida National Guard.
 - c) The county manages all public safety communications systems except Clearwater Police.
 - d) Central Dispatch receives all 9-1-1 calls and dispatches to all Pinellas County Sherriff, EMS and Fire-Rescue Departments/Districts.
 - e) All other law enforcement calls are transferred to the appropriate law enforcement agency.
- 11) Public Works and Engineering (ESF 3):
- a) The lead agency is the Pinellas County Public Works department.
 - b) The secondary agencies are the Pinellas County Utilities, Pinellas County Solid Waste, and Pinellas County Building Department.
 - c) They provide public works, engineering, and unified support necessary to mitigate damage to and restore the county's infrastructure.
 - d) This includes the debris clearance and disposal, temporary construction of emergency access routes, restoration of critical public services, and road signal management.
- 12) Fire and Rescue (ESF 4):
- a) The lead agency is Pinellas County EMS/Fire Administration.
 - b) The Secondary agencies are all Municipal Fire Departments, the 4 Special Fire Districts Departments and Pinellas County EMS.
 - c) Municipal departments or fire districts accomplish all hazard fire and rescue operations.
 - d) The county contracts with municipal departments to provide coverage in unincorporated areas with a Fire Protection Agreement and Automatic Aid Agreements.
 - e) PC EMS/Fire Administration monitors fire contracts and programs.
- 13) Information and Planning (ESF 5):
- a) The lead agency is Pinellas County Emergency Management.
 - b) The Secondary support is the Response Operation Coordination Group (ROC).
 - c) The ROC assists PCEM in the collection, analysis, evaluation, and dissemination of information regarding an incident.
- 14) Mass Care (ESF 6):
- a) The lead agency is the Pinellas County PC Human Services Department.
 - b) The secondary agencies are the American Red Cross, the Salvation Army, Pinellas County School Board and Recover Pinellas.
 - c) Other social service agencies will assist in mass care operations as requested.
- 15) Resource Support (ESF 7):
- a) The lead agency is the Pinellas County Purchasing Department.

- b) The secondary agency is the Pinellas County Planning Department, Pinellas County Parks and Conservation Resources Department and the Office of Management and Budget.
 - c) For major incidents that involve requesting state assistance and mutual aid, the Logistics Section is activated.
 - d) This Logistics section is managed by the Purchasing Department. The section is staffed by the Planning Department, Purchasing Department, Parks and Conservation Department, OMB and Real Estate Management (Fleet).
- 16) Health and Medical (ESF 8):
- a) This function is broken down into two sub-functions.
 - 1. The lead agency for Health: is the State Department of Health – Pinellas.
 - 2. The secondary agencies are Municipal Fire Departments, the 4 Special Fire Districts Departments and Pinellas County EMS.
 - 3. The agency is responsible for staffing and management of special need shelters.
 - 4. The agency is usually the lead for infectious disease outbreaks, epidemics and pandemics.
 - b) The lead agency for Emergency Medical Services: is Pinellas County’s Emergency Medical Services Department.
 - 1. The secondary agencies are Municipal Fire Departments, the 4 Special Fire Districts Departments, Florida Health Care Association, and the Pinellas Coalition for Health & Medical Preparedness (Pinellas CHAMP)
 - 2. The county contracts with an ambulance service, Sunstar, to provide emergency transport in the county.
 - 3. EMS provides medical transport for healthcare facility evacuations and special needs patient transports.
- 17) Search and Rescue (ESF 9):
- a) The lead agency is Pinellas County Fire Administration.
 - b) The secondary agencies are Municipal Fire Departments, the 4 Special Fire Districts Departments, Pinellas\Pasco District 6 Medical Examiner and all Pinellas County Law Enforcement agencies.
 - c) Municipal fire departments and fire districts countywide accomplish search and rescue operations.
 - d) A county supplied and equipped Technical Rescue Team provides assistance in major/difficult cases.
 - e) State Urban Search and Rescue teams also provide support to local efforts.
- 18) Hazardous Materials (ESF 10):
- a) The lead agency is Pinellas County Fire Administration.
 - b) The secondary agency is Pinellas County Fire Rescue Hazmat Team.
 - c) The initial response to hazardous materials incidents is the responsibility of the local fire department/district.
 - d) The county’s Hazardous Material Response Team provides technical assistance, single unit assistance or full-scale response for major incidents.
- 19) Food and Water (ESF 11):
- a) The lead agency is the Pinellas County Emergency Management.

- b) The secondary agencies are the American Red Cross, Tampa Bay Chapter, Pinellas County School Board, Pinellas County Human Services, Pinellas County Purchasing, dept. and the Salvation Army.
 - c) The EOC feeding task force is comprised of the lead and secondary agencies listed. Their role is to identify food, water, and ice needs in the aftermath of a disaster or emergency.
 - d) The Salvation Army (TSA) and the American Red Cross (ARC) are the primary local agencies that can provide food and water to the public.
 - e) The American Red Cross, Tampa Bay Chapter will support the distribution of food and water as resources allow and Coordinate Red Cross service delivery sites as possible PODs for distribution of water and food.
 - f) Pinellas County Purchasing provides Logistic section EOC staff to procure commodities or send requests through EMC.
- 20) Energy (ESF 12):
- a) The lead agency is Duke Energy.
 - b) The secondary agencies are Tampa Electric Company (TECO), TECO Peoples Gas and Clearwater Gas Services
 - c) Duke Energy provides electrical power to most of the county.
 - d) Tampa Electric Company (TECO) provides electrical power to the City of Oldsmar and the East Lake Woodlands subdivision.
 - e) TECO Peoples Gas provides natural gas to southern county areas, and Clearwater Gas services northern areas.
- 21) Military Support (ESF 13):
- a) The lead agency is the Florida National Guard.
 - b) Secondary agency is the United States Coast Guard.
 - c) When the EOC is fully activated, the local US Coast Guard sends a representative to staff a desk position in the EOC. The Florida National Guard sends a representative when requested through the State.
 - d) Both act as liaisons to their respective organizations.
 - e) However, for incidents involving civil disorder, the Sheriff may request assistance from the National Guard directly to the State.
- 22) Public Information (ESF 14):
- a) The lead agency is Pinellas County Marketing and Communications.
 - b) The secondary agencies are all local law enforcement agencies, fire departments/districts, healthcare agencies and municipalities that have designated public information officers.
 - c) During activation the PC Marketing and Communications serves as the County PIO section.
 - d) During large incidents, PC Marketing and Communications will coordinate public information and may activate a Joint Information Center (JIC).
- 23) Volunteers and Donations (ESF 15):
- a) The lead agency is Pinellas County Human Resources Department.
 - b) The secondary agencies are the United Way Suncoast, Recover Pinellas and Volunteer Florida.
 - c) United Way is the lead agency for managing the Volunteer Reception Center (VRC).

- d) Recover Pinellas is the long term recovery committee for Pinellas. It is also known as the unmet needs committee and is responsible for monetary donations.
- 24) Law Enforcement (ESF 16):
- a) The lead agency is the Pinellas County Sherriff.
 - b) The secondary agencies are all local municipal Law Enforcement departments, Pinellas County School Board Police, Florida Department of Law Enforcement, Florida Highway Patrol, Florida Fish and Wildlife Conservation and the US Coast Guard.
 - c) The PC Sheriff is the chief law enforcement official of the county.
 - d) The PC Sheriff office is responsible for the unincorporated areas of the county and for several municipalities by contract.
- 25) Animal Services (ESF 17):
- a) The lead agency is Pinellas County Animal Services.
 - b) The secondary agency is the Society for the Prevention of Cruelty to Animals (Humane Society of Pinellas).
 - c) PC Animal Services provides animal services countywide.
- 26) Business, Industry and Economic Stabilization (ESF 18)
- a) The lead agency is the Pinellas County Economic Development Department.
 - b) The secondary agencies are Pinellas County Emergency Management, the Pinellas County Planning department and Florida Division of Emergency Management.
 - c) PC Economic Development champions business and industry COOP planning.

J. Specialized Teams

- 1) There are a number of trained and equipped specialized teams that will perform emergency activities in Pinellas County.
- 2) These teams perform specific roles using established procedures.
- 3) Pinellas County has several teams identified and ready to respond.
- 4) These teams include:
 - a) Logistics Section.
 - b) Citizens Information Center (CIC).
 - c) Planning Section.
 - d) Damage Assessment Teams.
 - e) Feeding Task Force.
 - f) GIS
- 5) Other specialized teams may be formed, as needed utilizing available human resources from a variety of organizations.
 - a) These include teams used for staging and distribution of resources.
 - b) Incident commanders and section chiefs will ensure all specialized teams are identified within the division or branch under their control.

K. Non-governmental and civic teams

- 1) Many community-based and non-governmental organizations work closely with the people they assist in times of disaster.

- 2) These organizations are frequently able to identify specific individuals, families, or groups with particular needs.
- 3) These organizations may include churches, civic clubs, or national and international groups.
- 4) Recover Pinellas will take the lead in community recovery operations once the county transitions into long-term recovery.

L. Mutual Aid Integration

- 1) The foundation of Florida's emergency planning and response is a statewide mutual aid system, which is designed to ensure that adequate resources and other support are provided to jurisdictions whenever their own resources are inadequate to cope with a given situation.
- 2) The basis for this system is the Statewide Mutual Aid Agreement (SMAA), which Pinellas County and all of its municipalities are signatories to.
- 3) It creates a process, in which each jurisdiction retains control of its own personnel and facilities, but can provide and/or receive help whenever it is needed.
- 4) The SMAA can function with other mutual systems such as the Emergency Management Assistance Compact or it can function independently.
- 5) Requests for outside resources will be made using the guidelines outlined in the Logistics SOP and the Mutual Aid Annex.

4. Direction and Control

A. Plan Activation

The CEMP is constantly operational; before, during, and after an emergency, disaster, or catastrophe.

- 1) If time permits, the ROC will meet prior to the BCC convening to discuss the situation and review the threat.
- 2) The Director of Emergency Management will present a recommendation to the BCC.
- 3) The Governor may also activate the plan upon a declaration of a State of Emergency, as provided by Chapter 252, Florida Statutes.
- 4) The plan may also be activated whenever emergency response actions are required for the immediate protection of life and property, prior to the proclamation of a SLE.

B. State of Local Emergency (SLE)

- 1) Because a SLE declaration will have a major impact on other jurisdictions, governmental officials, and agencies, every effort will be made to inform and consult with the ROC so that their members may be aware of the emergency and take appropriate action before the declaration is made.
- 2) The contents of the SLE will be disseminated immediately to the citizens of Pinellas County, in the fastest means possible, generally via the internet and broadcast media.

- 3) The time, date, and declaration contents will be transmitted to the State EOC, or State Warning point immediately.
- 4) Conditions under which a SLE may be ordered
 - a) Whenever a general evacuation is ordered,
 - b) Whenever normal community functions are severely disrupted,
 - c) Whenever Pinellas County government requires outside assistance, or
 - d) As deemed necessary.
- 5) Who orders a SLE
 - a) Where time permits, an SLE will be declared by vote of the BCC.
 - b) When a quorum of the BCC is unable to meet the following are empowered to declare a SLE (*Pinellas County Code 34-27*)
 1. The Chairperson of the BCC
 2. In his/her absence the Vice-Chairperson of the BCC;
 3. In his/her absence the County Administrator or;
 4. In his/her absence the Chief Assistant County Administrator.
- 6) The SLE shall indicate:
 - a) The nature of the emergency,
 - b) The area or areas affected,
 - c) The conditions that brought the emergency about,
 - d) The details of the order,
 - e) What circumstances will make termination of the order possible.
- 7) Duration
 - a) A SLE shall not normally exceed seven (7) days.
 - b) A SLE may be extended in increments not to exceed seven (7) days.
- 8) SLE Termination
 - a) A SLE declaration may be altered or rescinded by the issuance of an order of the BCC.

C. Emergency Operations Center (EOC) Activations

- 1) The PCEM activates the EOC in the event of a major emergency or disaster affecting the county.
- 2) Full or partial activation of the Pinellas EOC will be ordered, depending on the magnitude and severity of the disaster.
- 3) During activation, each ESF representative in the EOC must have the authority to commit resources.
- 4) An event may start out relatively small and escalate through four different activation levels sequentially, or it may be so dynamic that federal resources become an immediate need.
- 5) The levels of activation are enumerated in 3.E. 4) b) above.

D. Mutual Aid

- 1) Pinellas County and all of its municipalities are signatories to the Statewide Mutual Aid Agreement (SMAA) for catastrophic disaster response and recovery.

- 2) Some resources, such as fire and law enforcement, may be tasked under the SMAA, but may be coordinated through the Florida Fire Chief's Association (FFCA), Florida Police Chiefs Association (FPCA) or Florida Sheriff's Association (FSA).
- 3) Regardless of how a mutual aid tasking is coordinated, the requesting organization must obtain a mission number from the state to be eligible for re-imbursement.
- 4) Receiving Mutual Aid
 - a) All Pinellas County Departments and municipalities are encouraged to pre-identify resource needs and shortfalls during the planning process.
 - b) Once a need has been identified, it is brought to the attention of the PCEM Director.
 - c) PCEM will coordinate through county Departments, and investigate to determine if the resource can be found locally through another agency or private vendors.
 - d) If a resource is available through a private vendor, efforts will be taken to identify funds to purchase/contract for that resource when it is needed.
 - e) During an EOC activation, if a resource is not available locally, PCEM, or a Logistics representative, will prepare a request and enter it into the SEOC Tracker Constellation.
 - f) A mission request will be sent to the State Warning Point/EOC for coordination.
- 5) Providing Mutual Aid
 - a) In case of a disaster occurring in another jurisdiction, all requests for assistance will go from the impacted jurisdiction, through the State Emergency Operations Center (SEOC), to the Pinellas County EOC.
 - b) The PCEM Director will request approval from the County Administrator, if necessary.
 - c) If authorized, PCEM staff will coordinate the logistics with the requesting jurisdiction, and with the potential assisting Departments or agencies, or ensure the provider contacts the requestor directly.
 - d) PCEM Director will confirm the requested assistance, verify the support available, and document the transaction in the State Constellation database.
 - e) If possible, the provider should confirm reimbursement arrangements with the requesting jurisdiction, prior to mutual aid assets departing Pinellas County.
 - f) Agencies that are requested by the state to provide mutual aid assistance are eligible for financial reimbursement, as long as they receive an appropriate mission number or tasking.
 - g) Mutual Aid responses should not be acted upon without a state mission number.
 - h) To achieve successful reimbursement results, providers need to document all expenses using the standardized FEMA, state, and local forms.

E. Coordination with State and Federal Government Agencies

- 1) Pinellas County normally allows the State to coordinate requests and activities with the federal government.
- 2) However, there are times the county may need to coordinate directly with federal personnel supporting disaster operations in the county.

- 3) Examples include working with members of FEMA's Individual and Public Assistance teams, investigators from federal law enforcement agencies, and members of the National Transportation Safety Board (NTSB).
- 4) The PCEM Director will be the point of contact for staff members of federal agencies.
- 5) However, the director may defer the coordination activities to a more appropriate county representative if suitable.
- 6) This person may serve as the county coordinator to that federal agency.
- 7) The type of disaster will dictate the type of arrangement needed.
- 8) If the county activates the EOC, the Operations Section Chief may integrate federal agency liaisons into the liaison group of the command staff or assign a county staff person to be a liaison for that federal agency.
- 9) The Logistics Section may assist federal and state agencies with workspace and other resource needs.
- 10) Whenever an outside agency requires resources from the county, the county will seek payment for the expense directly, or by reimbursement.
- 11) The county may develop a formal agreement with the agency, stating the procurement conditions.
- 12) The county will promote a team-based organization, when working with our state and federal counterparts.
- 13) The coordinator will make available any information the federal agencies require to help them in their task.
- 14) Reception packages will be provided to incoming teams to include situation reports, maps, and any other information needed.
- 15) State and federal agency representatives will be encouraged to attend planning briefings and meetings.

F. Warning and Notification

Warning and Notifications involve the notification of emergency response personnel, as well as notifying the affected public. Pinellas County uses a combination of e-mail, telephone, text, radio, fax, and paging services to notify and activate its emergency response personnel. Pinellas County may use all available public warning systems to warn and notify Pinellas residents. This can include the Emergency Alert System (EAS), the National Weather Radio system, a mass notification calling and texting system, and cell phone notifications activated by the county, social media, as well as using the public media. PCEM is responsible for activating the appropriate public warning and notification systems when an emergency occurs or threatens the county.

The National Weather Service (NWS) re-certified Pinellas County as Storm Ready in 2016, in recognition of the county's commitment to maintaining an effective warning and notification. Storm Ready is a program sponsored by the NWS to recognize those communities that enhance their weather action plan, and demonstrate readiness before, during, and after severe weather events.

- 1) County Warning Point (CWP)
The County Watch Office (CWO) is the 9-1-1 Emergency Communications Center, located in the County's Public Safety Complex. The alternate Watch Office is located at the County EOC. Trained communications personnel staff the CWO 24 hours per day.
- 2) Communications systems available include:
 - a) EMNet
 1. EMNet was upgraded in 2011 to replace the outdated Emergency Satellite Communications System (ESATCOM). EMNet supports secure text messaging and point to point voice communications between the State Watch Office and Pinellas County EOC/County Warning Point, as well as, counties throughout Florida. The EMNet system is designed to provide redundant communications capabilities by using an existing network connection to the Internet as its primary path, with the satellite system operating as a back up to the terrestrial patch.
 - b) 800 MHz radios
 - c) Cellular phones
 - d) Landline telephones
 - e) Faxes
 - f) Pagers (alpha and numeric)
 - g) Web-based mass notification calling and texting system
 - h) Emergency contact lists with key telephone numbers

The CWO and PC EOC is supplied auxiliary power by 2 on-site 2.5 Megawatt Caterpillar generators. If the power system senses a loss of power, a battery backup system takes over until the generator starts up automatically, usually within seconds. Facility maintenance staff load test the generators weekly and in case of an impending storm. The generator's fuel capacity is a 1,600 gallon belly tank connected to a 15,000 gallon aboveground storage tank. The generator consumes approximately 100+/- gallons per hour under load. County Fleet Management has a maintenance agreement with several fuel companies to supply fuel for the generator continuously during a loss of power. The CWP and PC EOC is also wired to a secondary generator should the primary fail.

- 3) EM Staff Notification
The PCEM compares the type, size, and severity of the emergency with resources needed, to decide who needs to be notified, and what type of team activation is needed. Once the director requests or authorizes activation of the EOC, the appropriate emergency management representatives are notified. In turn, emergency management coordinators and team members continue to notify their support staff in a pyramid fashion. If a person on the list cannot be contacted, his or her successor(s) will be contacted until someone is reached to assume the responsibility.
- 4) Organizational Notification
 - a) The PCEM maintains and updates master emergency contact lists, with after-hours and alternate telephone numbers, for each municipality and fire district, department, agency and their personnel.

- b) When a no-notice emergency occurs or is imminent, the CWO will obtain the necessary information on the incident and notify the PCEM. In turn, PCEM will notify the representatives appropriate for immediate response to the incident.
 - c) The CWO will also notify the State Watch Office (SWO) of the incident and provide the pertinent information. If the incident involves hazardous materials, the CWO notifies the SWO. The SWO is notified as soon as possible of events not requiring state assistance.
 - d) The primary means to notify the SWO is by telephone. The CWO can use EMNet Voice Manager or text messaging as an alternate method of communicating with the SWO. See the CWO SOP for details.
 - e) The primary representative for each EOC function will contact the supporting agencies. All agencies will notify their personnel to begin activation procedures as described in their local procedures, or standard operating guidelines.
 - f) Each municipal Emergency Management Coordinator (EMC) will alert the municipal/fire control district in his/her community and supervise the dissemination of warnings in their jurisdiction.
- 5) Public Warning
- There are no siren systems in Pinellas County, but it has a wide array of commercial broadcast coverage that can disseminate information quickly. Pinellas County will attempt to provide the public with sufficient advance warning time for effective preparation and emergency plans to be implemented.
- 6) Emergency Alert System (EAS)
- a) EAS is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide communications capability to local authorities to deliver important emergency information, such as AMBER alerts and weather information targeted to specific areas.
- 7) Wireless Emergency Alert (WEA)
- a) WEA is a public safety system that allows alert messages to be sent to wireless phones and other enabled mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area.
- 8) Other systems available to disseminate warning information to the public:
- (1) Tampa Bay television broadcast stations
 - (2) Tampa Bay radio broadcast stations
 - (3) Pinellas Cable Channel
 - (4) Municipal Cable Channels
 - (5) National Weather Radio (Ruskin Office)
 - (6) Social Media
 - (7) Media Alert
 - (8) County contracted commercial Mass Notification System
 - 1. Reverse 911/citizen call system.
 - 2. Allows calls to registered citizens' cell phones.
 - 3. Fixed list or geo-targeted calls.
 - (9) Public address systems on police and fire vehicles
 - (10) Amateur Radio Emergency Service and Auxiliary Communication Services

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- (11) Facsimiles
 - (12) Mass e-mail capability
 - (13) 911 Emergency Communications Paging System
- 9) For purposes of transmitting warnings, the county will use the fastest and most appropriate means of dissemination. The National Weather Service (NWS) has agreed to activate the National Weather Radio Alert for both weather and non-weather emergencies. This makes the National Weather Radio an ideal alerting and notification tool. The weather radios can also be accessed through HazCollect directly from the EOC.
- 10) All communication centers have capabilities to receive incoming calls from the hearing impaired. The CIC also can provide information to hearing impaired citizens. Pinellas County also maintains a cadre of employees that speak additional languages that can respond quickly. Local telephone companies provide translation services to non-English speaking and hearing impaired citizens.

G. Responsibilities

- 1) Government officials at all levels share responsibility for the planning necessary to minimize losses and provide relief from disasters. Responsibilities for emergency actions and for the direction and control of emergency operations rest with the governing body of the jurisdiction affected. Full cooperative and unified participation by government, private, and volunteer organizations, at all levels, is required for an effective response capability. All county Departments, and other organizations and agencies providing support during disaster, are responsible for the preparation of internal operating procedures, which implement assigned functions outlined in this plan to include preservation of vital records/documents deemed essential for continuing government functions and conducting post-disaster operations.
- 2) This plan addresses overall county operations in the immediate aftermath of a disaster event as well as in the recovery phase. The immediate response mode will last for a time period measured in days or weeks. Recovery can, in the worst situation, take years. County Departmental responsibilities will change as the Department moves from response to recovery mode. Table 13 addresses the general categories of responsibilities county Departments will have as response functions and then the ongoing recovery functions, which will migrate gradually to their normal before-disaster functions.

Table 13. - County Department Responsibilities

DEPARTMENT	EOC	RESPONSE FUNCTION	RECOVERY FUNCTION
Airport	X	-	Clear Airport Alternate County Staging Area Recovery Support Flights
Animal Services	X	Animal Shelter Pet Friendly Shelters	Animal Protection Animal Collection VMAT Coordination
Building & Development Review Service	X	Damage Assessment	Damage Assessment Habitability Determination

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DEPARTMENT	EOC	RESPONSE FUNCTION	RECOVERY FUNCTION
			Building Permits
Business Technology Services	X	GIS/Maps Computer Incident Response Team Maintain Computer Network Maintain Telephone System	GIS/Maps Damage Assessment Data Recovery Communications Field Operations
Clerk of the Court		Justice System Staffing	Emergency Payroll Justice System Staffing Public Assistance (Records)
Community Development	X	-	Damage Assessment Post Disaster Redevelopment Emergency Housing
Consumer Protection		Citizen Supply Purchasing and Information	Price Gouging Monitoring Public Information
Convention and Visitors Bureau		Liaison with Accommodations Industry Available Commercial Lodging Crisis Communications Plan for Tourism Industry	Liaison with Accommodation Industry Available Commercial Lodging
Cooperative Extension Service		-	Public Information Support Recovery Team Housing
Economic Development	X	Warning and Notification to Businesses and Industry	Business Damage Assessment & Impacts Notifications to Business and Industry Economic Redevelopment
Emergency Management	X	EOC Management Planning and Information	EOC Management Recovery Management Planning and Information
EMS	X	Support to Shelters Support to Health Care Facilities Mass Casualty Support	Support to Shelters Support to Health Care Facilities Disaster Community Health
Fire Admin	X	Special Needs Evacuations Support Evacuations and Shelters	Initial Damage Assessment Search and Rescue/ Recovery All Hazard fire and rescue operations
FL Department of Health - Pinellas	X	Public Health Emergency Lead Special Needs Shelters staff Epidemiology Healthcare facilities	Disaster Community Health Assessment Team Mass Prophylaxis Healthcare facilities
Fleet Management	X	Protect Fleet, Fuel Stations and Generators	Repairs to Fleet/Generators Re-establish fueling capability
Human Resources	X	Staffing Support Volunteers and Donations	Employee Support Staffing Support Volunteers and Donations
Human Rights	X		ADA compliance
Human Services	X	Support to Shelters	Human Needs Unmet Needs Coordination Community Relations Team Coord. Emergency Housing

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DEPARTMENT	EOC	RESPONSE FUNCTION	RECOVERY FUNCTION
Justice Coordination	X	Liaison with Judicial System	Reestablish Judicial System
Marketing & Communications	X	Public Information and Warning Media Relations	Public Information Recovery Information Media Relations
Medical Director, EMS	X	Emergency Hospital Admittance Standards of care	
Medical Examiner	X	Cadaver Tagging, Transport and Identification Cause of Death Certification Temporary Morgues	Cadaver Tagging, Transport and Identification Cause of Death Certification Temporary Morgues
Office of Management and Budget	X	Monitor /Report on County Financial Status	Monitor/Report on County Financial Status Public Assistance (FEMA) Cost Recovery
Parks & Conservation Resources	X	Evacuate Parks & Preserves	Debris Clearance Points of Distribution County Staging Areas
Planning	X	Logistics Section	Logistics Section Post Disaster Redevelopment
Property Appraiser's Office	X	Damage Assessment	Damage Assessment Property Tax Relief
Public Works	X	Road operability Bridge operations for boats/vehicles Traffic Control & Information Stormwater facility prep	Debris Clearance Emergency Repairs Infrastructure Recovery Debris Removal
Purchasing	X	Emergency Purchasing (Logistics Section)	Emergency Purchasing (Logistics Section) Acquisition
Radio & Technology Division		Warning and Reporting Public Safety Radio Communications	Warning and Reporting Public Safety Radio Communications
Real Estate Management		Protect Key Facilities	Repairs to Buildings Emergency Leasing Damage Assessment
Risk Management	X	Emergency Operations Safety	Damage Assessment Industrial Hygiene Insurance Claims & Facility Repairs Cost Recovery/Public Assistance
Safety and Emergency Services	X	Citizens Information Center	Citizens Information Center
Sheriff's Office	X	Evacuation & Traffic Control Shelter Operations	Security/Re-Entry Shelter Operations Traffic Control
Utilities	X	Ready Public Utility Facilities	Infrastructure Recovery Debris Removal

- 3) All county Departments not assigned a specific function are to provide staffing support to disaster relief, recovery operations and specialized teams such as the CIC. The following responsibilities, which are applicable to emergency operations, have been assigned or accepted by the officials, departments, divisions, or agencies indicated:
- 4) Board of County Commissioners (BCC)
 - a) Provide for the continuance of effective and orderly governmental control required for Emergency Operations, in the event of impending or actual disaster (base plan).
 - b) Make emergency policy decisions and issue necessary ordinances and proclamations relative to any in-progress emergency operation (base plan).
 - c) Declare a State of Local Emergency (SLE) (base plan).
 - d) With the recommendations of the Response Operations Coordination Group (ROC), direct and compel the timely evacuation of citizens from any stricken or threatened area within the county (base plan).
 - e) Enact necessary, emergency regulations (base plan).
 - f) Execute agreements with state and federal disaster relief agencies (base plan).
 - g) Promulgate and re-issue CEMP at least every four years (base plan).
- 5) Constitutional Officers
 - a) Secure equipment and facilities against flooding or hurricane winds at sites or office locations, and if necessary, remove equipment and records to safe areas (base plan).
 - b) Provide staffing support to specialized teams and recovery operations (base plan).
 - c) Plan for and implement continuity of operations/government procedures (base plan).
 - d) Provide security and protection of records and equipment (base plan).
 - e) Designate staff to document the cost of response and recovery operations and damage (base plan).
 - f) Resume normal work schedules as quickly as possible following any disaster, unless informed otherwise (base plan).
 - g) Enact necessary emergency regulations (base plan).
- 6) County Administrator
 - a) Ensure participation of all county Departments in disaster planning, exercises, and operations (base plan).
 - b) Inform the BCC of ongoing emergency operations during local disasters, and of hurricane preparations prior to activation of the EOC (base plan).
 - c) Determine which county government business and services will be reduced or suspended during the response and short-term recovery, for how long, and the personnel required to sustain operations (from county COOP) (base plan).
 - d) Announce priority of government essential functions for staff and public (base plan).
 - e) Establish parameters for cancellation or change in vacation/leave planning (base plan).
 - f) Establish succession plan and parameters for relocation of personnel and equipment to safe areas (from county COOP) (base plan).

- g) Insure Departments set up employee debriefings – for both employees involved in response and employees maintaining the functioning of county government (base plan).
 - h) Identify and prioritize the data processing and telecommunications services to be restored to county Departments and entities that are in locations able to use them (base plan).
 - i) Defer restoration of data processing and telecommunications services to county Departments and entities whose facilities sustained significant damage or whose Departments had to relocate and are not yet operationally ready to resume normal business activities (base plan).
 - j) Identify and prioritize county government essential functions to maintain Continuity of Government (COG) (base plan).
 - k) Ensure a senior county official is available to the EOC Policy Group during activation (base plan).
- 7) All County Departments
- a) Secure equipment and facilities against flooding or hurricane winds at sites or office locations, and if necessary, remove equipment and records to safe areas (base plan).
 - b) Provide staffing support to specialized teams and recovery operations (base plan).
 - c) Plan for and implement continuity of operations/government procedures (base plan).
 - d) Designate staff to document the cost of response and recovery operations and damages (base plan).
 - e) Resume normal work schedules in coordination with the EOC. (base plan).
 - f) Provide staffing to the CIC (Communications Annex).
- 8) County Attorney
- a) Provide advice and guidance to the BCC, concerning legal responsibilities for emergency operations (base plan).
 - b) Advise the BCC on appropriate legal action in contracting for recovery operations (base plan).
 - c) Ensure a county attorney is available in the EOC to the EOC Policy Group when the EOC is activated (base plan).
- 9) Airport
- a) Clear Airport and restore flight operations in preparation for recovery support flights and County Staging Area (CSA) operations.
 - b) Provide liaison with EOC if recovery support flights are needed (base plan).
 - c) Provide staff to the EOC during activation. (base plan)
- 10) Animal Services
- a) Coordinate control of loose/stray animals during recovery operations (Search & Rescue Annex).
 - b) Coordinate animal carcass disposal efforts (Health & Medical Annex).
 - c) Manage the county's Pet Friendly Shelter Program to include pre-registrations and shelter operations (base plan & Mass Care Annex).
 - d) Manage registration and pick up of pets of special needs citizens for pre-storm pick up and sheltering (Mass Care Annex).

- e) Assess and prioritize animal service emergency needs (Search & Rescue Annex).
 - f) Provide public information about emergency/disaster considerations for animals (Communications Annex).
 - g) Provide staff to the EOC during activation. (base plan)
- 11) Building Development Review Services (BDRS)
- a) Be prepared to modify building permit issuance procedures (base plan & Damage Assessment Annex).
 - b) Conduct damage assessments of homes and private businesses in coordination with Risk Management and Property Appraiser (Damage Assessment Annex).
 - c) Provide personnel, vehicles, and communications to county Damage Assessment Teams (Damage Assessment Annex).
 - d) Conduct damage assessments of private and commercial property in unincorporated Pinellas County (Damage Assessment Annex).
 - e) Provide staff to the EOC during activation. (base plan)
- 12) Business Technology Services
- a) Assist Public Assistance officer to calculate initial damage estimates. (Damage Assessment Annex)
 - b) Provide GIS services through all phases of emergency management.
 - c) Provide county-wide cyber security and guidance. (Terrorism Annex)
 - d) Provide staff to the EOC during activation. (base plan)
- 13) Clerk of the Court
- a) Provide payroll assistance.
 - b) Provide phase III employees.
- 14) Marketing and Communications Department
- a) Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors (Communications Annex).
 - b) Designate an information center that will be the single, official point of contact for the media. The goal of the information center will be to establish and manage public expectations (Communications Annex).
 - c) Prepare and approve emergency messages as directed by PCEM Director (Communications Annex).
 - d) Provide information to and receive information from the Citizen's Information Center (CIC) during activations to control false information and to assist in answering citizen questions. (Communications Annex).
 - e) Develop public messages for delivery via Communication Notification System (CNS) (Communications Annex).
 - f) Establish a system to coordinate video and photo archives of the event (Communications Annex).
 - g) Coordinate community and media visitors' access to the EOC with Sheriff (Communications Annex).
 - h) Staff and manage the EOC media and PIO rooms and provide liaison to the EOC Operations Chief (base plan & Communications Annex).
 - i) Provide public information officers to incident facilities, as requested (base plan).

- j) Provide representative to the Joint Information Center (JIC) as appropriate (base plan).
 - k) Provide public information during recovery operations, as requested (base plan).
 - l) Upon EOC activation, be the focal point for news media (Communications Annex).
 - m) Provide representative to PCEM to coordinate public and media information activities (Communications Annex).
 - n) Responsible for assimilating, coordinating, and disseminating all public information on behalf of the EOC and in conjunction with the Health Department.
 - o) Coordinate with ESF 15 to advise public of volunteer and donations needs.
- 15) Community Development
- a) Assist in post-disaster re-development of community (base plan).
 - b) Provide feedback on community's unmet needs (Mass Care Annex).
 - c) Serve as Housing Officer in post disaster operations (Mass Care Annex).
 - d) Long Term Housing Program during recovery operations.
 - e) Provide staff to the EOC during activation. (base plan)
- 16) County Extension Service (CES)
- a) Assist in answering citizens' inquiries concerning recovery operations (base plan).
- 17) Convention and Visitors Bureau (CVB)
- a) Implement and maintain a crisis communications plan for the tourism industry following disasters (Communications Annex).
 - b) Assess status of available commercial lodging pre- and post- event (Mass Care Annex).
 - c) Maintain pre- and post-event liaison with the accommodation industry (Mass Care Annex).
 - d) Provide staff to the EOC during activation. (base plan)
- 18) Public Works Department / Mosquito control
- a) Provide aerial observation to Damage Assessment Team, if requested (Damage Assessment Annex).
 - b) Lead debris clearance operations. (Debris Management Annex).
 - c) During severe oil spills or the release of other hazardous materials, maintain coordination with the US Coast Guard Marine Safety Office, Tampa, and the Regional Response Team, in accordance with the EPA Region IV Contingency Plan, the Davison of Emergency Management, the State of Florida Department of Environmental Protection, and the Pinellas County Hazardous Materials Response Team.
 - d) Provide personnel to assist in Citizen's Information Center (CIC) (Communications Annex).
 - e) Emergency restoration of transportation and stormwater systems.
 - f) Provide staff to the EOC during activation. (base plan)
- 19) Economic Development
- a) Assist the business community in applying for SBA and FEMA assistance programs (base plan).
 - b) Manage post-disaster economic redevelopment (base plan).

- c) Serves as the lead to ESF 18 to provide liaison between county and business & industry. This function will facilitate communications regarding preparations, evacuations and recovery efforts.
 - d) Provide staff to the EOC during activation. (base plan)
- 20) Safety & Emergency Services
- a) Provide Safety & Emergency Services 9-1-1 staff to support the Citizens Information Center to process last minute special needs transport requests (Communications Annex).
 - b) Provide control and emergency reconfiguration of the public safety communications systems as needed (Communications Annex).
 - c) Provide liaison to the County EOC as needed (base plan).
 - d) Operate and manage the primary Pinellas County Warning Point (Communications Annex).
 - e) Control and reconfigure county 800 MHz radio (Communications Annex).
 - f) Develop and prepare to implement a post-disaster communication plan for use with out-of-county multi-jurisdictional agencies (Communications Annex).
 - g) Make county notifications of Mass Casualty Incidents (Health & Medical Annex).
 - h) Maintain and manage the Citizens Information Center staffing.
- 21) Emergency Management (PCEM)
- a) In coordination with the Marketing & Communications Dept., develop a year-round Hurricane Awareness Program (base plan).
 - b) In coordination with county Departments, municipalities and other state and local disaster agencies, develop/update/coordinate emergency plans and guides for response and recovery activities (base plan).
 - c) Develop and maintain a system to disseminate emergency alerts and warnings to the public (Communications Annex).
 - d) Maintain coordination with municipal and adjacent county directors or coordinators and FDEM prior to and during any significant emergency or disaster (base plan).
 - e) Coordinate and make recommendations for reductions in county services, refuges of last resort and other protective measures (base plan).
 - f) Recommend a declaration of SLE and other emergency ordinances as needed (base plan).
 - g) Determine areas of the county that are to be evacuated or isolated (Evacuation Annex).
 - h) Identify necessary resources and outline special powers needed to respond to the emergency (base plan).
 - i) Coordinate requests for emergency assistance and mutual aid (Mutual Aid Annex).
 - j) Ensure the viability of areas designated to be used as shelters, refuges of last resort, PODs, and debris removal sites (Logistics Annex).
 - k) Plan for recovery to include: (base plan)
 - 1. Coordination of re-entry
 - 2. Traffic control
 - l) Assist FEMA in establishing disaster recovery center (DRC) sites if appropriate (Recovery Annex).

- m) Provide for the maintenance, operation and internal procedures of the county EOC, for response and recovery activities (base plan).
 - n) Activate the Pinellas County emergency plans/EOC or portions thereof, whenever the situation warrants (base plan).
 - o) Ensure the EOC is adequately staffed (base plan).
 - p) Order activation and operation of the CIC whenever the situation warrants (base plan).
 - q) Provide coordination among local, state, federal, private and volunteer organizations (base plan).
 - r) Provide information on hazard mitigation (base plan).
 - s) Review, provide suggestions, and approve Department Emergency Plans (DEP) (base plan).
 - t) Develop and maintain this plan (base plan).
 - u) Plan for hospital and nursing home evacuation (Evacuation Annex).
 - v) Develop plans for all hazard response and recovery (base plan).
 - w) Develop hazards awareness programs (base plan).
 - x) In coordination with the ARC, select non-school risk shelters for use during evacuations (Mass Care Annex).
- 22) Consumer Protection
- a) Monitor for price gouging (Mass Care Annex).
 - b) Provide Public Protection Information (Communication Annex).
 - c) Provide staff to the EOC during activation (base plan).
 - d) Assist EOC in law enforcement operations and enforcing emergency ordinances (base plan).
- 23) Emergency Medical Services
- a) Ensure the Emergency Medical Service (EMS) is prepared for disaster operations, including mutual aid (Health & Medical Annex).
 - b) Coordinate EMS mutual aid requests (Mutual Aid Annex).
 - c) Provide staff to the EOC during activation. (base plan)
 - d) Supply oxygen, regulators and other medical supplies to the special needs shelters (Mass Care Annex).
 - e) Stage vehicle and equipment resources in effective positions throughout the county (base plan).
 - f) Ensure Sunstar assets are prepared and available for shelter staffing and other required emergency operations (Mass Care Annex).
 - g) Coordinate requests for special resources (drugs, SNS) in Mass Casualty Incidents (MCI) (Health & Medical Annex).
 - h) Coordinate mass casualty operations with Medical Control (Health & Medical Annex).
 - i) Ensure assigned EMS staffing at shelters.
 - j) Prepare and distribute personal protective equipment to first responders.
 - k) Mandatory Evacuations- EMS/Sunstar will provide evacuation support for healthcare facilities that are in evacuation zones and have no other means to evacuate their facility.
- 24) Fire Administration
- a) Coordinate fire rescue mutual aid requests (Mutual Aid Annex).
 - b) Act as liaison for fire service (base plan).

- c) Provide staff to the EOC during activation. (base plan)
 - d) Coordinate post-impact search and rescue operations (Search & Rescue Annex).
 - e) Act as lead agency for search and rescue operations, to include units, personnel & comms (Search & Rescue Annex).
 - f) Act as liaison with Urban Area Search and Rescue Teams assigned to Pinellas County (Search & Rescue Annex).
 - g) Coordinate HazMat operations.
 - h) Prepare and distribute personal protective equipment to first responders.
- 25) Fleet Management
- a) Provide vehicles/equipment for emergency operations and recovery (base plan).
 - b) Maintain and repair the fleet/generators (base plan).
 - c) Ensure availability of motor fuels for all county vehicles and fuel driven equipment including deployed generators (base plan).
 - d) Deploy generators pre-storm to specific locations (Mass Care Annex).
 - e) Assist with delivery of shelf stable meals to Phase I Departments as needed (Cat 3 or higher storm) (base plan).
 - f) Provide staff & equipment to debris clearance teams pre-storm (Debris Management Annex).
 - g) Ensure adequate fuel on-hand and provide for emergency fuel sites and fueling of generators (Logistics Annex).
 - h) Provide staff to the EOC during activation. (base plan, Logistics SOG)
- 26) Human Services
- a) Lead ESF 6 (Mass Care) for Pinellas County with the assistance of the American Red Cross.
 - b) Assign staff to assist ARC or PCSB with emergency shelter operations (Mass Care Annex).
 - c) Coordinate emergency plans with countywide social service program providers (ARC, TSA, etc.) to provide emergency feeding, clothing, and shelter (Mass Care Annex).
 - d) Support shelter operations for cold weather conditions (Mass Care Annex).
 - e) Coordinate with countywide social service program providers to staff recovery centers with food stamps, home repair, mental health, etc. (Mass Care Annex).
 - f) Provide representation on Community Relations Team (Mass Care Annex).
 - g) Provide staff to the EOC to support Mass Care operations (base plan).
 - h) Coordinate with countywide social service program providers to provide emergency feeding, clothing, and shelter to disaster victims (Mass Care Annex).
 - i) Coordinate and work with the Long Term Recovery Committee (Recover Pinellas) to fulfill unmet needs during recovery operations. (Recovery Annex).
 - j) Coordinate requirements of the Evacuation Sheltering Plan for the Homeless Population with PCEM (Evacuation Annex)
 - k) Provide staffing at homeless friendly shelters if requested (Evacuation Annex)
 - l) Provide staffing on evacuation buses for homeless (Transportation Annex)
 - m) Ensure implementation of the county homeless evacuation plan as necessary (Evacuation Annex).
 - n) Provide access to pharmacy services for prescribed medications when medically necessary as recommended and prescribed by a physician and not readily available.

- o) Provide staffing for County Assistance Centers or FEMA Disaster Recovery Centers as needed.
- p) Provide timely information on recovery related topics to the JIC.
- q) Coordination of closure of Bayside Health Clinic and PCHS offices.
- r) PC Human Services will function as the lead liaison to Recover Pinellas functions.

27) Human Resources

- a) Activate the information hotline for county employees regarding county business (base plan). Keep a record of all employees and their work assignments and status before, during and after an emergency.
- b) Coordinate volunteers and donations and assist in developing plans for those operations (Volunteers & Donations Annex)
- c) Manage and coordinate receipt and delivery of volunteer goods, personnel and services (Volunteers & Donations Annex), to include establishment and operation of Volunteer Reception Center.
- d) Contact the COAD organizations preparing them to activate (Volunteers & Donations Annex).
- e) Provide information and assistance to county supervisors regarding the applicable personnel policies during emergencies (base plan).
- f) Provide information and coordination of HR issues for Departments and employees working the disaster, and for those who return following the event (base plan).
- g) Assist county Departments to accomplish their mission during an emergency by maintaining a roster of phase 3 employees in non-essential positions who can be assigned to perform tasks required in other Departments (base plan).
- h) Assist county Departments by soliciting the appropriate human resources (volunteers) to meet the needs identified by those Departments (base plan).
 - (i) Notify employees of the Phase Reassignment of Employees in Pinellas (PREP) program.
- i) In cooperation with the PCEM, deliver training programs for all county employees on emergency planning and disaster preparedness (base plan).
- j) Assist employees with post-disaster recovery, to include insurance claims, temporary housing, child care and state/federal assistance programs (base plan).
- k) Ensure staff is available for ESF-15 position in EOC during recovery (base plan).
- l) Provide staff to the EOC during activation. (base plan)
- m) PC Human Resources will act as the secondary lead liaison for Recover Pinellas.

28) Human Rights

- a) Provide on call staff to assist the EOC with ADA questions during evacuation and sheltering (Evacuation Annex & Mass Care Annex).
- b) Provide staff to EOC post storm.

29) Justice Coordination (JC)

- a) Disseminate information to the Judicial System, on response and recovery activities (base plan).
- b) Advise EOC staff on judicial system status and capability (base plan).
- c) Provide staff to the EOC during activation. (base plan)

30) Medical Director, EMS

- a) Assist with emergency admittance of patients to hospitals, when physicians are unavailable (Health & Medical Annex).
- b) Act as liaison with Health Department for mass casualty/epidemic incidents (Health & Medical Annex).
- c) Assume control of the medical sector at mass casualty incidents, when required (Health & Medical Annex).
- d) Staff the EOC to manage the EMS system for countywide/regional emergencies (Health & Medical Annex).
- e) Provide medical and response protocols for emergency medical services.
- f) Provide staff to the EOC during activation. (base plan)

31) Medical Examiner

- a) In coordination with the Sheriff, provide cadaver identification services and cause of death certification during emergency operations (Health & Medical Annex).
- b) In coordination with the Purchasing Department, ensure that necessary contracts are developed to provide temporary morgue facilities, during any local disaster or hurricane recovery (Health & Medical Annex).
- c) Develop plan for various types/sizes of mass fatality incidents in coordination with all law enforcement (Health & Medical Annex).
- d) During mass fatality incident, tag, transport, and identify deceased victims, set up temp morgues as necessary (Health & Medical Annex).
- e) Initiate request for and coordinate FMORT/DMORT deployment within Pinellas County when required (Health & Medical Annex).
- f) Responsible for the recovery and identification of human remains.
- g) Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers.
- h) Provide staff to the EOC during activation. (base plan)

32) Office of Management and Budget (OMB)

- a) Provide overall financial management for county operations during disaster operations, including federal Public Assistance program (base plan).
- b) Establish and maintain a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements under the Public Assistance process (base plan).
- c) Provide budget and financial management assistance to the logistics section when activated (Logistics Annex).
- d) Establish and maintain a system to meet finance, payroll and other payment obligations during emergency conditions (base plan).
- e) Coordinate financial relief efforts with state and Federal agencies (base plan).
- f) Coordinate reimbursement efforts with state and Federal agencies (base plan).
- g) Compile economic impact of disasters, based on damages, loss revenues, reduced tourism and increased costs (base plan).
- h) Maintain financial documentation of disaster response and recovery operation costs (base plan).
- i) Submit all county applications for state and federal public assistance and mitigation funding.
- j) Provide staff to the EOC during activation. (base plan)

- 33) Parks and Conservation Resources
 - a) Assist PW with countywide debris clearance (Debris Management Annex).
 - b) PC PCR has primary responsibility for the overall management, staffing, physical establishment and internal operations of the County Staging Area (CSA) (Logistics Annex).
 - c) Manage staffing, vehicles, facilities, equipment, and communications to operate Points of Distribution (PODs) (Logistics Annex).
 - d) Provide staff to the EOC during activation. (base plan)
- 34) Planning Department
 - a) Provide general planners to staff the Logistics Section when activated (Logistics Annex).
 - b) Provide staff to the EOC during activation. (base plan)
- 35) Property Appraiser
 - a) Provide assistance and information to the county damage assessment group, as requested and municipal DAT within capability (Damage Assessment Annex).
 - b) Assign primary and alternate individuals to the EOC during recovery (base plan).
 - c) Conduct damage assessments of homes and private businesses under the Individual Assistance Program in coordination with Building Development Review Services and Risk Management (Damage Assessment Annex).
 - d) Provide staff to the EOC during activation. (base plan)
- 36) Purchasing Department
 - a) Execute agreements and emergency requisitions to provide necessary equipment and supplies for emergency operations (base plan).
 - b) Document all purchases made in support of any emergency/disaster (base plan).
 - c) Provide staff to the logistics section when activated (Logistics Annex).
- 37) Real Estate Management
 - a) Take necessary steps to ensure that all county buildings are prepared or secured for emergencies (base plan).
 - b) Provide assistance in activation and operation of the EOC and other critical county emergency response facilities, to include all life/environmental support systems (base plan).
 - c) Obtain temporary facilities for damaged county operations through emergency leases (base plan).
 - d) Conduct damage assessments of county facilities and assist Risk Management with claims for recovery of county facilities (Damage Assessment Annex).
 - e) Conduct pre and post use inspections of municipal community shelters under agreement to county (Mass Care Annex).
 - f) Develop database of critical county facilities and whether they have emergency generators (base plan).
 - g) Restore functionality of county facilities.
 - h) Provide staff to the EOC during activation. (base plan)
- 38) Risk Management
 - a) Serve as lead of the county damage assessment operations (Damage Assessment Annex).

- b) Assess county facilities operating for emergencies for safety, sanitation, and industrial hygiene, and make recommendations for improvement (Health & Medical Annex).
 - c) Provide training /trained staff for safety officer function for county sites operating during emergencies/activations.
 - d) Provide staff to the EOC during activation. (base plan)
- 39) Sheriff (PCSO)
- a) In coordination with municipal police departments, Florida Highway Patrol and the Sheriff's Offices of surrounding counties, review evacuation routes, establish traffic control points at critical intersections, coordinate traffic control during any evacuation operation and provide staffing to traffic control points in unincorporated Pinellas County (Evacuation Annex).
 - b) Develop procedures and provide for initial damage assessment reports by deputies on the scene, to be submitted to the PCEM during local disasters (Damage Assessment Annex).
 - c) Coordinate all re-entry and other safety/security activities across the county with the EOC such as advising on need for curfews, area closures, etc. (base plan).
 - d) Provide security for recovery operations such as Debris Clearance, Search & Rescue Teams, etc. as requested.
 - e) Commandeer refuges of last resort and other resources as requested (base plan).
 - f) Provide aerial observation to DAT, if requested (Damage Assessment Annex).
 - g) Prepare and distribute personal protective equipment to first responders.
 - h) Provide staff to the EOC during activation. (base plan)
- 40) Utilities Department
- a) Maintain/restore water pressure; provide potable water during recovery, prioritize substation restoration (Utilities Annex).
 - b) Coordinate with the State Department of Health - Pinellas for testing of all water supplies (Health & Medical Annex).
 - c) Provide customer service personnel to assist in CIC (Communications Annex).
 - d) Maintain/restore sewer infrastructure during recovery; prioritize pump station restoration.
 - e) Provide staff to the EOC during activation. (base plan).
- 41) Other Assigned Organizations
- a) State Department of Health – Pinellas (DOH – Pinellas)
 - 1. Develop and communicate public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters (Communications Annex).
 - 2. Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major disasters (Health & Medical Annex).
 - 3. Coordinate with Public Works Mosquito Control for air and ground spraying measures for vector control to reduce transmitted diseases as soon as practical (Health & Medical Annex).
 - 4. Coordinate and plan for emergency health services, to include all medical facilities, equipment and personnel (Health & Medical Annex).
 - 5. Manage response and recovery operations for incidents involving public health crises (Health & Medical Annex).

6. Provide staff to the EOC during activation. (base plan)
 7. Provide for the mass immunization of the public, if required (Health & Medical Annex).
 8. Provide for the mass prophylaxis of the public to stop disease transmission.
 9. Provide for quarantine to stop disease transmission.
 10. Manage and staff Special Needs Shelters (Mass Care Annex).
 - (i) Specifically: “County health departments shall, in conjunction with the local emergency management agencies, have the lead responsibility for coordination of the recruitment of health care practitioners to staff local special needs shelters. County health departments shall assign their employees to work in special needs shelters when those employees are needed to protect the health and safety of persons with special needs. County governments shall assist the department with nonmedical staffing and the operation of special needs shelters. The local health department and emergency management agency shall coordinate these efforts to ensure appropriate staffing in special needs shelters.”
 11. Coordinate requests for special resources (drugs, SNS) in Mass Casualty Incidents (MCI) (Health & Medical Annex).
 12. Provide emergency prescription services during disasters (Health & Medical Annex).
- b) 2-1-1 Tampa Bay Cares
1. Coordinate information with CIC during activation (base plan).
 2. Provide staffing and coordination of the Recover Pinellas call center during recovery.
- c) American Red Cross (ARC)
1. In coordination with PCEM, select non-school risk shelters for use during evacuations (Mass Care Annex).
 2. Serve as a primary support agency with PCHS in the EOC Human Services group based on the ARC’s MOU with FEMA.
 3. Provide the required operating staff, equipment and supplies for non-school risk shelter operations (Mass Care Annex).
 4. May assist in damage assessment (Damage Assessment Annex).
 5. Select host shelters and non-risk shelters (Mass Care Annex).
 6. Provide staffing for assigned shelters as requested.
 7. Provide staffing in the County EOC.
- d) Auxiliary Communications Service (ACS)
1. Backup communications support for shelters (Communications Annex)
 2. Provide backup communication support for the EOC Radio Room.
- e) Coalition for the Homeless
1. Support homeless evacuation actions when necessary (Evacuation Annex).
- f) Recover Pinellas
1. The county’s Long Term Recovery Committee will manage monetary donations, and volunteers after the county VRC deactivates.
 2. Activate Communications Plan for human services recovery assistance (Communications Annex).

3. Promote cooperation and coordination among local government, county, state, federal, and voluntary agencies to address unmet recovery needs of individuals and families.
4. Provide staff to the EOC during activation.
- g) Hospitals and Nursing Homes
 1. Provide shelter space for citizens with special needs (Mass Care Annex).
- h) Juvenile Welfare Board
 1. Assist in staffing Recover Pinellas, Recovery Management Center (Logistics Annex).
- i) Pinellas Suncoast Transit Authority (PSTA)
 1. Provide buses and drivers for emergency transportation in support of this plan (Transportation Annex).
 2. Provide staffing for the Transportation desk in the EOC.
- j) United Way of Tampa Bay
 1. Manage and staff county Volunteer Reception Center (Volunteers & Donations Annex).
- k) School Board Administration (PCSB)
 1. In coordination with the PCEM and the ARC, designate schools as public shelters (Mass Care Annex).
 2. Provide school buses and drivers in support of this plan (Transportation Annex).
 3. Provide staff, equipment and supplies (including food and water) for risk school shelter operations (Mass Care Annex).
 4. Provide special needs transportation to shelters (Transportation Annex).
 5. Assign staff to EOC during activation – ESF-1, ESF-6 (base plan).

H. Training

Training is a never-ending process. New personnel must be trained on their responsibilities in support of this plan and normal turnover in personnel guarantees a continuous supply of new personnel. Experienced staff must receive refresher training and updates on changes to plans.

The PC Emergency Management Senior Coordinator with assistance from the Emergency Management Specialist will coordinate disaster-related training within the county to ensure that all objectives of the CEMP are met. However, other organizations such as the Tampa Bay Regional Planning Council (TBRPC) or the Regional Domestic Security Task Force may offer training within the county.

Training examples include FDEM and FEMA-sponsored courses, local training, hazardous material awareness and operations, and specialized training. Those agencies or Departments having primary or support emergency functions will establish training programs for their respective responsibilities. PCEM will coordinate the local training program including identifying training needs and scheduling personnel for State/Federal emergency management training.

Emergency Management Staff:

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New staff will be trained utilizing a combination of on-the-job training, formal classroom instruction and exercises. Initially, training will be limited to primary duties only. Once a satisfactory level of knowledge is displayed, cross training will be conducted whenever possible.

Experienced staff will be provided refresher training and the opportunity to attend career development programs. Every effort will be made to send at least one staff member to all appropriate state training courses taught in Area 4.

- 1) **ROC/EMCs:**
New municipal EMCs and new representatives to the ROC will be provided an orientation as soon as possible after appointment. All members will be advised of training opportunities and encouraged to attend. They will also be provided a copy of the Pinellas Emergency Managers Guide.
- 2) **County Departments, Agencies and Municipalities:**
Training opportunities will also be provided to Departments, agencies and municipalities. Requests for training will be processed by emergency management and accomplished by trained staff whenever possible.
- 3) **Specialized Teams:**
Specialized team training will be scheduled every year to orient new members, and as refresher training for other members. These teams include: CIC, Logistics, Planning PODs, CSA and Damage Assessment teams.
- 4) **Federal Programs Training Needs:**
Local personnel staffing federal programs may require specific training. The training may be provided locally or at a regional training center. The list below identifies some of the more common federal programs that have training requirements for Pinellas County personnel:

Table 14. - Emergency Management Training Program Outline

EM Phase	Program	Personnel	Program Sponsor
Preparedness	Emergency Planning Community Right to Know Act	Emergency Management	Environmental Protection Agency (Pass through to LEPC)
		Fire Service	
		Hazardous Material Teams	
		Business Owners/Management	
Preparedness	Homeland Security Exercise Evaluation Program	Emergency Management	Office of Domestic Security
		Exercise Design Team	
		Exercise Controllers	
		Exercise Evaluators	
Preparedness/Response	National Incident Management System	Emergency Management	Federal Emergency Management Agency
		All First Responders	
		Public Works	
		Utilities	
		EOC Staff	
		RMG Staff	
		CIC Staff	
		Public Officials	
Preparedness/Response	Urban Area Security Initiative	UASI Program Managers	Office of Domestic Security
		Tampa Police Dept.	

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Preparedness/Response	Regional Domestic Security Task Force	RDSTF Members Tampa Police Dept. RDSTF Specialized Team	Office of Domestic Security
Recovery	Public Assistance	Emergency Management Damage Assessment Teams Recovery Team Members Eligible Applicant Representatives Project Managers Management and Budget Clerk of the Court	Federal Emergency Management Agency
Response	NOAA Skywarn Spotter	Skywarn Spotters Pinellas County ARES	National Weather Service
Mitigation	Hazard Mitigation Grant Program	Planning Department LMS Representatives Project Managers	Federal Emergency Management Agency
Mitigation	Flood Mitigation Assistance Program Grant NFIP	Planning Department LMS Representatives Project Managers NFIP Managers Planning Dept. Community Rating System Monitors	Federal Emergency Management Agency

5) Exercises:

Exercises test the effectiveness of planning and training, and must be conducted periodically to evaluate the adequacy of the CEMP and the skills of the emergency response personnel. They provide realistic, integrated, large-scale training for the county and response agencies, and a road map for the next planning and training cycle. Exercises are developed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). This program covers the scheduling, planning, conducting and evaluating of all exercises.

6) Agency Participation:

The PCEM manages the county’s disaster exercise program, including exercise team training. Departments and agencies assigned responsibilities in this plan should participate in at least one disaster drill or exercise annually. Auxiliary and support personnel should be involved in exercises to the extent possible.

The following table illustrates the agencies and emergency management teams that should participate, according to exercise levels. Refer back to the Responsibilities Section and Attachment 3-6 for agency assignments.

Table 15. - Agency Participation in Various Exercise Levels

Exercise Type	Target Audience	Participants
Orientation	Public Officials Industry Leaders	Board of County Commissioners
		Constitutional Officers
		Public Officials
		Business/Industry Leaders
		Local Officials

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Tabletop/ Guided Discussion	Emergency Management Teams, EOC Staff	Pinellas Emergency Management
		Official Authority
		Municipal Emergency Management Coordinators
		American Red Cross
		Tampa Bay Regional Planning Council
		Local Emergency Planning Committee
Functional	Management Personnel with Response Functions, EOC Staff	Emergency Operation Center
		EOC Logistics Section
		Citizen Information Center
		Emergency Support Functions
		Hospitals/Healthcare Facilities
		Shelter Teams
		Debris Management Team
		Business and Industry Teams
Drill	First Responders Response Agencies (PW, UTL, Animal services) EOC Staff	Fire Agencies
		Law Enforcement
		Emergency Medical Services
		Hazardous Material Team
		Community Emergency Response Teams
		Search and Rescue
		Damage Assessment Team
Full Scale	All Agencies	Media
		All

7) Interagency Exercises:

Those organizations tasked in this plan should participate in interagency and regional exercises whenever possible. Sponsoring organizations plan and conduct these exercises at various times of the year and may not be on specific set schedules. Below is a list of common interagency/region exercises:

- a) District 8, Local Emergency Planning Committee Hazmat Exercise.
- b) Tampa Bay Regional Domestic Security Task Force Exercises.
- c) Coalition for Health and Medical Preparedness (CHAMPS) Exercises.
- d) Area Hospital Mass Casualty Drill.
- e) Tampa MSO, U.S. Coast Guard Multi-Agency Drill.

8) Exercise Schedule

- a) At least two major exercises should be accomplished each year.
- b) Every effort will be made to participate in regional and statewide exercises, especially the statewide hurricane exercises.
- c) All exercises will be critiqued and corrective actions documented.
- d) A response to an actual emergency or disaster may fulfill exercise requirements, provided the incident is evaluated using the established exercise guidelines, and a report is written, identifying strengths and improvements needed. In this event, the exercise credit is given only to the hazard scenario that was exercised. An actual response, however, may not fulfill exercise requirements where federal or state rules dictate.
- e) Scenarios will vary year-to-year, so that all major elements of the plan and participating organizations are tested within a five-year period.
- f) Exercises may be scheduled based on the current threat or emphasis.

Table 16. - Exercise Scenario Rotation

Scenario	Frequency	Note
Hurricane	Annual	In conjunction with the Statewide Hurricane Exercise
Severe Weather	Annual	Statewide Hazardous Weather Awareness Week
Hazardous Materials	Biennial	In conjunction with the LEPC 8 Regional Exercise
Mass Casualty	Table top annually, Full-scale Triennial	
Airport Accident/Event	Annual Tabletop Triennial Exercise	In conjunction with the FAA Exercise, St. Pete/Clearwater AP
Mass Transportation	According to transit exercise requirements	
Terrorism incidents	Annually	In conjunction with RDSTF or UASI Exercises

9) Exercise Evaluation

- a) Pinellas County will use the Homeland Security Exercise and Evaluation Program (HSEEP) methodology to evaluate its exercise unless a different oversight program specifies the type of methodology.
- b) The HSEEP methodology uses a combination of objectives, evaluation criteria, checklists, and task analysis for conducting a comprehensive evaluation.
- c) An exercise director will be assigned and will be responsible for the exercise design process.
- d) Immediately following any exercise, exercise evaluators and controllers must attempt to provide immediate feedback using a “hotwash” to exercise participants as soon as possible. This “hotwash” will validate problems identified during the evaluation.
- e) The Exercise Director will conduct a formal exercise critique within three days of the exercise termination.
- f) The PCEM or Exercise Director will write and distribute an After Action Report (AAR) to all participating organizations within 60 days of the exercise. The report will identify the type of exercise, summarize the scenario, identify findings, assign corrective action responsibilities, and a deadline for replies.
- g) Participating agencies listed in the exercise report as needing improvement, will be requested to take corrective action and send a reply to the author of the report within 60 days of the report date.

I. Public Education

The most important and difficult task of preparedness is educating the public. Excellent plans are useless unless they are understood and followed. To educate as many people as possible every avenue must be pursued. The Marketing and Communications Department and PCEM will work together closely to develop public education campaigns and materials.

1) Hurricane Guide

On an annual basis Pinellas County, in co-operation with other counties of the Tampa Bay region, publishes an All Hazards Guide. County departments, post offices, libraries, fire departments and other government offices distribute paper copies. The All Hazards Guide is also available for viewing or digital download at PCEM and TBRPC public websites. The guide discusses the previous year’s lessons

learned, family disaster planning, supplies and materials, and evacuation instructions. It also has the current shelter list along with evacuation routes printed in map form. Evacuation areas are colored-coded. The guides are published in Spanish as well as English.

- 2) **Emergency Management Website**
Emergency Management maintains a web site (www.pinellascounty.org/emergency) that enables residents to look up their hurricane evacuation level by address and obtain preparedness information. Evacuation routes, healthcare planning guides, mitigation opportunities and business information are also available. The county also addresses other hazards such as terrorism, tornadoes, etc. During disasters, the webmaster provides dynamic and up-to-date relevant information.
- 3) **Interactive Voice Response System**
To complement the Internet look up, the county operates an interactive voice response system. Residents can call 453-3150 and input any landline phone number in Pinellas County. The system will respond with the hurricane evacuation level for that phone's location. Pinellas County utility bills carry the evacuation zone for each service site, and the evacuation zones are also made available online at the Property Appraiser Property records website.
- 4) **County Speaker's Bureau/Presentations**
County staff members conduct dozens of presentations each year to civic groups, businesses, educational institutions, community associations, and many others. Topics range from emergency management to homeland security with the ability of staff to tailor the messages to the audience. Two home shows are attended yearly, one in the spring and one in the fall. Other educational efforts include EOC tours, open houses and TV and radio specials. The county's government access channel airs disaster preparedness information year round.
- 5) **Public Service Announcements (PSA)**
The Marketing and Communications Department is responsible to develop and supply the broadcast and print media outlets periodic public service announcements. Many announcements are received from FEMA and FDEM and passed on. PSAs may cover a wide variety of emergency preparedness activities in all the four EM phases. PSAs will be made available to support non-English speaking populations upon request. PSAs will also be aired on the county's public access channel and on the county's website, when possible.

J. Demobilization

- 1) Once the hazard has abated or removed, PCEM Director will commence demobilization activities. For a minor incident, a quick informal inter-agency debriefing should be conducted. It may be necessary to schedule a formal incident review for an extended or major operation.
- 2) During recovery, the EOC team will continuously evaluate the necessity of maintaining centralized operations at the EOC. All ESFs will maintain their liaison in the EOC until the Operations Section Chief, or IC, determines it is no longer necessary. The EOC may downgrade from 24-hour operations to a reduced schedule, as determined by the Operations Section Chief. This will allow alternate EOC staff

to coordinate remote operations and/or begin a return to normal Department functions.

- 3) When it is determined that the most effective utilization of resources can occur at remote locations, the EOC may be partially de-activated. EOC representatives will be released on a case-by-case basis. Those agencies or functions not maintaining a continuous presence in the EOC will provide 24-hour contact numbers for the primary and first alternate contacts. In cases of an extended recovery operation, it is anticipated that the CIC, and the Logistics Section, may maintain a presence in the EOC. However, functional representatives must attend EOC status briefings during each operational period to ensure that continuity of activities continues.
- 4) The Planning Section Chief may develop a demobilization plan that provides a strategic overview of when emergency functions will cease, when, and how the function will transition to normal operations. Specialized team and functional leaders will develop their own demobilization procedures as part of the incident planning process. He or she will collect all important papers and information needed to prepare situation reports from departing functions.

5. Administration, Finance, and Logistics

A. Administration

1) Plan Maintenance

The CEMP base plan is maintained, modified, and updated by PCEM directly. The various annexes are each a group effort, with individual PCEM staff members taking the lead role in a team effort of county government and county agencies who have responsibilities in that Annex. These responsibilities are detailed in paragraph 4G, above.

PCEM updates the plan as major changes occur and issues change notices to plan recipients. The recipients replace the affected plan sections and annotate those changes in the Record of Changes found in the beginning of the document. Every four years, the Department revises the CEMP, and the BCC re-adopts it, following a review by the Florida Department of Emergency Management (FDEM) that ensures it meets the provision of Rule 27P-6, F.A.C.

2) 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. The Pinellas County Board of County Commissioners (BCC) generally executes funding agreements with other legal entities. Certain authorities and responsibilities have been delegated by the Board of County Commissioners to the County Administrator who manages the day-to-day County business and reports directly to the Board of County Commissioners. Pinellas County may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs as a consequence of activities under emergency declarations. Pinellas County may also collect damages from its insurance carriers.

Generally, the federal and state governments do not reimburse expenditures that are not properly documented. All Pinellas County Departments and agencies will

include requirements for fiscal recordkeeping in their emergency procedures. It is also crucial that Pinellas County and municipalities establish sound fiscal policies and expenditure tracking mechanisms to facilitate reimbursement processes. Pinellas County will assist municipalities in pursuing these same goals upon request.

The PC Office of Management and Budget (PC OMB) is responsible for financial management during disaster operations including coordination of the Public Assistance (PA) program. PC OMB Director will designate a staff person from the Department to be PA Coordinator. All organizations that have incurred losses must maintain complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs. PC OMB establishes procedures for processing and maintaining records of expenditures and obligations for manpower, equipment and materials. All appropriate logs, formal records and file copies of all expenditures (including personnel timesheets) must be kept by all Departments, agencies and municipalities, in order to provide clear and reasonable accountability and justification for reimbursement.

There are 24 independent incorporated municipalities in Pinellas County and 13 unincorporated census designated places. Pinellas County OMB may provide advice and information to the incorporated municipalities but the individual municipalities are responsible for managing and processing their individual financial activities, including financial records and reimbursement filings. Pinellas County will be responsible for unincorporated areas of the county in coordination with the Special Fire Districts that serve specific areas.

All Pinellas County Departments will make every effort to assure the safety of cash, checks, accounts receivable, and will assist in the protection of other valuable documents or records. All organizations will designate personnel to be responsible for documentation of all disaster operations and expenditures. County Departments will incur emergency expenditures in accordance with governing purchasing and acquisition procedures. Each agency will keep an updated inventory of its personnel, facilities, and equipment resources as part of their policies, procedures, and instructions. Agencies with identified responsibilities in this plan are responsible for budgeting, allocating and procuring disaster-required material and equipment to accomplish those duties.

The BCC allocates emergency management funds for the daily administration of programs, which include preparedness, response and mitigation activities. PCEM receives grants and other awards facilitating certain programs each year. The PCEM budgets, allocates, and distributes these funds using standard county fiscal practices. These funds are for operating expenditures, and are not normally used to supplement response or recovery costs.

The FDEM will provide periodic training sessions concerning guidelines and processes involving state and federal disaster assistance. PCEM will coordinate this training for all concerned agencies and Departments, as well as provide training to county and municipal personnel on relevant information concerning the various funding programs under FDEM.

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Pinellas County has contracted with a firm that specializes in Public Assistance to assist OMB and the county with the various accounting, files, administrative procedure and additional staff necessary to properly manage the Public Assistance process. The contractor will be supervised by OMB.

B. Finance

1) Financial Programs

Several federal, state, and other agencies recognize the financial complications of administering an Emergency Management program. In addition, they realize the hardship local governments experience during disasters. Subsequently, there are various types of financial programs available to Pinellas County response agencies. Those wishing to fund certain preparedness and mitigation projects may contact the Local Mitigation Strategy Committee for technical assistance and advice. The table below shows the most frequent financial programs used in Emergency Management and their administrative authorities:

Table 17. - Frequently Used Financial Programs

Financial Program	Authority	CEM Phase	Cycle
Emergency Management, Preparedness Assistance Base Grant	F.S. 252 FAC 27P-19	Preparedness	Annual
Emergency Management Preparedness Assistance Competitive Grant	F.S. 252 FAC 27P-19	Preparedness Mitigation	Annual
State & Local Assistance Grant	FAC 27P-11	Preparedness	Annual
Emergency Preparedness Community Right-to-Know Act Grant	F.S. 252	Preparedness	Annual
Federal Mitigation Grant Programs	P.L. 93-288	Recovery Mitigation	Pre and Post Disaster
Flood Mitigation Assistance Program	National Flood Insurance Reform Act of 1994	Mitigation	Upon Notice of Funds Available
Small Business Administration Loan	13 CFR, Section 123	Recovery	Upon SBA Disaster Declaration
Small Project Grant	P.L. 93-288	Recovery	Upon Federal Disaster Declaration
Large Project Grant	P.L. 93-288	Recovery	Upon Federal Disaster Declaration
Individual and Family Grant	44 CFR, Part 206	Recovery	Upon Federal Disaster Declaration
Florida Community Trust	F.S. 380 FAC 9K-1 - 9K-6	Mitigation	Annual

All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained in compliance with the Stafford Act, and applicable Florida Statutes (Chapter 215 and Chapter 252), in accordance with funding agreements.

Further, all federal public assistance funds are subject to state and federal audit. Guidance for maintaining records and requesting reimbursement is included in the State of Florida Disaster Assistance Reimbursement Documentation Information pamphlet prepared by FDEM.

2) Post Disaster

The first step in post disaster financial management actually occurs during the disaster. All workgroups and payroll clerks must capture and document costs incurred because of the disaster. When mutual aid is requested, the requesting party must ensure that the assisting party is also properly documenting their costs and that they are in accordance with the Statewide Mutual Aid Agreement (SMAA). Incomplete documentation will result in delays or only partial reimbursement. Conversely, when we provide mutual aid, detailed documentation of our expenses makes it easier for the requesting party to claim reimbursement.

After the disaster, damages must be assessed and documented. State and federal officials will require good estimates very early in the recovery process. If the damages are considered significant enough to warrant federal assistance, the President will issue a declaration. Reimbursement of eligible costs is normally 75% Federal and 12.5% State (determined by the President and Governor at the time of the disaster). The remaining costs (if any) must be absorbed by the organization. These figures are not absolutes and may be adjusted based upon existing conditions or funding mechanisms. The better we document our appropriate costs, the more reimbursement we will receive.

For Departments under the general fund, un-reimbursed costs will be borne by the Department and uninsured damages will be paid from the general fund. Risk Management will facilitate claims for insured losses. Departments may submit budget amendments for consideration when costs will degrade operations significantly. Enterprise Departments must internally account for all costs to include damages. PC OMB will be the lead Department in collating and submitting claims for the county.

The State will generate contracts/agreements to provide these funds. Each government or special fire control district must enter into these agreements directly with the State. PCEM will coordinate with state and federal officials in scheduling applicant briefings, kickoff meetings, and provide administrative and technical assistance to applicants.

During an emergency or disaster, administrative procedures may be suspended, relaxed, or made optional in the interest of accelerated processing or protecting life or property. Normal procedures which do not interfere with the timely accomplishment of emergency tasks will continue to be followed. Those emergency

administrative procedures that depart from “business-as-usual” will be described in detail in Department standard operating guides. In disasters and emergencies, responding agencies will begin a log of activities and set up a file for receipts, time sheets, logs, and other important papers. Agencies performing recovery activities will use the State of Florida’s financial and reimbursement procedures.

3) Insurance

Pinellas County is self-insured for property, worker’s compensation, and general and automotive liability. Federal rules require insurance coverage in the post-disaster phase, as per 44 CFR “subpart I.” Pinellas County Risk Management will provide information on insurance coverage. All Departments will provide the necessary warranty and loss information in order to qualify for Public Assistance funding.

C. Logistics

Departments responding to emergencies and disasters must first use their available resources. When this plan is implemented, the EOC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section will also provide services and equipment maintenance beyond the normal capabilities of the organization. Scarce resources will be allocated according to established priorities and objectives of the IC. All Departments are expected to maintain an inventory of all equipment, to include their disposition after the conclusion of the emergency. Items that are not accounted for, or that are not placed in the county inventory as an asset, will not be eligible for reimbursement.

6. Authorities and References

A. Federal

1) Robert T. Stafford Disaster Relief and Emergency Assistance Act

The Act as amended by Public Law 106-390, October 30, 2000.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 is the authority for federal assistance to local and state governments through a Presidential Disaster or Emergency Declaration. It was amended by the Disaster Mitigation Act of 2000 (Public Law 106-390) and the Pets Evacuation and Transportation Standards Act (Public Law 109-308).

2) Flood Disaster Protection Act of 1973, Public Law 93-234, as amended.

3) Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Public Law 96-510 and the Superfund Amendments and Re-authorization Act of 1986 (SARA), Public Law 99-499.

4) Homeland Security Act of 2002, Public Law 107-296.

5) Homeland Security Presidential Directive 5, Management of Domestic Incidents.

6) Homeland Security Presidential Directive 8, National Preparedness.

7) United States Department of Homeland Security (USDHS), National Incident Management System (NIMS).

8) United States Department of Homeland Security (USDHS), National Response Framework (NRF).

9) Emergency Management Assistance Compact.

B. State

- 1) Chapter 252, Florida Statutes: F.S. 252.38 establishes the emergency management powers of political subdivisions.
- 2) Governor's Executive Order 80-29, which delegates specific emergency responsibilities and directs certain emergency management actions to county governments.
- 3) The State of Florida Comprehensive Emergency Management Plan.
- 4) Florida Administrative Code: Rules 27P-6, 27P-7, 27P-11, 27P-14, 27P-19 and 27P-20.
- 5) Management Policies and Procedures for Emergency Management.
- 6) Statewide Mutual Aid Agreement.

C. Regional Plans

- 1) District VIII, Tampa Bay Local Emergency Planning Committee (LEPC) Hazardous Materials Emergency Response Plan (HMERP).
- 2) 2010 Florida Statewide Regional Evacuation Study Program: Tampa Bay Region, Volumes 1-8
- 3) District 6 Medical Examiner's Office Incident Management Operations Plan
- 4) West Central Florida Area Contingency Plan, U.S. Coast Guard Sector St. Petersburg. This plan addresses the removal of oil and hazardous substances and includes the waters around Pinellas County.

D. County

- 1) Pinellas County Charter 2.04. Establishes county special powers for the development and implementation of civil preparedness programs.
- 2) Chapter 34, Pinellas County Code, Civil Emergencies. The codification of various ordinances enacted by the Board of County Commissioners regarding the authority and conduct of emergency management, declarations of states of emergency, conduct of business during an emergency and order of succession for purposes of taking action during a declared emergency.
- 3) Chapter 58, Pinellas County Code, Environment, Article III. Concerns hazardous materials.

E. Other Plans that support this CEMP

- 1) Pinellas County Hurricane Evacuation Implementation Guide
- 2) Pinellas County Emergency Operations Center Guide
- 3) Pinellas County Special Needs Standard Operating Guidelines
- 4) Pinellas County Homeless Coalition Evacuation and Sheltering Guidelines
- 5) Pinellas County Citizen's Information Center Guidelines
- 6) Pinellas County Damage Assessment Standard Operating Guidelines

- 7) Pinellas County Mass Casualty Response Plan
- 8) Interlocal Agreement between Pinellas County and the Pinellas County School Board for the use of PCSB schools, buses, staff for sheltering and transportation assistance and staff of schools by PCSB staff.
- 9) Agreement to Permit Use of a Facility as a Red Cross Emergency Shelter – between Pinellas County and American Red Cross, Tampa Bay Chapter, (for use of Ross Norton and Dunedin Community Center.
- 10) Interlocal Agreement between Pinellas County and the City of Clearwater for the use of Ross Norton Center as a shelter.
- 11) Interlocal Agreement between Pinellas County and the City of Dunedin for the use of the Dunedin Community Center as a shelter.
- 12) Agreement between Pinellas County and United Way of Tampa Bay for management and staffing of Volunteer Reception Center.
- 13) Agreement between Pinellas County and Neighborly Services of Pinellas for transportation assistance during evacuations.

7. Post Disaster and Recovery

A. General

Individual county Departments and municipalities will have inherent and implied duties regarding the restoration of infrastructure elements under their responsibility. For areas not otherwise assigned, PCEM will coordinate the overall response activities by county government. It will be the responsibility of lead agencies to communicate the priorities of its operations to support agencies and coordinate the overall response.

B. Impact Assessment

This will determine the disaster's impact on Pinellas County, determine recovery priorities, identify resource needs for disaster recovery, justify necessary state and federal assistance, and identify structures unsafe for occupation. Impact assessment will determine the nature and extent of damage to infrastructure for establishment of restoration priority.

C. Continuation of Government

This will ensure the continuing critical functions and services of Pinellas County government while responding to and recovering from disaster. Ensure that every effort is made to restore normal county government operating and decision making processes as soon as possible. Provide support to county employees who may be called upon to perform in unfamiliar roles and environments, under conditions of fatigue and extreme stress, and often out of touch with family members for extended periods of time.

D. Volunteers and Donations

Continue to coordinate during recovery offers of assistance by volunteer organizations, and work with federal and state organized efforts to collect and distribute donated goods and volunteer services.

E. Reentry, Security

Promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of Pinellas County and its economy. To provide uniform guidance following a large-scale disaster to law enforcement personnel who direct access into the impacted area. This includes procedures to ensure safe and orderly reentry and clarifies the roles and responsibilities of local and state agencies that may be involved in reentry.

F. Public Information

It is critical that disaster victims receive timely, accurate, and meaningful information after the disaster has occurred. The county can expect rumors, misinformation, and exaggerated claims to be made during times of emergencies. It can also expect that some victims will not be able to receive information using traditional methods.

The county will attempt to use every possible mechanism to transmit the most current information to the public. The Marketing and Communications Department will determine the variety of traditional and nontraditional avenues available to reach the victims. In addition, the county will receive help from the state and FEMA with community relations/outreach specialists after a Presidential Disaster Declaration (PDD). PCEM and/or Marketing and Communications will be responsible for assisting any outreach program with logistics needs such as area maps, hazard briefings, escorts, etc. Teams will be assigned to the hardest hit areas where re-entry has been authorized. Some activities may include:

Table 18. - Public Information Methodologies

Traditional	Non-Traditional
Citizen Information Center	Neighborhood Walks
Print Media	Damage Assessment Teams
Cable	Community Bulletin Boards
Broadcast Radio	Amateur/CB Radio Clubs
TV Broadcast Media	Civic Organization Programs
Internet Web Page	Mailers
Community Meetings	Homeowner Association Newsletters

G. Human Services

This will identify individuals who need various human services following a disaster and to meet those needs through coordination with public and private organizations. It will coordinate recovery human services and agencies following a disaster to include:

1. Shelter
2. First aid
3. Water
4. Ice
5. Food
6. Hygiene
7. Sanitation
8. Crisis counseling
9. Temporary housing
10. Family grants
11. Animal needs (in conjunction with Animal Services)

H. Individual Assistance

The goal is to inform disaster victims about the federal individual assistance programs that are available and how to make application. Provide convenient sites where the public can apply for assistance programs.

I. Debris Management

Effectively manage debris generated by natural and man-caused disasters. Determine current landfill sites, and what types of rubble/debris they can handle. Make provisions to do recycling on site.

J. Long Term Health

Identify threats to public health during the recovery period and to provide remedies. Continue public health functions and control of environmental factors related to public health. This is essential following a disaster to prevent the outbreak of disease and to monitor the spread of vectors associated with the disaster itself.

K. Safety

Ensure that a safe working and living environment is maintained for county recovery personnel and others, and provide guidelines to minimize the risk of injury or illness to county deployed personnel, mutual aid personnel, and volunteers who are involved in disaster response, recovery, or mitigation operations; and for victims and citizens.

L. Public Infrastructure Repair and Restoration

Restoration of utility services is critical to the success of all recovery operations. Restoration of commercial power is the precursor for restoration of water and sewer systems, and the restoration of power must be preceded by clearance of debris along the transmission line rights of way.

M. Building Inspections & Permits

Provide timely building inspections, permits, and convenient licensure procedures without compromising safety. Provide a streamlined program for permit processes after a disaster. Identify structures that are safe and get as many people as possible back into them. Allow building owners and tenants access to their buildings, possessions, inventories, when deemed safe to do so. This also involves making temporary repairs to key facilities and damaged homes to stabilize the disaster situation.

N. Emergency Housing

Post disaster emergency housing is a likely need following a major hurricane, and the possibilities are extremely limited. Insurance companies and outside emergency workers will quickly acquire those vacant rooms in the county. The Convention and Visitors Bureau (CVB) will locate all available rooms, and this information will be included in all public information broadcasts. The Pinellas County Community Development Director has been assigned as the Disaster Housing Officer for the County.

O. Long Term Housing

Help disaster victims find assistance for the repair or replacement of their housing, and to revitalize the housing stock and tax base of the community; and to incorporate hazard mitigation principles in the recovery effort. Encourage immediate repair for re-occupancy of minimally damaged residential structures. Assist displaced people with locating sources of financial assistance programs to repair or reconstruct permanent housing.

- P. **Planning & Community Development**
Provide a vision and establish principles for redevelopment of the county. Long-range redevelopment issues involve the social, economic, and environmental framework of the county.
- Q. **Economic Restoration & Development**
Encourage and assist private sector entities to develop response and recovery plans. Work with the private sector to expedite the restoration of business and industry. Coordinate with appropriate state and federal entities to expedite the provision of financial and other assistance to damaged business enterprises.
- R. **Environmental Concerns**
Identify projects that restore, enhance, or protect natural resources and open space from degradation to reduce impacts from natural disasters. Manage storm water runoff, protect open space, etc.
- S. **Recovery Administration and Finance**
The county may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. We may also collect damages from our insurance carriers. Documentation of expenditures will maximize the reimbursements and assistance that is received. Departments are expected to include requirements for emergency and recovery fiscal record keeping in their SOPs and must use the specified forms.
- T. **Restoration of Services**
The priority of restoring services is often self-evident and within the capabilities of service providers. When this is not the case, the following priorities will be utilized:
 - 1. Direction and Control Facilities (EOCs)
 - 2. Special Needs Shelters
 - 3. Other Evacuation Centers
- U. **Disaster Recovery Centers (DRC)**
After a Presidential or Small Business Administration (SBA) declared disaster, Pinellas County may set up Disaster Recovery Centers (DRC) to assist disaster victims in obtaining recovery information. The DRC's primary purpose is to provide the affected public with assistance completing FEMA and SBA aid applications after applicants have already registered with the agencies. The magnitude and severity of the disaster, however, will determine the scope and nature of the services performed at the DRC.
- V. **Consumer Protection**
Chapter 34, Article II, of the Pinellas County Code prohibits the charging of more than the normal average retail price for any goods, materials or services following a disaster. Pinellas County Consumer Protection is charged with enforcing this code. The Department is also responsible for providing the public with information on avoiding unlicensed contractors and other frauds.
- W. **Community Relations (CR)**
At the time that a disaster receives a Presidential Declaration for Individual Assistance, FEMA and the State may deploy a joint Community Relations (CR) Team to the County. The Community Relations Team's primary responsibility is to ensure all residents are

aware of assistance programs available to them and encourage them to Tele-Register for federal aid. The team members will also provide other disaster relief information, offer language support, resolve an applicant’s conflict, and continue to assess the community’s needs. The team accomplishes these activities through direct contact with the residents. The county and/or municipalities may be asked to augment the team with local members, knowledgeable of the impacted area and its residents/businesses.

8. Mitigation

- A. The nation and the State of Florida can no longer afford to bear the extraordinarily high human and economic costs of disasters. All levels of government must take steps to decrease the vulnerability of their citizens, businesses, infrastructure, and institutions to the impact from these incidents. Every Florida community will always be vulnerable to hurricanes, other natural disasters, technological hazards, and manmade emergencies. However, the state’s counties and municipalities do not have to remain unnecessarily vulnerable to these consequences.
- B. Hazard mitigation is taking steps to reduce or eliminate risks to people and property from flooding, hurricanes, wildfires, terrorism and other disasters. Typical examples include elevating homes above potential flood levels, instituting more restrictive building codes, and using best practices for building critical facilities stronger and safer. Mitigation is not a stand-alone phase of Emergency Management. It overlaps preparedness, response, and recovery. There are many facets of mitigation that other organizations will be involved in pursuing.

9. Mitigation Assessment

- A. Soon after a disaster with damage impacts, the Pinellas County Emergency Management Recovery Coordinator will provide the LMS committee with a detailed damage report and map. Based on impacts, the LMS committee will decide if a local Mitigation Assessment Team should be mobilized for the purpose of assessing property and infrastructure damage with an eye to identifying needs and developing strategies for future mitigation initiatives. The exact makeup of the Mitigation Assessment Team (numbers, expertise and location) will be based on the results of the damage assessment and the availability of personnel and resources in the impacted area at the discretion of the LMS committee. The PCEM Recovery Coordinator will remain involved with the LMS committee to provide assistance as requested.

Below is a list of some of those common functions, lead and supporting agencies:

Table 19. - Mitigation Functions and Lead Agencies

Mitigation Function	County Lead Agency	County Support Agency
Local Mitigation Strategy	Pinellas Planning Department	County Departments Municipal Departments Local Citizens Local Business Representatives (See LMS Plan for current Working Group membership)
National Flood Insurance Program	Development Review Services	Municipal Building Depts. Business Tech Services Emergency Management

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Building Codes	Development Review Services	Planning Department
Roads, Bridges, and Highway	Pinellas County Public Works Department	Municipalities
Floodplain Management	Pinellas Planning Department	Development Review Services Public Works Department Municipalities
Critical Facility Protection	Emergency Management	Utilities Department Public Works Department Real Estate Management Duke Energy Frontier Municipalities Special Fire Control Districts
Public Education/Information	Marketing and Communications	Emergency Management Municipalities American Red Cross
Water/Waste Water Systems	Utilities Department	Municipalities
Damage Assessment Observations	Risk Management	Emergency Management Municipalities All impacted Departments
Watershed/Drainage/Storm water	Public Works Department	Municipalities
Coastal Areas/Beach Protection	Public Works Department	Municipalities
Urban/Wild land Interface	Public Works Department	EMS/Fire Administration Fire Departments/Districts Emergency Management
Power Systems	Duke Energy	TECO
Telephone Systems	Frontier	Spectrum Cable WOW Cable

10. List of Annexes

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Acronyms and Glossary

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ACS	Auxiliary Communication Service -----	1
ADA	Americans with Disabilities Act of 1990 -----	1
AHCA	Agency for Health Care Administration -----	1
ALS	Advanced Life Support-----	1
ARC	American Red Cross -----	1
ARES	Amateur Radio Emergency Services -----	1
BCC	Board of County Commissioners -----	2
BDRS	Pinellas County Building Development and Review Services -----	2
BNM	Broadcast Notice to Mariners -----	2
BNS	Business Notification System -----	2
BTS	Business Technology Services -----	2
C&D	Construction & Demolition-----	2
CAP	Civil Air Patrol -----	2
CBRNE	Chemical, Biological, Radiological, Nuclear, and high-yield Explosives -----	2
CDC	Centers for Disease Control -----	2
CDM	(Pinellas) County Debris Manager-----	2
CEMP	Comprehensive Emergency Management Plan -----	2
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act-----	2
CES	Pinellas County Extension Services -----	3
CHHA	Coastal High Hazard Area -----	3
CIC	Citizens Information Center -----	3
CISM	Critical Incident Stress Management-----	3
CNS	Community Notification Service -----	3
COAD	Community Organizations Active in Disaster -----	3
COG	Continuity of Government -----	3
COOP	Continuity of Operations Plan-----	3
CR	Community Relations -----	3
CRT	Community Relations Team-----	4
CSA	Coastal Storm Area -----	4
CVB	Pinellas County Convention and Visitors Bureau -----	4
CWO	County Watch Office -----	4
CWP	County Warning Point-----	4
DA	Damage Assessment -----	4
DAT	Damage Assessment Team -----	4
DCC	Donations Collection Center -----	4
DCOT	Debris Contractor Oversight Team -----	4
DDA	Detailed Damage Assessment-----	4
DEP	Florida Department of Environmental Protection -----	4
DFO	Disaster Field Office - Federal -----	4
DHHS	US Department of Health and Human Services -----	5
DHS	Department of Homeland Security -----	5

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DMAT	Disaster Medical Assistance Team -----	5
DMC	Debris Management Center-----	5
DMORT	Disaster Mortuary Operational Response Team -----	5
DMS	Dynamic Message Signs -----	5
DOD	US Department of Defense -----	5
DOE	US Department of Energy -----	5
DRC	Disaster Recovery Center -----	5
DRLN	Disaster Recovery Leadership Network -----	5
DSFM	Division of the State Fire Marshall -----	6
EAS	Emergency Alert System-----	6
EMAC	Emergency Management Assistance Compact -----	6
EMC	Emergency Management Coordinator -----	6
EMNet	Emergency Management Network -----	6
EMS	Emergency Medical Services-----	6
EMT	Emergency Medical Technician -----	6
EOC	Emergency Operations Center -----	6
EPA	Environmental Protection Agency-----	7
ER	Emergency Room in a Hospital. -----	7
ESF	Emergency Support Function -----	7
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FCC	Federal Communications Commission-----	10
FD	Municipal Fire Department -----	10
FDEM	Florida Department of Emergency Management -----	10
FDEP	Florida Department of Environmental Protection -----	10
FDLE	Florida Department of Law Enforcement-----	10
FDOE	Florida Department of Education -----	10
FDOH	FL Department of Health -----	10
FDOT	Florida Department of Transportation -----	10
FEIL	Florida Emergency Information Line -----	10
FEMA	Federal Emergency Management Agency-----	10

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FF	Fire Fighter-----	10
FFCA	Florida Fire Chiefs Association -----	10
FIFOG	Florida Incident Field Operations Guide-----	11
FlaWARN	Florida’s Water/Wastewater Agency Response Network -----	11
FMORT	Florida Mortuary Operational Response Team -----	11
FNG	Florida National Guard -----	11
FPCA	Florida Police Chiefs Association -----	11
FSA	Florida Sheriffs Association -----	11
FTP	File Transfer Protocol -----	11
GIS	Geographic Information System -----	11
GPS	Global Positioning System-----	11
HF	High Frequency Radio Wave-----	11
HHW	Household Hazardous Waste -----	11
HMERP	Hazardous Materials Emergency Response Plan -----	11
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IAP	Incident Action Plan -----	13
IC	Incident Command-----	13
IC	Incident Commander -----	13
ICP	Incident Command Post-----	14
ICS	Incident Command System -----	14
ITS	Intelligent Traffic System-----	14
JCE	Joint Coordinating Element-----	14
JFO	Joint Field Office-----	14
JIC	Joint Information Center -----	14
JOC	Joint Operations Center -----	14
JPDA	Joint Preliminary Damage Assessment -----	15

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LEO	Law Enforcement Organizations-----	15
LEPC	Local Emergency Planning Committee -----	15
LMS	Local Mitigation Strategy -----	15
LTL	Less Than Truckload -----	15
LTRC	Long Term Recovery Committee -----	15
LTRO	Long Term Recovery Organization -----	15
MAC	Multi-agency Area Command-----	16
MCI	Mass Casualty Incident-----	16
MOA	Memorandum Of Agreement-----	16
MOM	Medical Operating Manual -----	16
MOU	Memorandum of Understanding -----	16
MPDS	Medical Priority Dispatch System -----	16
MSAT	Mobile Satellite-----	16
MSL	Mean Sea Level -----	16
NAWAS	National Warning System-----	16
NFIP	National Flood Insurance Program -----	17
NGO	Non-Governmental Organization -----	17
NIMS	National Incident Management System-----	17
NOAA	National Oceanic and Atmospheric Administration -----	17
NRF	National Response Framework – the blueprint for disaster response.-----	17
NRP	National Response Plan -----	17
NTSB	National Transportation Safety Board -----	17
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OMB	Pinellas County Office of Management and Budget-----	18
OMD	Office of the Medical Director Pinellas County -----	18
PAO	Public Assistance Officer -----	18
PCCP	Pinellas County Consumer Protection -----	18
PCED	Pinellas County Economic Development-----	18
PCEM	Pinellas County Emergency Management-----	18
PCHS	Pinellas County Human Services -----	18
PCJC	Pinellas County Justice Coordination -----	18
PCOMB	Pinellas County Office of Management and Budget-----	18
PCOMD	Pinellas County Office of the Medical Director -----	18
PCR	Parks & Conservation Resources (Formerly the Pinellas County Parks Dept.)---	18
PCSB	Pinellas County School Board-----	18
PCSBT	Pinellas County School Board Transportation department-----	18
PCSO	Pinellas County Sheriff’s Office -----	18
PCST	Pinellas County School Transportation -----	18
PD	Police Department-----	18
PDA	Preliminary Damage Assessment -----	18
PDD	Presidential Disaster Declaration -----	18
PDRP	Post Disaster Redevelopment Plan -----	18
PFA	Primary Federal Agency -----	18
PFO	Principal Federal Official -----	18
PFS	Pet Friendly Shelter -----	18
PHS	Public Health Service-----	18
PII	Pandemic Infectious Illness-----	19
PinCHD	Pinellas County Health Department -----	19

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PIO	Public Information Officer-----	19
POD	Point of Distribution -----	19
PPE	Personal Protective Equipment-----	19
PSA	Public Safety Announcement-----	19
PSS	Pinellas County Public Safety Services Department-----	19
PSTA	Pinellas Suncoast Transit Authority -----	19
RACES	The Radio Amateur Civil Emergency Service -----	19
RDSTF	Regional Domestic Security Task Force-----	19
REM	Pinellas County Real Estate Management-----	20
RMG	Resource Management Group-----	20
RM	Pinellas County Risk Management Department-----	20
RNS	Rapid Notification Service-----	20
ROC	Response Operations Coordination Group -----	20
RP	Recover Pinellas-----	20
Rule 27P-6	Florida Administrative Code Rule 27P-6-----	20
SAR	Search and Rescue -----	20
SBA	Small Business Administration -----	20
SCADA	Supervisory Control And Data Acquisition -----	20
SEOC	State Emergency Operations Center-----	20
SERP	Statewide Emergency Response Plan -----	20
SERT	State Emergency Response Team-----	20
SFCD	Special Fire Control District-----	20
SLE	Governmental declaration of a State of Local Emergency -----	21
SMAA	Statewide Mutual Aid Agreement -----	21
SNS	Strategic National Stockpile -----	21
SOG	Standard Operating Guideline-----	21
SOP	Standard Operating Procedure -----	21
SPCA	Society for the Prevention of Cruelty to Animals -----	21
SWO	State Watch Office -----	21
TBRPC	Tampa Bay Regional Planning Council-----	21
TBW	Tampa Bay Water -----	21
TDSR	Temporary Debris Storage and Reduction -----	21
TECO	Tampa Electric Company -----	21
TSA	The Salvation Army -----	21
UASI	Urban Area Security Initiative -----	21
UC	Unified Command-----	22
UHF	Ultra High Frequency radio waves -----	22
USACE	US Army Corps of Engineers -----	22
USAR	Urban Search And Rescue -----	22
USDHS	United States Department of Homeland Security -----	22
USNG	United States National Grid -----	22
VHF	Very High Frequency radio waves -----	22
VMAT	Veterinary Medical Assistance Team -----	22
VOAD	Volunteer Organizations Active in Disasters -----	22
VRC	Volunteer Reception Center -----	22
VSP	Volunteer Service Program -----	23
WHO	World Health Organization -----	23
WMD	Weapon of Mass Destruction-----	23

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WRF Water Reclamation Facility-----23
WTE Waste to Energy -----23

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AAR	<p>After Action Report</p> <p>The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan (IP) outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.</p>
ACB	<p>Air Curtain Burner</p> <p>Air Curtain Burners, also called Fireboxes, were designed principally as a pollution control device. The primary objective of an air curtain machine is to reduce the particulate matter or smoke that results from burning clean wood waste. ACB machines do not burn anything, rather they control the results of something burning.</p>
ACS	<p>Auxiliary Communication Service</p> <p>The Pinellas County ACS Unit provides, supplements, or augments government communications during emergencies where normal communication systems have sustained damage, are being over taxed or over-burdened, or backup radio operators are required. ACS may be used in a wide variety of situations. <u>ARES</u>, <u>CERT</u>, <u>RACES</u>, and <u>REACT</u> all fall under the ACS umbrella.</p> <p>Ref: local chapter http://www.pcacs.org/</p>
ADA	<p>Americans with Disabilities Act of 1990</p> <p>The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. Disability is defined by the ADA as "a physical or mental impairment that substantially limits a major life activity." The determination of whether any particular condition is considered a disability is made on a case by case basis. Certain specific conditions are excluded as disabilities, such as current substance abuse and visual impairment which is correctable by prescription lenses.</p> <p>Ref: http://en.wikipedia.org/wiki/Americans_with_Disabilities_Act_of_1990</p>
AHCA	<p>Agency for Health Care Administration</p> <p>The Florida agency that provides information about hospitals, nursing homes, extended care facilities and other health care facilities.</p>
ALS	<p>Advanced Life Support</p> <p>ALS presumes that <u>basic life support</u> (bag-mask administration of oxygen and chest compressions) are being administered. The main algorithm of ALS, which is invoked when actual cardiac arrest has been established, relies on the monitoring of the electrical activity of the heart on a cardiac monitor. Depending on the type of cardiac arrhythmia, <u>defibrillation</u> is applied, and medication is administered. Oxygen is administered and <u>endotracheal intubation</u> may be attempted to secure the airway. At regular intervals, the effect of the treatment on the heart rhythm, as well as the presence of <u>cardiac output</u>, is assessed</p> <p>Ref: http://en.wikipedia.org/wiki/Advanced_Life_Support</p>
ARC	<p>American Red Cross</p>
ARES	<p>Amateur Radio Emergency Services</p>

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“HAM” radio. ARES, CERT, RACES, and REACT all fall under the Auxiliary Communication Service (ACS) organizational umbrella.

Ref: <http://www.ares.org/>

BCC	Board of County Commissioners Ref: http://www.pinellascounty.org/commission/default.htm
BDRS	Pinellas County Building Development and Review Services
BNM	Broadcast Notice to Mariners The Local Notice to Mariners (LNM) is the mariner’s primary source for nautical information with the Broadcast Notice to Mariners (BNM) providing supplementary, last minute information. The LNM is published weekly. Ref: http://www.uscg.mil/d1/prevention/NavInfo/navinfo/documents/E-Charts.PDF
BNS	Business Notification System BNS is a private, fee-based service that allows businesses in Pinellas County to receive emergency alerts from Pinellas County Emergency Management, quickly and easily on E-mails, and Text message enabled devices. It is designed for businesses, government agencies, and other organizations that desire to be notified of significant weather threats and other selected alerts.
BTS	Business Technology Services In Pinellas County government, BTS is the combination of Information Technology (IT) and Information Systems (IS) services into a single organization. This was done in early 2008 for efficiency and cost savings.
C&D	Construction & Demolition
CAP	Civil Air Patrol CAP is a congressionally chartered, federally supported, non-profit corporation that serves as the official civilian auxiliary of the United States Air Force (USAF). CAP is a volunteer organization with an aviation-minded membership that includes people from all backgrounds, lifestyles, and occupations. Ref: http://www.gocivilairpatrol.com/html/index.htm
CBRNE	Chemical, Biological, Radiological, Nuclear, and high-yield Explosives Ref: http://hseep.dhs.gov
CDC	Centers for Disease Control Ref: http://www.cdc.gov/
CDM	(Pinellas) County Debris Manager The Director of Public Works will act as the CDM responsible for managing all debris clearing operations (Phase I) and debris removal and disposal operations (Phase II) from a centralized Debris Management Center (DMC). Ref: Debris Management Annex to the CEMP.
CEMP	Comprehensive Emergency Management Plan The CEMP establishes a framework through which Pinellas County and its municipalities prepare for, respond to, recover from, and mitigate the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents of the county.
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act

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	<p>CERCLA (pronounced SIR-cla) provides a Federal “<u>Superfund</u>” to clean up uncontrolled or abandoned hazardous-waste sites as well as accidents, spills, and other emergency releases of pollutants and contaminants into the environment.</p>
CES	Pinellas County Extension Services
CHHA	<p>Coastal High Hazard Area</p> <p>As defined by the Pinellas County Coast Management Element, CHHA shall be the area defined by the Sea, Lake and Overland Surges from Hurricane (<u>SLOSH</u>) model to be inundated from a category one hurricane, as reflected in the most recent Regional Evacuation Study, Storm Tide Atlas.</p> <p>Ref: http://www.floridaaccidentlawyerhelp.com/pinellas-lawyer-docs/CME.pdf</p>
CIC	<p>Citizens Information Center</p> <p>The CIC is manned by county employees from all departments who work in the phone center to answer county citizen’s calls concerning a variety of issues during an emergency. The CIC operators help to distribute accurate, updated emergency status information, assist citizens in determining evacuation procedures, provide information about sheltering, pet shelters, school closures, provide road and bridge closure information, and route call information or requests to the appropriate government or emergency service.</p>
CISM	<p>Critical Incident Stress Management</p> <p>It is an organized approach to supporting emergency service personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.</p> <p>This model is also known as critical incident stress debriefing (CISD).</p> <p>Ref: http://ifs.sc.edu/documents/Critical%20Incident%20Stress%20Debriefing.doc</p>
CNS	<p>Community Notification Service</p> <p>This service, branded ‘Alert Pinellas’ allows Pinellas County to send messages to citizens using a variety of formats including cellular, land line, text, TDD and email.</p>
COAD	Community Organizations Active in Disaster
COG	<p>Continuity of Government</p> <p>COG is the principle of establishing defined procedures that allow a government to continue its essential operations in case of a nuclear war or other catastrophic event. The main points of such a plan in the United States are to suspend certain parts of the United States Constitution and to allow the alternative use of federal land and buildings (including use as internment camps) by FEMA for the housing/detention of US citizens as required, as well as any rescue/recovery operations. It also allows for power in the US to be centralized to the White House and <i>"appointment of military commanders to run state and local governments and declaration of martial law"</i>.</p> <p>Ref: http://www.answers.com/topic/continuity-of-government</p>
COOP	<p>Continuity of Operations Plan</p> <p>A COOP is a plan for how an organization will recover from and restore partially or completely interrupted critical functions within a predetermined time after a disaster or extended disruption.</p>
CR	Community Relations

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At the time that a disaster receives a Presidential Disaster Declaration for Individual Assistance, FEMA and the state may deploy a joint Community Relations (CR) Team to the County. The Community Relations Team's primary responsibility is to ensure all residents are aware of assistance programs available to them and encourage them to register for federal aid.

CRT	Community Relations Team
CSA	Coastal Storm Area A term defined in Pinellas County in the Coastal management Element. CSA encompasses: all of the Coastal High Hazard Area (CHHA), all land connected to the mainland of Pinellas County by bridges or causeways, those isolated areas that are defined by the SLOSH model to be inundated by a category two hurricane or above and that are surrounded by the CHHA or by the CHHA and a body of water, and all land located within the Velocity Zone as designated by the Federal Emergency Management Agency. Ref: http://www.floridaaccidentlawyerhelp.com/pinellas-lawyer-docs/CME.pdf
CVB	Pinellas County Convention and Visitors Bureau Ref: http://www.pinellascounty.org/tdc/default.htm
CWO	County Watch Office The CWO is the 9-1-1 Emergency Communications Center, located in the County Annex Building. Trained communication personnel staff the CWO 24 hours per day. When an emergency occurs or is imminent, the CWO will obtain the necessary information on the incident and notify PCEM. In turn, PCEM will notify the representatives appropriate for immediate response to the incident. The CWO will also notify the State Watch Office (SWO) of the incident and provide the pertinent information.
CWP	County Warning Point CWP is the 911 Emergency Communications Center.
DA	Damage Assessment
DAT	Damage Assessment Team
DCC	Donations Collection Center After a disaster, the state will open a DCC in the region that will be the primary site for donated goods. Ref: Volunteer and Donations Annex to the CEMP
DCOT	Debris Contractor Oversight Team DCOT is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by county debris removal and disposal contractors. Ref: Debris Management Annex to the CEMP
DDA	Detailed Damage Assessment DDA, when conducted, starts immediately after the PDA is completed. It involves a house by house assessment of degree of damage.
DEP	Florida Department of Environmental Protection Ref: http://www.dep.state.fl.us/mainpage/default.htm
DFO	Disaster Field Office - Federal

DFO is the primary field location in each affected State for the coordination of response and recovery operations. It houses the FCO and staff comprising the Emergency Response Team (ERT). It will operate 24-hours a day, as needed, or with a schedule sufficient to sustain the Federal response operations. Except where facilities do not permit, the FCO will be collocated with the State Coordinating Officer (SCO) at the DFO.

Ref: http://www.fema.gov/pdf/emergency/usr/mod1_u1.pdf.

DHHS

US Department of Health and Human Services

DHS

Department of Homeland Security

Mission: We will lead the unified national effort to secure America. We will prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation. We will ensure safe and secure borders, welcome lawful immigrants and visitors, and promote the free-flow of commerce.

Ref: <http://www.dhs.gov/index.shtm>.

DMAT

Disaster Medical Assistance Team

A DMAT is a group of medical and non-medical personnel trained to provide emergency medical care during a disaster or other catastrophic event, commonly referred to as an Incident of National Significance (INS) as well as non-disaster mass gathering events such as the Presidential Inauguration. DMATs are essentially designed to be a rapid-response element that deploys to disaster sites with sufficient supplies and equipment to sustain themselves and care for patients for a period of 72 hours.

Ref: <http://fl3dmat.org/about/>

DMC

Debris Management Center

The DMC staff under the direction of the Deputy Debris Manager will be responsible for coordinating actions necessary to remove and dispose of debris using county and contractor assets.

Ref: Debris Management Annex to the CEMP

DMORT

Disaster Mortuary Operational Response Team

DMORT is a team of forensic specialists who respond to mass fatality events for the National Disaster Medical System.

Ref: <http://www.dmort4.com/index.html>

DMS

Dynamic Message Signs

Also known as Variable Messaging Signs, is an electronic traffic sign often used on roadways to give travelers information about special events. DMS are a component of an Intelligent Traffic System (ITS), providing current information to motorists.

DOD

US Department of Defense

DOE

US Department of Energy

DRC

Disaster Recovery Center

The DRC's primary purpose is to provide the public assistance with FEMA and SBA aid application after applicants have already registered with the agencies. The magnitude and severity of the disaster, however, will determine the services performed at the DRC. They also serve as locations for other government and non-government organizations to distribute information to the public.

Ref: <http://www.fema.gov/assistance/opendrcs.shtm>

DRLN

Former Disaster Recovery Leadership Network - Now known as Recover Pinellas.

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DSFM	<p>Division of the State Fire Marshall</p> <p>The Division of the State Fire Marshall (DSFM) is the lead agency responsible for the management of ESF 4/9. The State Coordinator or his designee will provide staff to ESF 4/9 at the <u>SEOC</u>, coordinating resource response into the affected region. Additionally, the <u>FFCA</u> provides the coordination for logistical support as requested by ESF 4/9, as well as other ESF's. The FFCA also serves as an advisor to <u>DEM</u> and the DSFM on other disaster management issues.</p> <p>Ref: http://www.floridadisaster.org/CIEM/2006/Slides/03%20-%20Domestic%20Security.pdf</p>
EAS	<p>Emergency Alert System</p> <p>EAS is what was known as the Emergency Broadcast System (EBS). It was created in the 1960's as a way to alert people of a threat of a nuclear attack. Today the EAS mirrors the old EBS but provides a more bottom-up approach in providing emergency messages. National activations, the only time government can override programming, remains the same. Local emergency management offices and broadcasters can decide which messages should be aired to the public. The types of warning include <u>CDW</u>, <u>FRW</u>, <u>HMW</u>, <u>RHW</u>, <u>LEW</u>, <u>EVI</u>, <u>SPW</u>, <u>CAE</u>, <u>CEM</u>, and <u>LAE</u>.</p> <p>Ref: https://www.fcc.gov/general/emergency-alert-system-eas</p>
EMAC	<p>Emergency Management Assistance Compact</p> <p>EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.</p> <p>Ref: http://www.emacweb.org/</p>
EMC	<p>Emergency Management Coordinator</p>
EMNet	<p>Emergency Management Network</p> <p>The EMNet, is a satellite-based emergency messaging system serving state and municipal government emergency operation centers, police, firefighters, broadcasters, hospitals, and other organizations in some states. It was created as the digital upgrade for the US National Warning System (NAWAS). While it remains uncertain as to whether EMNet will be adopted as a U.S. national system, one by one, state governments are adopting EMNet to not only serve their emergency management communication needs, but to also act as the much needed and long overdue upgrade to the Emergency Alert System (EAS).</p> <p>Ref: http://www.comlabs.com/products_details.php?pid=1</p>
EMS	<p>Emergency Medical Services</p>
EMT	<p>Emergency Medical Technician</p>
EOC	<p>Emergency Operations Center</p> <p>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 during an emergency, and ensuring the continuity of operation of a company, political subdivision or other organization. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g. Federal, State, regional, county, city, tribal), or some combination thereof.</p>

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EPA	Environmental Protection Agency Ref: http://www.epa.gov/
ER	Emergency Room in a Hospital.
ESF	Emergency Support Function ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. Ref: https://emilms.fema.gov/IS230c/FEM0104160text.htm Ref: http://www.floridadisaster.org/emtools/esf.htm
ESF #1	Transportation Emergency Support Function ESF #1 is designed to provide transportation support to assist in domestic incident management. Activities within the scope of ESF #1 functions include: processing and coordinating requests for Federal and civil transportation support as directed under the National Response Plan (NRP); reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; performing activities conducted under the direct authority of DOT elements such as air, maritime, surface, rail, and pipelines; and coordinating and supporting prevention/preparedness/mitigation among transportation infrastructure stakeholders at the State and local levels.
ESF #2	Communications Emergency Support Function ESF #2 coordinates Federal actions to provide the required temporary National Security and Emergency Preparedness (NS/EP) telecommunications, and the restoration of the telecommunications infrastructure. ESF #2 supports all Federal departments and agencies in the procurement and coordination of all NS/EP telecommunications services from the telecommunications and information technology (IT) industry during an incident response.
ESF #3	Public Works and Engineering Emergency Support Function ESF #3 is structured to provide public works and engineering-related support for the changing requirements of domestic incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and implementing and managing the DHS/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) Public Assistance Program and other recovery programs.
ESF #4	Firefighting Emergency Support Function Manages and coordinates firefighting activities, including the detection and suppression of fires on Federal lands, and provides personnel, equipment, and supplies in support of State and local agencies involved in rural and urban firefighting operations.
ESF #5	Information and Planning Emergency Support Function

During disaster operations, ESF-5 becomes the Information and Planning Section of the Regional Operations Center (ROC) or the Emergency Response Team (ERT) at the Disaster Field Office (DFO), as well as the Emergency Support Team (EST) at Federal Emergency Management Agency (FEMA) Headquarters.

ESF #6 Mass Care Emergency Support Function

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual Incidents of National Significance. This includes economic assistance and other services for individuals impacted by the incident. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

ESF #7 Resource Management Emergency Support Function

Resource support to Federal, State, local, and tribal governments consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications (in accordance with the Office of Science and Technology Policy (OSTP) National Plan for Telecommunications Support in Non-Wartime Emergencies), contracting services, transportation services (in coordination with ESF #1 – Transportation), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

ESF #8 Health and Medical Services Emergency Support Function

ESF-8 involves supplemental assistance to State and local governments in identifying and meeting the health and medical needs of victims of a major disaster, emergency, or terrorist attack.

ESF #9 Search and Rescue Emergency Support Function

ESF-9 addresses only urban search and rescue. All other forms of search and rescue (e.g., water, wilderness, subterranean) are managed under different authorities and do not fall under the functional purview of the ESF.

ESF #10 Hazardous Materials and Env Protection Emergency Support Function

Provides Federal support to State and local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency.

ESF #11 Food and Water Emergency Support Function

Agriculture and Natural Resources supports State, local, and tribal authorities and other Federal agency efforts to address: (1) provision of nutrition assistance; (2) control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation; (3) assurance of food safety and food security (under Department of Agriculture (USDA) jurisdictions and authorities), and (4) protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after an Incident of National Significance.

ESF #12 Energy Emergency Support Function

ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting,

conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

- ESF # 13 **Military Support Emergency Support Function**
ESF #13 provides a mechanism for coordinating and providing Federal-to-Federal support or Federal support to State and local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual Incidents of National Significance. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where State and local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the Federal Government.
- ESF #14 **Public Information Emergency Support Function**
Under the National Response Plan, Emergency Support Function (ESF) #14 Long-Term Community Recovery and Mitigation coordinates the resources of federal departments and agencies to support the long-term recovery of States and communities, and to reduce or eliminate risk from future incidents.
- ESF #15 **Volunteers and Donations Emergency Support Function**
ESF #15 coordinates Federal actions to provide the required external affairs support to Federal, State, local, and tribal incident management elements. This annex details the establishment of support positions to coordinate communications to various audiences. ESF #15 applies to all Federal departments and agencies that may require public affairs support or whose public affairs assets may be employed during an Incident of National Significance. The provisions of this annex apply to Incidents of National Significance, and any National Oil and Hazardous Substances Pollution Contingency Plan (NCP) response or other event designated by the Department of Homeland Security (DHS) Assistant Secretary for Public Affairs where significant interagency coordination is required.
- ESF # 16 **Law Enforcement and Security Emergency Support Function**
The purpose of Emergency Support Function 16 (ESF 16) is to establish procedures for the command, control, and coordination of all state and local law enforcement personnel and equipment to support impacted local law enforcement agencies. ESF 16 also establishes procedures for the use of the Florida National Guard (ESF 13) in security missions requested by local law enforcement agencies
- ESF # 17 **Animal Issues Emergency Support Function**
The purpose of Emergency Support Function 17 is to coordinate response for animal and agricultural issues in case of an emergency or disaster situation. To accomplish this goal, Emergency Support Function 17 oversees the emergency management functions of preparedness, recovery, mitigation, and response with all agencies and organizations that are involved with the state's response activities
Ref: <http://floridadisaster.org/documents/CEMP/2010/ESF%2017.pdf>
- ESF # 18 **Business & Industry Emergency Support Function**

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The purpose of Emergency Support Function (ESF) 18 is to coordinate local, state and federal agency actions that will provide immediate and short-term assistance for the needs of business, industry and economic stabilization. Preparedness and response assistance may include accessing the financial, workforce, technical, and community resources that may affect a community's ability to restore business operations as quickly as possible and resume focus on long-term business strategies. 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.

Ref: <http://floridadisaster.org/documents/CEMP/2010/ESF%2018.pdf>

FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FD	Municipal Fire Department
FDEM	Florida Department of Emergency Management Ref: http://www.floridadisaster.org/
FDEP	Florida Department of Environmental Protection
FDLE	Florida Department of Law Enforcement Ref: http://www.fdle.state.fl.us/index.asp
FDOE	Florida Department of Education
FDOH	FL Department of Health Ref: http://www.doh.state.fl.us/
FDOT	Florida Department of Transportation
FEIL	Florida Emergency Information Line The Florida Emergency Information Line (FEIL) is a toll-free hotline activated by the Department of Community Affairs / Division of Emergency Management at the time of an emergency to provide an additional resource for those in Florida to receive accurate and up-to-date information regarding an emergency or disaster situation impacting the State of Florida. FEIL is staffed by Department of Community Affairs personnel. The FEIL hotline is only operational during an emergency event; at all other times, a recorded message with general information about the hotline is available. The FEIL hotline is: 1-800-342-3557. Ref: http://www.floridadisaster.org/feil.htm
FEMA	Federal Emergency Management Agency Ref: http://www.fema.gov/
FEMORS	Florida Emergency Mortuary Operations Response System The FEMORS mission is to assist and support the local District Medical Examiner Office, Florida Department of Law Enforcement and other responding agencies, in the event of a mass fatality incident as directed by the Florida Department of Health. Ref: http://femors.org/
FF	Fire Fighter
FFCA	Florida Fire Chiefs Association

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The Florida Fire Chiefs' Association (FFCA) is Florida's leading management education organization for fire & emergency services professionals; the professional association that specializes in promoting and supporting excellence in fire & emergency services management. FFCA programs help members maintain and develop their management and leadership skills.

Ref: <http://www.ffca.org/>

FIFOG Florida Incident Field Operations Guide
Published by the State Fire Marshal

FlaWARN Florida's Water/Wastewater Agency Response Network
FlaWARN is the formalized system of "utilities helping utilities" address mutual aid during emergency situations. These incidents may be man-made or natural disasters. The project's infrastructure consists of a secure web-based data bank of available resources and a practical mutual aid agreement. The goal of FlaWARN is to provide immediate relief for member utilities during emergencies. FlaWARN works by matching personnel with the necessary tools and equipment to both assess and assist the impacted water and wastewater system as quickly as possible until a permanent solution to the devastation may be implemented. This method of assistance is analogous to triage at a hospital.

Ref: <http://www.flawarn.org/>

FMORT Florida Mortuary Operational Response Team
See DMORT

FNG Florida National Guard

FPCA Florida Police Chiefs Association

FSA Florida Sheriffs Association
Founded in 1893, the Florida Sheriffs Association is one of the largest and most successful state law enforcement associations in the nation. For more than a century, FSA has served the citizens of Florida by supporting the needs of the state's law enforcement community. Through FSA, Sheriffs are given a forum to address lawmakers to push for positive changes in Florida's public safety arena.
Ref: <http://www.flsheriffs.org/>

FTP File Transfer Protocol
FTP is a standard network protocol used to transfer files from one host to another host over a TCP-based network, such as the Internet.

GIS Geographic Information System
An information system designed to work with data referenced by spatial or geographic coordinates

GPS Global Positioning System
The Global Positioning System (GPS) is a satellite-based navigation system made up of a network of 24 satellites placed into orbit by the U.S. Department of Defense. GPS was originally intended for military applications, but in the 1980s, the government made the system available for civilian use.
Ref: <http://www8.garmin.com/aboutGPS/>

HF High Frequency Radio Wave

HHW Household Hazardous Waste

HMERP Hazardous Materials Emergency Response Plan

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- HSEEP** Homeland Security Exercise and Evaluation Program
A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. HSEEP also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support.
Ref: <https://www.pretoolkit.org/web/hseep-resources>
- HSPD** Homeland Security Presidential Directives
In the George W. Bush Administration, the directives that are used to promulgate Presidential decisions on national security matters are designated National Security Presidential Directives (NSPDs). As discussed in NSPD 1, this new category of directives replaces both the Presidential Decision Directives and the Presidential Review Directives of the previous Administration. Unless otherwise indicated, however, past Directives remain in effect until they are superseded. The first directive, dated 13 February 2001, was formally approved for release by the National Security Council staff on 13 March 2001. On October 29, 2001, President Bush issued the first of a new series of Homeland Security Presidential Directives (HSPDs) governing homeland security policy.
Ref: <http://www.fas.org/irp/offdocs/nspd/index.html>
- HSPD – 1** Organization and Operation of the Homeland Security Council
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-1.htm>
- HSPD – 2** Combating Terrorism Through Immigration Policies
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-2.htm>
- HSPD – 3** Homeland Security Advisory System
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-3.htm>
- HSPD – 4** National Strategy to Combat Weapons of Mass Destruction
Ref: <http://www.fas.org/irp/offdocs/nspd/nspd-17.html>
- HSPD – 5** Management of Domestic Incidents [Initial National Response Plan]
HSPD-5 required DHS to coordinate with other Federal departments and agencies, as well as state, local, and tribal governments to establish the National Response Plan (NRP) and the National Incident Management System (NIMS)
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- HSPD – 6** Integration and Use of Screening Information
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-6.html>
- HSPD – 7** Critical Infrastructure Identification, Prioritization, and Protection
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-7.html>
- HSPD – 8** National Preparedness
HSPD-8 was drafted to strengthen the preparedness of the US to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal; establishing mechanisms for improved delivery of Federal preparedness assistance to state and local governments; and outlining actions to improve the capabilities of federal, state, and local entities.
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-8.html>
- HSPD – 9** Defense of United States Agriculture and Food

- Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-9.html>
- HSPD – 10 Biodefense for the 21st Century
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-10.html>
- HSPD – 11 Comprehensive Terrorist-Related Screening Procedures
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-11.html>
- HSPD – 12 Policy Common Identification Standard Fed Emp and Contractors
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-12.html>
- HSPD – 13 Maritime Security Policy
Ref: <http://www.fas.org/irp/offdocs/nspd/nspd41.pdf>
- HSPD – 14 Domestic Nuclear Detection
Ref: <http://www.fas.org/irp/offdocs/nspd/nspd-43.html>
- HSPD – 15 *[on the war on terrorism]* (classified)
- HSPD – 16 *[on aviation security and threats to commercial aircraft]* (classified)
- HSPD – 17 (classified)
- HSPD – 18 Medical Countermeasures Against Weapons of Mass Destruction
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-18.html>
- HSPD – 20 National Continuity Policy
Ref: <http://www.fas.org/irp/offdocs/nspd/nspd-51.htm>
- HSPD – 21 Homeland Security Presidential Directive – 21
HSPD 21 establishes a “National Strategy for Public Health and Medical Preparedness.” HSPD 21 builds upon “key principles” from previous White House releases including: the National Strategy for Homeland Security (2007), the National Strategy to Combat Weapons of Mass Destruction (2002) and Biodefense for the 21st Century. The directive specifically addresses preparedness for “catastrophic health events,” both natural and man-made, which “result in a number of ill or injured persons sufficient to overwhelm the capabilities of immediate local and regional emergency response and health care systems.” Catastrophic health events include, but are not limited to: terrorist attacks with a biological weapon, nuclear weapon, or other weapon of mass destruction; a 1918-like influenza pandemic; and “calamitous meteorological or geological event[s],” any of which could result in tens to hundreds of thousands of casualties (or more) and have the potential for great economic destabilization. The directive emphasizes that catastrophic health events “threaten our national security;” therefore, the United States needs to have a “strategic vision that will enable a level of public health and medical preparedness sufficient to address a range of possible disasters.”
Ref: <http://www.fas.org/irp/offdocs/nspd/hspd-21.htm>
- IAP Incident Action Plan
An IAP is 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.
- IC Incident Command
The location where the incident commander exercises his authority.
- IC Incident Commander

	<p>The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the 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.</p>
ICP	<p>Incident Command Post</p> <p>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.</p> <p>Ref: http://www.fema.gov/pdf/plan/5-ch-a.pdf</p>
ICS	<p>Incident Command System</p> <p>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 within a common organizational structure, designed to aid in the management of resources during incidents. It 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, to organize field-level incident management operations.</p>
ITS	<p>Intelligent Traffic System</p> <p>ITS integrates new and existing technologies to increase fuel savings by reducing stops, starts and waiting time in traffic, ultimately costing less to run automobiles, reducing air pollution and assisting fire and rescue crews to reduce their incident-response times.</p>
JCE	<p>Joint Coordinating Element</p> <p>In a federal response to a terrorism incident, the principal federal official (PFO) will be assigned by the Department of Homeland Security (DHS) to head up the response of federal agencies. The PFO will be deployed to the scene and collocate in a JCE to provide liaison to the local authorities.</p>
JFO	<p>Joint Field Office</p> <p>The JFO provides a single facility, or multiple facilities when an incident affects the entire nation or multiple states or localities, in close proximity to the incident site, except where dangers or hazards preclude such collocation, to collocate all entities (or their designated representatives) essential to incident management, information sharing, law-enforcement criminal investigation, the delivery of disaster assistance, and other support as required by the incident.</p> <p>Ref: http://www.fema.gov/pdf/emergency/nims/jfo_sop.pdf</p>
JIC	<p>Joint Information Center</p> <p>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.</p> <p>Ref: http://www.fema.gov/pdf/emergency/nims/is_702_fs.pdf</p>
JOC	<p>Joint Operations Center</p>

Joint Operations Center (JOC) is established for terrorist events to coordinate law enforcement criminal investigative efforts, the Multiagency Command Center (MACC), established by the DHS/U.S. Secret Service (USSS) to coordinate security efforts for events that pose high-risk targets for potential terrorist attacks, and others that were not previously coordinated through the DFO construct.

Ref: http://www.fema.gov/pdf/emergency/nims/jfo_sop.pdf

JPDA

Joint Preliminary Damage Assessment

Joint Preliminary Damage Assessment if appropriate, is accomplished with FEMA and state EM staff to confirm levels of damage and initiate federal assistance. The timing of the JPDA is as soon as federal EM staff arrives. Normally, shortly after the PDA is completed and indicates that thresholds may have been met. The reason is to confirm that damage meets federal thresholds for federal assistance.

LEO

Law Enforcement Organizations

LEPC

Local Emergency Planning Committee

Local Emergency Planning Committees were established under the Emergency Planning and Community Right-to-Know Act (EPCRA). LEPCs are non-profit community organizations that must include in their membership, at a minimum, local officials including police, fire, civil defense, public health, transportation, and environmental professionals, as well as representatives of facilities subject to the emergency planning requirements, community groups, and the media. LEPCs must assist in the development of emergency response plans, conduct reviews at least annually, and provide information about chemicals in the community to citizens.

Ref: http://www.fema.gov/txt/emergency/nims/lepc_comp_fs.txt

LMS

Local Mitigation Strategy

Plans are developed to minimize negative impacts (potential loss of life or property damage) from a natural, man-made or technological disaster. Local Mitigation Strategy (LMS) committees review and submit a prioritized list of projects to the state for funding approval. After FEMA approval, the state initiates and administers all HMGP programs.

LTL

Less Than Truckload

LTL is reference to freight transport in amounts typically carried by common carriers like FedEx, UPS, etc.

LTRC

Long Term Recovery Committee

Is composed of representatives from disaster response and/or recovery agencies who individually address survivor needs as cases. The cases are presented in the context of a meeting when the case needs are beyond the capability of the particular agency. Shares decision-making authority equally with partner organizations. Probably does not have resources granted by member organizations; there are examples of the LTRC being guardian and distributor of funds received by the community. Has no formal 501(c)(3) held by the organization. May or may not have staff and administrative (executive committee) oversight.

Ref: <http://www.nvoad.org/articles/LTRManualFinalApr232004a.pdf>

LTRO

Long Term Recovery Organization

LTRO supports the recovery process through multiple contributors but works as a single entity to bring resources to bear on the disaster-related needs. It operates from a common pool of funds administered by the organization and its leadership. It organizes with a formal, identified leadership (board) and staff (volunteer or

paid). Identifies as a nonprofit organization through its own 501(c) (3), but may operate under the umbrella of a supporting organization's or agency's 501(c) (3). It identifies its mission toward a client base, with each of the members providing appropriate resources. It is composed of representatives of disaster response and/or recovery organizations. It directs its work toward assistance to those affected by the disaster, having formed especially for that purpose in the wake of a disaster.

See LTRC

Ref: <http://www.nvoad.org/articles/LTRManualFinalApr232004a.pdf>

MAC	Multi-agency Area Command
MCI	Mass Casualty Incident
MOA	Memorandum Of Agreement A memorandum of agreement (MOA) or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written understanding of the agreement between parties. Ref: http://en.wikipedia.org/wiki/Memorandum_of_Agreement
MOM	Medical Operating Manual
MOU	Memorandum of Understanding This is a legal document describing a <u>bilateral agreement</u> between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, rather than a legal commitment. It is a more formal alternative to a <u>gentlemen's agreement</u> , but generally lacks the binding power of a <u>contract</u> . Ref: http://en.wikipedia.org/wiki/Memorandum_of_understanding
MPDS	Medical Priority Dispatch System MPDS is a medically approved, unified system used to dispatch appropriate aid to medical emergencies including systematized caller interrogation and pre-arrival instructions. Ref: http://en.wikipedia.org/wiki/Medical_Priority_Dispatch_System
MSAT	Mobile Satellite MSAT is a satellite-based mobile telephony service. Ref: http://en.wikipedia.org/wiki/MSAT
MSL	Mean Sea Level A tidal datum. This is the arithmetic mean of hourly heights observed over the National Tidal Datum Epoch. Shorter series are specified in the name; e.g., monthly mean sea level and yearly mean sea level.
NAWAS	National Warning System The NAWAS is a communications system originally designed and implemented in the 1950's as a means of notifying and preparing for a nuclear attack. NAWAS supports the nonmilitary actions taken by federal agencies, by the private sector, and by individual citizens to meet essential human needs; to support the military effort; to ensure continuity of federal authority at national and regional levels; and to ensure survival as a free and independent nation under all emergency conditions, including a national emergency caused by threatened or actual attack on the United States. NAWAS has major terminals at each State EOC and State Emergency Management Facility. Today, the system consists of what is effectively a 2200+

telephone party line. The phone instruments are designed to provide protection for lightning strikes so they may be used during storms. The interconnecting lines are provided some protection and avoid local telephone switches. This ensures they are available even when the local system is down or overloaded. One typical scenario is the use of the system during tornadoes. As storms are sighted, emergency managers in one town or county can communicate with their colleagues in other counties who are in the path of the storm, advising them as to direction, speed, and intensity. The drawback to this system is it relies on human intervention. If there is no one there to receive the communications the warning is not disseminated.

Ref: <http://www.fas.org/nuke/guide/usa/c3i/nawas.htm>

NFIP

National Flood Insurance Program

NFIP is a federal program, which authorizes the sale of federally subsidized flood insurance in communities that agree to adopt and implement flood mitigation strategies and regulations.

NGO

Non-Governmental Organization

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

NIMS

National Incident Management System

A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations 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.

Ref: <http://www.fema.gov/emergency/nims/faq/compliance.shtm>

NOAA

National Oceanic and Atmospheric Administration

Ref: <http://www.noaa.gov/>

NRF

National Response Framework – the blueprint for disaster response.

Ref: <http://www.hlswatch.com/2007/08/02/national-response-framework-emerges-from-dhs/>

Ref: <http://www.fema.gov/NRF>

NRP

National Response Plan

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Ref: <http://www.fema.gov/news/newsrelease.fema?id=37225>

NTSB

National Transportation Safety Board

Ref: <http://www.nts.gov/default.htm>

Pinellas County Comprehensive Emergency Management Plan

NWS	National Weather Service Ref: http://www.nws.noaa.gov/
OMB	Pinellas County Office of Management and Budget
OMD	Office of the Medical Director Pinellas County
PAO	Public Assistance Officer
PCCP	Pinellas County Consumer Protection
PCED	Pinellas County Economic Development
PEM	Pinellas County Emergency Management
PCHS	Pinellas County Human Services
PCJC	Pinellas County Justice Coordination
PCOMB	Pinellas County Office of Management and Budget
PCOMD	Pinellas County Office of the Medical Director
PCR	Parks & Conservation Resources (Formerly the Pinellas County Parks Dept.)
PCSB	Pinellas County School Board
PCSBT	Pinellas County School Board Transportation department
PCSO	Pinellas County Sheriff's Office
PCST	Pinellas County School Transportation
PD	Police Department
PDA	Preliminary Damage Assessment Field and aerial observation can be coordinated with a <u>RNA</u> conducted at the initial stage with the PDA as a follow-on detailed assessment. PDA is used as an aid in evaluating a Governor's request for emergency or any major disaster declaration. Ref: http://www.fema.gov/pdf/emergency/usr/mod1_u1.pdf
PDD	Presidential Disaster Declaration Once a disaster has occurred, and the State has declared a state of emergency, the State will evaluate the recovery capabilities of the State and local governments. If it is determined that the damage is beyond their recovery capability, the governor will normally send a request letter to the President, directed through the Regional Director of the appropriate FEMA region. The President then makes the decision whether or not to declare a major disaster or emergency. After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75 percent of the eligible costs. Ref: http://www.fema.gov/government/grant/pa/pr_declaration.shtm
PDRP	Post Disaster Redevelopment Plan Ref: http://www.fema.gov/pdf/rebuild/ltrc/fema_apa_ch3.pdf
PFA	Primary Federal Agency
PFO	Principal Federal Official In a federal response to a terrorism incident a PFO will be assigned by DHS to head up the response of federal agencies.
PFS	Pet Friendly Shelter
PHS	Public Health Service

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PII	Pandemic Infectious Illness Ref: Pandemic Annex to the CEMP
PinCHD	Pinellas County Health Department
PIO	Public Information Officer
POD	Point of Distribution POD is a temporary local facility at which commodities are distributed directly to disaster victims. PODs are operated by the affected county or state. Ref: http://www.fema.gov/media/fact_sheets/logistic-supply-chain.shtm
PPE	Personal Protective Equipment
PSA	Public Safety Announcement
PSC	Public Safety Campus (Ulmerton Rd)
PSS	Pinellas County Public Safety Services Department
PSTA	Pinellas Suncoast Transit Authority The Pinellas Suncoast Transit Authority, formerly known as Central Pinellas Transit Authority (CPTA), was created by state legislation in 1970 and service began in 1973 with 21 buses and 9 bus routes in northern and central Pinellas County. In 1982 the Central Pinellas Transit Authority was renamed Pinellas Suncoast Transit Authority (PSTA) to more clearly describe the area served. Following the passage of two referendums, in 1984 PSTA expanded the service area by merging with the St. Petersburg Municipal Transit System. The St. Petersburg Municipal Transit System (SPMTS), at the time of the merger, consisted of approximately 64 buses on 36 bus routes, serving only the southern part of Pinellas County. From the merger of these two systems (PSTA and SPMTS) a countywide transit system was formed. Ref: http://www.psta.net
RACES	The Radio Amateur Civil Emergency Service The Radio Amateur Civil Emergency Service (RACES), is a public service provided by a reserve (volunteer) group of Amateur Radio (Ham Radio) Operators that is administered by local, county and state emergency management agencies, and supported by the Federal Emergency Management Agency (<u>FEMA</u>) of the United States government. As a part of the Amateur Radio Service, it provides radio communications for civil-preparedness purposes only, during periods of local, regional or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, victim searches, air crashes, and many others. <u>ARES</u> , <u>CERT</u> , <u>RACES</u> , and <u>REACT</u> all fall under the Auxiliary Communication Service (<u>ACS</u>) organizational umbrella. Ref: http://www.races.net/
RDSTF	Regional Domestic Security Task Force Pursuant to FS 943.0312, the Florida Department of Law Enforcement (FDLE) has established a Regional Domestic Security Task Force (RDSTF) in each of its seven operations regions. In the event a terrorist incident occurred in any of the listed regions, the designated Task Force in the effected area would immediately be called to aid in recovery and attack response efforts.

	Ref: http://www.fdle.state.fl.us/osi/domesticsecurity/domestic_security_orig/taskforcebrochure.pdf
REM	Pinellas County Real Estate Management
RMG	Resource Management Group
RM	Pinellas County Risk Management Department
RNS	Rapid Notification Service RNS is a reverse 911 system designed to notify large numbers of people concerning what to do during an emergency. This is a generic term used to describe any number of different systems.
ROC	Response Operations Coordination Group The ROC is comprised of municipal and county departmental emergency coordinators and support agencies that provide input into tactical and emergency operations. The ROC is chaired by the PC Emergency Management Director. Ref: Base Plan
RP	Recover Pinellas Recover Pinellas is a committee with the task of coordinating assistance in the community well after a disaster when the initial responding agencies have gone but rebuilding still needs to be done. It is formed with the assistance of the United Way of Tampa Bay. This committee will be generally passive until needed after a disaster. At that time it will accept grants and donations as a non-profit organization, hire a staff and work with other organizations to assist in the recovery of residents.
Rule 27P-6	Florida Administrative Code Rule 27P-6 This rule is the chapter regarding the review of local emergency management plans in the Division of Emergency Management, Department of Community Affairs.
SAR	Search and Rescue
SBA	Small Business Administration Ref: http://www.sbaonline.sba.gov/
SCADA	Supervisory Control And Data Acquisition SCADA systems are typically used to perform data collection and control at the supervisory level. Some SCADA systems only monitor without doing control, these systems are still referred to as SCADA systems. Ref: http://en.wikipedia.org/wiki/SCADA
SEOC	State Emergency Operations Center
SERP	Statewide Emergency Response Plan This publication is the Emergency Response Plan endorsed by the Florida Division of Emergency Management and referenced in the State of Florida Comprehensive Emergency Management Plan (CEMP). Florida Fire Chiefs' Association is the Support Agency for the State Emergency Support Functions (ESF) 4 (Fire) & 9 (Search & Rescue) and coordinates resources for ESF 8 (EMS), and EFS 10 (Hazardous Materials). Ref: http://www.ffca.org/displaycommon.cfm?an=1&subarticlenbr=133
SERT	State Emergency Response Team
SFCD	Special Fire Control District

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	A governmental body established by state regulation that functions in a manner similar to a municipal fire department.
SLE	Governmental declaration of a State of Local Emergency
SMAA	Statewide Mutual Aid Agreement SMAA is a method of acquiring and accounting for mutual aid between cooperating jurisdictions in the State of Florida. Ref: http://www.floridadisaster.org/Response/Operations/EMAC/
SNS	Strategic National Stockpile The Strategic National Stockpile (SNS) of the U.S. <u>Centers for Disease Control</u> is a national repository of <u>antibiotics</u> , chemical <u>antidotes</u> , <u>antitoxins</u> , life-support medications, IV administration, airway maintenance supplies, and medical/surgical items. The SNS is designed to supplement and re-supply state and local public health agencies in the event of a national emergency anywhere and at anytime within the U.S. or its territories. Ref: http://en.wikipedia.org/wiki/Strategic_National_Stockpile
SOG	Standard Operating Guideline Perceived to be less directive than an SOP, therefore more limiting, for the office that has one, of the exposure to law suits based upon the following or failure to follow the steps in the SOG.
SOP	Standard Operating Procedure A set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness; the procedure is applicable unless prescribed otherwise in a particular case; thus, the flexibility necessary in special situations is retained. Ref: http://www.answers.com/topic/standing-operating-procedure?cat=technology
SPCA	Society for the Prevention of Cruelty to Animals
SWO	State Watch Office New term for State Warning Point. Mission is the same. Ref: http://www.floridadisaster.org/response/operations/swp.htm
TBRPC	Tampa Bay Regional Planning Council Ref: http://www.tbrpc.org/
TBW	Tampa Bay Water
TDSR	Temporary Debris Storage and Reduction This is the location where hurricane debris is brought for separation, mulching, recycling, and disposal.
TECO	Tampa Electric Company
TSA	The Salvation Army
UASI	Urban Area Security Initiative UASI Funds address the unique planning, equipment, training, and exercise needs of high threat, high density Urban Areas, and assist them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism. States are required to pass on at least 80 percent of the total grant program amount available to local units of government within 60 days of the receipt of funds. Those funds retained by the state must be used in direct support of the state's identified urban areas.

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UC	<p>Unified Command</p> <p>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 UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.</p>
UHF	<p>Ultra High Frequency radio waves</p>
USACE	<p>US Army Corps of Engineers</p>
USAR	<p>Urban Search And Rescue</p> <p>The National Urban Search and Rescue (US&R) Incident Support Team (IST) provides a group of highly qualified specialists readily available for rapid assembly and deployment to a disaster area. The IST furnishes Federal, State, and local officials with technical assistance in acquiring and using US&R resources. It provides advice, incident command assistance, management and coordination of US&R task forces, and US&R logistics support.</p> <p>Ref: http://www.fema.gov/pdf/emergency/usr/ist_ops_manual.pdf</p>
USDHS	<p>United States Department of Homeland Security</p>
USNG	<p>United States National Grid</p> <p>The U.S. National Grid standard creates a more interoperable environment for developing location-based services within the United States and to increase the interoperability of location services appliances with printed map products by establishing a nationally consistent grid reference system as the preferred grid for NSDI applications. The U.S. National Grid is based on universally-defined coordinate and grid systems and can, therefore, be easily extended for use world-wide as a universal grid reference system.</p> <p>Ref: http://www.esri.com/news/arcuser/0705/usng1of2.html</p>
VHF	<p>Very High Frequency radio waves</p>
VMAT	<p>Veterinary Medical Assistance Team</p> <p>During disaster response, a mutual assistance team that helps deal with animal medical issues.</p>
VOAD	<p>Volunteer Organizations Active in Disasters</p> <p>The National VOAD (NVOAD) is a consortium of recognized national voluntary organizations that play a critical role in disaster relief. Such organizations provide capabilities to incident management and response efforts at all levels. Its mission is to foster more effective service to people affected by disaster through cooperation, coordination, communication, education, and outreach to State VOADs. VOAD member agencies have an active role in assisting emergency management personnel in planning for volunteer involvement during emergencies. VOAD member agencies are independent, but in planning for and responding to emergencies, the State VOAD provides the mechanism for collaboration and communications among the voluntary agencies. The State VOAD is organized during the preparedness phase, and also works through each phase of emergency management activities to ensure that the citizens' needs are met.</p> <p>Ref: http://www.nvoad.org/</p>
VRC	<p>Volunteer Reception Center</p>

A VRC provides a place where large numbers of volunteers can be efficiently processed and referred to agencies needing their services. The process provides a way to document volunteers being registered, requests for volunteers, VRC staff hours worked, and expenses incurred.

Ref:

<http://redcross.tallytown.com/library/UnaffiliatedVolunteersInResponseAndRecovery.pdf>

VSP

Volunteer Service Program
Pinellas County volunteer data base.

WHO

World Health Organization
WHO is the directing and coordinating authority for health within the United Nations system. It is responsible for providing leadership on global health matters, shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends.

Ref: <http://www.who.int/about/en/>

WMD

Weapon of Mass Destruction

WRF

Water Reclamation Facility

WTE

Waste to Energy

Pinellas County CEMP
Communications Annex



Communications Annex

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Communications Annex

1. Introduction

A. Purpose

The purpose of this annex is to identify and define emergency communications operations and responsibilities, particularly when the county Emergency Operations Center (EOC) is activated in response to natural disasters and other emergency operations.

B. Scope

This Communications Annex covers two (2) areas:

- 1) The coordination of county actions to assist county departments, municipalities and business & industry in maintaining and restoring the communications infrastructure and to assist local governments with emergency communications and restoration of public safety communications systems and first responder networks.
- 2) The methods used to disseminate emergency alert warnings and situational awareness reports to emergency personnel, government employees, citizens and business & industry within Pinellas County.

C. Planning Assumptions

- 1) Large-scale emergency operations often require a communications capability beyond the normal capacities of the equipment available at the local government level.
- 2) Additional communications support may need to be procured from various sources within the public and private sector.
- 3) Communications support requested by Pinellas County will be available within a reasonable time frame.
- 4) All organizations within the county and those responding for mutual aid will maintain operational control of their own communications systems but will be required to coordinate with the Radio & Technology Division of Pinellas County Safety and Emergency Services to avoid conflicts with radio frequencies or other operations.
- 5) The voluntary support of amateur radio volunteers, radio clubs, and private organizations with sophisticated communications equipment will be available.
- 6) Pinellas County Safety and Emergency Services has a robust communications system serving the county with various backup systems and additional equipment.

2. Concept of Operations

A. Operational Communications Tools:

- 1) 800 MHz Radio System:
 - a) Overview: Pinellas County's 800 MHz radio system is constructed with multiple levels of redundancy. The system normally operates in two simulcast systems with countywide coverage from nine radio sites, interconnected by a digital microwave system. Should one of the multiple controllers within the system fail, the system will revert to "site trunking" where first responder radios displays site trunking. Upon complete system failure, radios will revert to an emergency back-

up single site located at the PSC. Should the radio system become severely damaged and out of service, all public safety radios have a “talk around” feature where users can communicate radio-to-radio with a range of approximately one-half mile.

- b) **Radio Sites:** All towers are self-supporting in design (no guy wires), built to withstand wind loads under the ANSI TIA/EIA 222-F standard. They meet/exceed a 120 mile per hour basic wind speed with gusts of approximately 130 miles per hour. The Fountains (South Pasadena) and Courthouse (Clearwater) sites are not towers. They reside on the roof tops of their respective buildings. All tower sites have backup generators; seven (7) are fueled by diesel and three (3) by natural gas. The Fountains, Public Works, and Courthouse sites are supported by building generator power. The two (2) primary sites, EMS and PSC, have uninterrupted power supply (UPS) battery backup power for the system controllers. All site generators have fuel capacity for up to 72 hours. Pinellas County Fleet Management is prepared to refuel all generators as needed. All radio tower site buildings are built of reinforced concrete block for hurricane protection.
 - c) **Back-Up Capabilities:** A statewide MOTOBRIDGE system interconnects primary 911 centers throughout the state and provides radio patch capabilities. The UHF system for Pinellas County Emergency Medical Services is available for use. There are three (3) conventional mutual aid radio channels operating in the county (2 National Mutual Aid and 1 State of Florida).
 - d) **Portable, trailer mounted radio systems:** Pinellas County has a five (5) channel system. Additional portable systems are available from Polk County; other regional systems within the state; and the State of Florida’s portable radio system.
 - e) **Radio System Resumption Information:** The County stocks spare antennae and lines. System technicians are located at the prime site during and after the storm. Personnel from Pinellas County Fleet Management and General Services departments are on stand-by at the prime site upon EOC activation. Generators will be refueled by Pinellas County Fleet personnel as needed.
 - f) **Vendor Support:** Motorola pre-plans and has technicians available to travel to the affected system to provide support, equipment, and whatever is necessary to return the system to full operation as soon as possible. Support includes system infrastructure, extra radios, towers, generators and buildings. Tower contractors will be on stand-by to install new antennae and lines. Antennae & lines will be installed within 24 hours after roads are passable.
- 2) **Satellite Communications:**
Pinellas County Emergency Management (PCEM) has the capability to utilize two (2) types of satellite communications:
- a) **TracStar:** Entails a transmission/receiving dish antenna being affixed to the roof of the EOC building following an event that has caused normal telephone landline systems to fail. When sustained winds fall below 40 miles per hour, this fold away (clamshell) configuration is set up and then powered on to acquire the correct satellite. The system can be affixed to the roof of the EOC and/or broken down for transport for use at an alternate EOC or incident location, if necessary. This satellite system provides voice and data management which includes satellite phone calls and Internet capability.

- b) MSAT: The Mobile Satellite system serves as a backup system to TracStar. It's pre-wired for use within the EOC and can be used as a mobile unit in a vehicle deployed to an incident location, as needed. In addition to serving as a satellite telephone, PCEM can also use this system for two-way radio use and data capability of 4800 baud which can accommodate transmitting and receiving e-mail.
- 3) Conference Calls:
There are five (5) primary options for conference call use:
- a) Unify (County Phones) - The conference feature on these standard county phones allows the user to have up to (8) parties, including her/himself, in a telephone conversation. The other parties besides the user can be trunks (outside lines) or county extensions. This in-house capability can be set up by the conference call organizer without outside assistance.
 - b) Polycom Bridge- Allows for up to 92 users to conference call at no charge. This system requires the organizer to contact the Pinellas County Business Technology Services (BTS) Helpdesk to initiate a ticket and reserve a date and time in advance to schedule the conference call.
 - c) SUNCOM- This voice conference service provides on-demand conferencing, allowing the organizer to initiate a conference call 24 hours a day, seven (7) days a week for up to 125 participants without the need to make a reservation.
 - d) Go-to-Webinar – this Citrix web-service has the ability to provide 1000 webinar logins and conference calls via the internet or call in number. Business Technology Services (BTS) manages the license and PCEM administers the application.
 - e) Free Conference Call- Has a capacity of 1,000 participants with a time limit of six (6) hours and no reservation required. The cost is free and account is managed by PCEM.
- 4) Auxiliary Communications:
- a) A UHF/VHF/HF volunteer amateur radio system is used to augment existing emergency communications to and from the EOC.
 - b) ACS volunteers staff the EOC Radio Room and remote sites providing communication linkages between the EOC and emergency incident sites (shelters, hospitals, and other critical locations) as requested.
 - c) This group also has the capability to transmit and receive on designated military and marine radios
- 5) Mass Notification System:
CodeRED is a web-based emergency alert notification service with real-time response confirmation that is used to send voice, text, email, TTDY and mobile alert messages to any number of individuals or groups of individuals. Pinellas's mass notification system, currently CodeRED has been branded as 'Alert Pinellas'.
- a) A select number of Pinellas County departments have the ability to send an alert that is transmitted simultaneously to each recipient's cell phone, pager, mobile devices, and e-mail accounts.
 - b) The sender of an alert can see, in real-time, a report of the disposition of the contact method to those individuals who have been sent an alert.

- c) This report feature provides management with an exception processing capability that speeds the decision making needed to respond to any emergency situation.
 - d) Each alert and response is date and time stamped, and an audit trail for each alert is archived for future reference.
- 6) Right Fax:
- a) RightFax is a communications software tool that integrates with a PC desktop, email, imaging, document management and other essential business applications to efficiently and securely send and receive any document from virtually any application within an enterprise via fax, email, print devices or the Internet.
- 7) WebEOC:
- WebEOC is the incident management software used within the Pinellas County EOC that provides activity tracking and situational awareness of significant events and/or disaster response.
- a) WebEOC provides the EOC with an information management tool which is necessary to protect and restore critical infrastructure and key resources.
 - b) In addition, WebEOC brings the county a common operational picture, based on real-time, historical and GIS mapping data, with powerful information management and reporting capabilities to enhance situational awareness for rapid decision making.
- 8) National Warning System (NAWAS):
- a) NAWAS is a nationwide dedicated telephone warning system used to convey warnings to federal, state and local governments, as well as, the military and civilian population.
 - b) NAWAS is designed to warn of an imminent enemy attack or an actual accidental missile launch upon the United States as well as provide alerts and notifications pertaining to natural and technological disasters.
 - c) The NAWAS system resides in and is monitored by 9-1-1 Communications who then disseminates applicable emergency notifications and warnings to PCEM for review.
- 9) Emergency Management Network (EMnet):
- a) EMnet supports secure text messaging and point to point voice communications between the State Watch Office and Pinellas County EOC/County Warning Point, as well as, counties throughout Florida.
 - b) The EMnet system is designed to provide redundant communications capabilities. It uses an existing network connection to the Internet as its primary path, with the satellite system operating as a back up to the terrestrial patch.
 - c) The Primary EMnet system resides in and is monitored by 9-1-1 Communications who then disseminates applicable emergency notifications and warnings to PCEM for review. The secondary system resides in the EOC radio room.
- B. Primary, Secondary and Tertiary Communications modes:
- 1) The primary means of communication between Municipalities & Special Fire Control Districts and the Pinellas County EOC will be via landline telephone.
 - 2) Secondary (Back-up) communications will be conducted via 800 MHz radio, e-mail and/or cellular telephone.

- 3) The tertiary communications system is the TracStar Satellite phone system.
- 4) The primary means of communications between healthcare facilities & shelters and the EOC will be via landline telephone.
- 5) Secondary communications will be via amateur radio communication, RightFax, e-mail and/or cellular telephone.

C. County Warning Point:

- 1) The Pinellas County Warning Point provides a centralized location for receiving and disseminating emergency/warning information having a potential impact on the citizens of the county.
- 2) The Warning Point also provides a direct communications link between the county EOC and the State Watch Office/EOC for coordination during localized or regional disasters.
- 3) The County Warning Point is physically located within the 9-1-1/Emergency Communications Center, At the Public Safety Complex, 10750 Ulmerton Rd., Bldg. 1, Largo FL 33778
- 4) It is staffed 24 hours a day by trained communication personnel.

D. Mutual Aid Communications:

- 1) When mutual aid teams arrive in the county, all radio communications will be overseen by the Radio & Technology Division of Pinellas County Safety & Emergency Services.
- 2) Responding mutual aid teams will be assigned specific mutual aid radio frequencies and/or coordinate with Pinellas County Safety & Emergency Services to verify their operational availability.

E. Public Information:

- 1) Media Briefings and Conferences
 - a) When the EOC is activated, County Commissioners, the County Administrator or designee, PCEM Director or designee, the Pinellas County Marketing and Communications Department Director or designee, and the Lead and Operations PIO are the only official spokespersons for Pinellas County authorized to release public information to the media.
 - b) All public information will be coordinated and approved by the affected agencies and departments and only be released by one of the authorized individuals indicated above; unless explicit permission is granted by the PCEM Director or designee.
- 2) Press Releases
 - a) Media releases will be issued by Pinellas County Marketing & Communications as determined by the EOC's ESF 14 public information officer (PIO) staff and the need to inform the public of life-saving information as an event occurs and changes.
 - b) All information released to the media, municipal PIO staff and other organizations by e-mail, Internet, fax, CodeRED or through a media alert must be approved by

the EOC Operations Chief and released only through the Lead PIO or the Operations PIO.

- 3) Citizen Information Center (CIC)
 - a) The Pinellas County CIC was created based on FEMA's recommendation that all local governments establish a rumor control center for disasters.
 - b) It has since been expanded in scope to include information services, based upon lessons learned and after action reporting from previous disasters.
 - c) PCEM and Pinellas County Safety & Emergency Services manages the CIC.
 - d) They recruit and train county personnel to answer calls about disaster related issues.
 - e) Primarily, the departments under the County Administrator provide employees to the CIC with assistance from the other Appointing Authorities.
 - f) The CIC is a vital link with the residents of Pinellas County during storm activations.
 - g) It is the responsibility of the Operations PIO to actively interface with the CIC Shift Supervisor to monitor the number and nature of calls being received and to ensure that the latest and most accurate information is being provided for CIC operators.

F. Public Warning:

- 1) Primary notification system for the general public is through the media.
- 2) Pinellas County Marketing and Communications Department maintains contacts and relationships with the local and regional media and will provide notifications to the general public through them when necessary.
- 3) During critical, localized, time-sensitive situations such as the need to evacuate areas or shelter in place, local law enforcement and fire departments will provide messages throughout the affected neighborhoods using loudspeakers and/or door to door notifications.
- 4) Emergency Alert System (EAS)
 - a) The Federal Communications Commission (FCC) designed the EAS as a tool for the President to quickly send important emergency information to the nation using radio, television, and cable systems.
 - b) The EAS may also be used by state and local authorities to deliver alerts and warnings.
 - c) The EAS is activated to warn a potentially impacted populace of an impending or occurring emergency/disaster event regardless of type (weather or other natural hazard, technological hazard, or terrorism).
 - d) If needed, any of the following agencies may activate EAS: Pinellas County EOC and/or Warning Point, the National Weather Service and the Florida Division of Emergency Management.
- 5) Rapid Notification System (RNS)
 - a) In partnership with its emergency notification vendor, CodeRED PCEM has developed an on demand Rapid Notification System (A reverse 911 type system).
 - b) The RNS provides the capability to convert text to voice and deliver an emergency message to all landline numbers within Pinellas County.

- c) PCEM controls access to this system.
 - d) County personnel can also be sent emergency notifications by using their email, home, work cell, and personal cell phone numbers obtained from the county's Oracle Project Unified Solution (OPUS) that supports all aspects of the county's financial and human resources operations.
 - e) Numbers can be queried by department and used by the RNS in the same manner as 911 numbers for the general public.
- 6) Dynamic Message Signs
- a) The Pinellas County EOC, in a collaborative effort with Pinellas County Public Works Department, Traffic Management Division has the capability to visually monitor traffic conditions throughout the County by means of an Advanced Traffic Management System (ATMS) and use Dynamic Message Signs (DMS) placed strategically throughout the county to provide real-time, up to date emergency traffic information to the motoring public.
- 7) Business Notification System (BNS)
- a) PCEM, through partnership with CodeRED, has the ability to provide local businesses and organizations with timely and detailed emergency information electronically.
 - b) BNS is a web-based emergency-alert notification service that is used to send text messages to any number of individuals or groups of individuals which provides them with situational awareness and assist them with their decision making process.
- 8) Joint Information Center (JIC)
- a) An all-hazards JIC serves as the location representing various organizations from local, state and federal jurisdictions to coordinate the dissemination of emergency public information.
 - b) In coordinating timely and consistent information, the JIC serves to reduce information gaps, misinformation and rumors during the emergency.
 - c) When the JIC is formed during an EOC activation the lead agency is responsible for the approval/dissemination of public information when the emergency spans multiple county agencies.
- 9) Community Relations Team (CRT)
- a) The CRT function is responsible for assessing and documenting the social, political, and cultural aspects of a disaster area that might affect the disaster response and recovery effort.
 - b) The CRT function is designed to ensure that the citizens of disaster-affected communities are aware of available federal disaster assistance programs and how to access them.
 - c) The CRT function will be performed jointly by the federal and state personnel, when available, working to achieve the objectives specified in FEMA's Community Relations Plan.
 - d) Field teams will be organized and dispersed throughout the affected area.
 - e) They will include trained federal, state, and, if necessary, locally hired persons who know the community.

- f) The cultural, racial, and ethnic makeup of the affected population (including languages spoken) will be taken into consideration to the extent possible when making field team assignments.

3. Assignment of Responsibilities

A. Pinellas County Animal Services

- 1) Provide public information about emergency/disaster considerations for animals.
- 2) Provide Pinellas County Marketing and Communications and CIC with the location of animal shelters and continual updates on available space.

B. Auxiliary Communication Service

- 1) Provide backup communication support for the EOC Radio Room.
- 2) Provide backup communication support for shelters.

C. Pinellas County Marketing and Communications

- 1) Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- 2) Designate an information center that will be the single, official point of contact for the media.
- 3) Prepare and approve emergency messages as directed by PCEM Director.
- 4) Develop public messages for delivery via Community Notification System.
- 5) Establish a system to coordinate article clippings, video and photo archives of the event.
- 6) Coordinate community and media visitors' access to the EOC.
- 7) Manage the EOC media room and provide liaison to the EOC Operations Chief.
- 8) Upon EOC activation, act as the focal point for news media.
- 9) Provide public information officers to incident facilities, as requested.
- 10) Provide public information during recovery operations.

D. Convention and Visitors Bureau

- 1) Provide EOC with status of available hotel/motel rooms for evacuees.
- 2) Implement crisis communications plan for tourism industry following disasters.
- 3) Maintain pre- and post-event liaison with accommodation industry.

E. Consumer Protection

- 1) Monitor for price gouging.
- 2) Provide Public Protection Information.

F. Economic Development

- 1) Provide personnel to staff EOC desk and serve as liaison between the County and business & industry to facilitate smooth flow of communication regarding preparations, evacuations and recovery efforts.

G. Safety & Emergency Services – Radio & Technology / Regional 911

- 1) Provide an Emergency Communication liaison to the EOC.
- 2) Provide control and emergency reconfiguration of the public safety communications system as needed.
- 3) Operate and manage Pinellas County Warning Point.
- 4) Manage the Citizen's Information Center staffing and information flow during activations. Develop and prepare to implement a post disaster communication plan for use with out-of-county multi-jurisdictional agencies.

H. Emergency Management

- 1) Gather information pertinent for public dissemination and upon review forward to PIO for release to media outlets.
- 2) Develop and maintain systems to disseminate emergency alerts and warnings to the public.
- 3) Develop alert messages for dissemination.

I. FL Department of Health – Pinellas

- 1) Develop and communicate public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters.

J. Public Works / Intelligent Transportation System

- 1) Monitor and report unusual traffic patterns related to the disaster event.
- 2) Display as requested by Pinellas EOC appropriate traffic messages on the DMS boards for motorists.

K. Pinellas County Sheriff Office / Municipal Law Enforcement

- 1) Provide neighborhood level notification in affected areas.

L. Municipal & Special Fire Districts

- 1) Provide neighborhood level notification in affected areas.
- 2) Provide notification to affected Special Needs registrants.

4. Supporting Plans

A. FEMA Community Relations Plan

B. FEMA Disaster Emergency Communications Plan (State of Florida Annex)

C. Pinellas County Marketing and Communications

Pinellas County Comprehensive Emergency Management Plan

- 1) Public Information Emergency Plan
- D. Pinellas County Convention & Visitor's Bureau
 - 1) Hurricane and Crisis Communications Plan
- E. Pinellas County Economic Development
 - 1) Standard Operating Guide (SOG)
- F. Pinellas County Emergency Communications
 - 1) Hurricane Preparedness / County Warning Point SOG
 - 2) Radio Systems Division SOG
- G. Pinellas County Emergency Management
 - 1) Emergency Operation Center SOG
- H. State of Florida- State Watch Office SOG

Pinellas County CEMP

Damage Assessment Annex



Damage Assessment Annex

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1. INTRODUCTION

A. Purpose:

To establish general guidelines and responsibilities for implementing Damage Assessment (DA) operations in Pinellas County. It includes decision-making; notification; assessing public property, private residential property, private commercial property; infrastructure in Pinellas County and its municipalities; and requesting State or Federal Disaster Assistance.

B. Scope:

- 1) This annex applies to the response and recovery phases, and includes all assessment activities in unincorporated Pinellas County and its contracted municipalities, as well as assessment activities in County owned and operated facilities, related to damages resulting from natural or technological emergencies or disasters.
- 2) It describes the organization, methods and assignment of responsibilities for conducting and reporting damages during the various types of DA.
- 3) This annex does not address day-to-day damages assessed by fire departments on a localized basis.

C. Planning Assumptions:

- 1) The greater the impact of the disaster within Pinellas County, the longer it will take to progress through the response phase and into the recovery phase. Under conditions similar to those during several events that Pinellas County has experienced since the 2004 Hurricane Season, when there was little to no significant search & rescue or debris clearance required, we progressed through response and into recovery within a very few hours of the end of our tropical storm-force winds. In a larger storm, or in any scenario during which search & rescue and debris clearance operations last longer, we may have to spend days rather than hours in response before progressing into recovery.
- 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 Pinellas County Emergency Management (PCEM). This information is used in the Emergency Operations Center (EOC) to manage immediate response, and even beyond deactivation if necessary to manage ongoing short and long-term recovery issues.
- 3) Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.
- 4) As needed, the primary and supporting agencies will take actions to ensure the availability of resources and/or implement their Continuity of Operations Plans (COOP). There may be a shortage of individuals qualified to assess damages, extending the time it takes to accomplish our DA operations.

- 5) Municipalities, special purpose districts, fire jurisdictions, county departments, and public utilities will provide detailed and accurate DA reports to the Pinellas County EOC as soon as it is safe and practicable.
- 6) Standard state definitions of damages for major, minor, destroyed, etc. will be used.

2. CONCEPT OF OPERATIONS

A. General

- 1) The intent of DA is to determine the impact and magnitude of major storm events and/or disasters, while additionally identifying potential and existing health and safety needs of the community and its citizenry. These critical assessment elements in turn will be provided to off-scene responders/agencies for the coordination and prioritization of emergency response efforts initially, and financial assistance eventually, countywide.
- 2) During the response phase of an event, as conditions become safe for search & rescue and debris clearance operations to begin, the Damage Assessment / Recovery Group in the Pinellas County EOC will be collecting damage information from every available source, all of which will give some initial ideas about where the worst damages may have occurred and where to start field assessments in earnest when conditions allow. The EOC Damage Assessment / Recovery Group will have access to the most up-to-date information available in order to make an informed decision as to notifying the primary and supporting county departments regarding any pertinent data received via first responders, citizen notifications, the media, and through the use of a modeling program during the response phase which will affect DA during the transition into the recovery phase and the deployment of teams into the field.
- 3) As we transition into the recovery phase, based on reports that search & rescue and debris clearance has progressed to the point for EOC Operations to determine that it is safe enough, PAO, Building Services, and Development Review Services (BDRS) will be given the go ahead to deploy their County DA teams into the prioritized unincorporated areas of the County, as well as any municipalities that have requested our DA assistance. These teams will capture preliminary data needed to augment any information the Damage Assessment / Recovery Group has already collected from the first responders and citizens' reports to request a Federal Disaster Declaration, and may return at a later time to do a detailed residential and business assessment, as required. Municipalities are responsible for their own public DA (city properties/facilities).
- 4) The collected DA data will be analyzed by Risk, PAO & GIS Planning Section Unit to calculate initial DA IA numbers and valuation estimates, and later detailed reports and estimates by parcel or jurisdiction. It will also be used to tailor recovery operations to the specific circumstances, and provide the State Emergency Operations Center (SEOC) and/or Federal Emergency Management Administration (FEMA) with necessary figures and information.
- 5) After any disaster, the county damage assessment team will provide GIS online maps or tabular data to the County Floodplain Administrator and local floodplain managers to identify potentially substantially damaged structures in Special Flood Hazard Areas (SFHAs) in their respective jurisdictions. The County Floodplain Administrator and local floodplain managers will coordinate with their Substantial Damage Assessment teams to

perform substantial damage determination for identified structures in their jurisdictions and notify owners of substantial damage.

- 6) Risk Management (RM) will staff the DA station once the EOC is activated and will coordinate directly with BDRS & PAO to direct the DA teams as necessary at the commencement of recovery operations. RM will prioritize the response geographically to send PAO and BDRS DA teams to the unincorporated and requested municipal areas. BDRS staff in the EOC will manage BDRS DA Teams in the field, and PAO staff in the EOC will manage PAO DA Teams in the field. The GIS Unit will provide mapping support.
- 7) Other public agencies are requested to use their communications capabilities to receive additional damage and situation information and to report this to PCEM or the EOC.
- 8) DA is divided into four (4) types predicated on the timing, the reason for the DA and the final product. Depending on the severity of the incident, not all of these may be needed. These types are:
 - a) Preliminary Damage Assessment (PDA), also known as the Initial Damage Assessment, is the first quick look at the damage the county has received.
 - (1) Timing: As soon as possible when it is safe to travel. Aerial reconnaissance of the damaged areas may be done before ground assessments are begun.
 - (2) Reason: Initial determination of the extent of damage so the appropriate response can be initiated and a determination can be made for additional DA activities.
 - (3) Final Product: General assessment of the extent of damage in the county and the areas most affected.
 - b) Joint Preliminary Damage Assessment (JPDA), if appropriate, is accomplished with FEMA and state EM staff to confirm levels of damage and initiate federal assistance.
 - (1) Timing: As soon as federal EM staff arrives. Normally, shortly after the PDA is completed and indicates that thresholds may have been met.
 - (2) Reason: To confirm damage meets federal thresholds for federal assistance.
 - (3) Final Product: FEMA forms confirming extent of damage.
 - c) Detailed Damage Assessment (DDA): This is the house to house assessment that will be done when all areas are accessible and will account for all damage in the county. In small events, where damage is limited, the preliminary and detailed may be done at the same time.
 - (1) Timing: When all areas are accessible and initial recovery operations (search and rescue, etc.) have been completed.
 - (2) Reason: To assess the damage to the county, including homes, commercial structures and government buildings. This will be used to confirm assistance to individuals and businesses and provide the County with a detailed picture of what is needed for recovery.
 - (3) Final Product: Comprehensive list of damages in the county, including infrastructure, commercial, public and private buildings.

PDA:

- 9) Information for the PDA will begin to flow into the EOC immediately from various sources such as:
 - a) Reports from citizens to the Citizens Information Center (CIC), first responders, the media, and other sources – during the event, and during the response phase immediately following the event – which are compiled by the Damage Assessment /

Recovery Group in the EOC, and used to prioritize the areas to which the DA Teams will be sent, once conditions are safe.

- b) Reports of damages to public property, as submitted by affected County Departments, and consolidated in the EOC by representatives from the Department of Real Estate Management (REM).
 - c) Reports of damage to the County's largest commercial properties, as submitted by affected business partners, and consolidated in the EOC by representatives from the Department of Economic Development (Econ Dev).
- 10) As soon as practicable, aerial reconnaissance of the County may be requested by the Damage Assessment / Recovery Group in the EOC, if the event warrants. Pinellas County Sheriff's Office (PCSO) helicopters, County Mosquito Control helicopters, or Civil Air Patrol (CAP) aircraft may be requested. United States Coast Guard (USCG) helicopters may also be requested to assist. Requests for CAP or military assets must be sent via Constellation to the SEOC. If possible, a DA team member and a videographer will be sent on the aerial reconnaissance missions.
- 11) Once the preliminary damage information has been received, the DA Lead in coordination with EOC Operations will make a determination on the next steps to be taken:
- a) If the damage is minor, the county teams will be sent out to confirm the damage and complete a detailed assessment at the same time.
 - b) If the damage is moderate, the county teams will be sent out to confirm if the JPDA should be done. This will be followed by a DDA.
 - c) If damage is severe, the county teams will begin the DDA.

B. JPDA

- 1) Once it has been determined that sufficient damage has occurred to request a federal declaration, the SEOC will be contacted and a JPDA scheduled with State EM representatives and FEMA Individual Assistance staff.
- 2) The Damage Assessment / Recovery Group, with the assistance of the GIS Unit, will map out the damaged areas and provide maps, photos of damages and a listing of those areas and number of homes that would qualify the County for a declaration. While this may vary, normally, 200 damaged homes that are not or under-insured will meet the threshold. A representative of the Damage Assessment / Recovery Group should plan to drive the state and federal representative to observe damaged areas if they make that request.

C. DDA

- 1) If necessary, a separate DDA will be done. In the event of minor damage, this may be done in conjunction with the PDA. In the event of widespread damage, a separate DDA will be done.
- 2) Prior to the storm, or upon notification for an event that occurs without warning, BDRS & PAO will prepare to stage their DA teams according to their internal Standard Operating Guidelines (SOG).

D. DA Team Composition

- 1) BDRS is equipped to deploy up to 30 teams (each comprised of two employees, at least one of whom is an Inspector) with departmental vehicles, radios, and laptops (or similar devices). Each team is pre-assigned to a geographic zone in the unincorporated county

(and/or in one of the two (2) barrier island municipalities having a contractual agreement with BDRS). When directed by BDRS management, upon leaving work as the storm approaches, one member of each team will stage a departmental vehicle at his/her residence in order to respond with his/her teammate to their designated area of responsibility at the commencement of recovery operations.

- 2) PAO is equipped to deploy up to 30 teams (each comprised of two employees, at least one of whom is an Appraiser) with Board of County Commissioner (BCC) vehicles & radios, and PAO laptops (or similar devices). Prior to the storm, PAO will coordinate to secure 30 radios from Safety & Emergency Services Radio & Technology Div., and Fleet Management will coordinate to deliver 30 vehicles to pre-assigned staging areas: one each in the north, mid and south County. Each staging area will be managed by a PAO Supervisor who will assign the teams to specific municipalities based on conditions after the storm. When directed by PAO management, upon leaving work as the storm approaches, each team member will prepare to respond to his/her designated staging area to receive his/her DA assignment at the commencement of recovery operations. The teams will deploy as directed to those specific municipalities who have requested DA assistance from the County.

E. DA Teams (Local Damages):

For localized and small scale disasters such as flooding; fire departments and the special fire districts will be responsible for conducting DA.

F. Federal Disaster Assistance:

Federal Assistance is divided into two (2) basic categories: 1) damage to private property and small businesses, which is called Individual Assistance (IA), and 2) damage to and costs incurred by public agencies and private, non-profit organizations which provide a like government service, which is called Public Assistance. Either one or both categories may be requested in a major event.

3. RESPONSIBILITIES

A. Risk Management

- 1) Serve as the DA Lead under the direction of Pinellas County EOC Operations during activations.
- 2) Participate in required preparatory work. Including support agency coordination meetings, attending training and exercises.
- 3) With the EOC, identify areas to be assessed and provide guidance to the BDRS and PAO as to the number of inspection teams that will be required.
- 4) Ensure readiness of PAO and BDRS DA teams 48 hours prior to named storms (Tropical Storm or Hurricane) forecast landfall. Ensure readiness immediately after any unexpected disaster requiring DA.
- 5) Coordinate with Fleet Management to ensure vehicle readiness 48 hours prior to storms forecast landfall.
- 6) Staff the DA positions in the Pinellas County EOC during activation.
- 7) Intake information from the DA teams daily.

- 8) Identify DA Team Coordinator to staff EOC.

B. Property Appraisers Office

- 1) Conduct DA of residential property in the affected incorporated areas in municipalities that have requested assistance from the County.
- 2) Provide teams to conduct DA in assigned areas.
- 3) Arrange for transport, equipment and training for DA teams.
- 4) Provide information from DA teams to Damage Assessment / Recovery Group Leader in the EOC on a daily basis.
- 5) Provide information, as appropriate to Human Services on areas identified during DA tours that need immediate assistance.
- 6) Provide the PAO DA team with the necessary devices or laptops to conduct DA.
- 7) Identify DA Team Coordinator to staff EOC.

C. Building Services and Development Review Services

- 1) Conduct DA of residential property throughout the unincorporated county (plus two (2) barrier island municipalities with whom BDRS has agreements).
- 2) Provide inspection teams to conduct DA in assigned areas.
- 3) Perform residential habitability determinations along with DA when practical.
- 4) Assist state and federal officials with their JDA efforts by escorting them to damaged areas, to include transportation and communication as needed.
- 5) Provide information from DA teams to Damage Assessment / Recovery Group Leader in the EOC on a daily basis.
- 6) Arrange for transport, equipment and training for DA teams.
- 7) Provide information, as appropriate to Human Services on areas identified during DA tours that need immediate assistance.
- 8) Provide information to BDRS on areas identified as needing habitability review (placarding).
- 9) Identify DA Team Coordinator to staff EOC.

D. Fire Departments and Special Fire Districts

- 1) Conduct initial (wind shield) damage assessment.
- 2) Report initial damage assessment using the tool(s) outlined in the Damage Assessment SOG.

E. Public Works

- 1) Provide flood plain managers to work in identifying damaged structures in Special Flood Hazard Areas (SFHAs).
- 2) Report these findings to the LMS working group.

F. Municipalities

- 1) Inform PC EOC of damaged areas as soon as possible.
- 2) Provide damage assessment totals for categories A- G to the EOC using the tool(s) outlined in the Damage Assessment SOG.

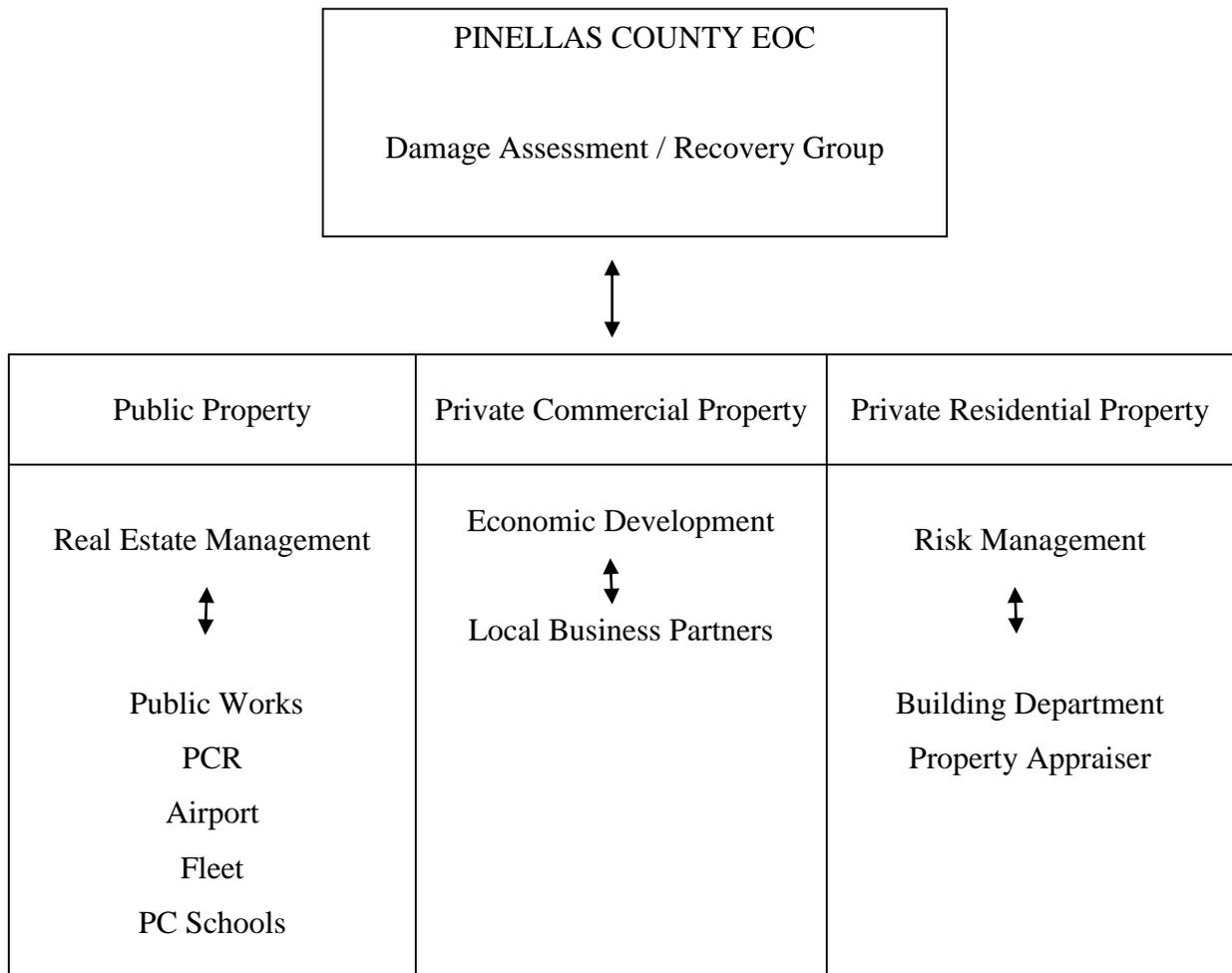
4. SUPPORTING PLANS

- 1) Pinellas County DA SOG
- 2) PAO SOG
- 3) BDRS SOG

5. APPENDICES

A. Organizational Chart for Pinellas County DA Team

APPENDIX 1
Organization Chart for Pinellas County Damage Assessment Team



NOTE: The following agencies will also be used to provide information concerning damaged areas:

- Municipal Fire Departments / Special Fire Control Districts
- Law Enforcement Agencies
- Duke Energy
- Tampa Electric Company – TECO (Oldsmar area)
- Frontier Telephone
- Clearwater Gas
- TECO Peoples Gas
- Spectrum Cable
- WOW Networks
- American Red Cross
- Insurance Adjusters

Pinellas County CEMP

Debris Management Annex



Debris Management

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Debris Management

1. Introduction

A. Purpose

- 1) The purpose of this annex is to document the concepts and responsibilities for disaster debris management when responding to a natural or manmade debris generating event.
- 2) The plan identifies agencies and activities that are involved in debris operations to ensure a coordinated response that includes removal, storage, and final disposition of debris deposited along or immediately adjacent to public rights-of-way in the unincorporated areas of the county.

B. Scope

- 1) This annex provides overall operational concepts and responsibilities for operations in the clearance, removal and disposal of debris caused by a major debris generating event.
- 2) These events include: natural hazards such as severe weather; tornadoes; hurricanes and flooding; human caused events such as fires; transportation accidents and civil disorder; terrorist events such as bomb attacks; sabotage with Weapons of Mass Destruction (WMD).
- 3) This annex is designed to assist Pinellas County staff in implementing and coordinating public and private sector debris removal and disposal operations to maximize clean up efficiencies.
- 4) While this annex addresses coordination with municipalities, it is primarily directed at the unincorporated areas of the county.

C. Planning Assumptions

- 1) The quantity and type of debris generated, its location and the size of the area over which it is dispersed, will have a direct impact on the type of removal and disposal methods utilized, the associated costs, and the speed with which the debris process can be addressed.
- 2) Critical roads will be cleared first in the county so search and rescue and damage assessment teams can move about.
- 3) Hospitals, shelters and other critical facilities will be accessed first during initial debris clearance.
- 4) Debris clearance will be a coordinated effort with the county and municipalities.
- 5) Debris removal will be supported by contractors that have existing contracts with the county and municipalities.
- 6) Debris disposition will be in accordance with existing local, state and federal laws unless they have been suspended during emergency declarations.
- 7) Florida Department of Transportation (FDOT) has a role in debris management as some roads in the county are designated as state and federal highways.

2. Concept of Operations

A. General

- 1) Debris clearance, removal and disposal is done in two (2) phases:
 - a) Phase I – Debris Clearing Operations. In this phase, debris is cleared from main arteries, access routes to critical facilities such as shelters and hospitals.
 - (1) Debris is moved to the side of the roads and not removed.
 - (2) “Clearing” at this point may mean making one lane available.
 - b) Phase II – Debris Removal and Disposal Operations. In this phase, debris that was moved to the side of roads is removed and disposed of as appropriate.
 - (1) Removal will be done by county assets as well as contractors.
 - (2) Interim debris locations may be used to store debris prior to it being disposed of by various means.

B. Management

- 1) County Debris Administrator: The Director of Public Works will be designated as the County Debris Administrator for the duration of the disaster response and recovery operation.
- 2) County Debris Manager (CDM):
 - a) The Public Works Operations Manager (or designee) will act as the County Debris Manager responsible for managing all Debris Clearing Operations (Phase I) and Debris Removal and Disposal Operations (Phase II) from a centralized Debris Management Center (DMC).
 - b) The CDM is responsible for managing debris clearance (Phase I) from access routes to critical facilities and all other streets throughout the unincorporated portion of the county and the permanent removal and disposal (Phase II) of all debris deposited along or immediately adjacent to public right of way throughout the unincorporated portions of the county.
 - c) The CDM will be supported by a Deputy Debris Manager and joint debris staff made up of personnel from Pinellas County Public Works (PW) and Pinellas County Parks and Conservation Resources (PCR) staff and representatives from other supporting departments and agencies. The joint staff will constitute the daily operating element of the DMC.
- 3) Deputy Debris Manager:
 - a) The Deputy Debris Manager is responsible for daily operational control of the DMC staff and will receive current information on the severity of the disaster from the Liaison Officer located at the county Emergency Operations Center (EOC). All requests for debris removal or disposal from the EOC staff will go through the DMC Liaison Officer to the Deputy Debris Manager.
 - b) The Deputy Debris Manager will ensure that all contractor debris removal and disposal operations are properly monitored utilizing personnel assigned to the Debris Contractor Oversight Team (DCOT).
 - c) Requests for debris removal from public facilities and roadways will be reviewed and approved by the CDM before being directed to the appropriate DMC Debris Coordinators (PW and PCR) to implement the request.

- 4) Debris Management Center Liaison Officer
 - a) The Debris Management Center Liaison Officer will be located at the county EOC.
 - b) The liaison officer will be responsible for coordinating with the DMC staff all requests for debris activities initiated by the county EOC staff.
- 5) Public Information Officer
 - a) The Public Works PIO will serve as the DMC liaison to the Director of Marketing and Communications.
 - b) The DMC's PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio, and TV public service announcements will be used to encourage public cooperation for such activities as:
 - (1) Separating burnable and non-burnable debris.
 - (2) Segregating Household Hazardous Waste (HHW).
 - (3) Placing disaster debris at the curbside.
 - (4) Keeping debris away from fire hydrants and valves.
 - (5) Reporting incidents or locations of illegal dumping.
 - (6) Segregating recyclable materials.
- 6) Public Works Debris Coordinator

The Public Works Debris Coordinator's responsibilities will include, but not limited to the following:

 - a) Coordinate all Public Works debris assignments.
 - b) Coordinate debris clearance from evacuation routes and access to critical facilities and other roadways within the unincorporated portions of the county (Phase I).
 - c) Provide personnel and equipment to assist in the removal and disposal of debris (Phase II) as directed by the County Debris Manager.
 - d) Inform the County Debris Manager of cleanup progress and any problems encountered or expected.
 - e) Maintain a listing of all available county equipment and staff identified for possible debris removal and disposal missions.
 - f) Coordinate all Public Works debris assignments approved by the County Debris Manager.
 - g) Ensure that required logistical support is available, including cell phone, transportation, etc.

C. Debris Contractor Oversight Team

- 1) The Debris Contractor Oversight Team (DCOT) is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by county debris removal and disposal contractors.
- 2) The DCOT team members will be detailed from the Public Works, Utilities, and Solid Waste Departments. The DCOT will be responsible for the following:
 - a) Debris Management Center
 - (1) The Debris Management Center (DMC) will be located at the Pinellas County Public Works ERB, 22211 US Highway 19 N. The DMC staff under the direction of the Deputy Debris Manager will be responsible for

coordinating actions necessary to remove and dispose of debris using county and contractor assets. The DMC staff will coordinate with the following federal agencies in the event of a major natural or manmade debris generating disaster; Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE), Local Office of the Federal Bureau of Investigation (FBI) and the U.S. Environmental Protection Agency (EPA).

- (2) The DMC will be activated to provide a central location for the coordination and control of all debris management operations.

D. Debris Operational Phases

1) Initial Response – Phase I

a) Phase I activities include:

- (1) Implementation of the Debris Management Plan.
- (2) Determination of incident specific debris management responsibilities.
- (3) Establishment of priorities.
- (4) Identification of procurement and Temporary Debris Storage and Reduction (TDSR) sites.
- (5) Activation of pre-positioned contracts, if needed to support Phase I clearance operations.
- (6) Implementation of public information plan.
- (7) Coordination and tracking of resources.
- (8) Formal documentation of costs.

b) Road clearance task forces

- (1) The purpose of the four (4) task force teams is to distribute teams around the county to quickly begin a first push mission, post storm.
- (2) The team locations will be determined by the expected strength of the storm. See the Public Works Hurricane Emergency Response Plan for locations
- (3) Public Works is the lead for task force teams.
- (4) Task force teams will consist of:
 - (a) Public Works
 - (b) EMS (Sunstar)
 - (c) Duke Energy
 - (d) PC Utilities
 - (e) Spectrum Cable
 - (f) Law Enforcement
 - (g) Clearwater Gas
 - (h) WOW Cable
- (5) Task force teams will locate in pre-determined safe locations and move out to clear critical roads as soon as it is safe.
 - (a) Specific routes have been assigned to the teams.

c) The County Debris Manager (CDM) will determine if county in-house capabilities are sufficient to remove the quantity of debris generated by the event. If debris amounts exceed the county’s capability to clear, remove and dispose of debris, then the county may activate a pre-positioned contract to assist with debris operations. If a Presidential Disaster Declaration (PDD) is made and the CDM determines the county in-house capabilities are not adequate

to clear, remove and dispose debris, the CDM may request federal assistance for debris removal through the county EOC.

- d) The CDM will identify temporary debris storage and reduction (TDSR) sites for debris. The Debris Management Center staff will notify the county EOC of the identified TDSR sites so that the site locations can be communicated to other government agencies and the public.
- 2) Recovery – Phase II
- a) Debris removal and disposal operations will be implemented within two (2) to five (5) days following a major debris generating event. Evacuation routes and primary streets will be cleared by pushing debris from the traveled roadway to curb or right-of-way by county and contractor crews. The removal and disposal of curbside debris by county and private contractor crews will be a lengthy process and will continue until pre-disaster conditions are restored. All contractor operations will be overseen by the Debris Contractor Oversight Team (DCOT Phase II Debris Removal and Disposal Operations).
 - b) Mixed debris will be collected and hauled from assigned Debris Management Zones to designate TDSR sites or to designate landfill locations. Clean woody debris will be hauled to the nearest designated vegetative TDSR site for eventual grinding or burning. Construction and demolition (C&D) and mixed debris will be hauled to the nearest designated C&D TDSR site for eventual sorting and re-hauling to a designated out of county landfill.
 - c) Public Works will identify one or more Household Hazardous Waste (HHW) drop-off locations within each of the Debris Management Zones. Residents will be encouraged to separate and transport HHW to pre-identified drop-off points. Private contractors will be directed to separate HHW at the curb and not haul it to a TDSR site. The Public Works Debris Coordinator will coordinate with local, State and Federal Environmental Protection Agency (EPA) officials for the collection of eligible industrial or commercial hazardous waste resulting from the disaster and final disposal of all HHW
 - d) Duke Energy and other utility crews will remove and dispose of all utility related debris such as, power transformers, utility poles, cable, and other utility company material.
 - e) To expedite the operations, the following monitors will be assigned by the DCOT Supervisor:
 - (1) Roving Monitors
 - (2) Load Site Monitors
 - (3) Disposal Site Monitors

E. Close Out for Federally Declared Disasters

- 1) If and when the event becomes a federally declared disaster, the Office of Management and Budget will need to prepare and submit a claim to FEMA for reimbursement of expenses associated with the response to and recovery from the event.

F. Temporary Debris Storage and Reduction Sites

- 1) TDSR Site Operations
 - a) Lined temporary storage areas should be established for ash, household hazardous waste, fuels, and other materials that may contaminate soils and

groundwater. If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids. A buffer zone may be established to abate concerns over noise, traffic and smoke.

- b) Debris removal/disposal should be viewed as a multi-staged operation with continuous volume reduction. There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.
- 2) TDSR Site Closeout
 - a) Each TDSR site will eventually be emptied of all material and be restored to its previous condition and use. The contractor is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate District inspectors will monitor all closeout activities to ensure that the contractor complies with the Debris Removal and Disposal Contract. Additional measures may be necessary to meet county, state and federal environmental requirements because of the nature of the TDSR operation. Closeout or re-approval of a TDSR site should be accomplished within 30 days of receiving the last load of debris.
 - 3) TDSR Site Remediation
 - a) During the debris removal process and after the material has been removed from each of the TDSR sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.
 - 4) TDSR Site Re-approval
 - a) Sites that were approved as temporary TDSR sites will require re-approval for long-term storage, continuing reduction processing, and permanent disposal if site is not closed out in accordance with generally accepted guidelines. Sites shall be managed and monitored in accordance with the Health Department requirements and to prevent threats to the environment or public health.

G. Temporary Construction and Demolition Staging/Transfer Sites

- 1) The following guidelines should be considered when establishing staging/transfer sites for Construction & Demolition (C&D) storm debris such as roof shingles, roofing materials, carpet, insulation, wallboard, treated and painted lumber etc. (Refer to 2016 Pinellas County Debris Management Plan for additional guidelines).
 - a) Sites should be located outside of identifiable or known floodplain and flood prone areas.
 - b) Unloading areas for incoming C&D debris material should be at a minimum 100 feet from all surface waters of the state.
 - c) Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on-site buildings, structures, and septic tanks with leach fields or at least 250 feet from off-site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.

- d) Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
- e) Sites should be secure after operating hours to prevent unauthorized access to the site.
- f) Final written approval is required to consider any TDSR site to be closed. Closeout of processing/recycling sites shall be within one (1) year of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the State may be required. Closeout of sites shall be in accordance with the closeout and restoration of TDSR site guidelines.

H. Temporary Vegetative - Temporary Debris Storage and Reduction Sites

Due to hurricane damage the need for staging and burning vegetative storm debris such as yard waste, trees, limbs, stumps, branches, and untreated or unpainted wood will occur. The two methods of managing vegetative and land clearing storm debris is "chipping/grinding" for use in landscape mulch, compost preparation, and industrial boiler fuel or using an "air curtain burner" (ACB), with the resulting ash being land applied as a liming agent or incorporated into a finished compost product as needed.

- 1) Chipping and grinding sites, some minimum standards for site selection include;
 - a) Sites should be located outside of identifiable or known floodplain and flood prone areas.
 - b) Storage areas for incoming debris and processed material should be at a minimum, 100 feet from all surface waters of the state.
 - c) Storage areas for incoming debris shall be located at least 100 feet from residential dwellings, commercial or public structures, potable water supply wells and septic tanks with leach fields.
 - d) Sites shall have an attendant during operation hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
 - e) Sites should be secure after operating hour to prevent unauthorized access to the site.
 - f) When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation and who to contact in case of an afterhours emergency.
 - g) Grinding of clean wood waste such as pallets and segregated non-painted/non-treated lumber is allowed.
 - h) Final written approval is required to consider any TDSRS to be closed. Closeout of staging and processing sites shall be within six months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. Closeout of sites shall be in accordance with the closeout and restoration guide for TDSRS.
- 2) Air Curtain Burner (ACB)
 - a) Locating sites that are intended for ACB operations is a coordinated effort between PCPW Debris Coordinator, PCDEM staff and the local fire marshals for evaluating the surrounding areas and to reevaluate potential sites used in the past. The following guidelines are presented for selecting an ACB site and operational requirements once a site is in use:

- (1) Closeout of air curtain burner sites shall be within six (6) months of receiving waste.
- (2) If site operations will be necessary beyond this time frame, permitting of the site is required.
- (3) If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed management sites.

3. Assignment of Responsibilities

A. Pinellas County Public Works

- 1) Act and perform as the Debris Management Administrator for the County.
- 2) Provide staff for debris operations County wide and liaisons to the PC EOC and PW field EOC.

B. Pinellas County Solid Waste

- 1) Provide staff for debris operations County wide and liaisons to the PC EOC and PW field EOC.
- 2) Provide facilities and debris management resources as required per plans or CDM requests.

C. Pinellas County Utilities

- 1) Provide staff for debris operations County wide and liaisons to the PC EOC and PW field EOC.
- 2) Provide facilities and debris management resources as required per plans or CDM requests.

D. PC Department of Parks and Conservation Resources

- 1) PCPCR will, if requested, provide a Liaison Officer to the DMC to provide advice and assistance in coordinating specific debris removal and disposal issues.
- 2) Assist in monitoring illegal dumping activities and regulate the burning at TDSR sites.

E. Duke Energy

- 1) Duke Energy will designate a representative from their company to work at the DMC to assist with coordinating debris removal efforts between the power company and the county and to ensure that all lines along electrical easements and rights-of-ways are de-energized.
- 2) Duke Energy crews will remove and dispose of all utility related debris such as, power transformers, utility poles, cable, and other utility company material.

F. Tampa Electric (TECO)

- 1) Tampa Electric may designate a representative from their company to work at the DMC to assist with coordinating debris removal efforts between the power company and the county and to ensure that all lines along electrical easements and rights-of-ways are de-energized.

- 2) TECO may stage a crew at the City of Oldsmar based on their customer service area.
- 3) TECO crews will remove and dispose of all utility related debris such as, power transformers, utility poles, cable, and other utility company material.

G. Spectrum Cable

- 1) Spectrum cable will designate a representative from their company to work at the DMC to assist with coordinating debris removal efforts between the cable company and the county and to ensure that all lines along utility easements and rights-of-ways are made safe.
- 2) Spectrum cable crews will remove and dispose of all utility related debris such as, utility poles, cable, and other utility company material.

H. Other Organizations

- 1) All other organizations with responsibilities are listed under Concept of Operations above.

4. Supporting Plans

A. Pinellas County PW Debris Management Plan

Pinellas County CEMP

Direction and Control Annex



Direction and Control

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DIRECTION AND CONTROL ANNEX

1. Introduction

A. Purpose

- 1) The purpose of this annex is to define how direction, control, and coordination of emergency response in Pinellas County is accomplished.
- 2) The end goal is to:
 - a) Maximize effective response capabilities to multi-agency and multi-jurisdictional emergencies by facilitating and improving the flow of information and coordination within and between operational levels of the system;
 - b) Provide for effective mobilization, deployment, utilization, tracking and demobilization of resources; and
 - c) Enhance and coordinate intelligence gathering and information sharing capabilities.

B. Scope

- 1) This annex covers organizational and functional procedures necessary to activate and operate the Emergency Operations Center (EOC) for events requiring centralized countywide coordination in support of on-scene requests from an Incident Commander (IC) in the field;
- 2) It is applicable to all county departments and other agencies assigned responsibilities for emergency response in the Emergency Operations Center (EOC);
- 3) This annex establishes systems and guidelines to ensure interagency coordination and communication, receipt and dissemination of disaster information, and provision of a single point of contact for resource requests and tasks for Pinellas County; and
- 4) This annex does not cover day to day emergency responder actions or protocols.

C. Planning Assumptions

- 1) Pinellas County has 24 municipalities, 15 municipal and 4 independent special district fire departments and 10 police departments.
- 2) Unincorporated county areas are served by the Pinellas County Sheriff's Office (PCSO) and four (4) Special Fire Control Districts (SFCD). The sheriff's office also provides law enforcement support to 13 municipalities.
- 3) Pinellas County relies on mutual aid from regional partners, the State of Florida and federal agencies in the event of large scale disasters.
- 4) Various events and incidents in the county may require a number of agencies to be designated as incident commander or as part of a unified command.
- 5) Pinellas County follows the National Incident Management System (NIMS) and its components such as the Incident Command System (ICS).
- 6) Safety & Emergency Services Communications staffs the primary County Watch Office (CWO) and 9-1-1 Dispatch. This center dispatches fire rescue units; requests for law enforcement are transferred to the municipal police department dispatch centers or the sheriff's dispatch center.

2. Concept of Operations

A. Initial Notification

- 1) In situations (i.e. hurricanes) which allow advanced notice of pending adverse conditions, Pinellas County Emergency Management (PCEM) routinely monitors a variety of tools for situational awareness. Once it is determined to be a viable concern, PCEM initiates a comprehensive checklist of preparedness actions and escalates its level of activation accordingly to respond to the anticipated emergency conditions and/or events. The process ranges from “inactive” (No EOC positions staffed) to fully activated (all EOC positions staffed on a 24 hour basis). The documentation of this process is captured in an event chronology that lists steps and processes completed as the incident unfolds.
- 2) For no notice events; it is anticipated that Pinellas County Emergency Communications (911 Center) will be the initial notification source for the majority of emergencies that will occur. Depending on the size and scope of the emergency the 911 Center will know very quickly that an emergency has occurred due to the increasing volume of incoming calls.
- 3) As the emergency progresses in nature and Emergency Communications determines it to be necessary they will notify PCEM via text, telephone, CodeRED notification, e-mail, etc. of the incident in order to begin monitoring/assessing the emergency in support of IC and consider the potential need to activate the EOC.
- 4) PCEM uses multiple electronic systems to communicate with our emergency management coordinators at municipal and county levels, Emergency Support Functions (ESF’s), Emergency Operations Center (EOC) staff, medical facilities, business and industry, and the general public. See the Communications Annex for specifics.

B. Incident Assessment

- 1) During active operations, the IC will provide Emergency Communications with regular progress reports.
- 2) The magnitude of the incident will determine what steps will be taken. These steps may include notification of the State Watch Office (SWO), publishing of situation reports, conference calls with lead agencies, and Response Operations Coordination Group (ROC) meetings.
- 3) Declarations of local emergency, when necessary, will follow the process outlined in the Pinellas County CEMP Base Plan.

C. Incident Command (IC)

- 1) IC is the implementation of a coordinated and established set of procedures to assess, intervene, stabilize, manage and mitigate emergencies. The Incident Command System (ICS) in Pinellas is a standardized, on-scene, all-hazard incident management system which allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents, consistent with the National Incident Management System (NIMS).

- 2) Establishing Command
 - a) On-scene Command - Normally, IC will remain at or near the scene in a safe location at the Incident Command Post (ICP).
 - b) Unified Command - Unified Command (UC) is a team effort that allows multiple agencies to manage an incident jointly by establishing a common set of objectives and strategies. It contrasts with single command, where one agency has sole authority for management of the incident.
 - c) Area Command - The purpose of Area Command (AC) is to oversee the management of either multiple incidents that are each being handled by a separate ICS organization or a very large or complex incident that has multiple incident management teams engaged.
 - d) Unified Area Command (UAC) - Is established when the incidents under an Area Command span multiple jurisdictions.
- 3) EOC Coordination
 - a) Local – PC EOC will coordinate with municipal EOCs and IC as necessary.
 - b) Regional – PC EOC will coordinate with other county EOCs in the area to ensure actions taken are coordinated and to allow for a flow of information on actions that may affect other counties, such as bridge closures and evacuation timing.
 - c) State – The PC EOC, once activated stays in regular contact with the State of Florida EOC (SEOC). Coordination is required for logistics requests and requests for federal assets.
 - d) Multi-agency Area Command (MAC) – If a MAC is activated, the PC EOC will coordinate with that entity as requested by the SEOC.

D. Emergency Operations Center (EOC)

- 1) The EOC is a physical facility established for information gathering, analyses, coordination and dissemination. It is where executive decisions concerning emergency policy are made that result in resource allocation, coordination and emergency response actions. That response comes in terms of warnings to evacuate and dissemination of information or instructions to the public that are designed to protect lives and property.
- 2) The EOC is activated when conditions require it. The EOC can be a center for response coordination and operations. When the EOC is activated for a hurricane response it becomes the center for countywide coordination of transport, shelter openings, evacuation monitoring, etc.
- 3) After an event it will become the recovery center, focusing on search and rescue, coordination, debris clearance, etc.
- 4) When an incident commander needs additional manpower or other support and cannot find it locally, the EOC can provide logistical support by requesting regional and state assets.
- 5) The Pinellas County's EOC is located at the Public Safety Complex, 10750 Ulmerton Rd., Largo, FL 33778.
- 6) The CWO is located on the third floor of the Public Safety Complex, also residing at 10750 Ulmerton Rd, Largo, FL 33778.

Pinellas County Comprehensive Emergency Management Plan

- 7) The county's alternate EOC is the Pinellas County ERB Building, 22211 US Hwy 19 N, Clearwater, Florida.
- 8) Overall management of the EOC is the responsibility of PCEM. It has responsibility for:
 - a) Physical upkeep of facility
 - b) Training of EOC staff
 - c) Notification protocols for staffing
- 9) EOC Command: PCEM is responsible for the management of the EOC staff. Policy decisions will be made by the Executive Policy Group. In the event of a single agency responsibility, operational decisions may be made by the lead agency.
- 10) The EOC will be activated at the direction of PCEM. The levels of activation are as follows:
 - a) Level 1– Full Activation
 - (1) All EOC positions are staffed on a 24-hour basis
 - b) Level 2– Partial Activation
 - (1) Select EOC positions are staffed
 - c) Level 3– Monitoring
 - (1) PCEM staff monitors in the event of a possible escalating situation
 - d) Level 4– Inactive
 - (1) Daily situation, PCEM staff monitoring from offices.
- 11) The Pinellas County EOC uses an Emergency Support Function (ESF) mix.
 - a) The functional group areas are:
 - (1) **Emergency Services** – Fire, EMS, Sunstar, Consumer Protection, FDLE, USNG, FHP, Medical Examiner, FFWC, S&R, USCG, and PCSO.
 - (2) **Human Services** – Animal Services, Dept. of Health - Pinellas, PC Human Services, Medical Director, School Board Shelter Ops, PC School Transportation, American Red Cross, Sunstar, Volunteer Services, and The Salvation Army.
 - (3) **Infrastructure** – Airport, PSTA, PC School Board Transportation, Radio & Technology Div., FL Dept. of Transportation, Public Works, Property Appraiser, Utilities, Duke Energy, TECO, and Frontier.
 - (4) **Damage Assessment / Recovery** – Risk Mgmt., Property Appraiser, Real Estate Mgmt., PC Building dept., Economic Development, Convention and Visitors Bureau, OMB, Human Resources, Human Rights, FL Retail Assoc., College's Liaison, Community Development, Planning Dept., and Historic Preservation.
 - (5) **Logistics** – Finance, Fleet, Planning Dept., OMB, PCR - Point of Distribution (POD) and CSA Coordinator, Procurement, Real Property, Lease Management, Resource Coordinator, Chief, Deputy Chief.
 - (6) **Planning Section** – BTS GIS, County Staff Volunteers.
 - (7) **Operations** – EOC Director, Operations Chief, Coordinators, Specialists (all EM staff), Florida Department of Emergency Management (FDEM) Liaison.
 - (8) **Public Information** – Marketing and Communications, PIO, Assistant, Citizen's Information Center (CIC) Liaison, Web Monitor, Lead, Operations.
 - (9) **Policy Group** – County Administrator, Attorney, PCEM Director, Sheriff.

(10) **CIC** – Safety & Emergency Services, County Staff Volunteers.

(11) **Support** – PC Facility Mgmt., Business Technology Systems, and HAM Lead, HAM Ops.

b) Emergency Support Functions (ESFs) are:

(1) ESF 1 – Transportation

(2) ESF 2 – Communications

(3) ESF 3 – Public Works

(4) ESF 4 – Firefighting

(5) ESF 5 – Information and Planning

(6) ESF 6 – Mass Care

(7) ESF 7 – Resources

(8) ESF 8 – Health and Medical

(9) ESF 9 – Search and Rescue

(10) ESF 10 – HazMat

(11) ESF 11 – Food and Water

(12) ESF 12 – Energy

(13) ESF 13 – Military Support

(14) ESF 14 – Public Information

(15) ESF 15 – Volunteers and Donations

(16) ESF 16 – Law Enforcement

(17) ESF 17 – Animal Services

(18) ESF 18 – Business, Industry and Economic Stabilization

12) When the EOC is activated for extended periods of time, shift schedules will be published for the staff. Sleeping facilities and food service will be provided. Additional information on shift schedules can be found in the EOC activation checklist.

13) The county’s approach to disaster recovery is a “phased approach” which includes the following three phases:

a) The Immediate Emergency Period

b) The Short Range Restoration Period

c) The Long Range Reconstruction Period.

14) When the Immediate Emergency and Short Range Restoration Periods are completed, the EOC operations will transition to a Recovery Steering Group that will oversee the recovery effort through the final recovery phase, the Long Range Reconstruction Period. PCEM will determine the EOC deactivation timing.

15) To facilitate operations, WebEOC situational software is used to track all work and requests of the EOC desk officers. Additionally, ICS forms and logs, as well as locally produced forms that support the ICS will be used.

16) The deactivation or closing of the EOC involves a number of processes and procedures. The procedure can be multifaceted and needs to be accomplished systematically with caution and prudence.

3. Organization and Assignment of Responsibilities

A. Pinellas County Emergency Management (PCEM)

- 1) PCEM has overall responsibility for the Direction and Control of EOC Operations during emergencies.
- B. Other Pinellas County departments
 - 2) Other county departments and agencies responsibilities pertaining to Direction and Control are addressed in the various Annexes in the CEMP.

4. Authorities and References

- A. Robert T. Stafford Disaster Relief and Emergency Assistance Act
- B. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- C. Homeland Security Act of 2002, Public Law 107-296
- D. Homeland Security Presidential Directive 5 (Management of Domestic Incidents)
- E. Homeland Security Presidential Directive 8 (National Preparedness)
- F. Department of Homeland Security (National Incident Management System)
- G. Department of Homeland Security (National Response Plan)
- H. Presidential Directives 39 and 62
- I. Chapter 252, Florida Statutes: F.S. 252.38
- J. Governor's Executive Order 80-29
- K. The State of Florida Comprehensive Emergency Management Plan
- L. Chapter 34, Pinellas County Code, Civil Emergencies

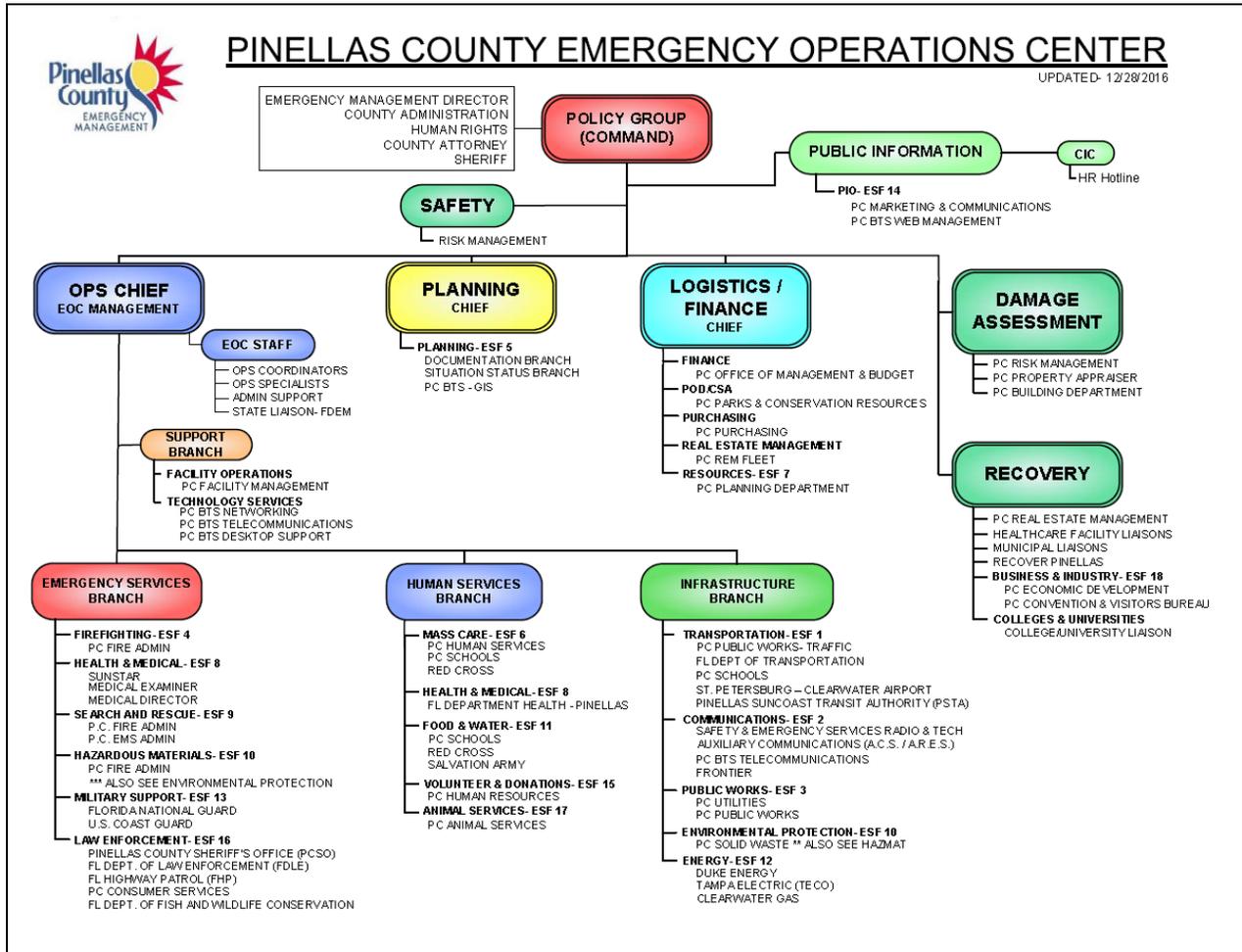
5. Supporting Plans

- A. Pinellas County Emergency Management- Notification SOG
- B. Pinellas County Emergency Management- EOC Activation Checklist
- C. Pinellas County Fire Departments- SOP 600 Series
- D. Pinellas County CEMP- Recovery Annex

6. Appendices:

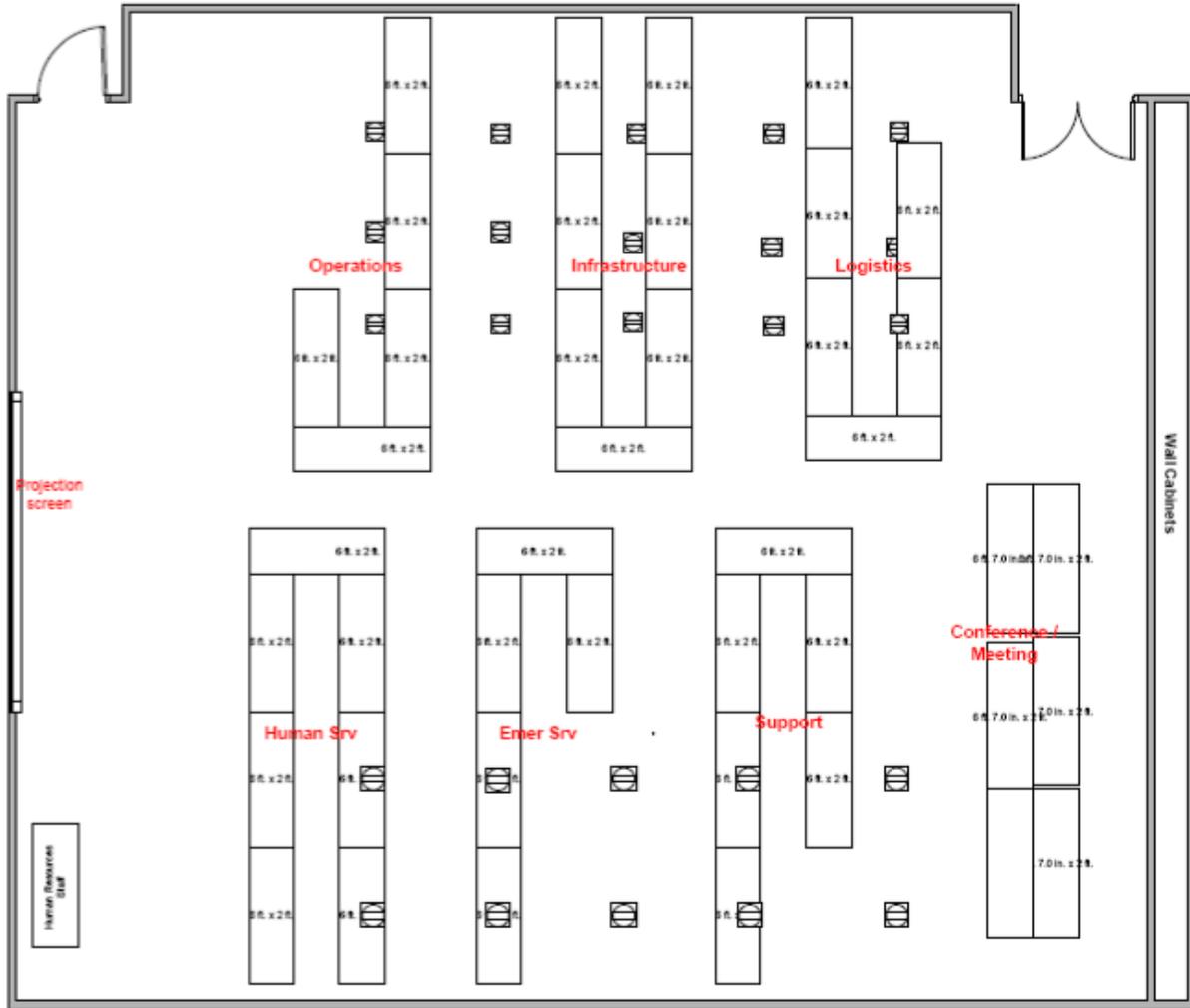
- A. Pinellas County EOC Organizational Chart
- B. Pinellas County EOC Floor Plan
- C. Alternate EOC Floor Plan (Pinellas County ERB Building)

Appendix A: Pinellas County EOC Organizational Chart



Appendix C: Alternate EOC Floor Plan
(Pinellas County Emergency Responders Building - ERB)

Layout : Alternate EOC
At Public Works ERB Training Room



Pinellas County CEMP

Evacuation Annex



Evacuation Annex

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EVACUATION ANNEX

1. Introduction

A. Purpose

- 1) This annex establishes general guidelines, procedures and responsibilities for implementing evacuation operations in Pinellas County.
- 2) It includes decision-making, notification, public, special needs and healthcare facility evacuations and touches on re-entry.

B. Scope

- 1) This annex describes the basic concepts and procedures for the management of all levels of evacuation from community-wide evacuation due to a catastrophic incident to smaller-scale evacuations following a fire or other localized event.
- 2) Day to day operations by fire departments responding to dwelling fires are not addressed in this annex.
- 3) In addition, sheltering and transportation associated with evacuations are covered in the Mass Care and Transportation annexes respectively.

C. Planning Assumptions:

- 1) Evacuation is a process by which people are moved from a place where there is immediate or anticipated danger to a place of safety, offered appropriate temporary welfare facilities and enabled to return to their normal activities, or to make suitable alternative arrangements, when the threat to safety has gone.
- 2) The emergency services community and other public service organizations have key roles to play in ensuring that an evacuation is effective and safe for the people involved, and that the evacuees are given as much appropriate support as possible to cope with any short-or long-term problems which may arise.
- 3) Evacuation orders affecting multiple jurisdictions of the county will, in most cases, be discussed at the county level through the Response Operations Coordination Group (ROC). Evacuations for immediate life threatening events such as a Hazmat Incident, involving more than 1 jurisdiction, will be coordinated by the county with the involved jurisdictions.
- 4) Sufficient warning time will be given to evacuate the threatened population. However, many incidents, such as rapid disease outbreaks or a hazardous material release could spread rapidly with little or no detection or warning.
- 5) Most evacuations last for a few hours and evacuees are then able to return to their properties. However, there is potential for some evacuations to last overnight or longer, for example where severe weather causes prolonged flooding of properties. In some cases, the immediate cause of the evacuation may pass quickly, but dwellings and the infrastructure of an area may be so damaged that evacuees are unable to return until initial clean-up and repair has taken place.

- 6) The public will both receive and understand official information related to evacuation, via television, radio and the county notification system. The public will act in its own interests and evacuate dangerous areas when advised to do so by local government authorities.
- 7) Local transportation and sheltering assets will be sufficient for evacuations.
- 8) Transportation assets, including ambulances, will not leave the county during evacuations unless specifically approved by the Emergency Operations Center (EOC).
- 9) For hurricane evacuations, there is no plan to evacuate the entire county. There are large areas of the county that will not be affected by storm surge, even in a Category 5 storm.
- 10) Transportation assistance will be provided to hospitals and skilled nursing facilities as well as cities and fire districts that have requested such assistance in advance.
- 11) Normal communications systems (landlines, cell phones, radio and television) will be operating normally before and during an evacuation.
- 12) Safety & Emergency Services Dispatch will be the primary communications and coordination center for emergency events and will continue to provide support unless the EOC is activated and the decision is made to transfer specific responsibilities to the EOC.

2. Concept of Operations

A. General

- 1) There are several emergency situations, which might require evacuations within Pinellas County.
 - a) Small scale, localized evacuations might be needed as a result of flash floods, hazardous material accidents, major fire, or a transportation accident.
 - b) Mass evacuation could be required in the event of a natural disaster such as a hurricane.
 - c) In addition to scale, timing, duration and vulnerable population are critical to the planning for an evacuation. All are covered below. This annex is designed to facilitate the evacuation process regardless of the cause of the evacuation.
- 2) Scale
 - a) Small Scale Evacuations – Localized evacuations of one or two buildings or several blocks of a neighborhood will normally be managed by the local fire command on scene.
 - b) Medium Scale Evacuations – Larger area evacuation due to increased risk. This may be a hazardous material leak or bomb threat that requires evacuation of a larger area. This may be managed by the on-scene commander with assistance from the EOC.
 - c) Large Scale Evacuations – A large scale evacuation could be required for a hurricane or other threat to a large area of the county and would normally be managed by the EOC.
- 3) Timing
 - a) After the fact – In the case of a fire or hazardous material incident, the evacuation is done as a result of the incident and there is no time for extensive planning.

- b) Before the fact – In the case of a tropical storm or hurricane, there may be days available to plan and manage an evacuation.
- 4) Duration
 - a) Short-term evacuation – This may be for a fire or other facility problem that may require air-conditioned buses for several hours to provide residents on-scene comfort until the situation can be corrected.
 - b) Long-term evacuation – This requires shelters to be opened and evacuees to be provided food and sleeping areas. This would most likely only be necessary in response to a hurricane.
- 5) Vulnerability
 - a) One of the concerns in an evacuation is identifying the vulnerable population that needs to be evacuated.
 - b) This will range from those in a particular building to large areas of the county.

B. Response to Scaled Incidents/Events:

- 1) Small, medium and large evacuations, and those for hurricanes, are listed below with the particular operational needs.
- 2) Small Scale Evacuations
 - a) These would normally be after the fact resulting from a fire, flooding or hazardous chemical spill affecting a small area and a limited number of residents.
 - b) This type of incident will be managed by the on-scene incident commander.
 - c) Additional assistance can be provided by Pinellas Suncoast Transit Authority (PSTA) for transport and the American Red Cross (ARC) for temporary sheltering.
 - d) Normally this level of evacuation will be short in duration with an easily identified population that needs evacuation.
 - e) Pinellas County Safety & Emergency Services communications center (911) would provide communications and connections for any additional assistance.
 - f) Pinellas County Emergency Management (PCEM) would not normally be alerted.
- 3) Medium Scale Evacuations
 - a) These could be the result of an incident that affects a neighborhood or area surrounding a facility.
 - b) This could be a post-incident situation or a proactive response to evacuate an area that may be affected in the near future. An example would be a hazardous material spill that affects an area around a facility.
 - c) A determination regarding sheltering-in-place or evacuation would have to be made by the on-scene Incident Commander (IC).
 - d) If evacuation is necessary transportation assets may be required to move residents without vehicles to a safe location.
 - e) If time permitted, PCEM could assist by contacting impacted households using the county's notification system. In such an instance, the EOC would be partially activated with those desk officers necessary to support and coordinate the notification, evacuation and sheltering.
 - f) PSTA would normally be contacted to provide transport and the ARC to provide sheltering management if needed.

- 4) Large Scale Evacuation
 - a) While similar to the previous medium scale evacuation, the complexity and additional logistical requirements would require the EOC to be activated. The timing and duration would dictate the specific responses.
 - b) If this was a Chemical, Biological, Radiological, Nuclear, or high-yield Explosives (CBRNE) incident, decontamination would be required and it would be a significant time before residents could return to their homes.
 - c) Additional law enforcement would be required to restrict access to the area.
 - d) Regional assets along with State support would be required.
 - e) Warning notification, transportation and sheltering support are covered in the respective annexes.
 - f) In the event of a public health threat, the Department of Health – Pinellas (DOH - Pinellas) would be the lead agency in directing response actions, with the EOC providing support.

- 5) All Hazard
 - a) Evacuation Area Identification: The IC or EOC may request assistance from the National Weather Service Office Ruskin to determine the movement of any airborne contaminants as well as other experts to assess the materials involved and potential hazards. The county HazMat team will be the first level of response to this. Additional information such as that in E-Plan can be used to determine evacuation requirements. PinCHD would provide direction in the event of a public health threat.
 - b) Evacuation Order and State of Local Emergency (SLE): Normally, an official SLE will not be declared for a time-sensitive incident and an official evacuation order will not be promulgated. The evacuation decision will be made by the IC.
 - c) Local notification and warning will be made by law enforcement and fire departments in the affected neighborhoods. If time permits, PCEM can use HazCollect, Community Notification System/Reverse 911 (CNS), media outlets and other immediate communications to warn citizens.
 - d) Direction and Control: A large scale evacuation will require the coordination of the county and municipalities involved to ensure a single message is provided to the citizens. The county EOC will be activated and will coordinate with municipal EOCs and the IC.
 - e) Evacuation of Special Needs and those without transport: Each fire department has a list with GIS capability of those registered for transport assistance. This will be used to identify any residents needing assistance. Buses capable of wheelchair transport and Sunstar ambulances will provide transport.
 - f) Evacuation of Homeless: PC Human Services has a plan for the notification, evacuation and sheltering of homeless persons in the county. PC Human Services will be the lead in the EOC and will coordinate the transportation and staff at selected shelters.
 - g) Evacuation Routes: Law Enforcement will coordinate evacuation routes if necessary and limit access to restricted areas. The county traffic department will use the Intelligent Traffic System (ITS) to notify motorists of important information along routes and monitor intersections during evacuations.
 - h) Regional Coordination: If evacuation routes will take motorists out of the county to adjoining counties, the EOC will notify counterparts in the affected counties and coordinate actions.

- 6) Severe Weather – Hurricane/Tropical Storm Evacuations: Evacuations for predicted hurricanes and tropical storms are a special situation that requires significant pre-planning and public education. While it is a large scale evacuation it is discussed separately in Appendix 1.

C. Re-Entry

- 1) A critical component of evacuations, regardless of size, is the re-entry into evacuated areas and the return of residents to their homes.
- 2) In all cases, ensuring that the evacuated area is safe for the return of residents is the first order of business. This may be done by fire officials, law enforcement, utility workers, building inspectors or a combination depending on the reason for evacuation.
- 3) Before the safety of the area is ensured, law enforcement will be responsible for restricting entry. This may be to a building, a neighborhood, the barrier islands or even the entire county.
- 4) Re-entry to larger areas such as the barrier islands will be done in coordination with all affected municipalities and the EOC.
- 5) Re-entry should be allowed only after the area is safe and has essential utilities available. Experience has shown that allowing residents to return before there is power, water, sewer, etc. is not a positive experience for anyone.
- 6) Re-entry may be allowed on a limited and controlled basis, with property and business owners allowed limited entrance to assess damages and secure valuables.
- 7) For areas cut off from the mainland, the US Coast Guard and other agencies with watercraft may be requested to assist in allowing property and business owners to access areas prior to bridges being re-opened.
- 8) Access to the entire county may be controlled through law enforcement security check points at the County border. The EOC will provide guidance on when and who can gain access.

3. Assignment of Responsibilities

A. Pinellas County Emergency Management (PCEM)

- 1) Responsible for ensuring a coordinated large scale evacuation and support for the incident commander during medium scale evacuations. PCEM maintains the following major capabilities to ensure such coordination, when required:
 - a) To assess, coordinate and direct the operational roles of county departments, municipal response agencies and other disaster organizations in a concerted large scale effort.
 - b) To accomplish local, regional and state conference calls to ensure coordination of all levels of response and that there is a general consensus on proposed courses of action.
 - c) To communicate such coordinated assessments and direction to the appropriate agencies using all available communications systems.
 - d) To keep the County Administrator and other key County Directors apprised of the situation and any changes.

- 2) Pinellas County Emergency Operations Center (EOC)
 - a) The primary function of the EOC is to confirm an incident has occurred, initiate evacuation orders, oversee and coordinate all phases of the evacuation process, and fulfill responsibilities deferred to them by local government. This includes implementing procedures to alert and warn citizenry of the need to evacuate and provide continuous information on all phases of the evacuation process.
 - b) The EOC serves as the county point of contact for all evacuation operations and ensures coordination with impacted jurisdictions in the use of county resources in support of the affected jurisdiction(s).
 - c) EOC response actions:
 - (1) The Evacuation Plan, in accordance with Comprehensive Emergency Management Plan (CEMP) provisions, employs a proactive response to catastrophic incidents by expediting the provision and deployment of county resources to save lives and manage evacuation operations. PCEM staff and local authorities will use existing planning resources to pre-identify critical resources and develop incident-specific evacuation operation strategies. In a typical situation, first responders will conduct an immediate assessment of the situation to determine the hazards and populations at-risk and decide if populations can be contained by shelter-in-place procedures, or if a larger-scale evacuation is required. If additional support is required, PCEM will strive to:
 - (a) Activate, mobilize, and deploy incident-specific resources to county mobilization centers or staging areas near the incident.
 - (b) Take immediate actions to protect life, property, and critical infrastructure under county jurisdiction.
 - (c) Provide assistance within the affected area.
 - (d) Immediately commence all activities and responsibilities established under the CEMP.
 - (e) Expedite, or temporarily suspend standard procedures for normal assistance requests in the immediate aftermath of incidents of catastrophic magnitude, pursuant to existing law.
 - (f) Initiate actions by all county departments, agencies, and the ARC to mobilize and deploy resources as set forth in this Evacuation Annex and all emergency management plans and guidelines.
 - (g) Direct all county departments, agencies, and organizations assigned primary or supporting ESF responsibilities to immediately begin implementation as appropriate.
 - (h) Direct medical facilities to reprioritize services (in some cases reducing or postponing certain customary services) until evacuation activities are concluded.
 - (i) Activate and implement supplementary support agreements with all necessary resource providers, including the private sector.
 - (j) The Response Operations Coordination Group (ROC) will be called to meet at the discretion of the PCEM Director.

B. Law Enforcement

- 1) Responsible for restricting access to hazardous and unsafe areas.
- 2) Assist in notification and warning of residents in areas that need to be evacuated.

- 3) Ensure effective traffic management on evacuation routes.
- 4) Provide staff for the law enforcement desk in EOC if required.
- 5) Staff security check points for re-entry into evacuated areas.
- 6) Hurricane specific responsibilities:
 - a) Intersections have been designated as traffic control points and specific law enforcement agencies have been assigned manning responsibilities for these points, as well as being tasked to monitor the critical links within their jurisdiction.
 - b) In addition to the county-designated traffic control points, the municipalities will establish municipal traffic control points, as needed.
 - c) All county-designated traffic control points will be manned at the direction of the Sheriff's Office prior to the issuance of the Evacuation Order.
 - d) The Sheriff's Office will maintain close coordination with the law enforcement agencies in Pasco and Hillsborough Counties concerning establishment of traffic control for evacuees with out-of-county destinations.

C. Pinellas County School Transportation (PCST)

- 1) Provide school buses and drivers along with support staff as a backup asset for use during evacuations.
- 2) Provide school buses and drivers along with support staff as the primary asset for use during hurricane evacuations.
 - a) For municipality transportation support.
 - b) For designated healthcare facility transportation support.
- 3) Provide staff for the Transportation Desk in EOC if required

D. Pinellas Suncoast Transport Authority (PSTA)

- 1) Provide buses and drivers along with support staff as the primary asset for use during non-hurricane evacuations.
- 2) Maintain PSTA buses on their normal routes during a hurricane evacuation. They will add procedures to ensure any riders that are going to a public shelter will be provided transportation.
- 3) Provide staffing for the Transportation Desk in the EOC if required.

E. Sunstar Ambulance

- 1) Sunstar ambulances will be provided to assist evacuating hospitals and skilled nursing facilities as required. In addition, ambulances may be required to transport Special Needs evacuees from residences to skilled nursing facilities or hospitals.
- 2) Requests for assistance can be made through the EMS Desk in the EOC.
- 3) Provide staffing for the EMS Desk in the EOC if required.

F. Fire Department

- 1) Fire department vehicles capable of transport may be called upon if the EOC determines it is necessary to assist Sunstar ambulances in moving evacuees.

- 2) Requests for assistance can be made through the Fire Desk in the EOC with coordination with the EMS Desk.
- 3) Fire departments will provide initial notification of evacuation to neighborhoods in non-hurricane evacuations.

G. Neighborly Services

- 1) Neighborly Services vans may be requested under an existing contract to provide transport services during an evacuation.
- 2) Requests for assistance can be made through the Transportation Desk after coordination with the PCEM Director or Operations Manager.

H. Pinellas County Emergency Communications Center (911)

- 1) Provide communications support for the IC.
- 2) Alert EM when incident or situation requires assistance from EM.

I. Pinellas County HazMat Team

- 1) Provide response to any incident that involves hazardous materials.
- 2) Provide potential hazard and public safety information concerning the incident.
- 3) Map out possible areas that may need to be evacuated.

J. FL Department of Health – Pinellas (DOH - Pinellas)

- 1) Provide direction in the event of a public health emergency that requires evacuation.
- 2) Declare a public health emergency if required.
- 3) Provide staffing or liaisons for the EOC when a public health issue is involved.
- 4) Provide staffing for the DOH – Pinellas Desk in the EOC if required.

K. Pinellas County Human Services

- 1) Coordinate transportation for homeless.
- 2) Provide staff on evacuation buses.
- 3) Provide staff in homeless selected shelters.
- 4) Coordinate Homeless Evacuation Plan with PCEM annually.
- 5) Provide staffing for the HS Desk in the EOC if required.

4. Authorities and References

A. Authority for declaring a State of Local Emergency

- 1) State Level
 - a) The authority to order evacuation of threatened Florida residents from an approaching hurricane is conferred to the Governor by §252.36(5)(e) of the Florida Statutes which provides that the Governor may direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if she or he deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery.

- b) 252.36(1)(a) provides that these powers may be delegated at the Governor’s discretion and generally the executive order issued by the Governor declaring an emergency will set forth the delegation. If the Governor has declared a state of emergency, it should be reviewed prior to taking any local action. Usually these orders contain a number of provisions that may have an impact on actions of local government and should be considered when making an action plan.

2) County Level

- a) Florida Statutes §252.38 is the statutory basis for emergency powers of the political subdivisions which includes counties and municipalities. The county has general responsibility for emergency management for all of the geographic territory of the county including the municipalities. Municipalities are encouraged to have their own plans and may exercise many of the same powers as the counties, but their actions must be coordinated with and are subject to the actions of the county.
- b) Florida Statutes §252.38(3)(a)(5) provides that counties and municipalities may declare states of local emergency within their geographic boundaries. The state of emergency is limited to 7 days and may be extended in 7 day increments.
- c) Chapter §252.38(3)(a)(5) of the Florida Statutes and Article II §2.04(k) of the Pinellas County Charter, the Chairman, Board of County Commissioners will declare a State of Local Emergency along with the Issuance of an Evacuation Order for Pinellas County.
- d) §34-28 of the Pinellas County Code provides for the procedure to be followed in declaring a state of local emergency on the part of the County
- e) §252.38(3)(a) sets forth a laundry list of actions the political subdivisions are authorized to take.
- f) Pinellas County Code §34-27 establishes the order of succession to be followed in designating an “official authority” who is empowered to act on behalf of the Board of County Commissioners.
- g) §252(3)(a)(1) provides a specific power “ ... provide for the health and safety of persons and property ...” this is generally referred to as a police power and is broadly construed.
- h) Article II §2.04(k) of the Pinellas County Charter gives the county special powers over the development and implementation of civil preparedness programs which supports county authority to order evacuations as part of a civil preparedness program

5. Supporting Plans

- A. Pinellas County Evacuation Implementation Guide
- B. Pinellas County Special Needs Standard Operating Guide
- C. Tampa Bay Region Hurricane Evacuation Study
- D. Pinellas County Human Services Evacuation Plan

Pinellas County CEMP

Health and Medical Annex



Health and Medical Annex

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Health and Medical Annex

1. Introduction

A. Purpose

- 1) This annex describes the concepts and assigns the responsibilities for providing health and medical services during emergencies.
- 2) A variety of health conditions may become emergencies within themselves following a disaster or the disaster itself may be a public health emergency.
- 3) Health and medical functions, in addition to ensuring there is adequate medical assistance for the public, includes protecting the safety of water supplies, assuring adequate sanitation is maintained, assuring the safety of food supplies, providing mortuary services, mental health and preventing or controlling epidemics.
- 4) This annex is divided into two sections: Public Health and Medical/Mass Casualty/Mass Fatality

B. Scope

- 1) For many single-site emergency situations, health and medical functions will be an extension of normal duties. However, during widespread, multiple site disasters, medical 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.
- 2) The scope of health and medical services required during the response and recovery phases of a disaster is broad, taking in a number of responsibilities. These responsibilities include but are not limited to:
 - a) Providing medical and health care services following a disaster;
 - b) Assessing health and medical needs;
 - c) Managing disease control and epidemiological activities;
 - d) Organizing health and medical care personnel;
 - e) Identifying and coordinating health and medical equipment and supplies;
 - f) Supporting, when requested, patient evacuations from health care facilities within evacuation zones;
 - g) Establishing and tracking the status of hospital care capabilities;
 - h) Assuring food and drug safety;
 - i) Coordinating with ESF's 4, 9, and 16 to ensure the health and medical needs of emergency responders;
 - j) Assessing radiological/chemical/biological hazards;
 - k) Coordinating mental health and crisis counseling;
 - l) Providing emergency health advisories and related data for public information releases;
 - m) Providing Critical Incident Stress Management (CISM) for workers and survivors;
 - n) Coordinating with ESF 3 regarding vector control/monitoring;
 - o) Advising of the potability of water and disposal of wastewater and solid waste to appropriate ESF's; and
 - p) Identifying casualties and working with mortuary services.

- 3) This annex may be used singularly, or in conjunction with Emergency Operations Center (EOC) activation.
- 4) Pandemic planning is provided in a separate annex as it requires unique planning and response.
- 5) Planning Assumptions
 - a) Health and medical emergencies severity.
 - (1) These emergencies can cover a wide gamut of situations and levels of criticality.
 - (2) Lead time to respond may be months in the case of a pandemic or immediate in the case of a terrorism event.
 - (3) Response will be by those that respond normally, following standard practices.
 - (4) In cases where part of the medical infrastructure is degraded or the situation overwhelms the responders, changes will be necessary.
 - b) Tiered Response
 - (1) Response normally will be tiered, that is, local resources will be used initially.
 - (2) Exhausting local resources, regional resources will be called in, then state and finally federal resources.
 - c) Operational necessity - In a major emergency, operational necessity may require the further transportation of patients, by air or ground, to areas outside the impacted area with sufficient hospital beds where patient needs can be matched with the necessary definitive medical care.
 - d) Mass casualties - Incidents involving mass casualties and mass fatalities may require the outside assistance of Disaster Medical Assistance Teams (DMAT) and state and federal Disaster Mortuary Response Teams (FMORT/DMORT).
 - e) Infrastructure Damage - Damage to chemical and industrial plants, sewer lines, and water distribution systems and secondary hazards such as fires, may result in toxic environmental and public health hazards to the surviving population and response personnel including exposure to hazardous materials, and contaminated water supplies, crops, livestock, and food products.
 - f) Mental Health Counseling - The damage and destruction from a catastrophic emergency will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
 - g) Disruption of sanitation services - Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
 - h) Normal medical and health supply sources - Normal supply sources may be destroyed or damaged necessitating the imposition of control of the remaining resources by a resource management organization.
 - i) There will be an immediate flood of requests for emergency aid.
 - j) Operational Communication
 - (1) Individual rescue units may be working as independent entities due to a loss of communications and medical control.
 - (2) The EMS personnel may sustain injury and fatigue, further lessening available personnel resources.

- k) Medical needs - Any disaster will increase the amount, severity, and urgency of medical needs.
- l) Shelters
 - (1) Shelters may need to be opened creating a need for shelter health care staff.
 - (2) EMS personnel will be unable to be the primary source of staffing for shelters due to more critical requirements.
- m) Medical Infrastructure - Pinellas County has a robust medical infrastructure under normal conditions with 16 licensed hospitals, a trauma center, a pediatric hospital and numerous skilled nursing facilities.
- n) Medical transportation - Medical transportation in the county is also robust with a large ambulance company and medical evacuation helicopter capability.
- o) Outside medical support - Hospitals in the county are supported by additional robust hospital assets in neighboring counties.
- p) Additional guidance - Immediate medical and health care of survivors of a disaster is also addressed in the Mass Care Annex.
- q) Pandemic response is addressed in the Pandemic Annex.

2. Concept of Operations

A. General

- 1) During a threatened or actual emergency, coordinated health services will be directed by the Director of the Florida Department of Health Pinellas County (DOH - Pinellas) (ESF 8) or a designated representative.
- 2) During a threatened or actual emergency, coordinated medical services will be directed by the County Medical Director (ESF 8) or a designated representative.
- 3) If the EOC is activated, all ESFs necessary to support activities will be staffed.
- 4) Emergency situations can potentially lead to public health problems. Depending upon the nature of the incident, complications might include communicable diseases, sanitation problems, contamination of food and water, community mental health problems, and other health problems arising from animal diseases (specifically rabies). The EOC staff will monitor these possibilities and be prepared to respond appropriately.
- 5) Existing DOH - Pinellas plans for public health response will be used in accordance with their listing of available emergency health service resources.
- 6) Existing Pinellas County Medical Operating Manual (MOM) will be used and modified as necessary by the County Medical Director.

B. Countywide Public Health Disaster

- 1) During a countywide public health disaster, the Director of DOH - Pinellas or his designated representative is responsible for the overall coordination of all emergency public health activities, to include mental health.
 - a) Under these circumstances, the Director DOH - Pinellas or his designated representative will direct all emergency public health operations from the EOC.
 - b) Routine operations will be handled by standard procedures.
 - c) State and federal support will be called upon as needed with requests channeled through the county PCEM/EOC to the State EOC (SEOC).

- 2) The DOH - Pinellas Director or designee is a core member of the Response Operations Coordination Group (ROC), and based on the assessment of the situation, will advise on the need for EOC activation and declaration of a Public Health Emergency, locally or countywide.
- 3) The Public Health Services designee is responsible for directing and coordinating emergency responses to situations relating to disease control, sanitation, and mental health. The PCEM Director will make request to the SEOC for additional resources when all local public health services resources have been exhausted.
 - a) During emergency operations, DOH - Pinellas will provide representatives to the EOC. EOC Public Health group duties may include but are not limited to:
 - (1) Detection as well as control of disease causing agents and water purification;
 - (2) Coordinate waste disposal under disaster conditions;
 - (3) Provide technical information and expertise in regard to the storage of food and water;
 - (4) Coordinate public information programs dealing with personal health and hygiene;
 - (5) Coordinate communicable disease control operations, to include epidemic intelligence, evaluation, prevention, and detection of communicable diseases;
 - (6) Provide information and testing to ensure a potable water supply;
 - (7) Coordinate environmental health activities in regard to waste disposal, refuse, food, water control, and vector/vermin control;
 - (8) Collect vital statistics in regard to births, deaths, and communicable diseases;
 - (9) Coordinate and provide health care support for shelters and reception care facilities;
 - (10) Direct the management, distribution, and use of health resources (manpower, material, and facilities) under county control and allocated to the county;
 - (11) Issue health instructions to the general public;
 - (12) Coordinate public health damage assessment activities; and
 - (13) Prevent and control communicable diseases by epidemic intelligence, evaluation, prevention and detection, and inoculation.
 - b) EOC Mental Health Services Unit duties include, but are not limited to:
 - (1) Coordination with the Operations and Planning Sections to determine current and future need for mental health programs and resources:
 - (a) Identify incident locations requiring mental health programs and resources.
 - (b) Identify sources and costs for mental health programs and resources.
 - (c) Coordinate mental health programs and resources; determine support needs.

C. Mass Casualty/Mass Fatality

- 1) The County Medical Director determines the protocols for emergency medical response in the county.
- 2) The Pinellas County Mass Casualty Plan will be followed when normal operations are overwhelmed.
- 3) Any changes to the standard protocols must be made by the County Medical Director.

- 4) Changes to normal procedures may require changes to the standards of care. These changes may require state approval.
- 5) Changes to emergency medical transportation, hospital acceptance, and EMS response will be coordinated through the County Medical Director.
- 6) ESF-8 will take the lead in assisting the County Medical Director in response to mass medical emergencies in the county.
- 7) The appropriate EOC staff will be activated to assist.
- 8) Mass Fatality response will follow the current Medical Examiner's Mass Fatality Plan.
 - a) Assistance from state and federal DMORT and FMORT teams will be requested, if required.

3. Assignment of Responsibilities

A. Local Government

- 1) PCEM is the lead agency responsible for organization and mobilization of this function during emergencies. Each local government should identify a point of contact for implementation.
- 2) Local governments are encouraged to develop their own procedures to guide their initial response to emergency events occurring within their jurisdiction. They should consider the following responsibilities in their emergency planning efforts. Responsibilities that a local government cannot fulfill can be deferred to the PCEM or EOC.
 - a) Maintain an inventory of health facilities, public health personnel, mental health personnel, counseling services, transportation, communications, and supply sources.
 - b) Establish and maintain a working Continuity of Operations Plan (COOP).

B. Pinellas County EOC Agencies

- 1) Florida Department of Health Pinellas County (DOH - Pinellas):
 - a) Assist in providing quarantine status of the affected area.
 - b) Coordinate public health issues in the event of a potential contagious disease.
 - c) During emergencies provide or coordinate:
 - (1) Disease detection and control;
 - (2) Medical Waste disposal;
 - (3) Technical information and expertise in regard to the storage of food and water;
 - (4) Public information programs dealing with personal health and hygiene;
 - (5) Communicable disease control operations, to include epidemic intelligence, evaluation, prevention, and detection of communicable diseases;
 - (6) Information and testing to ensure a potable water supply;
 - (7) Environmental health activities in regard to waste disposal, refuse, food, water control, and vector control;
 - (8) Health care support for shelters and reception care facilities;
 - (9) Health instructions to the general public;
 - (10) Provide health warnings, especially biological incidents; and
 - (11) Provide communicable disease surveillance.

- d) Request and coordinate Disaster Medical Assistance Teams (DMAT)
 - (1) Under the auspices of the Public Health Service (PHS) National Disaster Medical System, DMATS are groups of approximately 30 professional volunteers, such as physicians, nurses, technicians, and other allied personnel trained as a unit to provide care for ill or injured victims at the site of a disaster.
 - (2) While the focus is medical, mental health specialists may be provided to assist state and local personnel.
 - (3) Following a disaster event, assess the health of the disaster population and continue to disseminate emergency public health information to address any related health issues.
 - (4) Monitor and report hospital patient/bed/emergency department status.
 - (5) Monitor and report hospital evacuation status.
 - (6) Establish and maintain a Continuity of Operations Plan (COOP).
- 2) Pinellas County Emergency Management (PCEM)
 - a) PCEM is the agency responsible for the coordination of all non-local mutual aid through the Florida Department of Emergency Management (FDEM) or SEOC.
 - b) When disasters occur and resources are inadequate or recovery exceeds the capabilities of a local jurisdiction, mutual aid agreements can be an effective means of securing or providing needed assistance. PCEM will work to coordinate requests for assistance according to the terms of executed mutual aid agreements.
 - c) Will participate in State Mutual Aid programs.
 - d) Will be responsible to request mutual aid as situations require.
 - e) Will respond to mutual aid requests from other local governments and agencies
 - f) Establish and maintain a COOP.
- 3) Fire Services
 - a) Fire Services will exercise broad lawful authority to provide fire protection and other emergency services, including control and direction of activities at fire scenes, ordering evacuations in the vicinity of fires/emergencies, and taking actions necessary to extinguish or prevent the spread of fires.
 - b) Generally provide initial emergency medical services.
 - c) Support the Mass Casualty Plan.
 - d) Assist with immunizations as necessary and available.
 - e) Develop and maintain a local jurisdiction pandemic response plan.
 - f) Hazardous Materials:
 - (1) The fire service will exercise broad lawful authority, within existing capabilities, to protect life and property threatened by hazardous materials incidents, to include ordering evacuations, in-place sheltering, and necessary actions to contain the spill or release. For the purpose of this plan, a hazardous material is defined as "any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment."
 - (2) The fire service will normally retain the role of on-scene Incident Commander (IC) until the immediate threat to public safety is abated. Thereupon, the IC will normally be turned over to the responsible party (spiller) who has primary responsibility for cleanup of the spill/release.
 - g) Each local jurisdiction fire service will establish and maintain a COOP.

- 4) Sunstar Ambulance Service
 - a) Responsible for triage and appropriate on-scene treatment.
 - b) Transport casualties to the designated medical facilities.
 - c) Provide emergency medical services.
 - d) Support the Mass Casualty Plan.
 - e) Provides non-emergency medical transportation services.
 - f) Establish and maintain a COOP.
- 5) Office of the Medical Director – Emergency Medical Services (OMD – EMS)
 - a) The EMS Medical Director is responsible for providing medical direction and top level medical decision making in the EOC for field operations.
 - b) Provide medical and response protocols for emergency medical services.
 - c) Establish and maintain a COOP.
- 6) Pinellas County Marketing and Communications Department
 - a) Responsible for assimilating, coordinating, and disseminating all public information on behalf of the EOC and in conjunction with the Health Department.
 - b) Staff EOC Communications Section, if activated, and continue dissemination of warning information, if needed.
 - c) Disseminate emergency information immediately, advising the public of what actions to take.
 - d) Insure that accurate information is disseminated to the media on a timely basis throughout the emergency.
 - e) Establish and maintain a COOP.
- 7) Risk Management
 - a) Ensure that a safe and healthful working and living environment is maintained for local government recovery personnel and others, and to provide guidelines to minimize the risk of injury or illness to local government deployed personnel, mutual aid personnel, and volunteers who are involved in disaster response, recovery, or mitigation operations; and for victims and citizens.
 - b) Ensure that deployed personnel work and reside in as safe and healthful an environment as possible.
 - c) Identify, investigate, and coordinate abatement of safety and health problems.
 - d) Establish and maintain a COOP.
- 8) Hospitals, clinics, and doctor’s offices:
 - a) Medical facilities are to provide the highest quality of care. However, emergency measures to protect life and health during disasters, in all likelihood, will be exclusively dependent upon local and area resources. Austere conditions may limit amount and quality of care.
 - b) Once notification of a disaster situation is received; initiate the appropriate disaster plan.
 - c) Medical facilities will receive incoming patients and provide them with appropriate medical care.
 - d) Make assessment of facility capabilities and damages.
 - e) Coordinate with Blood Bank and assist in blood procurement for community needs.
 - f) Participate in hospital radio net that links hospitals, EOC, and fire service/EMS units.

- g) Assist in surveillance of disease and bio-terrorism.
 - h) Infection Control Departments and laboratories will communicate with public health departments.
 - i) Report to the Medical Examiner's Office disaster related victims who become deceased at their respective healthcare facility.
 - j) Citizens are subject to acts of terrorism and the effects of natural and technological hazards:
 - (1) These acts are likely to produce a significant number of casualties that may overwhelm the existing healthcare system.
 - (2) Given that hospitals are busy on a daily basis, they will not be able to handle the surge created by a significant mass casualty event that generates a large number of patients.
 - (3) Hospitals can expect to receive casualties directly (walk-ins) from the scene even if triage, treatment, and transportation mechanisms are in place at the scene. Additionally, patients may also seek medical care at other types of medical facilities (doctor offices, walk-in centers etc.).
 - k) Each medical facility, doctor's office, Walk-In medical centers etc., will establish and maintain a working COOP.
- 9) Animal Services
- a) Under normal conditions, private, local, and state agencies provide a variety of services to animals. 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.
 - (1) Animal Services will:
 - (a) Coordinate actions to prevent the loss of animals due to a disaster, and if necessary disposal of animals.
 - (b) Identify, manage, and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife, and exotic animals following a significant emergency, and to coordinate emergency response and relief assistance with municipal, county, state, and federal agencies.
 - (c) Provide guidance in dealing with animals and animal related problems caused by an emergency/disaster.
 - (d) Provide assistance in the prevention, detection, and control of rabies.
 - (e) Provide assistance/guidance in the prevention, detection, and control of other animal carried disease.
 - b) Establish and maintain a COOP.
- 10) Law Enforcement
- a) Law enforcement entities will exercise lawful authority to save lives and property, and enforce orders, laws, and regulations during emergencies or disasters.
 - b) Provide for the timely and coordinated efforts of law enforcement personnel for public safety and protection. Activities which relate to curfew, traffic control, crowd control, security, evacuation, and other extra-ordinary law enforcement functions are necessary to provide for the public's safety and welfare within a disaster environment, including but not limited to:
 - (1) Provide law enforcement services as required.

- (2) Provide security at vulnerable sites and help to maintain order at distribution sites. Work with the health department regarding quarantines.
 - (3) Coordinate law enforcement activities with municipalities and mutual aid LEO's.
 - (4) Provide security for hospital perimeters as requested.
 - (5) Provide security for morgue perimeters as requested.
 - c) Establish and maintain a COOP.
- 11) Medical Examiner
- a) Medical Examiner's Office will address general policies and procedures for the collection, identification, and disposition of deceased persons at mass fatality incidents and disasters including:
 - (1) Maintain and update the county's Mass Fatality Plan.
 - (2) Establish and maintain communications with PCEM Director so as to be notified of approaching or impending disasters and estimated severity of those disasters.
 - (3) Responsible for the recovery and identification of human remains.
 - (4) Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers.
 - (5) Responsible for the establishment of temporary morgues.
 - b) Medical Examiner is responsible for establishing the need and coordination of DMORT and FEMORS Team's.
 - (1) Florida Emergency Mortuary Operations Response System (FEMORS)
 - (a) The FEMORS is used to assist and support the local District Medical Examiner's Office, Florida Department of Law Enforcement (FDLE), and other responding agencies, in the event of a mass fatality incident as directed by the Florida Department of Health.
 - (2) Disaster Mortuary Operational Response Team (DMORT)
 - (a) The DMORT is a federally funded team of forensic and mortuary personnel experienced in disaster victim identification. DMORT can provide a mobile morgue, victim identification and tracking software, and specific personnel to augment local resources. DMORT is part of the National Disaster Medical System, a division of the U.S. Department of Health and Human Services.
 - (b) A request for DMORT assistance must be made by a local official through the FDEM, who will then contact the regional office of the Federal Emergency Management Agency (FEMA). Based on the severity of the disaster, FEMA can ask for a presidential disaster declaration, allowing the DMORT team to be activated. This process can take 24-48 hours.
 - c) Establish and maintain a COOP.
- 12) American Red Cross (ARC)
- a) Under its charter, provide supplementary medical and nursing care in Red Cross shelters and other public health services upon request, and within limited capabilities.
 - b) Provide staffing for assigned shelters as requested.
 - c) In conjunction with other agencies, provide mental health support and help coordinating Spiritual Care support as applicable.

- d) Establish and maintain a working COOP.
- 13) Recover Pinellas
- a) Recover Pinellas is the designated Long Term Recovery Committee of Pinellas County.
 - b) Recover Pinellas is to provide a means of identifying and resolving disaster recovery needs in cases where, government or voluntary agency assistance programs are not available; or government or voluntary agency assistance is provided but falls short of meeting all the needs of disaster victims.
 - c) Promote cooperation and coordination among local government, County, State, Federal, and voluntary agencies to address recovery needs of individuals and families.
 - d) PC Human Services will act as the primary county liaison to Recover Pinellas. PCHS will liaison on requests and community needs.
 - e) Through its member organizations, help provide mental health support as well as Spiritual Care support as applicable.
- 14) PC Public Works Department
- a) The first priority of Public Works will be to assist public safety personnel in the saving of life.
 - b) Provide resources related to the protection of the county's citizens and their property when the county is threatened or impacted by a major or catastrophic disaster event.
 - (1) This function is responsible for providing technical advice and evaluations, engineering services, construction management and inspections, emergency contracting, facilities management/maintenance, emergency road and debris clearance, emergency traffic signalization and flood control.
 - c) Monitor its systems; advise PCEM/EOC of any outages/damages.
 - d) Establish and maintain a COOP.
- 15) PC Utilities Department
- a) The first priority of the Utilities Department will be to assist public safety personnel in the saving of life.
 - b) Provide resources related to the protection of the county's citizens and their property when the county is threatened or impacted by a major or catastrophic disaster event.
 - (1) This function is responsible for providing, emergency contracting, facilities management/maintenance, and emergency repair of water and wastewater treatment facilities.
 - c) Establish and maintain a COOP.
- 16) PC Engineering and Technical Support
- a) The first priority of the Engineering and Technical Support will be to assist public safety personnel in the saving of life.
 - b) Provide technical support and advice for temporary or restorative actions.
 - c) Establish and maintain a COOP.
- 17) Health Care Facilities
- a) Health care facilities are to provide the highest quality of medical care. However, emergency measures to protect life and health during disasters, in all likelihood,

will be exclusively dependent upon local and area resources. Austere conditions may limit amount and quality of care.

- b) Once notification of a disaster situation is received, health care facilities will initiate the appropriate disaster plan.
 - c) Health care facilities will receive incoming patients and provide them with appropriate medical care.
 - d) All facilities will make assessments of their facility capabilities and damages.
 - (1) Health care facilities will report capabilities and damage to the ESF 8 desk in the EOC.
 - (2) Health care facilities required to report are:
 - (a) Assisted living facilities
 - (b) Nursing homes
 - (c) Hospitals
 - (d) Ambulatory surgical centers
 - (e) Dialysis facilities
 - e) Report to the Medical Examiner's Office disaster related victims who become deceased at their respective healthcare facility.
 - f) Each medical facility, doctor's office, walk-in medical centers etc., will establish and maintain a working COOP and a Comprehensive Emergency Management Plan which is approved by PCEM.
- 18) Dialysis facilities
- a) During a community wide disaster, acute care hospitals may become overwhelmed. The goal is to continue dialyzing patients in chronic facilities during the disaster and recovery period to keep them out of the hospitals where possible. Dialysis facilities require clean water, power, supplies, and adequate staff to continue to provide dialysis services. Even though dialysis facilities are generally self-sustained, they may need assistance from the Emergency Management to assist with coordinating transportation of patients, contacting vendors, and obtaining supplies, water, emergency generators, etc. Therefore, it is essential to establish communication pathways between dialysis centers and PCEM.
 - b) During disaster response, it is the plan of the facilities' to communicate their open/closed status to the ESF 8 desk and to communicate their status with their patient community so that patients continue receiving treatments.

4. Authorities and References

- a) State Statute for County Health Department
- b) Continuation of public health functions and control of environmental factors related to public health is essential following a disaster to prevent the outbreak of disease and to monitor the spread of vectors associated with the disaster itself.
- c) EMS Disaster Preparedness Plan
- d) Department Disaster Preparedness Plan (HHS)
- e) MOMS – Medical Operating Manuals
- f) Recover Pinellas Communications Plan
- g) Mass Fatality Plan
- h) PC Mass Casualty Plan
- i) Florida Mass Casualty Plan

Pinellas County CEMP

Logistics Annex



Logistics

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Logistics

1. Introduction

A. Purpose

- 1) The purpose of the Logistic Annex is to provide a basis for resource management activities, County Staging Area (CSA) operations and Points of Distribution (POD) operations post disaster.
- 2) It addresses how the Pinellas County Emergency Operations Center (EOC) Logistics Section will provide the direction, control and coordination of logistical operations by using established standardized principles and methods to support recovery operations.

B. Scope

- 1) The Logistics Annex focuses on established policies and procedures by which Pinellas County will coordinate the proper management of resources in order to effectively respond to and recover from, an emergency or disaster.
- 2) The logistics function includes assessing and procuring needed supplies, staging and/or warehousing supplies, distributing supplies, as well as the ordering, processing, accounting and transportation of supplies to established local distribution sites or end users.
- 3) Resources refer to commodities, people, facilities and equipment.

C. Planning Assumptions

- 1) Resources may not be available in a reasonable amount of time as normal supply routes may be interrupted following a disaster.
- 2) The county may be required to provide limited life sustaining relief supplies to citizens in damaged communities. Receiving and distribution sites may be needed in order to implement a large logistical operation.
- 3) The county will exhaust local resources, including donations, within Pinellas County before requesting resources from the state.
- 4) An emergency may generate sustained media coverage with the potential for numerous donations. The Logistics Section may need to assist Emergency Support Function (ESF) 15 in the logistics of storing and/or moving donations.
- 5) If the food agreement between Pinellas County and The Salvation Army (TSA) is activated, the county may need to provide vehicles and manpower to deliver food from a TSA site to the CSA, POD sites and Volunteer Reception Centers (VRC).

2. Concept of Operations

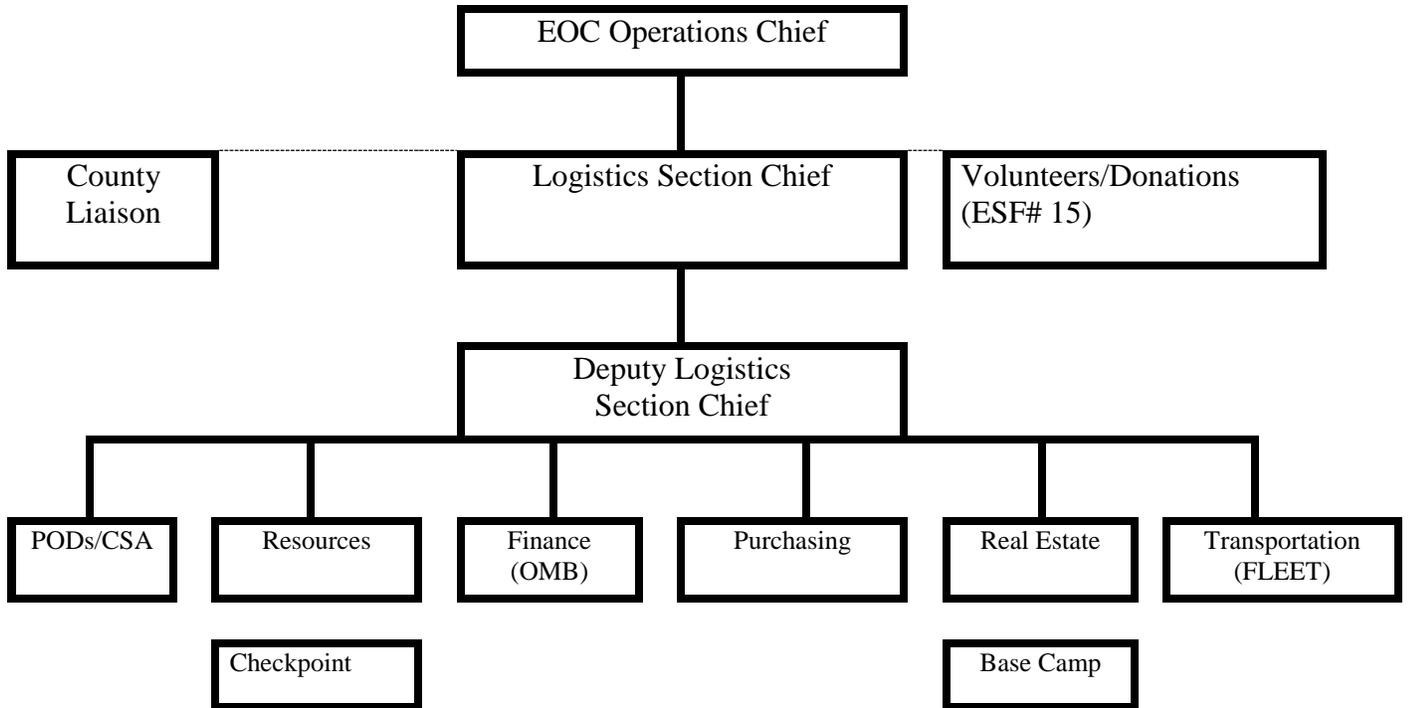
A. Director of Pinellas County Emergency Management (PCEM)

- 1) Following a disaster, PCEM must collaborate with local government officials and determine the level of response required at the onset of the recovery phase.
- 2) If the EOC is fully activated, the Logistics Section will activate as well.

B. Logistics Section

- 1) The primary responsibility of the EOC Logistics Section in an emergency/disaster operation is to provide materials, vehicles, facilities, and services in support of the operation.
- 2) The Logistics Section supports emergency/disaster operations by:
 - a) Plans and reports as required, to the PC EOC Planning Section.
 - b) Communicating with and supporting PC EOC, Emergency Support Functions (ESF's), State Logistics, municipal EOCs and other groups as requested.
 - c) Utilizing WebEOC for all resource requests, inventory, shipping, tracking, and receiving. For resources requested from the State, *EM CONSTELLATION* will be utilized.
 - d) Selecting facilities and securing agreements for their use.
 - e) Acquiring and maintaining facility support services, i.e. utilities, trash removal, security services, and other related services for Points of Distribution (PODs), County Staging Area (CSA), and base camps.
 - f) Securing and deploying rented, borrowed, donated, leased or purchased vehicles, generators, fuel and other equipment, and supporting their use.
 - g) Purchasing resources according to county purchasing regulations, procedures, and limitations and maintaining formal records and file copies to ensure justification for future reimbursement.
 - h) Overseeing the storing/warehousing of emergency/disaster supplies.
 - i) Establishing and maintaining a county liaison for PODs, CSA, and shelters.
 - j) Working with Risk Management on issues concerning property loss and damage, and the County Attorney concerning contract law.
 - k) Receiving, inventorying, tracking, maintaining, distributing, and recovering communications equipment for use at PODs and CSA sites.
 - l) Activating the agreement with Salvation Army to feed CSA, POD and Volunteer Reception Center (VRC) staff, if needed.
- 3) If local resource support (commodities, people, equipment and facilities) is not adequate to support the recovery process then Logistics will request additional support from the state and/or federal government.
- 4) Assistance to disaster survivors will take precedence in the allocation of resources.
- 5) Requests to the EOC Logistics Section will normally be routed through the appropriate Emergency Support Function (ESF) in the EOC or from municipal EOC requests.
- 6) Logistics will arrange for the cleaning, rehabilitation, decontamination, and return of all supplies, equipment and resources to owners at the close of the operation.

Logistics Section Organizational Chart



The following provides a general task assignment/job description for the positions indicated on the Logistics organizational chart above:

C. EOC Operations Chief

- 1) Obtain briefings from PC EOC Director.
- 2) Review situation, EOC status and staffing needs.
- 3) With input from PC EOC Director, identify which POD and CSA facilities have been/should be activated and report same to Logistics Section Chief.
- 4) Provide to Logistics Section Chief a summary of emergency situation and summary of the kind and extent of logistics support the section may be asked to provide.
- 5) Notify Logistics Section Chief of other ESF's and units activated, including names, location and contact information of assigned personnel.
- 6) Attend planning meetings, conference calls, and all meetings/briefings as requested.
- 7) Participate in preparation of Incident Action Plan (IAP).
- 8) Hold section meetings, as necessary, to ensure communication and coordination among Logistics Section and units.
- 9) Ensure coordination between Logistics Section and other ESF desks.
- 10) Ensure all logistics functions are documenting actions on Unit Log - ICS Form 214.

D. Logistics Section Chief

- 1) Obtain briefings from EOC Operations Chief during EOC activation.
- 2) Ensure that the PC EOC Logistics Section is adequately staffed and operational as appropriate, including WebEOC and EM Constellation systems.
- 3) Assign work locations and preliminary work tasks to Logistics Section personnel.
- 4) Inform Logistic Section staff of ESF's and units activated, including names, location and contact information of assigned personnel.
- 5) Inform EOC Logistics Section of PODs and CSA that will be or are activated.
- 6) Communicate PODs/CSA that will be activated to CSA/POD Operations Chief.
- 7) Assign county liaisons to PODs and CSA and inform EOC Logistics Section of assignments and liaison radio and phone contact information.
- 8) Provide to EOC Logistics Section summary of emergency situation and summary of the kind and extent of logistics support the section may be asked to provide.
- 9) Review and confirm resource ordering procedures with EOC Logistics Section.
- 10) Attend all meetings/briefings or conference calls as requested.
- 11) Keep EOC Operations Chief and Deputy Logistics Section Chief informed of operational status of EOC Logistics Section; needs, problems, staffing issues, resource shortfalls etc.
- 12) Make EOC Logistic Section staff schedules.
- 13) Document actions in WebEOC and on Unit Log – ICS Form 214 as appropriate.

E. Deputy Logistics Section Chief

- 1) Be able to perform duties of the Logistics Section Chief.
- 2) Oversee and communicate operational status and information to, assists and works to resolve problems/issues/concerns and address the needs of the following units:
 - a) PODs & CSA.
 - b) Resources.
 - c) Check Points.
 - d) Finance (OMB).
 - e) Purchasing.
 - f) Real Estate.
 - g) Base Camp.
 - h) Transportation.
 - i) Volunteer Donations and Liaison.
 - j) Must keep Logistics Section Chief informed of operational status of the above mentioned Units.
 - k) Be able to perform the duty of Logistics Section Chief, as needed.

F. County Liaison

- 1) A Parks and Conservation Resources (PCR) staff person will be identified to fill the role of POD liaison and will be assigned to each activated POD and CSA to facilitate communications between the POD/CSA and EOC Logistics Section.

- 2) The Liaison is directly responsible for frequent consistent communication between a POD/CSA and EOC Logistics Section via 800 MHZ radio or phone.
- 3) The Liaison will work with the POD/CSA Manager to assign county staff to activated POD locations.
- 4) Liaison will work with the site POD or CSA Manager to help resolve issues/concerns that may arise at the POD/CSA and assist with the operation upon request by the POD manager.
- 5) Liaison will ensure that reports are completed and proper documentation takes place.

G. Volunteer/Donations - Emergency Support Function 15 (ESF 15)

- 1) Volunteer/Donations ESF-15 desk will activate in the county EOC and ensure adequate 24 hour coverage, as necessary.
- 2) ESF 15 desk will coordinate with EOC Logistics Section to provide any volunteer services or donated goods requested.
- 3) ESF 15 desk will maintain open lines of communications and work in tandem with EOC Logistics Section as needed to avoid resource request duplication.

H. Points of Distribution (PODs)

- 1) PODs will be established by the county to provide sites where the general public may obtain life sustaining, emergency relief supplies until such time as infrastructure (roadways, power, & water) is operational to support normal distribution of food, water or other supplies. Two types of PODS exist in the State of Florida.
 - a) PODS established after the disaster event for the purpose of distributing life sustaining commodities such as water, food, tarps and possibly ice for a period of time starting the first 24-96 hours after an event and staying open for a minimum of 72 hours.
 - b) PODS established under the state's Strategic National Stockpile (SNS) Program for purposes of distributing pharmaceuticals, antidotes and prophylactic medications in the event of a pandemic, biological or chemical attack. Details for this program reside with the FL Department of Health – Pinellas.
- 2) The number of PODs that open in response to a hurricane or other disaster will vary depending on the scope of the damage and the areas of the county affected.
 - a) Once PODs are activated and the state is notified of the location and type of POD, emergency supplies will be transported to the POD for distribution to affected citizens.
 - b) PODs will provide a continuous drive-through site where citizens remain in their vehicles while POD workers load supplies into their vehicles.
 - c) Inventories are conducted daily to determine the number of relief supplies that are distributed and provide a basis for re-ordering supplies.
 - d) County PODs operate under the direction and supervision of the PC EOC Logistic CSA/POD Manager, the Logistics Chief and the EOC Director.
- 3) Each municipality/fire district must identify potential POD locations should they be required based on impacts and to provide staff and equipment to include; management staff with communications, EMS/first aid, security, transportation, storage area and off-loading crews and equipment.

I. County Staging Area (CSA)

- 1) The CSA is a designated temporary site established in the county immediately after impact of an event in order to function as the central receiving location for supplies, equipment and teams shipped into the county as directed by the EOC Logistics Section.
- 2) The CSA may receive bulk resources of shelf stable meals, bottled water, bagged ice and tarps or other accountable and/or expendable supplies from federal, state or vendor resources.
 - a) The CSA will account for and distribute bulk resources at the direction of Logistics Section.
 - b) In addition, a commodity pick-up area to support county and municipal agencies will be co-located with the CSA.
 - c) The CSA may provide transportation to address shortfalls of municipal transportation for Less Than Load (LTL) shipments.
- 3) If conditions warrant, the CSA can support and stage disaster relief personnel/equipment (e.g. search and rescue teams, damage assessment teams, security teams, etc.) for deployment into affected areas.
- 4) PCEM has the primary responsibility for determining the requirement for and the establishment of the CSA.
- 5) PCR has primary responsibility for the overall management, staffing, physical establishment and internal operations of the CSA.

J. Resource Requests

- 1) When activated, the Logistics Section may receive resource requests from the following entities via WebEOC, email, phone, 800 MHz radio, satellite phone or fax:
 - a) Emergency Support Functions (ESFs)
 - b) County departments
 - c) Municipalities
 - d) Emergency shelters (via ESF 6/Mass Care or from School Board)
 - e) Points of Distribution (PODS)
 - f) County Staging Area (CSA)
 - g) Other official entity
- 2) The agency requesting the resource(s) must provide agency:
 - a) Contact information
 - b) Requestor's name
 - c) Needed resource
 - d) Amount needed
 - e) Time and date needed
 - f) Reason the item is requested
 - g) The mission that the item will be used to complete.
- 3) Additional resource information needed to complete the task must be ordered; for instance if a generator is requested the size, fuel type, fuel amount and any connections/cables must be requested as well.
- 4) Once the request is received by the EOC Logistics Section, a WebEOC tracking number will be assigned.

- 5) Resources that cannot be filled locally or regionally will be filed with the State EOC (SEOC) only if the request is approved first by the PC EOC Operations Chief or designee.
- 6) Once the State approves the request, an *EM Constellation* tracking number will be assigned and the requestor will be provided the tracking number and informed of the progress and status of the request.
- 7) When the requested resource(s) arrives at the CSA, the requestor will be notified to pick up and sign for the resources(s) unless delivery or drop shipment has been arranged.
- 8) The EOC Logistics Section will record and monitor the progress of all requested resources and monitor the return of non-consumable resources to the appropriate owners during demobilization.
- 9) During demobilization the EOC Logistics Section will arrange for the cleaning and decontamination of resources, as applicable and notify the Florida Department of Emergency Management (FDEM) or appropriate resource owner to make arrangements for the return transport of resources/assets from the POD or the CSA.

K. Checkpoints

- 1) The PC EOC Logistics Section will coordinate with the PC Sheriff's Office (PCSO) on the operation of county security checkpoints in the event that there are restrictions of entry into the county.
- 2) The PCSO will staff and support activated checkpoints.

L. Check-in-Points:

- 1) Logistics staff will be located at check-in points to verify mission requests and manifests for equipment, goods, and supplies that are expected to be delivered from outside the county and coordinate information with the Logistics Section and CSA.
- 2) The check-in-points may or may not be located in close proximity of the security checkpoints.

M. Finance – PC Office of Management & Budget (PC OMB)

- 1) During and after an emergency PC OMB is responsible for financial management of the operation and will provide budget assistance to the Logistics Section when activated.
- 2) PC OMB establishes procedures for processing and maintaining records of expenditures and obligations for manpower, equipment and materials.
- 3) The Logistic Section must keep appropriate logs, formal records and file copies of all expenditures including personnel timesheets, in order to provide clear and reasonable accountability and justification for future reimbursement and will provide information to PC OMB as required

N. Purchasing Department

- 1) The PC Purchasing Manager or his appointed representative has the authority to make emergency purchases on behalf of the PC EOC and will make public any purchase

and/or contracts issued in accordance with Florida State law and PC ordinances immediately following a declared emergency.

- 2) All county departments involved in the emergency response and the PC EOC will provide to the county Purchasing Manager all documentation and funding information as the result of emergency purchases immediately following the declared emergency.
- 3) PC Purchasing will provide staff to the PC EOC Logistics Section and procurement desk positions when activated.
- 4) During activation the EOC Logistics Section Chief or Purchasing Manager will:
 - a) Determine methods for handling unusual requests for materials, services or facilities.
 - b) Review the procedures for approving and forwarding merchant invoices to the unit providing accounting services for the emergency/disaster operation.
 - c) Discuss the tracking of purchases/expenses made under the financial authority of the Purchasing Manager of the emergency.
 - d) Ensure that financial authority for the purchase of non-expendable assets and the rental of facilities resides with the EOC Logistics Section Chief.
- 5) Requests for expendable and non-expendable items and services to support any agency are made by the EOC Logistics Section Chief.

O. Real Estate Management (Real Property Division)

- 1) Works year round with PCEM as needed, to assist in identifying and securing agreements with appropriate facilities for use in an emergency.
- 2) During activation, collaborates with the PC EOC Logistics Section Chief to select additional facilities that may be needed and to secure agreements for use in an emergency or disaster.
- 3) Prior to opening and upon closing county shelters, will inspect and document conditions of the shelter site and facility.

P. Base Camp

- 1) The Logistics Section will support base camps as requested.
- 2) A Base camp is a managed site to support emergency personnel and teams working in the disaster area.
- 3) It is activated when either there are insufficient hotel and food service facilities available or when such use would displace disaster victims from such facilities and services.
- 4) It is typically activated for a period of 30 days or longer in response to an event in close proximity to the event site, yet still out of harm's way.
- 5) The County has an agreement with OK's Cascade Incorporated for emergency base camps and services.
- 6) The services include but are not limited to:
 - a) Housing
 - b) Food
 - c) Water

- d) Electricity
 - e) Showers
 - f) Restrooms and Laundry facilities for up to approximately 6,000 county employees and mutual aid responders.
- 7) Transportation (PC REM - Fleet Management)
- a) Maintain an inventory of:
 - (1) County vehicles
 - (2) Specialized equipment
 - (3) Fuel sites (pre-event)
 - b) Provide maintenance and repair of vehicles and equipment (both County owned/ leased and mutual aid).
 - c) Ensure documentation and inventory of leased/requested equipment (for future FEMA reimbursement).
 - d) Ensure all accountable property is maintained and returned.
- 8) Fleet Management will ensure that:
- a) All fuel tanks located at county owned and operated fuel and generator sites are topped off and at full storage capacity no later than 24 hours before an event.
 - b) Critical vehicles will be moved to their predetermined areas no later than 24 hours before an expected event.
- 9) Upon notification, designated Fleet staff will report to the PC EOC/Logistics Room, log into the WebEOC software and monitor for resource requests and maintain open and consistent communication with all fleet facilities, fueling locations and emergency generator sites for up to date information regarding storm damage and individual sites operational capabilities.
- 10) Fleet Management will be responsible for transportation of supplies and equipment. The Transportation Desk (ESF-1) will be responsible for the movement of people. They will coordinate as necessary.
- 11) Upon deactivation Fleet Management will ensure that all required forms, reports and documentation are completed and turned in to the Logistics Chief and ensure all accountable leased, borrowed or mutual aid resources are serviced and returned to the original owner.

3. Assignment of Responsibilities

A. Pinellas County Emergency Management (PCEM)

- 1) Will activate the EOC at a level necessary to manage the emergency and coordinate with local, state, federal and private agencies.
- 2) Provide planning, leadership, logistical management and operational direction to the PC EOC Logistics Section.
- 3) The EMA Director will activate the necessary staff, facilities, and procedures for establishing operations for a CSA, PODs and Base Camp.
- 4) PCEM shares responsibilities for fiscal management with the PC OMB and PC Purchasing.

- B. Pinellas County Parks and Conservation Resources (PCR)
 - 1) PC PCR has primary responsibility for the overall management, staffing, physical establishment and internal operations of the CSA and the POD sites.
 - 2) Provide staff to work the EOC PCR desk positions and attend position specific and EOC training as requested by PCEM.
- C. Pinellas County Planning Department
 - 1) Provide staff to work the EOC Resource management desk positions and attend position specific and EOC training as requested by PCEM.
- D. Pinellas County Office of Management & Budget (PC OMB)
 - 1) During and after an emergency PC OMB is responsible for financial management of the operation and will provide budget assistance to the Logistics Section when activated.
 - 2) PC OMB establishes procedures for processing and maintaining records of expenditures and obligations for manpower, equipment and materials. The Logistic Section must keep appropriate logs, formal records and file copies of all expenditures including personnel timesheets, in order to provide clear and reasonable accountability and justification for future reimbursement and will provide information to PC OMB as required.
 - 3) Provide staff to work the EOC Finance desk positions and attend position specific and EOC training as requested by PCEM.
- E. Pinellas County Purchasing Department
 - 1) The PC Purchasing department has overall responsibility to staff and manage the PC EOC Logistics section.
 - 2) PC Purchasing will provide staff to serve as the Chief, Deputy and Resource Management positions within the EOC Logistics Section when activated. The Purchasing Director or Assistant Director will serve as the Logistics Section Chief.
 - 3) The PC Purchasing will assign staff to the logistics section with the authority to make emergency purchases on behalf of Pinellas County departments and the PC EOC in accordance with Florida State law and PC ordinances during EOC activations.
 - 4) PC Purchasing staff assigned to work the EOC Logistics section must attend position specific and EOC training as requested by PCEM.
- F. Pinellas County Real Estate Management (PCREM)
 - 1) PCREM Fleet Management will be responsible for providing vehicles, transportation, vehicle service and fuel.
 - 2) PCREM will provide staff to work the EOC Transportation and Real Estate desk positions and attend position specific and EOC training as requested by PCEM.

4. Authorities and References

- A. PC Logistics Standard Operating Guide

B. Florida Division of Emergency Management

- 1) County Logistics Planning SOG – Annex 2355

5. Supporting Plans

- 1) Pinellas County Fleet Hurricane Manual
- 2) Disaster Preparation Plan for the PC Planning Department
- 3) Lease Management Division Preparedness Plan

Pinellas County CEMP

Mass Care Annex



Mass Care Annex

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Mass Care Annex

1. Introduction

A. Purpose

- 1) This annex covers the operations necessary to provide shelter, food, emergency first aid, bulk distribution of emergency items, and family reunification.
- 2) Mass care is implemented to assist individuals and households impacted by potential or actual disaster incidents or events.

B. Scope

- 1) Mass care includes shelter both before and after an incident or event that requires residents to leave their homes; emergency feeding when the county's normal support structure is affected, emergency first aid when the normal medical infrastructure is unavailable and post disaster assistance to those that are affected by an incident or disaster.
- 2) This annex does not address localized situations such a house fires or other incidents that affect a small number of residents for a short duration.
- 3) This annex does address incidents that require evacuation of a health care facility or similar situations.
- 4) This annex does not cover long term recovery or reconstruction.

C. Planning Assumptions

- 1) Pinellas County is vulnerable to severe tropical storms that may require evacuation of certain areas of the county to safe areas due to storm surge.
- 2) A large area of the county is in a non-evacuation zone.
- 3) Interruption of the county's normal support structure may require government assistance in providing food and water to the affected population.
- 4) After a disaster of significant impact on the county, a coordinated post disaster assistance program involving the federal, state, county and local governments along with volunteer agencies will be necessary until the infrastructure and support structure is functioning again.
- 5) While hurricanes are the most obvious threat that would require mass care, other severe weather events, terrorist attacks or a man-made disaster may also require activation of this annex.

2. Concept of Operations

A. General

- 1) Mass care is a complex and multifaceted operation that can be scaled up or down as necessary depending on the event or incident. It may require a local shelter to be open for a short time and limited feeding or it may require state and federal assistance to provide basic assistance to a large portion of the population for a considerable time period.

- 2) This annex is divided into 3 sections, Mass Public Feeding, Public Sheltering and Post-Disaster Assistance; each section will be addressed separately in this annex.
- 3) While mass care is assigned to Emergency Support Function (ESF) 6, there are numerous other groups that play a role.
- 4) In the Pinellas County Emergency Operations Center (EOC), Mass Care falls under the Human Services Group, which includes the following:
 - a) PC Human Services (PCHS)
 - b) American Red Cross (ARC), Tampa Bay Chapter
 - c) PC Animal Services
 - d) PC Human Resources
 - e) The Salvation Army (TSA)
 - f) PC School Board (PCSB) – Shelter Operations
 - g) Florida Department of Health - Pinellas (DOH - Pinellas)
 - h) Volunteers and donations
 - i) Sunstar
 - j) EMS Medical Director

3. Section I – Mass Public Feeding

A. Purpose

- 1) This section provides overall policy and responsibilities for providing food and water to a large segment of the population in the aftermath of an incident or event that has affected the normal food and water supply to the public in the county.

B. Scope

- 1) Mass Public Feeding encompasses points of distribution (see the Logistics Annex for the POD operations), mobile feeding vehicles, and fixed feeding sites as needed.

C. Planning Assumptions

- 1) Normal food stores and restaurants will not be able to provide retail food and water.
- 2) Food and water will need to be brought in to the county.
- 3) The state and federal government will assist with providing and transporting food and water.
- 4) Non-government relief organizations (NGOs) will provide a large percentage of the meals to the public and relief workers.
- 5) Food is defined as that which has to be cooked or opened to be consumed.
- 6) Meals are prepared hot or cold, which can be consumed without further preparation.

D. Concept of operations

- 1) Available feeding options
 - a) Points of Distribution (PODs) – Provide locations where the public can access packaged food and water to take home.
 - b) Feeding sites – Major kitchen facilities where the public can come to receive hot meals to consume on site.

- c) Mobile feeding vehicles – ARC, TSA, and PCSB possess mobile feeding units that can provide hot or cold meals in impacted neighborhoods.
 - d) Food/meal delivery – relief agency programs to deliver food and meals to impacted neighborhoods
- 2) Major event:
- a) Preliminary Damage Assessment (PDA) input will provide the EOC with a first look at the status of the county’s infrastructure after an event/incident.
 - b) State and federal food and water will be pre-staged outside the county ready to be delivered.
 - c) PODs will be opened according to the need and following the county POD Plan.
 - d) PCHS through the Multi-Agency Feeding Task Force will coordinate areas that require on-scene support either with food and water supplies, feeding stations or mobile feeding vehicle visits. Further information is contained in the Feeding Plan.
 - e) Mass public feeding will cease when grocery stores are open and retail food is available. Assistance may still be necessary to isolated areas and groups that are unable to travel to retail outlets.
 - f) Municipalities are responsible for identifying local needs and providing that information to PCHS as well as providing as much local support as possible.
 - g) Special attention will be given to public shelters, healthcare facilities, and senior housing locations.
- 3) Minor Event:
- a) Minor events and incidents will normally be localized and not involve widespread impact on the infrastructure.
 - b) Response will normally be by the ARC and the TSA providing meals on-site, vouchers or financial assistance.
- E. Assignment of responsibilities
- 1) Pinellas County Human Services (PCHS)
 - a) PCHS will coordinate feeding operations in the county.
 - 2) American Red Cross (ARC), Tampa Bay Chapter will:
 - a) Provide staffing in the EOC upon request.
 - b) Provide coordination between Tampa Bay Chapter EOC and the County EOC.
 - c) Provide feeding stations, both fixed and mobile, as appropriate.
 - d) Coordinate with PCHS lead to ensure all feeding services are used to the best advantage.
 - 3) The Salvation Army (TSA) will:
 - a) Provide staffing in the EOC.
 - b) Provide TSA feeding services.
 - c) Coordinate with PCHS to ensure all feeding services are used to the best advantage.
 - 4) The Pinellas School Board (PCSB)
 - a) Provide feeding services as available through its Food Service Department.
 - b) Coordinate with PCHS to ensure all feeding services are used to the best advantage.

- 5) Other mass feeding providers will:
 - a) Check in with EOC ESF-6 Lead upon arriving in county.
 - b) Coordinate with PCHS to ensure all feeding services are used to the best advantage.

4. Section II – Public Sheltering

A. Purpose:

- 1) The purpose of this section of the annex is to document the concepts and responsibilities for the operation of shelters in the county during emergency situations.

B. Scope:

- 1) This section addresses the various types of shelters that can be opened in the county, the circumstances and what population they protect.
- 2) It does not address “emergency shelters” that are provided by social services on a daily basis.

C. Planning Assumptions:

- 1) Hurricanes and tropical storms are of the most concern for Pinellas County as a large number of residents are impacted by storm surge and need to evacuate to shelters.
- 2) Other sheltering is localized and requires much less preparation and response.
- 3) Pinellas County encourages its citizens to evaluate their individual situation and plan to shelter in place or evacuate their home as appropriate during severe weather.
- 4) For citizens who have no other options for sheltering, the county provides public shelters.
- 5) Pinellas County is divided into 5 evacuation levels predicated on the expected height of storm surge.
- 6) There are no evacuation levels based on wind.
- 7) There are large portions of the county that are outside of the 5 evacuation levels.
- 8) Approximately 46,145 persons are expected to seek space in a public risk shelter in a category 5 hurricane evacuation (Tampa Bay Regional Evacuation Study 2010).
- 9) Due to a chronic deficit of risk shelter space, 15 sq. feet/person is used, rather than the Florida Department of Emergency Management (FDEM) recommended 20 sq. feet/person allowance, to calculate the number of available spaces in a shelter.
- 10) In special needs shelters, 40 sq. feet/person is used, rather than the FDEM recommended 60 sq feet/person.
- 11) Pet-friendly shelters will not be opened in recommended evacuations or when school shelters are not opened.
- 12) Limited special needs sheltering will be available in recommended evacuations or when school shelters are not opened.
- 13) The definition of pets for sheltering purposes is cats and dogs.

D. Concept of Operations

- 1) Pinellas County provides risk shelter (risk shelters are structurally designed to provide protection during hurricanes and tropical storms) space for citizens who are evacuating for a hurricane or tropical storm, whose previous plans have failed, and for those without a plan.
 - a) These shelters are primarily in public schools and selected other buildings.
 - b) The school shelters are managed and staffed by school personnel.
- 2) Decisions to open shelters will normally be made by PCEM Director in discussion with the Response Operations Coordination Group (ROC).
- 3) Localized requirements will be coordinated through PCEM to confirm to state requirements and nationally accepted best practices.
- 4) Special needs shelters – some risk shelters are designed to provide additional and specific medical support.
- 5) Special needs shelters can be an entire shelter or part of a larger shelter with the other areas used for other purposes.
- 6) DOH Pinellas staff will manage the Special Needs areas of shelters.
- 7) Pet friendly risk areas:
 - a) Areas are designated for pets and their owners.
 - b) Several pet friendly shelters are coincidentally located in special needs shelters.
 - c) In addition to the school staff, Animal Services personnel and trained volunteers also staff these shelters.
- 8) Homeless Friendly Shelters:
 - a) Selected risk shelters are designated and staffed to assist the homeless.
 - b) In addition to the school staff, PC Human Services provides support at these shelters.
- 9) Non-school risk shelters:
 - a) Several risk shelters are located in churches, community centers and a college campus in the county.
 - b) These shelters are staffed by volunteers under the auspices of the ARC, Tampa Bay Chapter and the City of St. Petersburg.
- 10) Non-risk shelters:
 - a) Incident related sheltering is provided in situations requiring localized evacuation and sheltering.
 - b) This category includes evacuation of a small area for smoke from a fire, chemical plume, electrical outage, etc.
- 11) Cold Night shelters:
 - a) These are non-risk shelters opened to provide protection from cold weather for the homeless when temperatures are projected to be below 40° overnight.
- 12) Host shelters:
 - a) Non-risk shelters opened for evacuees from areas other than Pinellas County affected by a disaster.

13) Refuges of Last Resort:

- a) These shelters are activated by the EOC when normal evacuation procedures leave citizens stranded without shelter.
- b) Facilities will be opened by law enforcement; these shelters will have no staffing or support and may offer only limited protection from the storm.
- c) They will be closed as soon as the threat is gone.

14) Staffing of Shelters

- a) School shelters will be staffed by school personnel.
- b) Red Cross shelters will be staffed by ARC volunteers.
- c) One shelter is staffed by the City of St. Petersburg.
- d) Special needs shelter areas will be staffed by DOH Pinellas personnel.
- e) Pet-friendly shelter areas will be staffed by Animal Services personnel and designated volunteers.
- f) Homeless friendly shelters will have PC Human Services personnel on the staff as determined appropriate for response level and staffing needs.
- g) Emergency Medical Service (EMS) staff will be assigned to each shelter by their respective fire departments and/or Sunstar.
- h) Law enforcement staff will be assigned to each shelter by the PC Sheriff's Office from their staff or local law enforcement.
- i) Personnel staffing shelters are encouraged to take training on shelter operations. Training is available through PCEM.
- j) The Pinellas County Evacuation Implementation Guide has a list of the current shelters identified each year and the organizations responsible for staffing each shelter.

15) Equipping of Shelters

- a) Basic meals and water will be available in the shelters.
 - (1) PCSB shelters will be stocked by the school board, usually stored in place at the shelters.
 - (2) ARC will stock the Red Cross shelters, bringing the stocks in when they activate the shelters.
- b) Additional operational supplies.
 - (1) DOH Pinellas has some stock stored at the special needs shelters and will bring the rest when they activate.
 - (2) Animal Services will bring all equipment necessary for the pet friendly shelters.
 - (3) Other equipment and supplies will be provided by Sunstar, EMS units, PC Fleet and the PCSB to specific shelters.
 - (4) Complete information is contained in the PC Evacuation Implementation Guide.

E. Assignment of Responsibilities

1) Pinellas County Emergency Management (PCEM):

- a) Designate the risk shelters that will be in the inventory of available shelters.
- b) Select the risk shelters that will be opened in each event.
- c) Coordinate with community partners to identify severe weather recovery and host shelters.

- 2) American Red Cross (ARC), Tampa Bay Chapter:
 - a) Staffing:
 - (1) Staff Red Cross shelters.
 - (2) Staff PCSB shelters 3 days post impact.
 - (3) Support staffing of PCSB shelters pre-landfall as possible.
 - b) Provide provisions for Red Cross shelters.
 - c) Designate the shelter(s) to be used in the event of a local evacuation.
 - d) Designate the shelter(s) to be used as host shelters if needed.
- 3) Pinellas County Animal Services will provide the following for Pet Friendly Shelters (PFS):
 - a) Registration of dogs and cats to be housed during mandatory evacuations.
 - b) Management of PFS area of the shelter.
 - c) Staff for PFS area of the shelter.
 - d) Pet supplies for PFS.
 - e) Pick-up and housing of pets for special needs citizens.
 - f) Plan for large animal sheltering.
- 4) Pinellas County Human Services (PCHS):
 - a) Support the opening of cold weather non-risk shelters by the Homeless Leadership Board (HLB).
 - b) Provide additional specialized staff at homeless friendly shelters.
 - c) Provide access to prescription medications for shelterees in need.
- 5) FL Department of Health – Pinellas (DOH - Pinellas) will provide the following for Special Needs Shelters:
 - a) Management.
 - b) Staff.
 - c) Equipment and medical supplies.
- 6) Pinellas County School Board (PCSB) will provide the following at school shelters:
 - a) Management.
 - b) Staff.
 - c) Provisions.
- 7) City of St. Petersburg will provide the following at Northside Baptist Church shelter:
 - a) Management.
 - b) Staff.
 - c) Provisions will be provided through agreements with other agencies.
- 8) Pinellas County Fleet Management will deliver assigned equipment to shelters when directed.
 - a) The list is contained in the Pinellas County Evacuation Implementation Guide.
- 9) Pinellas County Sheriff's Office (PCSO) and municipal police departments are responsible for providing:
 - a) Law enforcement staff at activated shelters.
 - b) Officers to open shelters of last resort when so directed and provide presence at those shelters.
 - c) Specific assignments are located in the Pinellas County Evacuation Implementation Guide.
- 10) Municipal FDs and Special Fire Control Districts are responsible for providing:

- a) Emergency Medical Service (EMS) staff at shelters.
 - b) Specific assignments are located in the Pinellas County Evacuation Implementation Guide.
 - c) Coordinating bus transport for special needs registrants to shelters.
- 11) Sunstar Ambulance Service is responsible for providing:
- a) Oxygen and related equipment to Special Needs Shelters.
 - b) EMS staffing at Special Needs Shelters.
 - c) EMS equipment as required to shelters.
 - d) Specific equipment and shelter lists are located in the Pinellas County Evacuation Implementation Guide.
- 12) Amateur Communications Services (ACS) is responsible for providing:
- a) Staff and equipment at shelters to provide backup communications.
 - b) Staff and equipment at the EOC to provide communication with shelters.
- 13) The Pinellas County Homeless Leadership Board Cold Night Shelter Committee working with churches and agencies in Pinellas County will:
- a) Designate cold night shelters.
 - b) Staff and manage cold night shelters.
 - c) Coordinate transportation to and from cold night shelters.
 - d) Specifics of this plan can be found in the Pinellas County Cold Night Shelter Plan.

5. Section III – Post-Disaster Assistance (Short Term)

A. Purpose

- 1) The purpose of this section is to document the concepts and responsibilities for providing post-disaster assistance to the impacted population following a disaster.
- 2) Mass care and human services are necessary to provide for the most immediate needs of disaster victims: shelter and feeding; care of unaccompanied children, the aged, and others unable to care for themselves; disaster welfare inquiry; and provision of various types of human services assistance to victims.
- 3) All of these services are provided through the coordinated efforts of governmental and volunteer agencies.

B. Scope

- 1) This section describes how disaster assistance will be provided following a disaster; specifically short-term post-disaster assistance.
- 2) Long-term assistance can be found in the Post Disaster Recovery Program (PDRP).
- 3) Post-disaster assistance begins immediately following the disaster (Immediate Emergency Period) and lasts through the Short Range Restoration Period.
- 4) Normally the Post-Disaster Assistance covered here will terminate with the closing of the EOC. At that time there will be a transition to the Long Range Reconstruction Period and ESF-6 will transition to the Pinellas County Long Term Recovery Committee – Recover Pinellas.

C. Planning Assumptions

- 1) There are nearly 1 million people in the county, they will not all be affected equally by a disaster.
- 2) State and federal assistance will be available immediately after a disaster.
- 3) PCHS is designated as the ESF-6 lead.
- 4) Numerous volunteer Community Organizations Active in Disasters (COAD) will be available to provide assistance.
- 5) Individual Non-Government Organizations (NGOs), both national and local have disaster assistance plans, staff and equipment that can assist when needed.

D. Concept of Operations

- 1) Post-disaster assistance will require the coordinated efforts of the municipalities, county government, State of Florida and the federal government. In addition, numerous volunteer organizations, both local and national will need to provide assistance.
- 2) ESF-6 is the lead for coordination of the varied programs provided in the county.
- 3) However, the provision of the entire scope of human services is a multi-faceted function and involves numerous public and private agencies.
- 4) The county is responsible for human services response and recovery in the aftermath of a disaster.
- 5) Ongoing county human services activities will be coordinated in the EOC by Pinellas County Human Services (PCHS) representatives.
- 6) The county may be required to expend funds to provide basic needs for disaster victims who, for some reason, cannot obtain appropriate assistance from other sources when needed (e.g. Red Cross, state agencies, federal agencies or humanitarian organizations) and are therefore in "dire need".
- 7) After a local emergency has been declared, the Assistant County Administrator for PC Human Services, or designee, is authorized to expend county funds to assist disaster victims in "dire need". Validity of claims for this type of assistance must be verified by County Assistance Center workers or designees.
- 8) In a major disaster, many other sources of emergency assistance from state and federal resources are made available.
- 9) In localized emergency situations, not considered of enough magnitude for state and federal declarations of emergency, the county will be the only government source of assistance available to those in need.
- 10) In all emergency situations, the ARC and other humanitarian organizations will provide assistance as resources allow.
- 11) Needs Assessment
 - a) In the aftermath of a disaster, a needs assessment will be conducted to determine the mass care needs in the county.

- b) The ARC is primarily responsible for coordinating the mass care needs assessment and will be assisted by PC Human Services, Recover Pinellas, and 2-1-1 Tampa Bay Cares.
- 12) Results of the mass care needs assessment will be provided to the EOC where the ESF#6 function will coordinate appropriate mass care response operations through the ARC, TSA, county human service agencies and the various other public and private human services organizations.
- 13) Based on the needs assessment, priorities must be established to ensure that food, potable water, shelter and medical assistance are provided to the most critical areas of need first.
- 14) In any major disaster, the state will send in a RECON Team to conduct a needs assessment.
 - a) In this event, the mass care needs assessment may be conducted jointly by the state and county.
 - b) Results of this assessment will be provided to both county and state EOCs.
 - c) The county will respond to needs as resources allow and will request assistance from the state, based on the joint needs assessment, for needs that are beyond local resources.
- 15) Whenever sufficient resources are not available within the county, requests for assistance will be provided to the State EOC (SEOC). The following paragraphs discuss each level of assistance:
 - a) Comfort Stations
 - (1) In the early stages of disaster response and recovery activities (within 36 - 48 hours after disaster impact), comfort stations may be set up by the state for disaster victims and emergency responders.
 - (2) Comfort stations are set up in centralized locations and provide basic life sustaining services to disaster victims who do not need shelter and for emergency responders who are working in disaster areas.
 - (3) Comfort stations will provide one or more of the following basic minimal life sustaining services:
 - (a) Food and water. Prepared meals and potable water for drinking and hygiene.
 - (b) Commodity food will not be distributed to victims at comfort stations.
 - (c) Water and ice, however, may be distributed.
 - (d) Disaster relief supplies including comfort kits and cleanup kits, etc.
 - (e) Health and first aid treatment which may include applicable vaccinations.
 - (f) Information on recovery services and programs available through public and private agencies.
 - (g) Temporary refuge.
 - (i) Comfort stations are not designed for overnight stays.
 - (ii) They may serve as respite areas with minimal amounts of cots, tents, etc. and serve as a means of supporting other services available at the site.
 - (h) Crisis counseling for victims via field outreach programs of appropriate agencies.

- (4) The number of comfort stations and the types of services provided will be based on the given disaster and its magnitude.
 - (a) Overall management of comfort stations will be provided by the State Emergency Response Team (SERT) operations officer, in coordination with State ESF #6.
 - (b) In coordination with the county EOC and based on such sources as the RECON Team, the SERT operations officer will establish the number and scope of comfort stations.
 - (c) The SERT operations officer will also assign a managing agency.
 - (5) ESF #6 in the SEOC will provide overall coordination for establishing comfort stations and overseeing operations until the stations are closed.
 - (6) TSA, in support of ESF #6, will serve as the primary agency to operate the comfort stations and will provide an onsite manager for each station.
 - (7) If TSA resources are exhausted, the State ESF #6 desk will coordinate and assign other support agencies to fulfill this task.
 - (8) Comfort stations are designed to support mass care needs that cannot be served by the existing structure.
 - (9) Comfort stations will remain open only as long as is necessary based on the community's needs and the capability of the community's human services organizations to provide disaster services to victims.
 - (10) Comfort stations will be closed upon mutual agreement between state representatives and the county EOC.
 - (11) The county ESF #6 function will closely monitor comfort station operations. Ideally, a specific individual under ESF #6 (Salvation Army) will monitor comfort station operations on a full time basis. All decisions regarding comfort stations must be jointly entered into by state and county officials.
 - (12) Services similar to those provided at comfort stations may be provided by Red Cross Emergency Aid Stations as ARC resources allow.
- b) County Assistance Centers
- (1) After a hurricane disaster, the county may open County Assistance or Call Centers to provide help to those in need.
 - (2) Personnel from PCHS will staff or coordinate with HS providers for the county Assistance Centers.
 - (3) For a disaster situation, alternate service centers may be designated for each of the day-to-day centers.
 - (4) If hurricane damage is severe, additional County Assistance Centers may be needed.
 - (5) These centers also serve as Red Cross Service Centers when the ARC centers are established. As ARC staff becomes operational at these centers, county staff will be reduced to a minimum.
- c) Red Cross Service Centers
- (1) Red Cross may set up service centers to provide direct assistance to victims for basic emergency needs.
 - (2) Red Cross Service Centers may be set up at various locations throughout the county, depending on the areas of need.
 - (3) Among the responsibilities of the ARC will be that of attempting to reunite families that have been separated.
- d) State Recovery Centers

- (1) If the damage is sufficient for the Governor to issue a Declaration of a State of Emergency, FDEM will usually establish one or more Recovery Centers in Pinellas County.
- (2) Among the disaster relief programs which may be made available by the state are food stamps, rental and energy assistance, job services, unemployment insurance and emergency food provisions.
- (3) These programs may actually be administered by the state, county, volunteer organizations or a combination thereof.
- (4) Disaster victims must meet prevailing eligibility guidelines for state administered programs.
- (5) Recovery centers will be set up in strategic locations depending on the damaged areas. In the event of a Presidential Disaster Declaration (PDD), Federal Recovery Center(s) will be merged with the State Recovery Centers.
- e) Federal Recovery Centers
 - (1) Following a PDD, the Federal Emergency Management Agency (FEMA) will establish a Disaster Field Office (DFO).
 - (2) The DFO serves as the coordination center for all federal and state assistance programs.
 - (3) FEMA will also set up recovery centers for disaster victims to provide information about the types of federal grant and assistance programs for which they are eligible.
 - (4) These centers, staffed by federal and state representatives, do not provide direct services.
 - (5) They provide information in such areas as temporary housing, disaster related loans, emergency home repairs and unemployment insurance.
 - (6) Normally, recovery centers should be operational within seven days after a PDD, although in a major disaster, they could be established sooner.
 - (7) For actual registration for assistance programs, FEMA has set up 1-800 -621-3362 where applicants can apply by telephone.
- 16) Many citizens with special needs may need enhanced services during disaster response and recovery operations.
 - a) Included in these groups are the physically and mentally handicapped, elderly, frail elderly, homeless, non-English speaking, etc.
 - b) All participating entities in the response, including county human services functional group, will be required to address the needs of these groups.
- 17) Following disasters of lesser scope, disaster recovery assistance will still be required, but to a lesser degree. In this event, human services assistance will be coordinated through the PCHS in conjunction with ARC through existing staff and services, volunteer organizations, church groups and other private-non-profit organizations.
- 18) The various welfare services providers are responsible for providing services at different time periods. Disaster Service and Timetable Matrices for each type of declared disaster are included as Appendices A and B to this Annex. (Presidential and Governor Declared Disasters).
- 19) The Public Information Officer (PIO) on the EOC staff will be responsible for providing all mass care and human services-related information to the media for

release to the public (e.g. types of assistance available, locations of sites providing assistance, etc.).

- 20) Pinellas County Human Services representatives will ensure all appropriate information is relayed in a timely fashion to the Public Information Officer.
 - a) Information should be coordinated among all mass care/human services providers (e.g. state, county, ARC, TSA, etc.) to ensure conflicting information is not provided to the public.
 - b) In a major disaster, a Joint Information Center (JIC) will be established whereby federal, state, county and nonprofit information is coordinated.

E. Medical Care of the Injured/First Aid

- 1) All emergency responders must give priority to assisting injured disaster victims in the immediate response phase after a disaster strikes.
- 2) The primary mission of search and rescue teams, which include emergency medical services personnel, will be to locate, treat and transport injured victims to facilities where medical attention can be given.
- 3) People needing medical attention should be directed toward readily available medical facilities including hospitals, ambulatory surgical centers and walk in emergency care units. All medical facilities must be prepared to not only receive those injured who are dispatched to them through the county mass casualty system, but also those casualties who will arrive on their own.
- 4) Medical facilities must keep the EOC informed of their status with regard to disaster victims and bed availability during the emergency situation.
- 5) Municipal FDs and SFCD fire/rescue stations will also provide first aid treatment as resources allow.
- 6) EMS will coordinate first aid capabilities at mass care facilities where they have a presence.
- 7) All public shelters will have a first aid capability.
- 8) In the event of a major or catastrophic disaster, outside medical resources from state and federal resources such as DMAT teams will be requested from the SEOC.

F. Family Reunification

- 1) ARC, Tampa Bay Chapter will be the lead agency for family reunification information for family members, missing persons, etc.
- 2) ARC will be assisted by 2-1-1 Tampa Bay Cares and the Pinellas County Citizen's Information Center (CIC).
- 3) Shelter managers will maintain population counts of shelter residents and those that have departed or been sent to other shelters during recovery. Additional Information may be shared as permitted.

G. Assignment of Responsibilities

- 1) Pinellas County Human Services (PCHS):
 - a) Act as ESF-6 Lead.
 - b) Expend county funds to assist disaster victims in "dire need".

- c) Assist with mass care needs assessment.
 - d) Staff county assistance centers.
 - e) Provide timely information on recovery related topics to the JIC.
- 2) American Red Cross, Tampa Bay Chapter (ARC):
 - a) Primary responsibility for coordinating mass care needs assessment.
 - b) Provide Red Cross emergency aid stations as resources and situation allow.
 - c) Support county assistance centers with staff.
 - d) Primary responsibility for managing the family reunification contact information program.
 - 3) 2-1-1 Tampa Bay Cares:
 - a) Assist with mass care needs assessment.
 - b) Assist with family reunification contact information program.
 - 4) Recover Pinellas:
 - a) Assist with mass care needs assessment.
 - 5) Consumer Protection
 - a) Monitor for price gouging.
 - b) Provide Public Protection Information.
 - 6) State of Florida DEM:
 - a) Manage comfort stations through the SERT operations officer.
 - b) Provide a RECON when necessary to help assess mass care needs.
 - c) Establish State Recovery Centers as necessary.
 - 7) Salvation Army (TSA):
 - a) Primary agent to operate comfort stations.
 - 8) Public Information Officer (PIO):
 - a) Provide mass care and human services information to the public.
 - b) Establish a Joint Information Center (JIC) as appropriate.

6. Supporting Plans and Standard Operating Guides:

- 1) Pinellas County Evacuation Implementation Guide
- 2) Pinellas County Multi-Agency Task Force Framework
- 3) Pinellas County Feeding Plan
- 4) American Red Cross, Shelter Management
- 5) Pinellas County Animal Services – Pet Friendly Shelter Plan
- 6) Pinellas County Health Department – Special Needs Shelter Plan
- 7) Pinellas County Special Needs Standard Operating Guidelines
- 8) Homeless Evacuation/Shelter Plan
- 9) Pinellas County Homeless Leadership Board – Cold Night Shelter Plan
- 10) Pinellas County School Board – Shelter Operations Plan

7. Appendices

- 1) Gubernatorial Declared Disaster Assistance Matrix
- 2) Presidential Declared Disaster Assistance Matrix

Pinellas County Comprehensive Emergency Management Plan

APPENDIX A

SERVICE AND TIMETABLE MATRIX – GOVERNOR DECLARED DISASTER

SERVICES	ESF #	MUNICIPAL	PINELLAS COUNTY	RESPONSIBLE OTHER	STATE	NOTES
Information & Referral	6	S-from day 1	P-ongoing	S-ARC	P-when Activated	N/A
Emergency Food Distribution	6	None	P-from day 1	None	None	Relief Center will coordinate distribution to County Service centers.
Food Stamps	6	None	None	None	P-from day 1 Local DCF rep	USDA authorizes emergency distribution.
Prepared Meals/Mass Feeding	6	None	None	ARC P-from day 1 PC Schools	None	In shelters and by mobile feeding.
Food Vouchers	6	None	P-from day 1 for "dire needs"	ARC P-from day 4 for 1-2 weeks only	None	In shelters/fixd sites, mobile feeding, issuing referrals to partner agencies or utilizing Client Assistance Cards as warranted.
Individual Shelter (Special Needs Only)	6	EMS/LE support from Day 1	None	Health Dept.	Health Department Manages	Must meet special needs criteria to be eligible.
Congregate Shelter (Public Shelters)	6	EMS/LE support from Day 1	None	PCSB Staff/operates	None	Designated sites.
Rent/Mortgage Assistance	6	None	P-from day 1 for "dire needs"	ARC see note Community Dev (SHIP)	None	ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Temporary Housing/Relocation	6	Provides Input	See Notes	ARC see note	None	County coordinates identification of locations and availability. ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Utility Payment	6	None	P-from day 1 for "dire needs"	None	Low income energy assistance	State must meet income criteria (limited to one payment).
Re-connection Fees	6	None	None	None	None	N/A
Household Furnishings	6	None	None	ARC See notes	None	ARC may provide qualifying clients with referrals to partner agencies for recovery
Transportation	6	None	P-ongoing	None	None	EOC coordinates during recovery and evacuation.
Counseling	6	None	P-ongoing, see notes	ARC S-ongoing	None	PCHS can reach out to contracted providers for these services

APPENDIX A						
SERVICE AND TIMETABLE MATRIX – GOVERNOR DECLARED DISASTER						
SERVICES	ESF #	MUNICIPAL	PINELLAS COUNTY	RESPONSIBLE OTHER	STATE	NOTES
Disaster Loans	6	None	None	None	None	N/A
Insurance Assistance	6	None	None	None	See Notes	State Department of Insurance may assist
						Red Cross provides materials –
						volunteers groups provide labor to
Emergency Home				ARC See notes		ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
						ARC may provide qualifying clients with referrals to partner agencies, or may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Clothing	6	None	None	ARC See notes	None	
Employment Services	6	JTPA	JTPA	None	P-from day 1	Through Department of Labor/Florida Job Service.
Unemployment Assistance	6	None	None	None	P-from day 1	N/A
Legal Service	6	None	None	None	None	N/A
Individual/Family grants	6	None	None	None	None	N/A, program only available during Presidential Declared Disasters.
Repairs	6	None	None	Cash Vouchers	None	Environment.
	<ul style="list-style-type: none"> · P – Primary Responsibility · S – Secondary Responsibility 					

APPENDIX B

SERVICE AND TIMETABLE MATRIX - PRESIDENTIAL DECLARED DISASTER

SERVICES	ESF #	MUNICIPAL	PINELLAS COUNTY	RESPONSIBLE OTHER	STATE	FEMA	NOTES
Information & Referral	6	S-from day 1	P-ongoing	ARC S-ongoing	P-when activated	P-from day 7	N/A
Emergency Food Distribution	6	None	P-from day 1	See Notes	None	None	Relief Center will coordinate distribution to County Service centers.
Food Stamps	6	None	None	None	P-from day 1	None	USDA authorizes emergency distribution.
Prepared Meals/Mass Feeding	6	None	None	ARC P-from day 1	None	None	In shelters and by mobile feeding.
Food Vouchers	6	None	P-from day 1 for "dire needs"	ARC P-from day 4 for 1-2 weeks only	None	None	In shelters/fixed sites, mobile feeding, issuing referrals to partner agencies or utilizing Client assistance Cards as warranted
Individual Shelter (Special Needs Only)	6	EMS/LE support	None	Health Dept.	Health Department Manages	None	Must meet special needs criteria to be eligible.
Congregate Shelter (Public Shelters)	6	EMS/LE support	None	PCSB Staff/operates	None	None	Designated sites.
Rent/Mortgage Assistance	6	None	P-from day 1 for "dire needs"	ARC See note. Community Dev.	See Notes	From day 7	ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery. FEMA - both (operates for Feds).
Temporary Housing/Relocation	6	Provides Input	See Notes	ARC See note	None	P-from day 7	County coordinates identification of locations and availability. ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Utility Payment	6	None	P-from day 1 for "dire needs"	None	None	P-from day 7	N/A
Re-connection Fees	6	None	None	None	None	P-from day 7	N/A

APPENDIX B

SERVICE AND TIMETABLE MATRIX – PRESIDENTIAL DECLARED DISASTER

SERVICES	ESF #	MUNICIPAL	PINELLAS COUNTY	RESPONSIBLE OTHER	STATE	FEMA	NOTES
Unemployment Assistance	6	None	None	None	P-from day 1	P-from day 7	N/A
Legal Service	6	None	None	None	None	P-from day 7	N/A
Individual/ Family grants	6	None	None	None	P-25% of cost (match)	P-75% of total cost	Has to be denied by SBA to qualify.
Disaster Loans-Small Business Administration (SBA)	6	None	None	None	None	P-from day 7	Must be primary resident.
Insurance Assistance	6	None	None	None	See Notes	P-from day 7	National Flood Insurance State Department of Insurance may assist. Red Cross provides
Emergency Home Repairs	6	None	None	ARC See notes	None	P-from day 7	ARC may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Household Furnishings	6	None	None	ARC see notes	None	S-from day 7	ARC may provide qualifying clients with referrals to partner agencies for recovery.
Transportation	6	None	P-ongoing	None	None	None	EOC coordinates during recovery and evacuation.
Counseling	6	None	P-ongoing, see notes	ARC S -ongoing	None	P-from day 7	PCHS can reach out to contracted providers for these services
Clothing	6	None	None	ARC See Notes	None	None	ARC may provide qualifying clients with referrals to partner agencies, or may provide qualifying clients with a Client Assistance Card which provides financial assistance to be used by the client at his/her discretion for their recovery.
Employment Services	6	JTPA	JTPA	None	P-from day 1	None	Through Department of Labor/Florida Job Service.
·	P – Primary Responsibility						
·	S – Secondary Responsibility						

Pinellas County CEMP

Mutual Aid Annex



Mutual Aid Annex

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Mutual Aid Annex

1. Introduction

A. Purpose:

- 1) The purpose of this annex is to outline the duties and responsibilities of Pinellas County to provide or request mutual aid in response to a declared disaster.
- 2) It also provides guidelines through which mutual aid procurement and mutual aid assistance functions are conducted.
- 3) This annex also provides guidance to Pinellas County and municipal jurisdictions concerning mutual aid activities following the onset and/or occurrence of an emergency or disaster affecting the government, public, or private sectors within their jurisdictions.

B. Scope:

- 1) This annex is comprehensive to the range of threats identified through the hazard identification and risk assessment process used by Pinellas County.
- 2) Hazards by nature are unpredictable and vary in size, scope, and magnitude.
- 3) Pinellas County recognizes the potential variations and has developed this Mutual Aid Annex to address methods of providing or receiving support during a catastrophic emergency or disaster.
- 4) Day to day mutual aid or “automatic aid” as conducted within Pinellas County is not addressed in this annex.
- 5) This annex is applicable to all county departments, municipalities, and special fire districts that have signed the Statewide Mutual Aid Agreement (SMAA).

C. Planning Assumptions:

- 1) The emergency management structure in the State of Florida is guided by Chapter 252, Florida Statute and establishes a structure for disaster management, which identifies four (4) levels of ascending intervention (local, county, state, and federal).
 - a) The basic concept of the State Emergency Response Plan (SERP) is to allow the first level (local) of government to be charged with the initial responsibility for emergency response and relief, attempting to mitigate the situation with the resources available.
 - b) Requests for assistance to the next higher level will be made when the magnitude of the disaster either exceeds the resources of, or are not available to, the local level.
- 2) The same basic concept applies to the Pinellas County plan in that during a disaster response the first level of government (local) is charged with the initial responsibility for emergency response and relief, attempting to mitigate the situation with the resources available.
- 3) Requests for assistance to the next higher level will be made when the magnitude of the disaster either exceeds the resources of, or are not available to the local level.

- 4) Under Chapter 252, each county government is to operate an emergency management agency for the purpose of coordinating disaster relief efforts in that county.
 - a) Upon or in anticipation of the exhaustion of resources at the county level and existing mutual aid agreements, requests for state assistance through the SMAA will be made to the Florida Department of Emergency Management (FDEM).
 - b) The Governor may declare a state of emergency and direct state resources into the affected area.
 - c) State resources may also be requested from other states through the Emergency Management Assistance Compact (EMAC).
 - d) These requests will be filtered through the State Emergency Operations Center (SEOC).
 - e) The SEOC would be activated and provide direct liaison to the county EOC regarding the coordination of state and/or EMAC resources operating and/or responding into the affected area.
 - f) They will coordinate all disaster resources through various Emergency Support Functions (ESF's).
 - g) Each ESF has assigned to it a state agency with primary responsibility for managing that function.
- 5) When all of the previously stated resources are determined to be inadequate to respond to the emergency, the Governor will request assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA).
 - a) When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist state government.
 - b) In Florida, FDEM has been designated as the state agency responsible for coordinating assistance received through federal programs.
- 6) Pinellas County and all of its municipalities are signatories to the SMAA for catastrophic disaster response and recovery.
 - a) Some resources, such as fire and law enforcement, may be tasked under the SMAA, but may be coordinated through the Florida Fire Chief's Association (FFCA), Florida Sheriffs Association (FSA), or the Florida Police Chiefs Association (FPCA).
 - b) Regardless of how a mutual aid tasking is coordinated, the requesting or providing organization should still notify Pinellas County Emergency Management (PCEM) or the EOC Logistics Section (if activated).
- 7) Each mutual aid agreement participating party shall render assistance under the SMAA to any requesting party to the extent practicable given its personnel, equipment, resources, and capabilities.
- 8) Mission or Task numbers are essential for successful reimbursement. Responding without one assigned to the response can result in denial of a reimbursement request.
- 9) To the extent possible, accepted resource typing consistent with the most current edition of the FEMA/NIMS Integration Center's *Resource Typing Definitions* document will be used.

2. Concept of Operations

A. General

- 1) It is critical that all resources deployed are adequately documented and tracked from within each region.
- 2) In addition, it is imperative that personnel arrive at the scene of a disaster with the ability to be self-sufficient with regard to personal amenities, equipment, and personal protective equipment (PPE). The PPE must be appropriate for the mission and comply with all applicable standards.

B. Receiving mutual aid assistance

- 1) All Pinellas County departments and municipalities are encouraged to pre-identify resource needs and shortfalls during the pre-incident planning process.
- 2) If a need is identified that cannot be filled by the local jurisdiction a request for assistance is forwarded to PCEM. PCEM will coordinate through EOC Logistics, and investigate to determine if the resource can be found locally through another agency or private vendors. If a resource is available through a private vendor, efforts will be taken to identify funds to purchase that resource. If the resource is not available locally, the PCEM, or a Logistics staff member, will prepare a request and enter it into the SEOC EM Constellation. A mission request will be sent to the SEOC for coordination with the appropriate Emergency Support Function (ESF) to the extent possible, all requesting parties seeking assistance under the SMAA shall provide the necessary information to the appropriate desk officer in the EOC or Logistics Chief when requesting mutual aid.
- 3) The requesting party should use Form B (Appendix B to this annex) when seeking assistance.
- 4) These requests for assistance will go from the EOC, through the SEOC, to an assisting party.
- 5) If the assisting party which has received a request for assistance under the SMAA determines that it has the capacity to render some or all of such assistance, it shall provide the necessary information required on Form B and shall transmit that information to PCEM or PC EOC, and FDEM.
- 6) PCEM will ensure the information is forwarded to the requesting party (municipality, agency, or department).
- 7) If a source is known for the assistance being requested, the requestor can coordinate that information and advise the SEOC as part of the request.

C. Providing Mutual Aid Assistance

- 1) In the event of a disaster striking elsewhere in the State of Florida, all PC departments and municipalities are encouraged to pre-identify resource availabilities during the planning process.
- 2) These available outbound assets should be identified to PCEM so that the SEOC/ESF desks can be notified of their existence.

- 3) If PC departments, agencies, municipalities, or special fire districts are the assisting parties (providing mutual aid assistance) they should confirm reimbursement arrangements with the requesting parties, prior to mutual aid assets departing.
- 4) Agencies that are requested by the state to provide mutual aid assistance are eligible for financial reimbursement, as long as they receive an appropriate mission number or tasking.

D. Law Enforcement (LE):

- 1) All LE mutual aid will be coordinate through the ESF 16 desk at the SEOC with the impacted Sheriff's Offices to coordinate requested assistance from the impacted area.
- 2) All Florida Sheriffs and Police Chiefs have signed a Mutual Aid agreement under Chapter 23, F.S., Florida Mutual Aid Act, which gives them authority for such response.
- 3) The coordination of assignments of those responding Sheriff's Office or Police Department personnel is done at the SEOC in conjunction with Florida Department of Law Enforcement (FDLE).
- 4) During a catastrophic incident affecting Pinellas County all law enforcement requests for assistance will be coordinated through the Law Enforcement Desk in the PC EOC.

E. Fire Administration:

- 1) All mutual aid will be coordinated through the ESF 4/9 desk at the SEOC with the impacted area fire coordinators to coordinate requested assistance from the impacted area.
- 2) Each fire department has signed a SMAA. Through this agreement, various requests for assistance are provided.
- 3) All mutual aid requests (in or out) will be processed through the SEOC as coordinated by the EOC ESF 4/9 assigned personnel or the EMS and Fire Administration.
- 4) Accepted resource typing consistent with the most current edition of the FEMA/NIMS Integration Center's *Resource Typing Definitions* document will be used.
- 5) ESF 4/9 will fill the request in accordance with the Florida Fire Chief's Association (FFCA) Statewide Emergency Response Plan (SERP).

F. Emergency Medical Services (EMS):

- 1) All mutual aid will be coordinated through the ESF 4/9 and ESF 8 desk at the SEOC with the impacted area EMS coordinators to coordinate requested assistance from the impacted area.
- 2) Each fire department has signed a SMAA. Through this agreement, various requests for assistance are provided.
- 3) The FFCA and the Florida State Department of Health, Division of Emergency Medical Services, have entered into a Memorandum of Understanding (MOU) to

formalize the use of the FFCA SERP to deploy pre-hospital EMS resources to disaster situations.

- 4) All mutual aid requests (in or out) for a pre-hospital EMS resource will be processed through the SEOC, as coordinated by the PC EOC ESF 4/9 assigned personnel or the EMS and Fire Administration.

G. Military Assistance

- 1) Military assistance from Florida National Guard (FNG) units as well as federal units may be requested when appropriate.
- 2) All military assistance requests must be processed through the PC EOC and sent to the SEOC for approval.
- 3) Military resources will normally have specific missions and any deviation from those missions will require coordination and approval through the same process as initial approval.
- 4) Military resources will normally arrive with a command section that will coordinate with the EOC and the requesting organization.

H. Other Resources/Agencies:

- 1) All mutual aid will be coordinate through the appropriate ESF desk at the SEOC with the impacted area EM officials to coordinate requested assistance from the impacted area.
- 2) Each municipality has signed a SMAA. Through this agreement, various requests for assistance are provided.
- 3) All mutual aid requests will be processed through the SEOC as coordinated by the PC EOC Logistics (if activated) or PCEM.
- 4) All requests for mutual aid assistance (in or out) under SMAA shall be coordinated by PCEM.

I. Reimbursement Procedures

- 1) Financial Assistance
 - a) When a major or catastrophic emergency exceeds local resources and area departments are unable to fulfill the needs of the citizens, aid and assistance may be requested from the state.
 - b) Such financial assistance is made available on a supplemental basis through a process of application and review.
 - c) If community resources are insufficient, the local government may apply to the state for state assistance.
 - d) The governor reviews the application, studies the damage estimates and, if appropriate, declares the area a State Disaster. This official declaration makes state funds, personnel, and resources available.
 - e) If damages are so extensive that the combined local and state resources are not sufficient, the Governor applies to the President for federal disaster assistance.
 - (1) A similar assessment of the application and damage estimates is completed.
 - (2) If the need for federal assistance is justified, the President issues a major declaration and resources are made available.

- (3) This official declaration makes federal funds, personnel, and resources available.
 - (4) Federal funding is usually on a shared cost basis with 75% Federal funds and 25% State funds.
 - f) No reimbursement of funds is required for state or federal military resources.
- 2) FEMA Reimbursement
- a) This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the State of Florida, and the county's private insurance carriers.
 - b) If the department fails to provide comprehensive, detailed, and accurate documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.
 - (1) Reimbursement Eligibility - To meet eligibility requirements for FEMA reimbursement, an item of work must:
 - (a) Be required as the result of the major disaster event.
 - (b) Be located within a designated disaster area.
 - (c) Be the legal responsibility of the eligible applicant.

3. Assignment of Responsibilities

A. Emergency Management

- 1) PCEM will provide the mission/task number for all entities except Fire/EMS and Law Enforcement agencies who receive their numbers through the Florida Sheriffs Association (ESF 16), the Florida Police Chief's Association (ESF 16), or the Florida Fire Chiefs Association (ESF 4 / 9).
- 2) Provide the standardized FEMA, state, and local forms needed to document all expenses to assist municipalities, county departments, other government agencies, and special fire control districts obtain reimbursement.
 - a) Municipalities, county departments, other government agencies, and special fire control districts are responsible for reimbursement arrangements.
- 3) PCEM or EOC Logistics will be responsible for:
 - a) Requesting SMAA resources through the state and will prepare a request and enter it into the SEOC EM Constellation.
 - b) Emailing or faxing the *Response to Request for Assistance Form* to the Logistics Section at the SEOC prior to the departure of the resources.
 - c) Providing that a mission request is sent to the SEOC for coordination with the appropriate Emergency Support Function (ESF).
 - d) Tracking of inbound or outbound SMAA assets (mission number from the state).
 - e) Receiving of inbound SMAA assets at County Staging Area (CSA).
 - f) Verifying, for outbound mutual aid, the tracking number with the requesting jurisdiction or FDEM/SEOC:
 - (1) The mission/tasking number
 - (2) Incident type/location
 - (3) Contact name and telephone number of the staging area manager
 - (4) Responsible party

- (5) Directions and maps if available to the staging area
- (6) Primary mission objective(s) and any special instructions
- (7) Acquiring assets from local municipal or special districts to meet the request

B. Law Enforcement (LE):

- 1) For the purpose of Mutual Aid (MA) requests for either inbound or outbound resources, PCSO will be responsible for coordinating Law Enforcement requests.
- 2) Requests for LE outside of “local” requests handled through normal communication procedures will be qualified and assigned through the LE EOC desks.
- 3) All SMAA guidelines will be followed.
- 4) All Florida Sheriffs and Police Chiefs have signed a Mutual Aid agreement under Chapter 23, F.S., Florida Mutual Aid Act, and procedures/policies within shall be followed.
- 5) Entities receiving mutual aid shall have a reception plan for MA and provide food and lodging unless requested MA is self-sufficient.
- 6) If the disaster scenario warrants, an agreement or MOU with Pinellas County as to who can use county base camp(s) if activated, etc.

C. EMS and Fire Administration:

- 1) For the purpose of MA requests for either inbound or outbound resources the PC EMS and Fire Administration will be responsible for coordinating these requests.
- 2) Requests for fire resources, Advanced Life Support (ALS) rescues, hazmat, or technical rescue outside of “local” requests handled through Emergency Communications will be qualified and assigned through the Fire and/or EMS Division EOC desks.
- 3) All SMAA guidelines will be followed.
- 4) The FFCA and Division of the State Fire Marshall (DSFM) have entered into a MOU with the Florida Department of Environmental Protection (FDEP) and the Department of Health relating to periods of activations of the SEOC. Under these MOU’s, ESF 4/9, ESF 8 and ESF 10 will work together on the deployment of various response resources including the FDEP emergency response personnel and the State Environmental Response Team (SERT). Any request for these resources will be coordinated in accordance with the Statewide Emergency Response Plan (SERP).
- 5) Pinellas County Safety & Emergency Services Fire Division will have developed an SOG to receive mutual aid resources and distribute them appropriately to requesting jurisdictions.
- 6) Entities receiving mutual aid shall have a reception plan for MA and provide food and lodging unless requested MA is self-sufficient.
- 7) If the disaster scenario warrants, an agreement or MOU with Pinellas County as to who can use county base camp(s) if activated, etc.

D. Pinellas County departments, municipalities, and Special Fire Control Districts (SFCD):

- 1) For the purpose of requests for MA for either inbound or outbound resources PCEM will be responsible for coordinating these requests.
- 2) Requests for resources outside of local requests handled between municipalities or agencies will be qualified and assigned through PCEM or EOC Logistics Desk.
- 3) SMAA guidelines will be followed.
- 4) Entities receiving mutual aid shall have a reception plan for MA and provide food and lodging unless requested MA is self-sufficient.
- 5) If the disaster scenario warrants, an agreement or MOU with Pinellas County as to who can use county base camp(s) if activated, etc.

4. Authorities and References

- A. FL Statute 252.40 Mutual aid arrangements
 - 1) Statewide Mutual Aid Agreement
- B. FL Statute 252.34(5) Florida Statutes:
 - 1) Definitions - "Local emergency management agency"
- C. FL Statute 252.38 Florida Statutes:
 - 1) Emergency management powers of political subdivisions
- D. FL Statute 252.42 Florida Statutes:
 - 1) Government equipment, services, and facilities
- E. Chapter 23, F.S., Florida Mutual Aid Act

5. Appendices

- A. Reimbursement Guidelines for Mutual Aid Assisting Parties under the SMAA
- B. Statewide Mutual Aid Agreement (SMAA) Form B
- C. Statewide Mutual Aid Agreement (SMAA) Mutual Aid Responder Claim Narrative

APPENDIX A

Florida Emergency Management Division (FDEM) Reimbursement Guidelines for Mutual Aid Assisting Parties Under the Statewide Mutual Aid Agreement (SMAA)

The Statewide Mutual Aid Agreement (SMAA) supersedes other inter-local agreements during “major or catastrophic disasters” (usually evidenced by the Governor’s proclamation of a state of emergency, activation of the State EOC and the State Emergency Plan, and/or by Federal Declarations of Fire, Emergency, or Disaster). The SMAA may also be applicable between participating parties in absence of an inter-local agreement during minor disasters. Requests for assistance under the SMAA should be through the State EOC by mission assignment. If the Requesting Party transmits the request directly to an Assisting Party, the State EOC should be advised of the request so that an EOC Mission Number can be assigned. SMAA Assisting Parties may claim reimbursement of expenses from the SMAA Requesting Party consistent with the Federal Emergency Management Agency (FEMA) reimbursement guidelines; whether or not a Federal Declaration for disaster relief is applicable. (Note: All State Agencies, all Counties, and all but a few local governments are participants in SMAA. Also, other political subdivisions of the state such as School Districts, Water Management Districts, etc. are also eligible participants). In the event of a Federal Declaration (Disaster, Emergency, or Fire Suppression) for an affected Disaster area, the SMAA Requesting Parties from within the Declared disaster areas may seek FEMA reimbursement for eligible emergency response costs; including those costs claimed by their SMAA Assisting Parties. Further guidance for SMAA Assisting Parties for submitting SMAA claims for reimbursement from SMAA Requesting Parties is as follows:

1. The SMAA Assisting Party (Claimant) should submit claim to the SMAA Requesting Party with a transmittal letter, or a completed SMAA Assisting Party Claim Narrative form, which clearly identifies the Requesting Party, and includes a brief narrative describing:
 - a. the SMAA request including applicable State EOC Mission Number(s);
 - b. the types of employees that responded (police, fire, public works, etc);
 - c. the time frame of SMAA services provided;
 - d. the SMAA services rendered as emergency protective measures for the public safety/health or for protection of improved property such as fire fighting, security, evacuation assistance, search and rescue, traffic control, law enforcement, emergency medical, etc; and,
 - e. the Declared Disaster areas (County or City) in which the SMAA services were provided;
2. A Total Actual Costs Summary (Work Completed To-date) which provides claimed expenses itemized in the following categories as applicable:
 - a. Labor including the separate fringe benefits rates for regular time and overtime pay.
 - b. Equipment at the FEMA Equipment Rates or established Claimant Rates if less than the FEMA Equipment Rate Schedule.
 - c. Materials expended (stock supplies or purchased for the response).
 - d. Contract Services in support of the emergency response.
 - e. Rented Equipment utilized in the emergency response.
 - f. Travel Costs (employee reimbursements, direct paid lodging, meals, and misc. expenses).
3. Separate itemized expense summaries for each of the above categories of cost as applicable:
 - a. Labor Summary listing the personnel for regular and overtime hours worked each day, for a total number of hours, for cost to be extended at the appropriate regular time or overtime pay rate. The appropriate fringe benefit rate may be applied to the total regular time and the total overtime costs as per the Fringe Benefit Rate Determination Sheet.
 - b. Equipment Summary listing the various units of claimant-owned equipment for the hours used each day for a total number of hours of use to be extended at the appropriate equipment rate.
 - c. Materials Summary listing the consumed materials and supplies that were consumed by the Claimant in the emergency response operations whether inventory items or items purchased for the emergency at the quantities and unit prices extended for the materials consumed.
 - d. Contract Summary listing each vendor/contractor with a description of the services provided.

- e. Rental Equipment listing showing the rental period and the cost for each piece of rented equipment used in the emergency response.
 - f. Travel Summary that lists travel costs reimbursed to each Claimant employee, or paid directly by the Claimant for transportation, meals, and/or lodging for Claimant personnel or volunteers.
4. Further clarification of costs eligible for FEMA reimbursement are listed as follows:

Labor: Actual costs for Regular Time pay and Overtime Pay is eligible. When it is necessary for a Claimant to backfill positions to maintain required minimum levels of protection for essential services of their own community, such extra-ordinary costs may be eligible when it is a direct result of responding to a Mutual Aid request. Firefighter pay for 24-hour days should be limited to actual pay as per pre-established Claimant personnel pay policy. Portal-to-Portal 24-hour pay should not be claimed unless such a pay policy or practice has been established by the Claimant; and is enforceable by employees. Otherwise, claims for pay should be based on actual regular time and actual overtime hours worked. If a Responder is claiming 24-hour pay, or portal-to-portal pay, but is waiting for reimbursements to pay the firefighter without pre-established policy or requirement, then the excess overtime may not be eligible by FEMA or State guidelines.

Benefits: The typical claimed fringe benefits for both regular time and overtime gross pay are the percentages of gross pay for FICA/MICA, retirement, and workers compensation components. Fringe benefits in percentages of gross pay for leave time earned; health, life, and disability insurance costs; and other costs are also eligible as applied to gross regular time pay; but not overtime pay. If the Claimant uses the same fringe benefit percentage for both regular time pay and overtime pay, it should be indicated that they are only claiming the eligible fringe benefits common to both regular time and overtime gross pay (i.e. FICA/MICA, retirement, and workers compensation costs).

Equipment: The National FEMA Equipment Rate Schedule is available at the FEMA's website (<http://www.fema.gov>) and on the DEM website. The appropriate FEMA cost code that matches the described unit of equipment should be listed on the itemized equipment summaries to coincide with the claimed hourly or mileage rate. Mileage rates should be claimed, when listed, for all vehicles that are used primarily for transporting personnel. Hourly rates for pickups (\$7.50/hour) are acceptable when they are used for heavy-duty emergency response activities. Hours of use of equipment should not exceed the actual time that labor is available to operate it. Even if 24-hour pay is eligible as claimed, manned equipment should not be claimed for 24 hours per day unless it is being used by different shifts and this is indicated on the summary forms. Any equipment on standby or used for less than four hours a day should be claimed for actual hours of use. Equipment used intermittently all day, or more than four hours a day, can be claimed for hours of personnel actually manning the equipment. FEMA hourly or mileage rates should not be claimed for equipment on loan from the State or Federal government. However, in lieu of hourly rates, actual operating costs such as fuel and necessary maintenance/repairs can be claimed for this equipment.

Materials: Fuel and routine maintenance costs should not be claimed for equipment use being reimbursed by equipment rates. Any claimed fuel cost should include a notation that the fuel was not used in Claimant-owned equipment for which equipment rate reimbursement is being claimed. Fuel provided to others, or used for purposes other than in equipment that is being reimbursed at equipment rates, may be eligible. Materials for claimant-owned equipment repair, for necessary repairs due to extra-ordinary damages during emergency operations may be separately eligible as per FEMA Directive Policy Number 9525.8. Justifications should be provided, including the circumstances of the damages, with or on the Claimant's Material Summary that the repairs were necessary due to unavoidable damages, other than routine maintenance, for use of the equipment beyond its intended purpose or design capabilities. Physical or mechanical damages due to necessary off-road use of equipment designed for on-road use and extra-ordinary damages caused emergency operations in the disaster environment (fire, flood, debris, etc) that are unavoidable and to the extent not covered by insurance could be examples of eligible repair costs. Materials for repair of damages as a result of traffic accidents or mechanical failure while commuting to and from the disaster area assignments are not separately eligible as such costs are included in the equipment rate allowances and/or by insurance.

Contract Services: The same justifications for contracted equipment repairs would be necessary as described above in the Materials guidance for repair parts. Contracted services for upgrading of equipment for immediate emergency response service in the disaster may also be eligible to be evaluated on a case-by-case

basis. Other contract services that are necessary in the performance of the emergency work may also be eligible upon appropriate justification.

Travel: Lodging, meals, and other necessary travel costs that are reimbursed in employee expense claims or paid directly by the claimant are eligible for SMAA reimbursement. However, lodging and meals may be directly provided by Federal, State, and Local private or public agencies in the Disaster Area for SMAA Claimant personnel or volunteers. Employee Per Diem claims should not be claimed for reimbursements when such costs are provided by others.

5. All emergency response units of SMAA participating parties should obtain copies of the Statewide Mutual Aid Agreement from their governing bodies or their emergency management office and become familiar with its specific terms: In particular, its provisions concerning, 1) the applicability and invocation of SMAA; 2) the responsibilities of Requesting and Assisting Parties; 3) the rendition of assistance; 4) the procedures and costs eligible for reimbursement; 5) the requirements for documentation; 6) protests of SMAA billing and arbitration of disputes under the agreement; and, 7) insurance and other general requirements regarding liability, responsibilities, obligations, and availability of State funding under SMAA.

Note: The SMAA claim reimbursement procedure can be expedited if the above guidance is followed. The SMAA Claimant may utilize their own spreadsheets for expense summaries, may use the available forms (Expense Summaries, Narrative Claim Form, 24 Hr/day OT Certification, etc.) on the Bureau of Recovery & Mitigation's website (<http://www.dca.state.fl.us/brm>) under "Publications," or may utilize the FEMA Expense Summary forms on "FEMA.gov website. The State Agency Public Assistance Coordinator, Charles Bartel, may be reached at (850) 414-7566 for further guidance or assistance. It is not necessary to attach supporting documentation for the expense summaries such as time sheets, equipment logs, purchase orders, invoices, etc., unless and when requested. However, supporting documentation, upon which submitted expense summaries are based, should be kept on file by the SMAA Claimant for at least five years.

SMAA claims should be submitted directly to the Requesting Party. SMAA claim submissions to the State, as SMAA requester, should be forwarded to the following address:

NOTE: The below referenced individuals may change. Contact the Pinellas County EOC for confirmation of the GAR and PAC.

PERSON TO BE DESIGNATED, GAR (Governor's Authorized Representative)
Attn: State Agency PAC (Public Assistance Coordinator), Charles Bartel
2555 Shumard Oak Boulevard
Tallahassee, FL 32399

STATEWIDE MUTUAL AID AGREEMENT

Type or print all information except signatures

Form B, PART I: TO BE COMPLETED BY THE REQUESTING COUNTY

Dated:	Time:	Hrs	From the County of:
Contact Person:	Telephone:	FAX:	
To the County of:	Authorized Rep:		
Email address of contact:			
Incident Requiring Assistance:			
Type Assistance / Resources Needed (for more space, attach Part III):			
Date & Time Resources Needed:		Staging Area:	
Approximate Date/Time Resources Released:			
Authorized Official's Name:		Authorized Official's Signature:	
Title:	Agency:	Mission No:	

Form C: TO BE COMPLETED BY THE ASSISTING COUNTY

Contact Person:	Telephone:	FAX :
Type of Assistance Available:		
		Estimated Total Mission Cost:
Date & Time Resources Available From:	To:	
Staging Area Location:		
Approx. Daily Total Costs for Labor, Equipment and Materials: \$		
Transportation Costs from Home Base to Staging Area: \$	Transportation Costs to Return to Home Base: \$	
Logistics Required from Requesting County: Yes (Provide information on attached Part III) No		
Authorized Official's Name:	Title:	
Authorized Official's Signature:	Agency:	
Dated:	Time: : Hrs	Mission No:

Form B, Part II: REQUESTING COUNTY'S APPROVAL

Authorized Official's Name:	Title:
Signature:	Agency:

**STATEWIDE MUTUAL AID AGREEMENT (SMAA)
MUTUAL AID RESPONDER CLAIM NARRATIVE**

Responder Organization: _____

Address/Zip Code: _____

Phone: _____ FAX: _____ E-Mail: _____

Contact Person: (Print/Type): _____ Title: _____

Employer Identification Number (EIN): _____

Responder Jurisdiction: _____

(State/County/City/District/Other)

Emergency Response Period Dates: _____

Federal Declaration (If Applicable): _____

Types of Responder Employees: _____

Mutual Aid Requester: _____

(State/County/City/District/Other)

How Requested? _____ State EOC Mission # _____
_____ State DOF Request/Incident # _____
_____ FFCA Mission No. _____
_____ Local EOC _____
_____ Other: _____

Type of Emergency Work: _____ Debris Removal
_____ Traffic Control
_____ Evacuation Support
_____ Security/Patrols
_____ Emergency Response Calls
_____ Search & Rescue
_____ Firefighting/Firefighting Support
_____ Emergency Shelters (Feeding and/or Lodging)
_____ Animal Control/Sheltering
_____ Other: _____

Location of Emergency Work: _____

Other Emergency Work Comment as necessary: _____

Total Amount of Claim: \$ _____ Signature/Date: _____

Note: Separate Claim must be made for Debris Removal. Attach Expense Summaries as applicable.

Pinellas County CEMP

Pandemic Annex



Pandemic Infectious Disease Annex

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Pandemic Infectious Disease Annex

1. Introduction

A. Purpose

- 1) The intent of this annex is to provide general guidance to county departments and municipal governments in the preparation of plans specific to a pandemic response.
- 2) The specific purposes of this document are as follows:
 - a) Limit illness and/or mortality within the county and municipalities during a pandemic event.
 - b) Preserve the continuity of essential government functions within the county and municipalities.
 - c) Minimize economic loss within the county and municipalities.
 - d) Minimize social disruption within the county and municipalities.
 - e) Provide guidance, continuity, and organization to the delivery of prehospital emergency medical care during a significant infectious disease outbreak or pandemic.
- 3) This annex also addresses the command, control and decision-making process that will be put into place when a pandemic situation has significant effects on Pinellas County.

B. Scope

- 1) This annex encompasses the processes, procedures, and actions to be taken by all county departments, government and non-governmental agencies, and municipalities in response to and recovery from a pandemic that affects the citizens of Pinellas County.
- 2) It is also designed to:
 - a) Minimize and mitigate event impact on agencies/municipalities.
 - b) Contribute significantly to the public health priorities of disease containment and prevention.
 - c) Monitor and adapt to changing community healthcare issues.
- 3) Maximize utility of available resources while also maintaining other necessary public capabilities.
- 4) Provide levels and types of response that are appropriate to resource availability, in consultation with other appropriate federal, state and local authorities.
- 5) This annex does not mandate any alterations in levels of care or override any county, state or federal laws concerning medical care.

C. Planning Assumptions

- 1) Health and medical assumptions
 - a) The clinical severity of any individual infectious disease pandemic will likely dictate the level to which this annex is implemented.
 - b) If and when a pandemic with significant clinical severity occurs, it will be necessary for difficult decisions to be made at federal, state, and local levels.

- (1) These decisions may alter agencies response, possibly evolving from optimal to adequate to minimal sustainable levels.
- (2) They may also result in alterations of operational standards in order to maximize the effectiveness of limited resources for as many people as possible.
- c) Preplanning for worst-case scenarios may remove some of the burden of difficult decisions on individual agencies, departments, or municipalities and assist in maintaining focus on working for the greater good.
- d) Day to day operations depend upon the combined contributions, cooperation and communication between many functional agencies or organizations.
 - (1) Pandemic operations require even closer coordination, plus the ability for expansion to include, at a higher level than usual, additional organizations such as Pinellas County Emergency Management (PCEM) and the Public Health Department.
 - (2) This structure lends itself to an Incident Management and/or Unified Command approach.
- e) This annex builds on pandemic response plans from the emergency medical community and the Florida Department of Health - Pinellas.

2. Concept of Operations - Pandemic Response

A. Strategic Goals

- 1) Preparedness activities related to an influenza plan are based on three strategic goals.
 - a) Ensure continuity of operations of county/municipal agencies and county/municipal government;
 - b) Protection of county citizens;
 - c) Sustainment and support of critical infrastructure and key resources located within the county.

B. Operational Levels

- 1) While national and global pandemic planning organizations such as the Centers for Disease Control (CDC) and the World Health Organization (WHO) use classification levels that center on types of infectious agent transmission and geographic spread of disease, this annex will use different criteria for classification.
 - a) Although the WHO Pandemic Level may be at the maximum of 6 (indicating global presence of disease), Pinellas County may only be mildly affected at any particular time. Therefore, it does not make sense to link local actions to WHO Pandemic levels.
 - b) While we have defined operational levels and accompanying goals and actions below, it is likely that any given pandemic event will have different implementation strategies for specific goals, different timelines of progression, and different factors to consider.
 - c) The lists of anticipated actions are meant to be flexible and will likely require customization for each pandemic event, including adding or subtracting actions, moving actions between operational levels, and changing functional unit assignments.

C. County Response

- 1) Individual human influenza cases will begin to be observed in the inter-pandemic phase through the pandemic phase.
 - a) Individual or small cluster case-based containment interventions (isolation and quarantine) will be implemented at the county level during the course of the pandemic for as long as is as feasible.
 - b) The Florida Department of Health Pinellas (DOH Pinellas) Director can issue a quarantine order with support from county or municipality law enforcement. (Chapter 381, F.S. Section 381.0011, F.S. and Section 381.0012, F.S.)
- 2) When case-based containment is overwhelmed or becomes ineffective due to the rapid and sustained disease transmission, and vaccine is not yet available, community-based control and mitigation interventions may be implemented, such as social distancing.
- 3) Once a vaccine becomes available, vaccination strategies will be implemented at the local level. See the DOH Pinellas Pandemic Influenza Annex to their Emergency Operations Plan
- 4) Unified Command (UC) will be established in accordance with the National Incident Management System (NIMS) and consistent with the roles and responsibilities as outlined in the CEMP to control this event.
- 5) Options to be considered, depending on the severity and the necessity for social restrictions:
 - a) Declaration of a State of Local Emergency (SLE) by the Board of County Commissioners (BCC)
 - b) Declaration of a Public Health Emergency by the DOH - Pinellas Director.
 - c) Emergency Medical System Emergency declared by the Executive Director of the Emergency Medical Service (EMS) Authority
- 6) Special Fire Control Districts (SFCD) and Municipal Fire Districts (FD) will follow their pandemic infectious disease plans.
- 7) The county Emergency Operations Center (EOC) activation level will be established consistent with local threats and activities needed to support a pandemic unified command.
 - a) Pinellas County borders three counties: Hillsborough to the east, Pasco to the north and Manatee to the south.
 - b) Information is shared via WebEOC and SharePoint, monthly conferences, and with the sharing of plans.
- 8) Determination of pandemic operational levels and specific plan element implementation will be based on a number of factors, many of which may not have specific levels predefined.
 - a) These factors may include, but are not restricted to:
 - (1) Availability of various types of EMS and/or fire response staffing (clinical, administrative, support, dispatch, etc.).
 - (2) Availability of various types of hospital and/or alternate healthcare resources; availability of appropriate protective and/or patient care supplies.
 - (3) Immunization availability.
 - (4) Federal, state, and local emergency declarations.

D. The pandemic operational levels are summarized below:

- 1) Condition Green: Influenza/infectious disease is present in the community but with minimal additional stress placed on medical services and facilities. This condition applies not only to declared pandemic situations, but logically applies to known seasonal influenza epidemics, during which time it would be considered to be a baseline level of function.
 - a) Goal 1: Minimize impact on all workforce communities by minimizing significant exposure to infected patients.
 - b) Goal 2: Help to minimize exposure to hospital personnel and other patients by identifying incoming Pandemic Infectious Illness (PII) patients to the hospital prior to arrival.
 - c) Goal 3: Make preparations for possible progression to higher acuity levels.
 - d) Goal 4: Assist DOH Pinellas with preventive measures such as immunizations.
- 2) Condition Yellow: Influenza/infectious disease is widespread in the community with some impact on workforce and/or significant increase in needed medical resources. Hospital resources are also starting to be impacted. This condition is roughly equivalent to the impact of a moderate to severe seasonal influenza epidemic.
 - a) Goal 1: Continue activity on Condition Green goals.
 - b) Goal 2: Facilitate communications with hospitals to understand the nature of their resource limitations and activate plans for bed delay mitigation.
 - c) Goal 3: Review and prepare for possible implementation of Condition Red actions. Alert all components of system and coordinate closely with DOH Pinellas and hospitals.
 - d) Community Mitigation: Voluntary isolation of ill at home.
- 3) Condition Red: Influenza/infectious disease is widespread in the community with definite impact on workforce, including childcare issues, mandatory overtime, and even alternate staffing plans. Hospital critical care resources may be severely limited if disease acuity is high, potentially causing alterations in EMS treatment protocols.
 - a) Goal 1: Continue previous goal activities.
 - b) Goal 2: Maintain near normal public operations - Consider implementation of Medical Priority Dispatch System (MPDS) Protocol 36 for EMS operations.
 - c) Goal 3: Support workforce as much as possible under increased stressors and workloads.
 - d) Goal 4: Review and prepare for possible implementation of Condition Black actions. Obtain necessary approvals and closely coordinate with Public Health Department, Emergency Management, and EMS Authority.
 - e) Community Mitigation: Continue Condition Yellow actions and consider:
 - (1) Voluntary quarantine of household members in homes with ill persons.
 - (2) Consider dismissal of students from schools and school based activities.
 - (3) Consider closure of child care programs.
 - (4) Consider canceling selected public gatherings.
 - (5) Consider workplace modifications to promote social distancing.
- 4) Condition Black: All community resources severely stressed. Federal, state, and or local authorities authorize implementation of altered Standards of Care guidelines.
 - a) Goal 1: Safeguard workforce to greatest extent possible.

- b) Goal 2: Utilize available EMS and hospital resources according to established altered Standards of Care guidelines.
- c) Goal 3: Coordinate with incoming supplemental mutual aid or disaster assistance efforts if available.
- d) Community Mitigation:
 - (1) Voluntary quarantine of household members in homes with ill persons.
 - (2) Recommend dismissal of students from schools and school based activities.
 - (3) Recommend closure of child care programs.
 - (4) Recommend canceling selected public gatherings.
 - (5) Recommend workplace modifications to promote social distancing.

3. Organization and Assignment of Responsibilities

A. Planning and preparedness for implementing mitigation strategies

- 1) During a pandemic event these strategies tend to become complex tasks requiring participation by all levels of government and all segments of society.
- 2) DOH Pinellas Director shall provide command and control for county health and medical operations, in coordination with the County Medical Director, the State Health Officer, and the PCEM Director.
- 3) Other county agencies and community partners will support these planning and response efforts by managing the functional areas that fall within their competency areas and statutory authorities (as referenced in the CEMP).
- 4) Convey and coordinate public outreach, media engagement, and strategic messaging with partners at the local, State, and Federal levels – DOH Pinellas / Pinellas County Marketing and Communications / Municipality Communications / Pinellas County School Board (PCSB).
 - a) Effective communications leading into, during, and after a pandemic are necessary to mitigate public fear and concerns. It will help reduce rumors and avoid panic situations.
 - b) During a pandemic, risk communications at the State Emergency Operations Center (SEOC) will be coordinated through ESF 14 (Public Information).
 - c) A Joint Information System (JIS) will be established.
 - (1) The JIS will be made up of representatives from the Office of Communications from each participating agency.
 - (2) The State Emergency Response Team (SERT) will activate the Florida Emergency Information Line (FEIL).
 - (3) Emergency Response Function (ESF) 8 (Public Health and Medical) will be the lead for providing technical health and medical information related to the pandemic.
 - d) It is inherently important to coordinate the “message” with the DOH Pinellas and the FDOH.
 - e) Conflicting messages will confuse and may panic the public.
- 5) Reduce public fear and engender trust in government at all levels - Pinellas County Marketing and Communications / Municipality Communications / DOH Pinellas

- a) The establishment of a Joint Information Center (JIC) within the county to coordinate County, municipal, and health department messages should be considered early.
 - (1) Pinellas County Marketing and Communications and a PIO representative from the DOH Pinellas will manage public information.
 - (2) A Joint Information Center (JIC) will be established only upon activation, or in some cases a partial activation, of the EOC by PCEM.
 - (3) The Florida Emergency Information Line (FEIL) will be set up by the state to provide information to the public, which will help alleviate the heavy call-traffic into the county Citizens' Information Center (CIC) and county 211 Services.
 - (4) The CIC and 211 will be staffed on rotating shifts to provide timely and technically correct health and medical information as it is received from PC EOC ESF 8.
 - (5) Agencies can consider public service announcements (PSA) and radio campaigns.
 - (6) A suggestion would be to follow traffic reports during peak morning and afternoon hours when people are more likely to tune in.
 - (7) Agencies may consider the use of social networking tools such as twitter as a means of distributing public information.
 - (8) Partnership with PCSB would benefit the DOH Pinellas and Hospitals to immediately keep parents, teachers, and school officials informed.
- 6) Support county and municipal entities in their response to a pandemic event, including containment of pandemic disease where possible – DOH Pinellas / PCEM.
- 7) Make every effort to ensure the safety of all personnel supporting pandemic operations – ALL.
- 8) Support private sectors and nonprofit organizations in their responses to a pandemic event where possible – PCHS.
- 9) Ensure resource coordination of county response and recovery operations as required – DOH Pinellas / PCEM / PCEMS / PC Fire Division / Municipalities.
- 10) Implement a coordinated operating plan, share reports horizontally and vertically, and ensure collaboration with local county partners and participating agencies – DOH Pinellas / PCEM / Local EOC's / PCSB.
- 11) Implement Continuity of Operations Plans (COOP) for local county agencies, boards, and commissions as needed – individual agencies.
- 12) Determine economic impact of a pandemic at the local level - Pinellas County Economic Development (PCED).
- 13) Monitor number of confirmed cases of the disease by classroom and school – PCSB.
- 14) Implement process for closures of schools and childcare facilities, and cancellation of school related activities as determined necessary – PCHS / PCSB / DOH Pinellas / PCEM / FDOE.
- 15) Provide for continuation of provision of core social services – PCHS.

- 16) Implement process to support voluntary and/or involuntary isolation and/or quarantine - DOH Pinellas / PCEM.
- 17) Prepare and distribute personal protective equipment to first responders – PC EMS / Sunstar / /Pinellas County Sheriff’s Office (PCSO) / Local Law Enforcement Office (LEO) / Pinellas County Office of the Medical Director (PC OMD).
- 18) Monitor, collect and prepare reports on number of confirmed versus suspected cases of – DOH Pinellas / PCEMS / PC OMD / PCEM.
- 19) Monitor collect and prepare reports on the number of hospital admissions and deaths related to – DOH Pinellas.
- 20) Establish vaccination centers and medication distribution centers as necessary, guided by the SNS distribution plan - DOH Pinellas/ PCEM / PCSO / LEO.
- 21) County agencies are also responsible for sustainment and support of critical infrastructure and key resources that have been identified in Pinellas County.
- 22) Implement process for closure and/or cancellation of public events and other large gatherings as determined necessary by DOH Pinellas with support from law enforcement as needed- DOH Pinellas/ PCEM / PCSO / LEO.
- 23) Keep businesses informed – Pinellas County Economic Development
 - a) Assess possible needs of employers (including non-profits) in the county post-pandemic and what programs and resources the county/state will have available
 - (1) Goal: To assist employers in the county who may suffer severe economic losses or need assistance in their recovery plans.
 - (2) Assess the likely impact of a pandemic on employers, particularly small employers given the economic disruption to the economy.
 - b) Review state/local benefit programs that may assist employers, particularly small businesses. Assess triggers for these programs to determine if the unique circumstances of a pandemic affect eligibility for these programs. Determine if additional legal/statutory and other flexibilities may be needed.
- 24) Provide for support of local EMS/Fire – PCEMS / PC Fire Division / PC OMD.
- 25) Provide support for local law enforcement - PCSO / LEO.

B. Critical Information Requirements

- 1) The following are examples of critical information that may be needed in order to make critical operational decisions in the event of a pandemic in Pinellas County.
 - a) Estimate of infection rate within Pinellas County.
 - b) Number of cases reported in a locality, virulence of the strain, and severity of the disease spread.
 - c) PCSB report on student absenteeism.
 - d) Closure decisions regarding schools, school-related activities, and childcare facilities, coordinated with the PCHS, PCSB, and FDOE.
 - e) Available health care resources coordinated through DOH Pinellas, PC OMD, and PCEMS.
 - f) Municipal or county government closures.
 - g) Status report of any major closures of public gatherings/events.

- h) County and municipal agency workforce status by department, and where applicable, by agency if that agency's personnel are essential personnel and critical to Emergency Support Function (ESF) work.
- i) Status of first responder Personal Protection Equipment (PPE) inventory and distribution.
- j) Status of COOP plan implementation by county or municipal agencies.
- k) Command staff status and COOP planning.
- l) Public information campaigns (media distribution sources) and news conferences.

4. Authorities, References, and Supporting Plans

- 1) Chapter 381, F.S. Section 381.0011, F.S. and Section 381.0012, F.S.
- 2) Pandemic Influenza Appendix of the Communicable Disease Annex to the Florida Department of Health Pinellas County Emergency Operations Plan
- 3) Florida Department of Health Pandemic: Triage and Scarce Resource Allocation Guidelines
- 4) Chapter 252, F.S. Section 252.40 Mutual aid arrangements - Statewide Mutual Aid Agreement
- 5) Chapter 252, F.S. Section 252.34(5) Florida Statutes: Definitions - "Local emergency management agency"
- 6) Chapter 252, F.S. Section 252.38 Florida Statutes: Emergency management powers of political subdivisions
- 7) Chapter 252, F.S. Section 252.42 Florida Statutes: Government equipment, services and facilities
- 8) Florida Medical Examiners Commission - The State of Florida Mass Fatality Response Plan
- 9) Pandemic Influenza Annex to the Florida Comprehensive Emergency Management Plan
- 10) Interim Pre-Pandemic Planning Guidance: Community Strategy for Pandemic Mitigation in the United States – Early, Targeted, Layered Use of Non-pharmaceutical Interventions – Feb. 2007 – CDC

5. Supporting Plans

- 1) Pinellas County Medical Operation's Manual
- 2) Pinellas County Public Safety Services Pandemic Infectious Disease Plan
- 3) Pinellas County Multi-jurisdictional Mass Casualty Incident (MCI) Plan developed by Disaster Strategies & Ideas, Inc.
- 4) Pinellas/Pasco County Medical Examiner – Mass Fatality Incident Response Plan – District 6 Medical Examiner's Office.
- 5) Pinellas County COG Ops Guidance.

Pinellas County CEMP

Power Outage Annex



Power Outage Annex

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Power Outage Annex

1. Introduction

A. Purpose:

- 1) The purpose of this annex is to describe the processes and procedures used to respond to major power capacity shortages/outages in Pinellas County caused by extreme heat, cold, or other reason.
- 2) An additional purpose of this annex is to assign responsibility for the actions that support those processes and procedures.

B. Scope:

- 1) This annex is applicable to all county departments, agencies and power suppliers within Pinellas County.
- 2) This annex does not cover power outage reporting procedures by county agencies or other critical facilities during hurricanes and does not address localized, short-term power outages.

C. Planning Assumptions:

- 1) Power capacity emergencies may be caused by situations outside the State of Florida which may limit the response capability of local power companies.
- 2) While not life threatening in itself due to our mild climate, an extended power outage during extreme hot or cold weather will require response by the county to ensure vulnerable residents are cared for.
- 3) Public information will be a major part of the response, detailing safety and health issues for the public.
 - a) Loss of power for extended periods of time will require a focus on relaying information to the public under the power outage circumstances:
 - (1) Use of radio for general public announcements.
 - (2) Use of ACS radios to communicate with critical locations such as shelters.
 - (3) Use of printed broadsides disseminated to strategic locations.
- 4) Power outages can be caused by several different events:
 - a) Extreme hot or cold weather that puts a high demand on electrical services.
 - b) Severe weather that damages transmission lines as well as switching stations and generating facilities.
 - c) Terrorist incidents that target public utilities directly or cause damage through collateral effects.
- 5) There are few locations in the county that can provide heating or cooling without electrical power and few locations that have generators capable of powering heating and cooling equipment.

2. Concept of Operations:

A. General:

- 1) Loss of electrical power in Pinellas County during periods of heat or cold will require the county to provide assistance to the vulnerable population including those on electrical medical equipment.
 - a) Cold Weather – In cold weather, most of the population can remain at home without adverse effects. Specific warnings about safety when using alternate heating devices will be necessary. Several of the school shelters have generators that will provide heating. These are very limited. The Pinellas County Homeless Leadership Board has a cold weather shelter plan for the homeless providing shelter in local churches.
 - b) Hot Weather – Much more probable is a power loss during hot weather. Few people have generators that will power home air conditioners. Once again, there are a limited number of school shelters that have generators that will provide air conditioning. The situation in healthcare facilities without generators will become critical and they may have to evacuate residents. Arrangements will have to be made to move residents to a facility out of the affected area. This would be done in coordination with the Agency for Health Care Administration (AHCA). Pinellas County will assist with the transport if required.

B. Procedures:

- 1) Duke Energy provides outage data during major weather or other events resulting in significant power outages. This information is provided to the EOC via a secure FTP website and in multiple formats to assist the county with response efforts.
- 2) Whenever an electrical power capacity emergency is possible or has occurred, the power suppliers will notify the state and Pinellas County Emergency Management (PCEM) of the situation via email and/or telephone.
- 3) Upon receipt of this information, PCEM and the power companies will prepare a joint/concurrent news release as soon as possible. The release will stress the need for conservation and what to expect if outages have occurred or if rolling blackouts are initiated.
- 4) PCEM will notify county departments, cities, fire departments special fire districts and healthcare facilities of situation and initial actions to be taken.
- 5) If required, PCEM will activate the Citizens Information Center (CIC) and request that the county Marketing and Communications department provide public information support.
- 6) Subsequent actions such as opening shelters, dispatching buses etc.; will be made on an “as needed basis” by PCEM in coordination with the affected agencies/departments.

3. Assignment of Responsibilities:

A. PCEM

- 1) Maintain liaison with Duke Energy and TECO.
- 2) Activate the provisions of this plan, as deemed necessary.
- 3) Activate and manage the Emergency Operations Center (EOC).
- 4) Alert agencies and coordinate response efforts.

- 5) Assist healthcare facilities as needed.
 - 6) Work with agencies to assist vulnerable residents.
- B. Power Companies
- 1) Contact PCEM when a capacity emergency is possible or a major outage has occurred.
 - 2) Alert the public of emergencies as soon as possible and advise them of what to do and what to expect.
 - 3) Staff telephone hotlines for citizens to report outages and obtain information.
 - 4) Provide a company liaison to the county EOC.
 - 5) Provide updates to the PCEM Director throughout the emergency.
- C. Gas Utilities
- 1) Provide a company liaison to county EOC.
 - 2) Keep EOC advised on status of gas supply and delivery.
- D. Sunstar
- 1) Provide paramedic support to shelters.
 - 2) Provide oxygen to shelters as requested by PCEM.
- E. Fire Departments/Districts
- 1) Provide paramedic support as requested by PCEM.
 - 2) Evacuate citizens with special needs upon their request, or as required.
- F. Law Enforcement agencies
- 1) Provide law enforcement support to shelters as requested.
 - 2) Report observed power outages through agency communication centers to the 911 Center.
 - 3) Establish appropriate level of traffic control at those intersections without operable signals in coordination with Public Works Transportation Department.
- G. Pinellas Suncoast Transit Authority (PSTA)
- 1) Provide buses with drivers, upon request.
 - 2) Provide buses as comfort stations, upon request.
 - 3) Provide a company liaison within county EOC as/if required.
- H. Pinellas County Marketing and Communications
- 1) Activate and the Citizens Information Center (CIC) upon request.
 - 2) Coordinate media releases and briefings.
 - 3) Maintain liaison with the power companies and media.

- 4) Assist in determining the best ways to reach the public under power-outage situations.

I. PC Human Services

- 1) Support the opening of cold weather non-risk shelters by the Homeless Coalition (PCCH).
- 2) Assist the Pinellas County School Board (PSCB) with regular shelter operations as required.
- 3) Will coordinate with other agencies in meeting the needs of the vulnerable residents

J. American Red Cross (ARC)

- 1) Provide accommodations for evacuees at community shelters if requested by PCEM.

K. Auxiliary Communications Service (ACS)

- 1) Provide supplemental radio communications support to sheltering operations.

4. Supporting Plans

- 1) Pinellas County Mass Care SOG

Pinellas County CEMP

Public Works Annex



Public Works Annex

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1. Introduction

A. Purpose

- 1) The purpose of this annex is to provide for the effective direction, control and coordination of Pinellas County's Department of Public Works (PW) operations during an emergency or disaster by using established standardized principles and methods to assist in protecting residents.
- 2) A second purpose is to return the county infrastructure to normal operations as soon as possible.

B. Scope

- 1) This annex identifies PW organization and operations that will provide restoration of normal operations; including: traffic management, roads and bridges, storm sewers and drains, and roadway debris clearance.
- 2) Both hurricanes and other disasters are covered in this annex.

C. Planning Assumptions

- 1) Public Works will have staff in the Emergency Operations Center (EOC) to coordinate activities and priorities with management and field crews.
- 2) All Public Works divisions will participate in the preparedness, response and recovery operations as determined in their specific plans.
- 3) Being a peninsula and having multiple barrier islands, Pinellas County is reliant on bridges for evacuations and recovery access.
- 4) There are nine (9) bascule (moveable) bridge locations in Pinellas County:
 - a) Five (5) are owned by the Florida Department of Transportation (FDOT),
 - b) Three (3) are owned by Pinellas County, and
 - c) One (1) is owned by the City of Treasure Island.
- 5) The US Coast Guard (USCG) regulates the opening and closing of all bascule bridges.
- 6) Road access and water availability is critical to recovery from any disaster.

2. Concept of Operations

A. General

- 1) Public Works is divided into six (6) divisions; all are responsible for assisting the county in responding to disasters. The divisions focused on in this annex are:
 1. Stormwater and Vegetation Division
 - a. Responsible for mosquito & vegetation control
 - b. Storm water management; coastal & freshwater resources
 - c. Urban forestry
 2. Environmental Management Division
 - a. Watershed management; Watershed protection
 - b. Coastal Resources and Management

- c. Environmental Monitoring and Assessment
 - 3. Transportation Division
 - a. Responsible for ITS operations; traffic design & safety engineering; ITS systems; ITS, construction & network support; traffic maintenance.
 - b. Responsible for maintenance, repair and clearance of streets and bridges
 - 2) Public Works will respond to disasters and emergencies in the county as appropriate. Regardless of the cause, Public Works will work to:
 - (a) Keep traffic flowing throughout the county;
 - (b) Repair any damages to roads and bridges;
 - (c) Remove debris from roads;
 - (d) Safeguard equipment prior to known disaster events (such as hurricanes);
 - (e) Keep the EOC staff apprised of the road, bridge and traffic status in the county;
 - 3) As bridge operations are a critical part of Public Work's responsibilities, they are addressed separately from the other Public Works operations.
 - 4) Hurricane response is a large part of the Public Works disaster operations and is addressed specifically.
 - 5) Many of the operations related to hurricane response and recovery would be the same for any disaster that affected the roads and bridges and other PW infrastructure in the county.
- B. Hurricane Operations
- 1) Public Works has specific tasks in the event of a hurricane:
 - a) Pre-Storm Preparedness – Standby – Hurricane Watch Status
 - (1) Key staff will report to the PC EOC and to the Emergency Response Building (ERB) located at 22211 U.S. Highway N., Clearwater;
 - (2) All divisions and sections will follow the pre-storm checklist for their division;
 - (3) Division supervisors are assigned the responsibility of coordinating and performing emergency services and will be responsible for securing all Public Works buildings and grounds.
- C. Evacuations
- 1) The Public Works Department will work with the municipalities and FDOT, as needed, to maintain an uninterrupted traffic flow over all arterials and collector roadways contained within the boundaries of the county.
 - 2) Emergency repairs to the roadway and bridges will be made in conjunction with removal of debris causing any restrictions in the flow of evacuating traffic.

- 3) During the end of this phase, approximately two (2) hours prior to the arrival of tropical storm force winds, all employees who are working through the storm will stage at their designated safe shelter locations and remain there through hurricane landfall.

D. During the Storm

- 1) Employees that will work the EOC desk, ESF #3 – Public Works, will be chosen by the Public Works Director, based on knowledge, skill sets and experience.
- 2) Staff will also be selected to serve in the Public Works Field EOC (ERB).
- 3) Pre-determined task force teams will pre-stage with their trucks and equipment at locations where they will ride out the storm. They will begin the “first push” of debris to the side of priority roads once the “All Clear” has been called. Locations are listed in the Public Works Hurricane Plan.

E. Post Storm Assessment & Recovery

- 1) Task Force Teams
 - a) Task Force Team leaders will assess the functionality of their equipment and evaluate the condition of the immediate area and report this to the FEOC.
 - b) Task force teams will be comprised of Public Works, Fire and EMS, Duke Energy and law enforcement personnel.
 - c) Task force teams will begin to push debris to the side of the road to clear the priority routes according to the preliminary information available.
 - d) The initial first push will include “pushing” only one lane of debris on a priority road to the side or shoulder of the road.
 - e) Priority roads include roads that lead to: the St. Petersburg/Clearwater International Airport, hospitals, fire stations, the County Staging Area (CSA), Points of Distribution (POD), the county EOC, public shelters and more.
 - f) Task Force members are required to maintain constant communication with the Public Works Field EOC to report the status of their debris push efforts and to report damage as they see it.
- 2) All Public Work operations facilities will be evaluated for safety and availability for use by the Department’s Damage Assessment Teams.
- 3) Operations will provide emergency repairs, within the capabilities of the department to clear and open the roadways and bridges for movement of traffic and to restore drainage as soon as possible.
- 4) Public Works Transportation is responsible for:
 - a) The timing and communication of traffic signals.
 - b) Traffic cameras.
 - c) The Intelligent Transportation System Video Message Devices.
 - d) Assisting (as directed) in condition assessment of roadways, traffic signs and signals.

- e) Assessment of roadways.
- f) Provide personnel to the Public Works Field EOC to update and maintain maps for condition assessment, road closures, road debris clearance, and debris zones;
- g) Inspection of:
 - 1. Bridges
 - 2. Sign and signal structures
 - 3. County building assets
 - 4. County drainage systems
- 5) Public Works Customer Service staff will maintain both telephone and radio communications.
- 6) Public Works Mosquito Control personnel may assist crews with debris clearance until needed for Vector (mosquito) control operations.
- 7) Public Works Mosquito Control personnel may provide aerial observation to county Damage Assessment Teams, if requested.
- 8) Public Works staff will maintain accurate records of time, personnel, materials and equipment for all expenditures relating to hurricane-caused damages.
- 9) Public Works may provide staff to work in the Citizen's Information Center (CIC).
- 10) Public Works Contract Unit will assist the Financial Reporting section, as required.
- 11) During the long term recovery phase, Public Works is responsible for restoring the roadways and associated infrastructure to pre-storm levels.

F. Transportation Division

- 1) Pre-Storm
 - a) When a severe weather system approaches, both the residents of the barrier islands and watercraft owners will be seeking refuge at the same time, causing conflicts at bascule bridges.
 - b) The residents want the bridges to remain in the "closed" position so that they can travel inland.
 - c) The boaters want the bridges to remain in the "open" position so that they can seek safe harbor.
 - d) Therefore, storm preparation will be primarily focused on the movable bridges within our system.
 - e) The USCG currently allows for the closure of the movable bridges to boat traffic 8 hours prior to the arrival of gale force winds (39 mph).
 - f) In order to lock-down (close the bridge to boat traffic) the bridges properly requires many hours.
 - g) The USCG, in conjunction with the FDOT, Pinellas County Department of Emergency Management (PCEM), Pinellas County Transportation Division and the City of Treasure Island, have jointly developed a standard operating

- plan that addresses the needs of all those involved for all the movable bridges in the county
- 2) When it is determined that tropical storm force winds will be experienced within 16 hours, and/or upon issuance of an evacuation order by Pinellas County or the State of Florida, all the bascule bridges will cease operating on their regular schedules and will begin restricting their openings. It is recommended that the bridges only be opened on an every half-hour schedule basis only. Prior to an evacuation order all county bridges open on an on demand basis, but this is important information in coordinating traffic with other inlet bridges.
 - 3) The Public Works Field EOC will notify the Transportation Division when they are to activate the Bridge Plan.
 - a) The Roadway Maintenance Manager will notify FDOT and the USCG Group Command in St. Petersburg when the plan is activated. The USCG will issue a Broadcast Notice to Mariners (BNM) to that effect.
 - b) The Public Works Field EOC will notify the county EOC at each stage. The county EOC will handle coordination with local Law Enforcement and Fire/EMS response forces. The county EOC and Public Works Field EOC will continue to monitor the progress of the storm.
 - c) The lock down can take place at least eight (8) hours after the initial BNM has been issued. The USCG issues a notice to mariners notifying them that the bridges will be locked down. The Public Works Roadway Maintenance Section will notify the USCG and the Public Works Field EOC when the bridges have been locked-down.
 - d) Roadway Maintenance Section staff will follow specific plans to ready the three county bascule bridges for impact. Procedures may include but are not limited to, servicing portable auxiliary generators for use following the storm, securing trailers to transport generators, servicing manual bridge cranks, removal of bridge gates/arms and the installation of bridge counter weights.
 - e) When a bridge has been readied and locked down, the Roadway Maintenance Manager will notify the USCG and the Public Works Field EOC who will notify the county EOC.
 - f) Law enforcement will be used to control traffic while the bridge is readied to close to boat traffic.
 - 4) Post Storm Assessment & Recovery
 - a) The first post storm task of the Roadway Maintenance Section will be to assess the condition of the movable bridges.
 - b) The Roadway Maintenance Manager will coordinate with FDOT in the case of a direct hit to the county to have divers inspect the bridges for underwater damage.

- c) The team will begin with Park Boulevard Bridge; proceed to Dunedin Bridge; and then onto Beckett Bridge.
- d) At each site, the condition of the tender house, controls, emergency power, and machinery will be determined. The bridge will be tested using the emergency generator before switching over to main power, if available.
- e) The Roadway Maintenance Manager will give the Public Works Field EOC a status report after each bridge has been inspected and the Public Works Field EOC will provide all reports to the county EOC.
- f) Once the movable bridges have been evaluated, the team will remain available, by radio, to open a bridge if necessary.
- g) The gates will be re-attached at Dunedin Bridge by the Phase 1 team. If law enforcement is available, they may be used to control traffic; otherwise, the pickup and box truck flashers will be used.
- h) After the gates are installed at those locations, the Trades Supervisor will station himself between Park Boulevard Bridge and Dunedin Bridge. He will respond to any need for openings by contacting the Phase 1 team members for assistance on Park Boulevard Bridge and Dunedin Causeway to operate the bridges until the bridge tender personnel begin to arrive.
- i) The Roadway Maintenance Manager and Program Coordinator, in coordination with the Transportation Engineering Section, will assign crews to begin evaluating each bridge to assess the need for immediate repairs and damage associated with the storm. Photos of deck view, profile and underside will be taken at a minimum at each bridge site, as well as any view necessary to record damage.
- j) Any determination to close a bridge, due to damage, must be made by the County Structural Division Engineer, who will contact the Public Works Field EOC.
- k) The Bridge team will re-assemble the gates at Park Boulevard Bridge and Beckett Bridge.
- l) Crews will begin working on repairs as directed by the Roadway Maintenance Manager.

3. Assignment of Responsibilities

- 1. PC Fleet Management
 - a) Fleet Management's role is to assign fuel trucks, operators and mechanics at pre-determined locations for fueling and repairs to aid in the post hurricane landfall operation.
 - b) Provide staff to the EOC during activation and attend EOC training as requested by EM.
- 2. PC PW Transportation
 - a) Responsible for ITS operations.

- b) Traffic Control.
 - c) Responsible for maintenance, repair and clearance of streets and bridges.
 - d) Provide staff to the EOC during activation and attend EOC training as requested by EM.
3. PC Mosquito Control
- a) Responsible for Vector (Mosquito) control.
 - b) Provide staff to the EOC during activation and attend EOC training as requested by EM.
4. PC PW Environmental Management Division
- a) Watershed management; Watershed protection.
 - b) Coastal Resources (Beaches) and Management.
 - c) Environmental Monitoring and Assessment.
 - d) Provide staff to the EOC during activation and attend EOC training as requested by EM.
5. Stormwater and Vegetation Division
- a) Responsible for mosquito & vegetation control.
 - b) Storm water management; coastal & freshwater resources.
 - c) Urban forestry.
 - d) Provide staff to the EOC during activation and attend EOC training as requested by EM.

4. Authorities and References

- a) Place holder

5. Supporting Plans

- 1. PC CEMP Debris Management Annex
- 2. Pinellas County Disaster Debris Management Plan
- 3. PW Debris clearance SOG
- 4. PW Debris management SOG

Pinellas County CEMP

Recovery Annex



Recovery Annex

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Recovery Annex

1. Introduction

A. Purpose

- 1) The purpose of the Recovery Annex is to address how recovery actions in Pinellas County will proceed after a major disaster.
- 2) In the event of major damage to the infrastructure and the loss of housing, businesses, and normal support organizations, a systematic and well-defined recovery effort will be critical to the well-being of the residents and the eventual recovery of the county.

B. Scope

- 1) This annex focuses primarily on identifying and coordinating roles of Pinellas County, local municipal governments, and other organizations active in the recovery process during the Immediate Emergency Period and the Short Range Restoration Period; the first and second phases of the three phased recovery process.
- 2) This Recovery Annex does not include the third phase of recovery, the Long Range Reconstruction Period. The third and final recovery phase will be addressed by the Post Disaster Redevelopment Plan (PDRP).

C. Planning Assumptions

- 1) During recovery, Emergency Support Functions (ESF's) that are operational during Emergency Operation Center (EOC) response operations will change focus to recovery responsibilities.
- 2) The EOC will coordinate county-wide operations, be the point of contact for any state or federal agencies and manage mutual aid requests and support until it is decided by the Executive Policy Group that the EOC can stand down and the subsequent recovery groups can assume recovery management.
- 3) The Executive Policy Group may transition and change their focus to an appropriate Recovery Steering Group as needed, during recovery.
- 4) The county long term recovery organization, Recover Pinellas will assume responsibilities of recovery operations after the EOC deactivates.
- 5) Many non-government agencies will be involved in the recovery process.
- 6) The federal government, Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), will play major roles in the recovery process when there has been a federal disaster declaration.

2. Concept of Operations

A. General

- 1) Since disasters vary in type and magnitude, the appropriate response will vary.
- 2) Pre-event planning with community leaders, stakeholders, agencies, organizations and businesses must take place while "the sun is shining" in order to adequately anticipate what will be needed to restore the community to full function after a disaster strikes and what assets exist in the community that can be called upon during recovery.
- 3) Following a disaster, local government officials must collaborate to determine the level of effort required to initiate the appropriate response at the onset of the recovery phase.

- 4) If local government support is not adequate to manage the recovery process then the state and/or federal government, at the request of Pinellas County Emergency Management (PCEM), must augment local resources.
 - a) Undeclared Disaster is one that does not meet the criteria for a Presidential Disaster Declaration. While local government support may not be adequate, additional support must come from the region and state. Limited federal support will be available and the local government must bear the costs of the operation with some assistance from the state.
 - b) Declared Disaster is one in which the federal threshold has been met and a Presidential Disaster is declared. The local government can expect the full support of the federal as well as the state government. A large portion of the cost of response and recovery will be provided by the state and federal governments
 - 5) As disaster declarations are not automatic, a responsibility of the EOC during recovery is to determine the extent of damages and if the federal threshold may be met.
 - a) If the damages point to possible federal threshold requirements being met, the EOC will request via EM Constellation to the state for a state/federal damage assessment team to verify the damages. A Presidential Declaration request will then be coordinated with the state, requesting the Governor make the request to the President.
 - 6) Once a Presidential Declaration has been declared, the county will request state and federal disaster assistance through EM Constellation and coordinate with the SEOC to request the various federal assistance then authorized.
 - a) Public Assistance will be requested and coordinated through the state –specifics for PA actions can be found in the PA SOG.
 - b) Individual Assistance will be provided by FEMA for residents.
 - c) State assistance will also be requested.
 - d) Federal Mitigation Team.
 - e) Other assistance as necessary and appropriate.
 - 7) The EOC will coordinate the overall activities for recovery operations with support as needed from multiple county agencies, municipalities and other agencies.
 - 8) When the Immediate Emergency Period and Short Range Restoration Periods are completed and the EOC is closed, EOC operations will transition to a Recovery Steering Group and the county long term recovery organization, Recover Pinellas will oversee the recovery effort through the final recovery phase, the Long Range Reconstruction Period.
 - 9) The county’s approach to disaster recovery is a “phased approach” that includes the following three phases:
 - a) The Immediate Emergency Period.
 - b) The Short Range Restoration Period.
 - c) The Long Range Reconstruction Period.
- B. The Immediate Emergency Period
- 1) EOC coordinates the activities
 - 2) During the immediate emergency period, 0-5 days after the storm, the following operations are likely to be necessary:
 - a) Search & rescue.
 - b) Medical care of the injured.
 - c) Public Information.

- d) Sheltering and mass feeding.
 - e) Security of property.
 - f) Traffic control.
 - g) Emergency debris push on priority roads.
 - h) Initial Damage Assessment and Joint Preliminary Damage Assessment.
 - i) Priority restoration of services.
 - j) Emergency transportation.
 - k) Mutual aid reception.
- C. The Short Range Restoration Period
- 1) Coordination of activities continues at the EOC.
 - 2) During the short range restoration period, days to weeks following a storm, operations may include:
 - a) Federal Disaster Declaration.
 - b) Detailed damage assessment.
 - c) Re- Entry.
 - d) Resource distribution.
 - e) Volunteers & donations.
 - f) Continued mass feeding.
 - g) Temporary housing.
 - h) Federal assistance programs.
 - i) Debris clearance and removal.
 - j) Emergency repairs.
 - k) Non-emergency restoration of services.
 - l) Business restoration.
- D. The Long Range Reconstruction Period
- 1) Coordination by Recover Pinellas.
 - 2) The final phase is the long range reconstruction period that may continue for months and possibly years and will emphasize:
 - a) Disposal of debris.
 - b) Long term housing.
 - c) Economic recovery.
 - d) Decisions on new construction (building codes & densities).
 - e) Re-evaluation of the Coastal High Hazard Areas (CHHA).
 - f) Acquisition of lands by local and state governments.
 - g) Hazard Mitigation and Local Mitigation Strategy (LMS) implementation.
- E. Undeclared Disasters
- 1) The county will assist in recovery activities for disasters that do not receive declarations.
 - 2) The county will work with community and faith based organizations along with state and federal agencies to attempt to address the needs of individuals affected by the undeclared disaster.
 - 3) Pinellas County Human Services may be able to provide additional assistance from County resources and programs.
 - 4) Municipalities may be able to provide limited support for repairs and mitigation of residential neighborhoods.

3. Assignment of Responsibilities

- A. Pinellas County Emergency Management (PCEM):

- 1) Responsible for producing recovery plans in coordination with other departments, agencies and municipalities.
 - 2) Ensure that the appropriate staff is identified and trained in recovery operations.
 - 3) Responsible for ensuring the EOC is properly configured for recovery and providing support to the EOC staff.
 - 4) Provide liaison with the Disaster Joint Field Office and state recovery staff.
 - 5) Coordinate with non-government agencies and municipalities to offer recovery planning assistance.
- B. Local governments:
- 1) Each local government will designate a point of contact for recovery plan implementation and notify PCEM of that designation.
 - 2) Municipalities with plans to initiate and implement their own damage assessments and debris clearance will do so.
 - 3) Recommend and implement an economic recovery plan focusing on their community needs.
 - 4) Recommend land areas and land use types that will receive priority in the recovery and reconstruction process.
 - 5) Participate in the preparation of a community redevelopment plan.
 - 6) Make recommendations for new ordinances, plans, codes and/or standards to assist in recovery from future disasters.
- C. Recover Pinellas:
- 1) Unmet Needs – When all the outside assistance agencies have departed, unmet needs will still exist.
 - 2) Recover Pinellas is a not for profit organization formed expressly to respond to unmet needs in Pinellas County. Members are community service organizations and will accept grants and donations and, through case workers, provide assistance to survivors who still have unmet needs. Pinellas County Human Services will work closely with Recover Pinellas to ensure governmental coordination.
- D. Post Disaster Recovery Steering Group:
- 1) This group is made up of primarily county departments and is responsible for bringing the county back to normal in infrastructure, economic base housing and other areas normally managed by local government.
- E. Recovery Operational Assignments
- During recovery the following operations will be led by the group in parentheses:
- 1) Manage and Coordinate overall Recovery Operations (PCEM)
 - 2) Search and Rescue (EMS and Fire Administration)
 - 3) Medical Care of the Injured (EMS and Fire Administration)
 - 4) Public Information (PC Marketing and Communications)
 - 5) Sheltering (PC Schools & American Red Cross)
 - 6) Mass Feeding (PCEM and PCHS)
 - 7) Security of Property (PC Sheriff's Office)
 - 8) Traffic Control (PC Sheriff's Office)
 - 9) Emergency Debris Push on Priority Roads (PC Public Works)
 - 10) Damage Assessments (PC Risk Management)
 - 11) Priority Restoration of Services (PC Utilities)
 - 12) Emergency Transportation (PC Schools, Pinellas Suncoast Transit Authority)
 - 13) Mutual Aid (PC Logistics Section)
 - 14) County Disaster Declaration (PC Emergency Management)

- 15) Re- Entry (PC Sheriff's Office)
- 16) Resource Distribution (PC Logistics Section)
- 17) Volunteers & Donations (United Way Tampa Bay)
- 18) Continued Mass Feeding (PCEM and PCHS)
- 19) Federal Assistance Programs (PC Emergency Management – FEMA)
- 20) Debris Clearance and Removal (PC Public Works)
- 21) Emergency Repairs (PC Utilities)
- 22) Business Restoration (PC Economic Development)
- 23) Redevelopment (Planning)
- 24) Disposal of Debris (PC Solid Waste)
- 25) Long Term Housing Program (PC Community Development)
- 26) Economic Impacts (PC Economic Development)
- 27) New Construction (building codes & densities) (PC Building & Development Review Services)
- 28) Emergency Permits & Inspections (PC Building & Development Review Services)
- 29) Re-evaluation of the Coastal High Hazard Areas (PC Planning)
- 30) Acquisition of Lands by Local and State Governments (PC Planning)
- 31) Hazard Mitigation/Local Mitigation Strategy Implementation (PC Emergency Management, PC Planning)
- 32) Recovery Administration & Finance (PC Office of Management & Budget)
- 33) Environmental Concerns (PC Environmental Management)
- 34) Public Health (PC Health Department)
- 35) Unmet Needs (Recover Pinellas)
- 36) Community Relations (PC Human Services)

F. Disaster Recovery Centers

Disaster Recovery Center (DRC) is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to their case. The Disaster Recovery Center is a federal FEMA program that may or may not be established in Pinellas County following a disaster. State and local governments may also have a role in the DRC.

Some of the services that a DRC may provide:

- Guidance regarding disaster recovery
 - Clarification of any written correspondence received
 - Housing Assistance and Rental Resource information
 - Answers to questions, resolution to problems and referrals to agencies that may provide further assistance
 - Status of applications being processed by FEMA.
 - SBA program information if there is a SBA Representative at the Disaster Recovery Center site.
- 1) Purpose:
 - a) The purpose of this guide is to provide general information for county planning in the event FEMA decides to establish a DRC in the county.
 - 2) Scope:
 - a) As this is a FEMA program, planning for this is limited to general guidelines.

- 3) Planning Assumptions
 - a) A DRC will not be established unless there has been a Presidential Declaration for the area and there is a need for it.
 - b) FEMA will determine at what level the DRC will be staffed
 - c) FEMA will decide where the DRC is located including a lease with private owners.
 - d) FEMA will provide the necessary support for the DRC.
 - e) PC will be in a support and assist role as to the DRC.
 - f) FEMA may or may not allow state and local social services to co-locate in the DRC.
- 4) Concept of Operations
 - a) FEMA will operate the DRC under their requirements and rules. SBA may be co-located.
 - b) County assistance will be provided as requested.
 - c) After a disaster, if there is a Presidential Declaration and the situation merits, PCEOC will request a DRC via EM Constellation. Request will include request for state participation in the DRC. DRCs are expected to be operational 24-96 hours of a disaster large enough to warrant the presence of a center.
 - d) The Director of Emergency Management will be the lead responsible agent in requesting and assisting in establishing Disaster Recovery Centers.
 - e) The Resource Management Group may be tasked with the site locations and logistics. The county will attempt to use the most convenient building closest to the disaster victims. However, Pinellas County is limited in the number of large, government-controlled facilities. Municipal emergency management coordinators and Lease Management will assist FEMA and the SBA with obtaining leasing agreements between property owners and the agencies. The Emergency Management Director may call upon General Services, Business Technology Services, and their municipal counterparts to help with site setup. A list of the pre-identified locations can be found at Appendix 3. The criteria for the locations, both fixed and mobile can be found at Appendix 2.
 - f) Pinellas County may assign local government representatives to the DRC to provide informational or referral services based on the community's needs. County department directors can expect to send representatives to the DRC to assist victims in transactions of county business. Examples of agencies that may be represented at the DRC to provide services can be found at Appendix 1.
 - g) PC Marketing and Communications will work closely with the FEMA public information staff to publicize the DRC and the any information/referral organizations that are located there.
 - h) If needed PC will offer transportation from damaged areas to the DRC and publicize the schedule.
 - i) PCEOC will request status information from the DRC in order to coordinate services that may be needed in the community.
 - j) PCEOC will provide DRC status to SEOC.
 - k) PCEOC will assist in demobilizing the DRC when appropriate and if requested by FEMA.

PC has no personnel or equipment identified to support a federal DRC other than the assignment of responsibilities noted in this document. Requests from

FEMA for DRC assistance will be considered on a case by case basis by the PC EOC.

- 5) Organization & Assignment of Responsibilities
 - a) Pinellas County Human Services (PCHS) Director (or designee) will be the lead for coordination with state and federal officials concerning the local staffing of a DRC. A member of the PCHS staff will be selected to act as the lead for the staffing of county and local agencies and organizations represented in the DRC.
 - b) PC EM Director will be lead for establishment of DRCs in coordination with state and federal officials.
 - (1) Will make initial requests through Constellation and coordinate with the SEOC staff for original request for DRC.
 - (2) Will monitor status of DRC and coordinate closure when necessary and provide requested reports to SEOC.
 - (3) Assist PCHS with any support requirements necessary.
- 6) Other Support
 - a) EOC staff
 - b) Provide support as necessary, building inspections, coordinating phone and data service as requested by FEMA DRC staff
- 7) ESF 6 – Human Services
 - a) Appoint a staff member as lead liaison for coordination with the state and FEMA for the local staff support of the DRC.
 - b) Coordinate co-location of other social services agencies in the DRC if allowed by FEMA.
 - c) Notify agencies and organizations listed in Appendix 1 of the opportunity to co-locate in DRC. EM maintains a database of contact information for agencies and organizations in the county.
 - d) Notify the COAD of times and locations for operation
- 8) Real Estate Management
 - a) Provides list of possible DRC sites annually to PCEM who provides to the state DEM. See Appendix 3 for current list.
 - b) Work with FEMA representatives in the event the pre-disaster list of facilities is not useable to identify an appropriate location using the criteria in Appendix 2.
 - c) REM will assist in demobilization of the DRC if requested.
- 9) ESF-1 – Pinellas County School Board
 - a) Will review need for transportation to DRC and arrange for appropriate vehicles and schedule and coordinate it with the DRC.
 - b) Will monitor transportation schedule and amend as needed to meet the need.
- 10) ESF 14 - PC Marketing and Communications
 - a) Will coordinate media releases with the DRC and FEMA public information staff, if available and publicize the DRC and agencies and support available.
 - b) Will ensure their members are advised of the DRC establishment and, if available, provided the opportunity to co-locate assistance or referral services in the DRC.
 - c) Keep a current list of contacts for member agencies and organizations that may provide services in a recovery center, be it county, state or federal.
 - d) Coordinate with Pinellas County ESF 15 as necessary.
- 11) ESF 15 - Volunteers and Donations

- a) Keep track of the volunteer organizations providing services in the area and provide that information to the DRC liaison in PCHHS.
- 12) Supporting DRC Plans:
 - a) Appendix 1. – List of Organizations for DRC Inclusion
 - b) Appendix 2. – Criteria for Mobile and Fixed DRC Locations
 - c) Appendix 3. – List of pre-designated DRC locations

4. Authorities and References

- 1) Refer to Pinellas County CEMP Base Plan

5. Supporting Plans

- 1) CEMP Associated Annexes and Base Plan
- 2) PC Recovery Implementation Guide
- 3) PC Post Disaster Redevelopment Plan

6. Appendix 1

Disaster Recovery Center Resources

The following may be assigned/invited to participate when a Disaster Recovery Center is activated. FEMA will decide if other agencies/organizations can co-locate with them in the DRC. If they cannot, another facility as close as possible to the DRC should be found for the other agencies/organizations. Circumstances will dictate what agencies/organizations will be needed in the DRC. Listed below are those that should be contacted to determine inclusion. PC Emergency Management has a list of the current contact information for these agencies/organizations. They will use that list to contact them.

American Red Cross – Tampa Bay Chapter
Salvation Army – North and South Offices
United Way of Tampa Bay
Community Organizations Active in Disasters (COAD)
Recover Pinellas
PC Volunteer Office
PC BDRS
PC Veterans Services
PC Animal Services
PC Consumer Protection
PC Human Services
PC Utilities
PC Construction Licensing Board
Department of Health– Pinellas
Clerk of Courts
Economic Development
Property Appraiser
Florida Dept. of Children and Families
PC Community Development – Housing
State Office of Insurance Regulation

7. Appendix 2 Criteria for DRC

Disaster Recovery Center (DRC)

After a Presidential or SBA declared disaster, Pinellas County may set up Disaster Recovery Centers to assist disaster victims in obtaining recovery information. The magnitude and severity of the disaster, however, will determine the services performed at the DRC. Services performed at the DRC may include, but are not limited to:

- Allowing FEMA and SBA representatives to discuss case management to disaster aid applicants.
- Providing the public with information about recovery efforts.
- Informing residents of other available assistance and assist them with unmet needs.
- Providing a “one stop” location for services. This may include non-governmental organizations such as American Red Cross etc.

Although we never know what areas will be hit and what buildings will remain standing after a hurricane, soft sided tent Disaster Recovery Centers (DRC’s) are developed and designed for mobilization and operations within 24 hours after cessation of tropical storm force winds. They are designed to be the first state activated DRC’s set up in the disaster area. Initial staffing and equipment will be at a minimum until the FEMA mobile DRC unit arrives and becomes operational. The Director of Emergency Management will be the lead responsible agent in establishing Disaster Recovery Centers.

Mobile & Soft Sided DRC Requirements

- Disaster applicants do not enter the mobile units
- Soft sided DRC’s are designed for mobilization and operation within 24 hours after cessation of tropical force winds
- All business is conducted outside the mobile unit in an adjacent 40’x40’ air conditioned tent or under an awning
- Donated county or city site of approximately three acres (parking included for 100 vehicles) to accommodate two 40’x40’ tents and all supporting equipment
- Each site must have a legal, physical address including zip code
- Paved locations are preferred for wheelchair accessibility
- Each site must have a 24/7 contact person who will open facility for FEMA logistics, safety, security & all inspectors
- Ideal examples of donated mobile/tent sites could be county or city parking lot facilities, recreational field, school parking lots and parking lots of Civic Center, WalMart, Publix, Lowes etc.
- Each site must be reserved for 60 days, 24 hours a day, seven days a week with an option to extend for 30 additional days if needed
- Each site must not be co-located with PODS, unaffiliated agencies and other high traffic facilities

Each Mobile/Soft Sided DRC will be equipped with the following equipment:

40x40 A/C tent	Cell Cow (if required)	50 traffic cones
40x40 tent (waiting area)	Satellite uplink system	20 Barricades
Generator/Light Tower	Porta Potties w/wash station	3 cubic yd. Dumpster
Tables/chairs	Communication Trailer	
Message Board		

Fixed Site DRC Requirements

- Donated space only, such as community/civic centers, or other public buildings
- Each site must be enclosed, approximately 5,000 square feet with ground floor access and meet ADA requirements
- Each site must have a legal, physical address including zip code
- Parking for 50 to 100 vehicles
- Fully functional regarding utilities, security, public restrooms or space for portable toilets be highly visible & easy access for autos, buses & mass transit
- Each site must have a 24/7 contact person who will open facility for FEMA logistics, Safety, security and all inspections
- Each site must be reserved for 60 days, 24 hours a day, seven days a week with an option to extend for 30 additional days if needed
- Each site must not be co-located with PODS, unaffiliated agencies and other high traffic facilities

8. Appendix 3

Pre-Determined DRC Sites 2015

SITE TYPE	SITE NAME	ADDRESS	FACILITY OWNER
Mobile North County	Joe DiMaggio Sports Complex 32 acres	2450 Drew St. Clearwater, FL (West of Brighthouse Field)	City of Clearwater
Mobile Mid County	Ridgecrest Park 18 acres	12000 Ulmerton Rd Largo, FL 33770	Pinellas County Parks
Mobile or Fixed	Countryside Recreation Center 23 acres	2640 Sabal Springs Dr. Clearwater, FL 33761	City of Clearwater
Mobile or Fixed	Long Center 15 acres	1501 N. Belcher Rd. Clearwater, FL 33765	City of Clearwater
Mobile or Fixed North County	North Greenwood Library 7 acres	905 N. Martin Luther King Jr. Ave., Clearwater, FL 33755	City of Clearwater
Mobile or Fixed	Southwest Recreation Complex 19 acres	13120 Vonn Rd. Largo, FL 33774	City of Largo

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Mobile or Fixed Mid County	Pinellas County Extension 103 acres	12520 Ulmerton Road, Largo, FL 33774	Pinellas County
Mobile or Fixed Mid County	Seminole Community Library @ St. Petersburg College, 100 acres	9200 113th St. N., Seminole, FL 33772	St. Petersburg College
Mobile or Fixed South County	St. Petersburg Main Library 7 acres	3745 9th Ave. N., St. Petersburg, FL 33713	City of St. Petersburg
Mobile or Fixed South County	West Community Branch @ St. Petersburg College 34 acres	6700 8th Ave. N., St. Petersburg, FL 33710	St. Petersburg College
Fixed North County	Palm Harbor Community Activity Center 8 acres	1500 16th Street Palm Harbor, FL 34683	County owned-leased to Palm Harbor
Fixed North County	Dunedin Public Library 4 acres	223 Douglas Ave., Dunedin, FL 34698	City of Dunedin
Fixed	North Greenwood Recreation Center 4 acres	900 N. M.L. King Ave. Clearwater, FL 33755	City of Clearwater

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Fixed	Salvation Army Highland Ave. Complex	Office bldg. at 855 S. Highland, Clearwater, FL	Sal Army
Fixed	Morningside Recreation Center 7 acres	2400 Harn Blvd. Clearwater, FL 33764	City of Clearwater
Fixed South County	James Weldon Johnson Library Branch 5 acres	1059 18th Ave. S., St. Petersburg, FL 33705	City of St. Petersburg
Fixed	PC Star Center	7887 Bryan Dairy Rd, Seminole	Pinellas County

Pinellas County CEMP

Safety and Security Annex



Safety and Security Annex

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Safety and Security Annex

1. Introduction

A. Purpose

This annex provides guidance for safety and security actions that need to occur during and after disasters. It also identifies responsibilities for the actions.

B. Scope

- 1) This annex covers safety and security of all emergency activities and is applicable to all county emergency functions, county departments, agencies, responders and citizens of Pinellas County.
- 2) It does not address day to day safety and security issues.

C. Planning Assumptions

- 1) Each response entity herein will use this annex as the basis for development and maintenance of subordinate plans, response policies, and for implementing internal procedures.
- 2) This annex was developed with these general planning assumptions:
 - a) Pinellas County Sheriff Office (PCSO) will be the lead agency and all other agencies and departments will assist PCSO in completion of its mission.
 - b) Detailed law enforcement tactics, formations, and other sensitive material are not included in this annex.
 - c) Safety protocols will be initiated to protect first response personnel and facilities.
 - d) Risk will provide Safety Officer staffing for the Pinellas County Emergency Operations Center (EOC) when activated.

2. Concept of Operations

While unique security requirements will be required in many areas during and after a disaster, they will require the normal procedures. Some of the specific requirements are listed below:

A. Points of Distribution (POD) & County Staging Area (CSA):

- 1) When PODs and/or CSAs are established, law enforcement will be responsible for security at the various sites that are set up, wherever they are located.
- 2) If the site is in a municipality, the local police department will be responsible.
- 3) If it is in an unincorporated area of the county, the Sheriff will be responsible.

B. Curfew:

- 1) Curfews may be established that cover a single municipality or the entire county.
- 2) Elected officials will determine the causes leading to the establishment of a curfew, its duration and penalties for non-observance.
- 3) They also will be responsible for the announcement to the public.
- 4) Enforcement of the curfew will be by the law enforcement agency with responsibility for that area.
- 5) When multiple jurisdictions are involved, the Sheriff will have coordination responsibility.

C. Re-entry:

- 1) For re-entry into evacuated areas, law enforcement will establish checkpoints at appropriate sites.
- 2) When entry into one evacuated area will provide access to another area still under evacuation, the Sheriff will be responsible for coordinating appropriate law

enforcement policies to insure that access is restricted to the people and places intended.

D. Shelters:

- 1) When shelters are opened, the law enforcement agency responsible for security will depend on where the shelter is located.
- 2) The current PC Evacuation Implementation Guide lists law enforcement shelter staffing.

E. Safety is a constant concern and requires vigilance:

- 1) Response and recovery operations are inherently hazardous.
- 2) In order to minimize accidents, Risk Management will be responsible for providing safety officers in as many sites as is possible.

F. Large Scale Civil Unrest:

- 1) Restoring order after civil unrest is a primary and normal responsibility of law enforcement.
- 2) In the event of large scale civil unrest, multiple law enforcement agencies will be involved and the Sheriff will coordinate.
- 3) The Pinellas County EOC may activate to provide communications, logistical support or as a central coordination point as required.

3. Safety and Security Response Operations

1) Organization

- a) When events covered by this annex are limited to a single jurisdiction, its law enforcement agency will be responsible for security.
- b) When multiple jurisdictions are involved, Pinellas County Sheriff is responsible for coordinating efforts to insure uniform enforcement.

4. Assignment of Responsibilities

- 1) Local law enforcement is responsible for security in their jurisdiction.
- 2) PCSO is responsible for coordinating response among multiple jurisdictions.
- 3) See the Terrorism Annex to this plan for information on response to terrorism.

Pinellas County CEMP

Search and Rescue Annex



Search and Rescue Annex

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Search and Rescue Annex

1. Introduction

A. Purpose

- 1) The purpose of this annex is to establish general guidelines and set forth goals and objectives for municipal fire/rescue and Special Fire Control Districts (SFCD) to follow in the aftermath of a disaster.
- 2) Recognizing that each municipality and special fire control district has specific plans for the execution of local Search and Rescue (SAR) operations and are trained on the aspects of those responsibilities, this annex provides countywide guidelines addressing priority recommendations, reporting and coordination assignments, and establishing a point of contact for regional response of Urban Search and Rescue Teams (USAR).
- 3) For the purpose of this annex, SAR assets are considered those from local municipal and special fire control districts. They may also include mutual aid assets brought in to support all efforts of the local jurisdiction.
- 4) USAR assets are considered federal or state teams requested to support efforts of the county.

B. Scope

- 1) Local government is responsible for providing a SAR capability in response to disasters occurring within its jurisdiction.
- 2) Day-to-day SAR augmentation will be requested through Pinellas County Emergency Communications.
- 3) Local resources and outside assistance for large scale SAR operations will normally be coordinated through the Emergency Operations Center (EOC).
- 4) State and federal assistance are usually available for large-scale SAR operations.
- 5) Military resources may provide (within mission capabilities) staff, equipment, and logistical support for SAR operations.
- 6) SAR operations will be a team effort of fire, rescue services, police, public works, volunteers, and the private sector.
- 7) This function may be utilized singularly, or in conjunction with the county EOC activation.

C. Planning Assumptions

- 1) Successful SAR operations depend on municipal and special fire control district fire departments as well as public works, law enforcement, Sunstar (County ambulance service), public and private utilities, and other agencies.
- 2) Local buildings are subject to severe structural damage from hurricane, tornado, flood, explosion, and acts of terrorism, which could result in injured people trapped in the damaged and collapsed structures.

- 3) In emergency situations involving structural collapse, large numbers of people may require rescue.
- 4) The mortality rate among trapped victims rises dramatically after 72 hours; therefore, SAR operations must be initiated without delay.
- 5) Secondary hazards, such as additional collapse potential and hazardous materials, may compound problems and threaten both disaster victims and rescue personnel.
- 6) Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
- 7) Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.
- 8) Initially the local municipal and special fire control district fire department will provide trained, equipped, and organized rescue teams to conduct light SAR operations, to release trapped persons, and locate the missing and dead.
- 9) Local assets level of training and equipment vary with each jurisdiction.
- 10) Access to disaster areas may be limited because of damaged infrastructure and the assistance of public works, the power company, and law enforcement may be required.
- 11) If the local resources are insufficient and additional support is required, Pinellas County will request assistance through local mutual aid or through the State Emergency Operations Center (SEOC).
- 12) The local municipal and special fire control districts, also considered have the primary responsibility of providing SAR operations within their geographic area of operations.

2. Concept of Operations

A. General

- 1) SAR operations, after a hurricane landfall or other major disaster, consist of locating victims of the disaster and ultimately removing them from the hazardous situation.
- 2) Complicating SAR will be the potential of enormous amounts of debris restricting movement on roadways and the possibility that some causeways and bridges may be destroyed.
- 3) As a result, SAR teams must be prepared to conduct operations by foot, boat, air or vehicle. SAR teams may also consider establishing a task force consisting of one or more Public Works vehicles, such as a front loader and/or dump truck, personnel with chain saws, a fire, and/or Emergency Medical Service (EMS) vehicle, with personnel to search for and treat victims, and a law enforcement vehicle or officer to assist with security problems.

B. Goal – Post Hurricane

- 1) The goal of all SAR operations is to provide for the safety and welfare of all emergency responders and the citizens and visitors of Pinellas County.

- 2) Complete a primary search of Pinellas County within 72 hours or soon after based on impacts.
- 3) Complete a secondary search of Pinellas County within 9 days.
- 4) SAR operations will follow National Incident Management System (NIMS) guidelines in their conduct, organization, and terminology.

C. Operations

- 1) SAR operations begin at local level with municipal fire departments and Special Fire Control Districts (SFCD) conducting a windshield damage assessment.
- 2) A windshield damage assessment is a quick overview of the damaged region to identify and prioritize areas that need to be searched.
- 3) This will not occur until it is safe to do so. This could be as many as 5-10 hours after eye landfall and will be determined by each Fire Chief.

D. Reports

- 1) The Damage Assessment report and all other reports from local departments will be forwarded to the EMS and Fire Administration desk at the EOC. These include:
 - a) Fire Department (FD) Status reports,
 - b) Damage Assessment (DA) reports and
 - c) SAR progress reports. See Search and Rescue SOG for detailed report forms.

E. Types of Searches

- 1) Primary search
 - a) The first search for survivors is called a primary search and should be completed for all damaged areas of the county within 72 hours.
 - b) A primary search is a quick search of the structures likely to contain survivors.
- 2) Secondary search
 - a) Another more detailed search that is conducted after the primary search is the secondary search.
 - b) A secondary search is the systematic search of every room of every structure in the assigned area of operation and must be completed within 9 days.

F. Mutual Aid

- 1) If local resources are not sufficient to meet the goals in B above, a mutual aid request will be forwarded through EMS and Fire Administration EOC desk requesting one or more USAR teams to assist.

G. Urban Search and Rescue (USAR)

- 1) Typical Composition of Type I USAR team is a 70 person tactical unit for search and rescue operations.
- 2) A USAR team is a multi-disciplinary organization.
- 3) They have as part of the team a Search element, a Rescue element, a Medical element, and a Technical Support element.

- 4) USAR teams are totally self-sufficient for the first 72 hours of operations and bring with them a full equipment cache to support their operations.
- 5) Normally USAR teams are staged near the affected counties by the state prior to storm landfall.

H. Pinellas County Technical Rescue Team

- 1) The team is a Type I technical rescue team.
 - a) The staffing levels the county has can field two Type I technical rescue teams with on duty staffing between the four city FDs.
 - b) Team membership is made up from the following municipal fire departments:
 - (1) Clearwater
 - (2) Largo
 - (3) Pinellas Park
 - (4) St. Petersburg
- 2) If a storm impacts the county this team would likely be divided into four rescue squads that will be initially focused on their own cities.
- 3) Once these cities search and rescue priorities are met the team will regroup and redeploy as requested.

3. Assignment of Responsibilities

A. EMS and Fire Administration EOC Desk (ESF 4, 9, & 10):

- 1) EMS and Fire Administration will act as the overall coordinator for all SAR/USAR operations in Pinellas County.
- 2) EMS and Fire Administration will plan for and coordinate air reconnaissance with the Pinellas County Sheriff, Air National Guard, Civil Air Patrol, or other entities capable of providing air support of the county for the purpose of identifying and establishing priority SAR areas. This should be completed as soon as it is safe for air operations and appropriate aircraft are available. Night time thermal mapping should be considered.
- 3) EMS and Fire Administration will assign a USAR Branch Director to the EOC – Fire or Special Operations Coordinator for coordination of USAR operation's when USAR resources are requested.
- 4) Provide additional resources necessary to support SAR efforts of local jurisdictions at the request of the jurisdiction.
- 5) Provide PC EOC OPS with windshield damage assessment from the local jurisdictions.
- 6) Provide PC EOC OPS with documentation of Primary and Secondary Search status.
- 7) Request appropriate fire/rescue mutual aid resources as requested by local jurisdictions. Mutual Aid requests will include location assignments with appropriate United States National Grid (USNG) and/or GPS coordinates.
- 8) Provide PC EOC OPS with documentation of Mutual Aid requests, assignments, and locations.

- 9) Provide PC EOC OPS with the status of resources released from operational status.

B. Municipal and Special Fire Control Districts:

- 1) Institute initial SAR operations with organized teams that are prepared to conduct operations within the municipality, SFCDD, or unincorporated county area.
- 2) SAR operations must begin as soon as conditions permit safe entry into the damaged areas. After a hurricane strike, those conditions may not occur until 5 to 10 hours after eye landfall.
- 3) Provide proper building marking systems (PC 600 SOP – 600-23 Appendix E) and documentation of needs forwarded to appropriate agency/EOC.
- 4) Provide windshield damage assessment, SAR needs, or other documentation requested to the PC EOC (ESF 9 – SAR) by EMS/Fire grid, United States National Grid (USNG) and/or GPS after each search/assessment work period is completed or as requested by ESF 9.
- 5) Provide a detailed on going report consisting of, but not limited to, structural damage assessments, road access issues, personnel and equipment capabilities, logistical support needs, and victim information to the assigned EOC desk (ESF 9).
 - a) General reports:
 - (1) Immediately after winds allow for access to the outside:
 - (a) Status of FD/PD/PW
 - (b) Operational status of each
 - (c) Immediate needs
 - (2) Progress reports
 - (a) SAR by EMS/Fire grid and/or USNG completion
 - (i) Primary
 - (ii) Secondary
 - (b) Civilians trapped – location provided by USNG or GPS
 - (c) Injuries/treatment of Fire Fighter (FF)/EMS personnel
 - (d) Injuries/treatment of civilians
 - (e) Fatalities of FF/EMS personnel
 - (f) Fatalities of civilians – location provided by USNG or GPS
 - (g) Resource requests
 - (i) Mutual aid resource locations – location provided by USNG or GPS
 - (3) Damage assessment of structures
 - (a) Provide detailed report on estimated damage to neighborhood and specific locations (minor, moderate, and severe)
 - (b) Provide detailed infrastructure information (power, water systems, hazardous materials, phone/communications, fire capabilities, road access)
 - b) Municipal FDs and SFCDDs should consider maintaining medical support teams (Paramedic & EMT – ALS capable) at each fire station 24/7 until emergency disaster operations have been completed (return to normal operations).
 - c) Fire station locations are within communities and individuals seeking assistance after a storm will report to a fire station to request assistance.

C. Law enforcement:

- 1) For the purpose of this annex law enforcement's primary mission is to ensure public safety, perimeter security, and provide force protection for search and rescue teams as necessary.
- 2) Provide specialized equipment including vehicles, helicopters, lights, night vision, and other items to assist in search and rescue.
- 3) Provide for death investigations as necessary for bodies found during SAR operations.
- 4) This may include provisions for the coordination of mutual aid requests for other law enforcement agencies or military assistance.

D. Sunstar – Ambulance Company:

- 1) For the purpose of this annex Sunstar's primary mission is to provide for the effective transportation and treatment of the sick and injured following a disaster.
- 2) Sunstar has responsibilities for pre-hospital emergency triage, treatment, and transport, inter-facility transfers to out-of-county hospitals, and convalescent transport of patients.
- 3) Sunstar's other responsibilities in the event of a disaster, includes: coordination with county resources and determination of methods for obtaining out-of-county resources other than ambulances.
- 4) This activity may include provisions for the coordination of mutual aid requests for other ambulance services.

E. Duke Energy:

- 1) As soon as possible following a disaster, Duke Energy repair crews will begin entering affected areas to determine the extent of damage to power lines and utility substations.
- 2) This information will be provided to the county EOC by the utility liaison.
- 3) The damage assessment information provided by utility crews will be evaluated by the EOC to determine if it is safe for SAR personnel to enter the area.
- 4) Duke Energy may be requested to assist with equipment, maps, staff, and vehicles to improve SAR operations.

F. PC Public Works:

- 1) For the purpose of this annex immediately following the disaster or crisis:
 - a) PC Public Works Divisions must restore the transportation infrastructure to include debris removal so that other first responders and aid relief agencies can perform their duties.
 - b) Prompt restoration of access by vehicles, is critical for rescue, evacuation, and short-term recovery efforts.

- c) Public Works may be requested to assist with equipment, maps, staff, and vehicles to improve SAR operations.
- d) This may include provisions for the coordination of mutual aid requests for other public works agencies and/or equipment.

G. Pinellas County Emergency Management (PCEM)

- 1) Monitor the situation for EOC activation.
- 2) Support SAR operations with additional resource coordination and activation of the EOC.
- 3) Provide resources for SAR activities.
- 4) Locate specialized rescue equipment and/or personnel if required.

H. Animal Services

- 1) Provide assistance with retrieval/confinement/control of loose pets or threatening animals.

I. Pinellas/Pasco Medical Examiner

- 1) Responsibility for the retrieval of bodies identified by SAR teams or law enforcement.

J. Other Support:

- 1) Civil Air Patrol (CAP)
 - a) Augment SAR missions as requested as within their capabilities.
- 2) Military assets
 - a) Military assets within Florida are under the operational control of the Department of Defense (DOD) during civil relief operations.
 - b) National Guard forces also come under DOD control if federalized or transferred to the DOD.
 - c) If the area is declared a federal disaster area, the Federal Emergency Management Agency (FEMA) will make requests for DOD assistance. DOD will in turn further task the appropriate subordinate commanders.
- 3) Radio Amateur Civil Emergency Services (RACES)
 - a) Provide communications support.

K. Pinellas County Safety & Emergency Services – Radio & Technology Division

- 1) Provide portable communications trailers as necessary.
- 2) Ensure interoperability for all emergency units working within Pinellas County.

4. Authorities and References

- 3) Place Holder

5. Supporting Plans

- 1) Pinellas County Fire SOG 600-20 – Hazardous Materials Initial Response
- 2) Pinellas County Fire SOG 600-22 – Water Rescue/Dive Team Operations

- 3) Pinellas County Fire SOG 600-23 – Technical Rescue Incident Response Plan
- 4) Pinellas County Medical Operation’s Manual Protocol
- 5) Pinellas/Pasco County Medical Examiner – Mass Fatality Incident Response Plan – District 6 Medical Examiner’s Office
- 6) Pinellas County Mass Casualty Plan

Pinellas County CEMP

Solid Waste Annex



Solid Waste Annex

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1. Introduction

A. Purpose

The purpose of this Annex is to describe the activities and responsibilities of Pinellas County's Solid Waste Department when responding to a natural or manmade emergency or disaster. This Annex identifies Solid Waste organization and operations that will provide restoration of normal operations as soon as possible following a disaster.

B. Scope

Pinellas County Solid Waste Department encompasses three (3) divisions: Operations Management Division, Infrastructure Management Division and Customer Outreach Division.

C. Planning Assumptions

1. Solid Waste (SW) will have onsite staff with the assigned responsibility to communicate facility status and needs to the EOC and FEOC.
2. All (SW) divisions will participate in the preparedness, response, and recovery operations as determined in the specific plans.
3. An open and operational Solid Waste facility is critical to Pinellas County's recovery from any type of disaster.

2. Concept of Operations

A. General

1. Solid Waste provides safe, environmentally sound integrated solid waste services to all citizens of Pinellas County.
2. The Waste-to-Energy (WTE) facility reduces the volume of waste to be landfilled by incineration and produces electricity from the waste combustion process.
3. Items that cannot be incinerated are placed in the landfill.
4. Solid Waste will respond to disasters and emergencies in the county as appropriate. Regardless of the cause, Solid Waste will work to:
 - (1) Safeguard Solid Waste equipment prior to known disaster events (such as hurricanes).
 - (2) Keep the solid waste operations functioning.
 - (3) Keep the Pinellas County EOC staff apprised of the solid waste facilities status.

B. Normal Operations

Each year, approximately two (2) million tons of solid waste are generated in Pinellas County. Of this amount, about 50% is received at the County's solid waste management site, called Bridgeway Acres, including all the municipal solid waste. The remainder is either recycled or delivered to out-of-county facilities (primarily construction and demolition (C & D) waste).

To meet the challenges of managing this waste, the county incorporates an integrated approach: operation of a Waste-to-Energy plant; a Landfill; various waste diversion and recycling programs, and an education program. The Waste-to-Energy plant

reduces the volume of waste processed in the Plant by 90% and generates electricity, which is sold to Duke Energy. Metals are recovered from the ash and recycled. Items that cannot be incinerated or recycled are placed in the landfill along with ash from the WTE plant. When incoming waste exceeds plant capacity, the material is diverted to the landfill. A Reduce, Reuse, Recycle, and Recover strategy provides opportunities for citizens to minimize the amount of waste generated in Pinellas County. Both the WTE plant and the landfill are operated by private contractors under agreements with the County. These agreements include specific language describing the contractors' responsibilities during an emergency.

C. Pre-Event Emergency Preparedness Actions

The Solid Waste Department uses pre-determined hurricane levels to provide a schedule as to what needs to be accomplished and the date that the preparation activity is due. Response levels include Level 7 through Level 0 and are as follows:

- (1) Level 7 – Hurricane Prep Plan; March 1st.
- (2) Level 6 – Hurricane Season; June 1st through November 30th
- (3) Level 5 – Hurricane Alert; 48 to 120 hours out, or 2 to 5 days
- (4) Level 4 – Hurricane Watch; 36 to 48 hours out, or 1 ½ to 2 days
- (5) Level 3 – Hurricane Warning; 24 to 36 hours out, 1 to 1 ½ days
- (6) Level 2 – Hurricane Evacuation; 12 to 24 hours out, or 0 to 1 day
- (7) Level 1 – Hurricane Landfall; 0 to 12 hours out, or 0 to ½ day
- (8) Level 0 – All clear has been called, start recovery

Some of the priority preparedness tasks completed during Levels 6 and 7 include: reviewing hurricane emergency response plans with all personnel and Contractors; inspection of vehicles, equipment, generators, fuel sites, fuel cells and fuel pumps; inventory and restock of all emergency food, water, supplies and first aid kits at all facilities and on all vehicles; inspection of all facilities on site; securing all items subject to be affected by high winds; and charging radios and spare batteries.

Upon becoming aware of an impending disaster or hurricane, Solid Waste will notify employees and contractors of the pending shut down of the site and will review their particular responsibilities before, during and after the storm. Municipal and private waste haulers will be notified via email, signage at the site and through press releases as to the date and time the site will be shut down and closed, general guidance for temporary storage of solid waste until the site reopens, and methods that will be used to communicate with customers during and after the emergency. This will facilitate and ensure the best possible return to normal operations. The Pinellas County EOC and FEOC will also be informed as to when the facility will shut down.

D. Following an Emergency or Disaster

Following an emergency or disaster the Solid Waste Operations Manager or designee will inspect the site for damage, secure areas that are damaged and/or of danger, notify the Solid Waste Director and the Risk Management Department of site observations, and prepare reports for injuries and for property damages that have been

observed /occurred. This inspection will be performed in coordination with the Contractors who have specific responsibilities.

Solid Waste Assessment Teams will evaluate and report all damage and losses to Utilities Engineering and the Solid Waste Operations Manager, who will prioritize the cleanup. Repairs and debris removal from internal roadways will begin as necessary so disposal operations can resume in a timely manner at the site. The Operations Manager or designee will determine and establish lines of communications with the PC EOC and notify of status of facility, and will meet with the WTE and Landfill Contractors representatives to discuss WTE start-up and fill sequence at landfill areas.

3. Assignment of Responsibilities

1. This annex contains responsibilities for the various departments in Pinellas County Solid Waste. They are summarized in previous areas of this plan.
2. Pinellas County Utilities EOC desk officer will be responsible for coordinating with Solid Waste on emergency operations and facility status.

4. Supporting Plans

1. PC CEMP Debris Management Annex
2. Solid Waste Emergency Response Plan

Pinellas County CEMP

Terrorism Annex



Terrorism Annex

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Terrorism Annex

1. Introduction and Purpose

A. Purpose

- 1) This annex addresses those unique or specialized response operations that would be necessary in the event of a terrorist attack within or impacting Pinellas County.
- 2) This annex defines the actions by the county's response organizations to respond to a threat or act of terrorism.
- 3) This annex defines the county's role in emergency operations to protect public health and safety, restore essential government services, and provide emergency relief to the victims of a terrorist event.

B. Scope

- 1) This annex covers process and procedures used in response to a terrorist incident within Pinellas County.
- 2) This annex is applicable to all county departments, agencies, and organizations, regional, state and/or federal agencies that respond to assist Pinellas County.

C. Planning Assumptions

- 1) A terrorist incident may be made readily apparent to the responding local organizations by the characteristics of the impacts or a declaration on the part of the perpetrators, or may be very difficult to initially detect and identify without appropriate training, or because of uncertainty as to the cause or extent of the situation.
- 2) A terrorist incident could involve hostages, gunfire, or other situations that must be resolved prior to initiating all or portions of the emergency response operations and other incident management efforts.
- 3) The resources and/or expertise of responding organizations from the county and its municipalities, including mutual aid, could be quickly overwhelmed by a response to a major terrorist incident and its consequences.
- 4) Extensive use of the Tampa Bay Regional Domestic Security Task Force (RDSTF), state and federal resources may be anticipated by local responders.
- 5) Specialized resources, as well as those normally used in disaster situations, may be needed to support the response to a terrorist incident, and such resources could have to be provided to the county by the RDSTF, other jurisdictions and/or levels of government.
- 6) This annex assumes the county's resources and procedures for such related operations as hazardous materials response, mass casualty incident management, hostage negotiation, search and rescue, bomb deactivation and disposal, etc., will be in place to be utilized when needed during a terrorist incident.
- 7) For terrorist incidents involving use of weapons of mass destruction, there will be a large number of casualties and potentially large property or infrastructure damage.

- a) Injured, sickened or exposed victims will require specialized medical treatment; potentially including decontamination, quarantine, vaccination or other treatment.
 - b) Medical facilities near the scene capable of offering such treatment will have limited capacity to accept large numbers of victims.
 - c) It may be necessary to transport victims to distant medical facilities and may require establishing temporary medical and/or mortuary operations in the field.
 - d) Fatally injured victims may be numerous and their bodies contaminated or infectious.
 - e) Special arrangements for mortuary services are likely to be necessary under such conditions.
- 8) For cyber terrorist incidents involving damage or disruption to computer systems, telecommunications networks, or internet systems, disturbance to vital community networks for utilities, transportation or communication could endanger the health and safety of the population at risk, interrupt emergency response operations, and result in very substantial economic losses. A federal, state, county and municipal response would be necessary under such conditions.
 - 9) It can be expected that state and federal agencies will respond to any terrorist situation and coordinate with local agencies to establish a unified command and control.

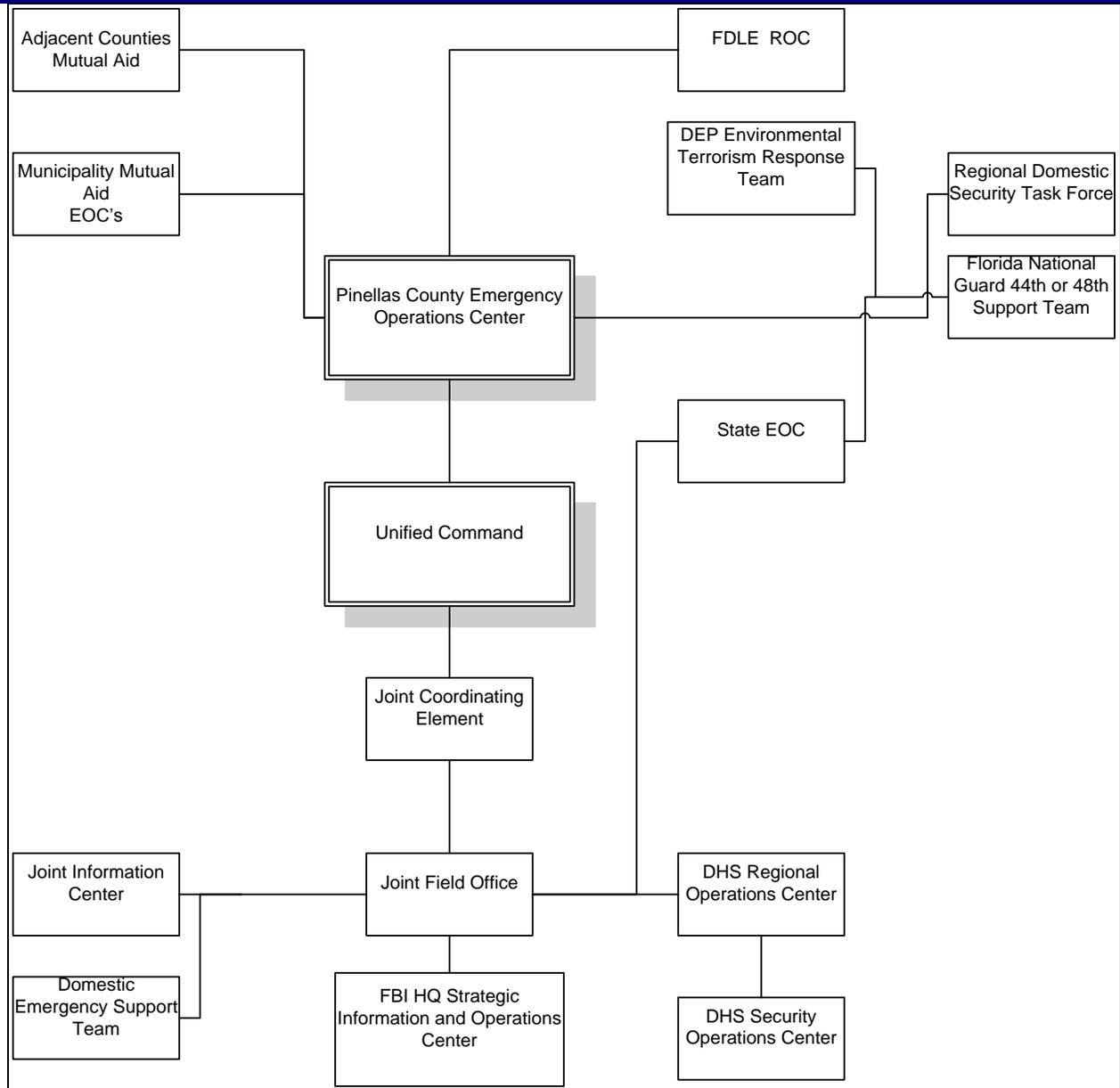
2. Concept of Operations

A. Organizational Structure

- 1) This section describes the organizational structure to be used during a response to a known, suspected or threatened terrorist incident occurring in the county, as well as the emergency response policies and operational concepts to be utilized.
- 2) It is focused on the specialized or unique aspects of incident management involved in response to a terrorist incident.
- 3) Emergency response activities that are not unique to a terrorist event, but nevertheless may be made necessary by the consequences of the event, are to be conducted under the operational concepts defined elsewhere in the county CEMP, and implementing procedures associated therewith.

B. Response Organization

- 1) This section defines the overall municipal, county, state and federal response organization available for management of a terrorist incident in order to identify the operational framework within which the emergency response to a terrorist incident by the county or its municipalities will occur.



2) Overview of the Organization

- a) A major terrorist incident would result in mobilization of response organizations at the municipal, county, state and federal level. See chart above.
- b) The role of each level of government and its response organizations is briefly summarized in this section to provide a framework for a more detailed description of the county’s operational concepts to be utilized and the responsibility for their implementation.
- c) Responding jurisdiction
 - (1) This annex recognizes that a terrorist incident may occur within the jurisdiction of one of the county’s municipalities or in the unincorporated area of the county, and either the county or the municipality would be the first responding jurisdiction and establish a unified command at or near the scene.

- (2) The Fire/Rescue and/or local law enforcement agencies are therefore expected to be the first responders to a known, suspected or threatened terrorist attack occurring in the county.
 - (3) In accordance with the responding organizations' procedures, the Incident Commander (IC) will establish a unified command at a location that would be appropriate for the incident in question.
 - (4) On scene command is managed in accord with the provisions and concepts of the incident command system, as defined through the National Incident Management System (NIMS).
 - (5) In the event of a wide-spread terrorist incident using biological or chemical weapons, there may not be a "scene" to respond to. In this case, the Pinellas County EOC will become the unified command location.
- d) Pinellas County
- (1) For a major known, suspected or threatened terrorist event occurring in the county or one of its municipalities, the county will activate its EOC. This may be required for a variety of circumstances including but not limited to:
 - (a) The terrorist event would have substantial consequences in unincorporated areas of the county,
 - (b) More than one municipality and/or a combination of unincorporated and municipal areas would be impacted by the consequences of the incident,
 - (c) The municipality within which the incident occurred may not have adequate capabilities to manage the response,
 - (d) Specialized state and/or Federal resources will be needed for response to the incident,
 - (e) The Tampa Bay RDSTF, the State Emergency Response Team (SERT) and/or Federal response teams have been requested or are expected to respond to the event,
 - (f) Pinellas County has been requested by the State Emergency Operations Center (SEOC) to activate, or
 - (g) Other significant developments in the response to and recovery from the event are likely.
 - (2) County resources would be provided under the coordination of the EOC to the unified municipal and/or county command through the Emergency Support Function (ESF) process, as well as implementation of related, off-site operations made necessary by the consequences of the event.
 - (3) The County EOC would direct and control response and recovery efforts in support of the unified command through its procedures for resource procurement, mobilization and deployment.
- e) Adjacent Counties and Municipal Jurisdictions
- (1) Depending on the circumstances of the incident and the capabilities of the impacted jurisdiction, mutual aid from adjacent counties and/or municipalities may become necessary.
 - (2) These would be requested by the unified command using existing procedures for requesting law enforcement and fire/rescue assistance.
 - (3) Mutual aid from adjacent jurisdictions would be deployed within the county under the direction and coordination of the county's or municipality's

unified command, pursuant to existing procedures and in accord with statewide mutual aid agreements.

f) State of Florida Agencies

- (1) The characteristics of a known, suspected or threatened terrorist event in the county may exceed the capabilities of local response organizations, as described above, to effectively respond to the incident and its consequences. If this situation occurs, the incident commander may, through the county EOC and/or the State Watch Office, request mobilization of all or part of the Tampa Bay RDSTF.
 - (a) The Tampa Bay RDSTF is deployed to the on-scene command post as state assets, following issuance of an Executive Order by the Governor.
 - (b) Additional state resources beyond the RDSTF needed to provide assistance for the general consequences of a terrorist incident would be made available to county governments in accord with the provisions of the Florida CEMP.
 - (c) Upon deployment to Pinellas County, the RDSTF would provide support to the local unified command.
- (2) The Florida Division of Law Enforcement (FDLE) may elect to activate its Regional Operations Center (ROC) to provide coordination and support to the Tampa Bay RDSTF.
- (3) If indicated, the State of Florida may activate the State Emergency Operations Center (SEOC) in Tallahassee.
- (4) The Governor, supported by the State Command, would provide direction to the SERT, activated in the SEOC. The State Command is an expansion of the incident command function primarily designed to manage a very large and complex incident, and is appointed by the Governor.
- (5) SEOC would be responsible for deployment of the Tampa Bay RDSTF to the county EOC from where this additional support could be provided to both the county EOC and the unified command.
- (6) The characteristics of the terrorist event may warrant that the Unified Command also request the support of the Florida National Guard's 44th or 48th Civil Support Team.
 - (a) The 44th or 48th Civil Support Team is especially trained and equipped to respond to a terrorist event involving a weapon of mass destruction.
 - (b) The Civil Support Team is available on a seven-day, 24-hour basis, and will represent the most sophisticated response capability that the state can provide to a local government's unified command.
 - (c) The team is mobilized through the State Watch Office and/or the SEOC, if activated.
- (7) Through the State Watch Office and/or the SEOC, the Florida Department of Environmental Protection's (FDEP) Environmental Terrorism Response Team can also be deployed to the scene to assist the unified command in addressing hazardous materials issues involved in the terrorist attack or the consequences resulting from the attack.
- (8) In the event that Unified Command has requested the assistance of either the Tampa Bay RDSTF or the FNG 44th or 48th Civil Support Team, the SEOC will be activated, if ordered by the State Coordinating Officer. It would be expected that the SEOC would closely coordinate operations with

the Pinellas County EOC. The SEOC would coordinate specialized support activities for personnel available from the Tampa Bay RDSTF, the 44th or 48th Civil Support Team, and the FDEP team, as well as provide for coordination of general state agency emergency management operations initiated pursuant to the Florida CEMP.

g) Federal Agencies

- (1) This annex recognizes that the Federal government is likely to assume a strong, direct role in the response to a major terrorism incident occurring within the county or one of its municipalities. One operational function will be for unified command to effectively incorporate Federal involvement into local operations.
- (2) The Federal government has developed an emergency response organization to provide support to the local incident command in a known or suspected terrorist incident involving a weapon of mass destruction.
- (3) The Federal support will be mobilized and deployed pursuant to the provisions of the National Response Framework (NRF).
- (4) A Principal Federal Official (PFO) will be assigned by the Department of Homeland Security (DHS) to head up the response of Federal agencies.
- (5) The PFO will be deployed to the scene and collocate in a Joint Coordinating Element (JCE) to provide liaison to the local authorities.
- (6) Depending on the location of the incident within the county, the facilities activated and the communications available, the JCE would be established in or near the unified command post or the county EOC, and would be expected to have representation in the local unified command.
- (7) In addition to the JCE, the responding Federal agencies may also establish a Joint Field Office (JFO) for the coordination of the Federal response. The JFO would be collocated in the SEOC in Tallahassee.
- (8) Other Federal agencies will also provide support services and resources, through the leadership and coordination provisions of the NRF. DHS may activate the Homeland Security Operations Center for coordination of the total federal response.
- (9) The Department of Defense (DOD) will provide military assistance to the lead Federal agency during all aspects of a terrorist incident, when requested and authorized.
- (10) The Department of Energy (DOE) will provide scientific and technical personnel and equipment in support of the lead Federal agency during all aspects of a terrorist incident involving a nuclear/radiological weapon of mass destruction.
- (11) The Environmental Protection Agency (EPA) will provide technical personnel and supporting equipment for a weapon of mass destruction incident response.
- (12) The Department of Health and Human Services (DHHS) is the primary federal agency to plan and prepare for a national response to medical emergencies arising from the terrorist use of a weapon of mass destruction. Through the DHHS's Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism, the agency will provide personnel and supporting equipment in support of Federal operations.

- (13) Federal assets deployed to the established unified command will be coordinated through the JCE, which will also provide appropriate liaison to the county and/or applicable municipal EOC.
 - (14) The senior representatives of the deployed Federal agencies will operate from the Joint Operations Center (JOC).
 - (15) Upon determination that a credible threat of a terrorist event exists, the headquarters of the Federal Bureau of Investigation will activate its Strategic Information and Operations Center to coordinate and manage the national level support available from this agency.
 - (16) When operations threaten to exceed the capabilities of the local FBI field division, the Critical Incident Response Group, from Quantico, Virginia, may also be mobilized to the scene to augment existing operations.
 - (17) The DHS may also activate the ROC in Atlanta to provide additional resources through and coordination of the Federal response. The ROC will support the JCE, maintain coordination with the SEOC, and assist with coordination of other operations conducted under the NRF.
- 3) The response to a suspected or known terrorist incident will generate intense media interest. The Primary Federal Agency (PFA) will establish a Joint Information Center (JIC) under the supervision of that agency's senior public information officer. Other federal, state and local public information officers will conduct their public information operations from or through this center to ensure adequate coordination of media management efforts.
- a) Medical Facilities and Medical Service Providers
 - (1) A terrorist attack using a chemical, biological or radiological weapon of mass destruction could potentially require more extensive or specialized medical treatment for the injured or sickened victims of the incident, including the decontamination of living and deceased victims. The hospitals located within the county would be considered participants in the local response organization for management of the consequences of a terrorist incident. These facilities and organizations would be involved in the response through implementation of the mass casualty incident procedures utilized by the county, and any other similar operations encompassed by the County's CEMP.
 - (2) Highly specialized medical care may be required for victims of a terrorist attack involving a chemical, biological or radiological weapon of mass destruction. The emergency departments of these facilities may not have enough trained staff, proper equipment or capacity to manage either the number of victims, the types of treatment needed, or to conduct decontamination. Efforts are ongoing to provide additional planning and training services to the county hospitals, as well as to provide personal protective equipment (PPE) and other equipment, so that the capabilities of hospitals for management of patients contaminated as a result of terrorist attack will be significantly enhanced.
 - (3) Similarly, procedures are established and training is being given, for hospitals and medical care providers for such terrorist incident-related operations as recognition of symptoms, victim decontamination, and handling mass casualties. In implementing this annex, the Florida Department of Health – Pinellas (DOH Pinellas) will access information on

the extent to which the county hospitals have capabilities for management of victims of terror attacks. This information will then be available to the unified command for management of the casualties of the incident. Further assistance, support and resources can be made available through the Tampa Bay RDSTF, following its activation and deployment to the county. The unified command, relying on the state and Federal response organizations, could also request assistance in seeking resources for such services outside of the immediate area.

b) Other Participants in the Response Organization

(1) It is recognized that there may be other non-governmental participants in the response to a terrorist incident occurring in the county or one of its municipalities. Examples of such organizations, officials, or locations that may need to be considered as a part of the response organization include but are not necessarily limited to:

- (a) Owners or operators of the government or private facility in which the incident is occurring,
- (b) Owners or operators of an airplane, cruise ship, railroad, etc., in which the incident is occurring,
- (c) Non-government expert advisors or consultants, e.g., university scientists, physicians, financial institutions, energy companies and private utility companies.
- (d) Non-government laboratories for threat agent identification,
- (e) The manufacturer of the threat agent,
- (f) Rental or contractors providing vehicles, equipment or supplies involved in the incident,
- (g) Health and medical care facilities and mortuaries managing the victims of the incident, and
- (h) The owners, operators, clients or support organizations for computer networks, telecommunication systems and Internet services threatened by a cyber-terrorist attack.

c) Modification of the Response Organization

(1) This annex recognizes that a known, suspected or threatened terrorist incident could impact the county or its municipalities, yet not have an identifiable incident scene. Under these circumstances, the organizational structure will be similar to the organization chart above, except there will be no incident command post.

C. Operational Concepts

This section describes the operational concepts that will be utilized in the incident management activities for a terrorist incident in the county.

1) Overview

a) The operational concepts to be used by the county in responding to a terrorist incident are consistent with those defined in the terrorist incident response annex of the Florida CEMP, the Florida Incident Field Operations Guide, and the NRF. This section addresses those emergency operations for management of the response to a terrorist attack that would be unique or specialized for a known, suspected or threatened incident. Response operations that are similar to those conducted for the consequences of other types of natural or technological

hazards are managed through the operational concepts described in Pinellas County's CEMP.

- 2) Detection, Notification and Classification of a Terrorist Event - This section describes the actions by the county involved in the detection, notification and classification of a terrorist event.
 - a) Detection –
 - (1) Detection of an actual, suspected or threatened terrorist or cyber-terrorist incident may occur through the following types of mechanisms:
 - (a) Law enforcement intelligence efforts,
 - (b) Warnings or announcements by the perpetrators,
 - (c) The characteristics of the incident, such as an explosion or chemical recognition,
 - (d) Witness accounts,
 - (e) The medical or physical symptoms of victims,
 - (f) Laboratory results from samples taken at the scene or from victims' bodies,
 - (g) Monitoring of a community's morbidity and mortality on a routine basis, and
 - (h) Unexplained disruption or failure of a computer network, telecommunications system or Internet service
 - (i) In many cases, such detection most likely would be by the local jurisdiction's first responding units. The state's FIFOG also details a protocol that can be used by first responders to recognize an incident as a terrorist event. Information regarding the event and its consequences would then be reported from the scene to the County Warning Point (911 Center).
 - (j) Should detection of the event be from a telephone call or other communication threatening a terrorist action or declaring that one has occurred, the County Warning Point (911 Center) will utilize existing procedures to initiate an investigation and make appropriate notifications, as indicated below.
 - (k) Detection of a suspected terrorist incident may be from a source other than the first arriving unit or a communicated threat or declaration, such as from monitoring of morbidity or mortality statistics in the county, reports from hospital emergency departments, laboratory results from incident victims or environmental sampling, etc. In such cases, the County Warning Point would be notified by the facility or individual recognizing the indications of a terrorist incident, and follow-up notification made by the County Warning Point to the Regional Office of the Federal Bureau of Investigation, as well as the State Watch Office.
 - (l) Regardless of the method of detection of a known or suspected terrorist event, within the meaning of this annex, the Pinellas County Warning Point (911 Center) will be notified accordingly.
 - b) Notification
 - (1) Upon receipt of notification that a known or suspected terrorist event has, is or may occur, the On-Duty 911 Communications Supervisor / County

Warning Point will determine if the incident is a significant event warranting notification and warning actions pursuant to the county's CEMP. If so, such notifications will be made in accord with existing procedures. In addition, if information provided by the reporting organization(s) indicates that the event is or may be a terrorist incident; notification of the suspicion will be made to both the Regional Office of the Federal Bureau of Investigation and the State Watch Office by the competent authority.

- (2) Regardless of the source of the detection of a known, suspected or threatened terrorist event, pursuant to this annex, the County Warning Point will notify the Regional Office of the FBI, and the State Watch Office that a terrorist incident may have occurred or has been threatened.
- c) Classification
- (a) Every known, suspected or threatened terrorist event occurring in the county or its municipalities will be classified in a manner consistent with Federal policy. Upon notification by the county of a suspected terrorist event, the Regional Office of the FBI will obtain classification of the event through the Bureau's Strategic Information and Operations Center. Once classified by the FBI any appropriate Federal actions will be initiated as follows:
 - (i) Level 4 – Minimal Threat – Received threats do not warrant actions beyond normal liaison notification or placing assets on heightened alert.
 - (ii) Level 3 – Potential Threat – Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible, and threat assessment is continued to completion.
 - (iii) Level 2 – Credible Threat – A threat assessment indicates that the potential threat is credible, and confirms the involvement of a weapon of mass destruction in the developing terrorist incident. The Federal response for incident prevention will focus on law enforcement actions taken in the interest of public safety and is predominately concerned with preventing and resolving the threat. The Federal response to address the impacts of the event will focus on contingency planning and pre-positioning of suitable resources as required.
 - (iv) Level 1 – Weapon of Mass Destruction Incident – It is known that a weapon of mass destruction incident has occurred which requires an immediate process to identify, acquire, and plan the use of Federal resources to augment State and local authorities in response to limited or major consequences.
- (Note: These classification levels are defined in the Federal CONPLAN, which is currently a part of the initial NRF.)
- (b) The classification may be upgraded or downgraded by the FBI at any time, when warranted by conditions. Upon the initial classification or subsequent reclassification, the SWO will notify or confirm notification of the local unified command.

- (c) For every Level 2 or Level 1 incident, the incident commander for Pinellas County or the impacted municipality will also notify the County Warning Point of one of the following two situations:
 - (i) Need for activation of the Tampa Bay RDSTF is requested to support local operations, or
 - (ii) Local capabilities are deemed to be adequate for local incident management response operations.
- 3) Response Operations
 - a) This section describes the policies to be used by the County and its municipalities to guide response to a terrorist incident. It also describes the initial steps to be used by the local responding units to mobilize personnel and resources, to establish a command structure, and to activate emergency facilities and procedures. The annex addresses those emergency response operations as they would be used in a known, suspected or threatened terrorist incident. Operations not unique to a terrorist event would be conducted in accordance with departmental standard operating procedures and the county's CEMP.
- 4) Response Policies

The county's response to a known, suspected or threatened terrorist event will be in accordance with established policies for emergency response operations for other types of hazards, as defined within the county's CEMP, with the following additions:

 - a) There will be unique requirements to protect the safety of response personnel during an event that involves the use of a weapon of mass destruction. Safety of response personnel will be the highest priority.
 - b) County and/or municipal response personnel will assume the presence of a secondary explosive, chemical, biological or radiological devices at or near the scene and conduct subsequent operations accordingly until the absence of a secondary devices is known.
 - c) Prior to the use of a weapon of mass destruction, tactical operations will emphasize incident prevention; after the use of a weapon of mass destruction, tactical operations will emphasize management of the event's impacts.
 - d) The jurisdiction in which an incident occurs will be responsible for initiating Incident Command and establishing a unified command structure to handle incident management.
 - e) Management of response operations will be guided by the following priorities:
 - (1) Preserving life or minimizing risk to health,
 - (2) Preventing a threatened act from being carried out or an existing terrorist act from being expanded or aggravated,
 - (3) Locating, accessing, rendering safe, controlling, containing, recovering and disposing of a weapon of mass destruction,
 - (4) Rescuing, decontaminating, transporting and treating victims,
 - (5) Releasing emergency public information that ensures adequate and accurate communications with the public,
 - (6) Restoring essential services and mitigating suffering,
 - (7) Apprehending and successfully prosecuting perpetrators, and
 - (8) Conducting site restoration.

5) Mobilization

- a) For those terrorist incidents with a defined incident scene, the first responding unit will establish a command post and a command structure in accord with established agency procedures. Personnel mobilization by the County or the involved municipality for subsequent emergency response activities would be in accord with standard procedures of the responding agencies. As necessary, existing mutual aid arrangements would be activated to ensure the adequacy of local resources to support emergency operations.
- b) If the incident is known to be a terrorist incident, or has otherwise been classified as a Level 2 or Level 1 incident by the FBI, the IC will take steps to prepare for the implementation of a unified command. Unified command could encompass representation from multiple municipal and county organizations, impacted adjacent counties, the State of Florida and Federal agencies, as well as any other likely participants or liaison personnel, e.g., the owner of the building in which the event is occurring. Mobilization of personnel and organizations to participate in unified command will be as directed by the IC for the local responding jurisdiction.

(1) Mutual Aid

- (a) As indicated, the county or the impacted municipality will request assistance from mutual aid organizations pursuant to normal procedures. Through the Pinellas County Warning Point, the County may also access statewide fire and law enforcement mutual aid available through the Florida Fire Chiefs' Association and the Florida Sheriffs' Association, respectively. The County Warning Point and/or EOC, through the SEOC and/or Warning point, may also request activation of Disaster Medical Assistance Team (DMAT) or Disaster Mortuary Response Team (DMORT) activation to support local operations.

(2) Scene Management

- (a) Management of the scene of a known, suspected or threatened terrorist incident will be in accord with established departmental procedures for response to an incident involving a hazardous material, explosive device, and/or other situation dangerous to responders, as well as a situation potentially involving mass casualties. Implementation of standard procedures for scene management for a terrorist incident will include the following additional considerations:
 - (i) The potential presence of secondary devices,
 - (ii) The treatment of the scene as a crime scene,
 - (iii) The potential for contamination that is not visible or is difficult to detect, as well as the need for management of contaminated victims,
 - (iv) The spatial extent of chemical, biological or radiological contamination from a weapon of mass destruction, and controlling continuing, inadvertent spread of the agent.
 - (v) The need for larger and better equipped command and staging facilities,
 - (vi) Immediate capability for media management and public information, and

- (vii) Recognition of the potential for rapid public protection in adjacent and/or downwind areas.
- (3) Command and Control
The municipal and/or county agencies initially responding to a scene will establish a command structure in accord with standard operating procedures. Upon recognition of the event as a terrorist incident, or upon classification of the event as a Level 2 or 1 terrorist incident by the FBI, the incident commander will establish a unified command structure.
- (4) Emergency Plan Activation - There are three general circumstances under which this plan may be activated. The first is as a preemptive measure and the second is based on the classification of a threat or an event, based on the federal CONOPLAN classification. The third is when the unified command at the scene recognizes that the scale or complexity of the response will require the support of the county EOC and the county ESFs. These conditions for activation can be found in more detail in the terrorism SOG.
- (5) Quarantine, Immunization and Medical Monitoring - In the event of a terrorist attack involving a contagious bio-hazard, such as anthrax or smallpox, it may be necessary to take action to locate infected individuals and seek appropriate medical treatment for them, while at the same time quarantining or isolating them to minimize the spread of infection. In addition, it may be necessary to identify individuals that could have been exposed to the agent and provide immunization or other preventative treatment. Post-exposure health monitoring may also be necessary, and potentially very large numbers of individuals could require such assistance. See terrorism SOG for more details.
- (6) Sheltering and Mass Care - Beyond the specialized operations necessary for decontamination and disinfection of victims of the incident, other individuals displaced by the consequences of the incident will be sheltered and cared for in accord with the provisions of ESF #6 of the County's CEMP or the applicable municipal emergency plan.
- (7) Control of Food, Water Commodities - A terrorist incident could involve intentional or consequential contamination of public water supplies, food sources that are produced or processed within the county. The county's CEMP, in ESFs #3, #8, #11, and #17, addresses the sampling and control of water supplies, sampling and condemnation of spoiled food supplies, and the control of wildlife affected by the incident. This annex anticipates that these operations would be implemented, as needed, during a terrorist incident.
- (8) Emergency Public Information and Media Management –
Emergency public information from unified command will be managed by command's designated public information officer in accord with established procedures. However, additional public information operations conducted for a major terrorist event will require specialized efforts by the county, impacted municipalities, and the members of unified command.
- (9) Response Termination and Demobilization
Termination and demobilization of the County's unified command and emergency response operations will be with the authorization and/or concurrence of the PFO, if Federal agencies have been activated to the

scene. County operations will be continued until termination of Federal and state operations, and may continue beyond the demobilization of Federal and/or state personnel at the scene if deemed necessary by the county's unified command and/or the county EOC.

Upon receipt of Federal authorization and/or concurrence for response termination and demobilization, the county and/or municipal unified command will demobilize operations using established procedures. ,

3. Organizational and Assignment Responsibilities

A. Background

1) Incident Management

This section addresses those responsibilities of county agencies, organizations and officials for the specific program development and implementation functions necessary to manage a terrorist incident. Responsibilities for programs, plans and procedures that are related to management of other types of disaster situations are addressed in the CEMP. The municipalities within the county are expected to address the responsibilities of its agencies and organizations within their own plans. If the municipalities have not prepared such documents, it is expected that their response organizations would adhere to the applicable responsibilities as defined in this section.

B. Pinellas County

1) Background

a) The responsibilities of Pinellas County for the development, implementation and maintenance of the Terrorism Response Annex to the county CEMP are those conducted pursuant to the county's own emergency management programming and implementation of its CEMP. Nothing in this annex is intended to alter or conflict with the consistency or interrelationship of the operational concepts, policies or assigned responsibilities existing in the county plan.

2) Pinellas County Emergency Management (PCEM)

a) Maintain this annex as a component of the County's CEMP,

b) Ensure that appropriate training opportunities and instructional information regarding terrorist incidents and emergency response operations are available to County agencies and organizations, as appropriate,

c) Assist the FDEM in conducting assessments within the county of its vulnerability to terrorist attack and its capabilities to respond,

d) Maintain coordination and cooperation with representatives of the Tampa Bay RDSTF and the 44th or 48th Civil Support Team to ensure continuing familiarity with their capabilities and procedures for their integration into the local response operations in the county

e) Serve as the emergency management liaison to the established unified command during a response to a known, suspected or threatened terrorist incident

f) Provide support to incident command and multi-agency commands that are activated in response to a known, suspected or threatened terrorist incident

g) Activate the county EOC as appropriate.

- 3) Emergency Support Function #1, “Transportation”
(Pinellas Suncoast Transit Authority, Pinellas County School Board, Sunstar Ambulance)

The lead and support agencies of ESF #1 have the following responsibilities related to response to a terrorist event:

- (1) Transport or relocation of contaminated victims to medical care facilities within and outside the County,
- (2) Movement of personnel, equipment and supplies needed to support emergency operations to establish and operate vaccination and medical evaluation facilities in the affected areas.
- (3) Support movement of equipment and supplies made available by state, federal or other sources, e.g., the SNS, upon their receipt in Pinellas County.

- 4) Emergency Support Function #2, “Communications”
(Pinellas County Safety and Emergency Services – Radio & Technology, ACES, Business Technology Services)

The lead and support agencies of ESF #2 have the following responsibilities related to response to a terrorist event:

- a) Provide communications support to responders
- b) Provide support and equipment as appropriate to mutual aid responders from outside the county
- c) Ensure communications interoperability for the varied responders and support agencies
- d) Provide cyber security and disaster restoration services

- 5) Emergency Support Function #3, “Public Works and Engineering”
(Pinellas County Utilities Department, Pinellas County Public Works Department)

The lead and support agencies of ESF #3 have the following responsibilities related to response to a terrorist event:

- a) Monitor the county’s water supplies during and after an incident involving the release of a weapon of mass destruction, and
- b) Close, decontaminate and/or restore water and sewer facilities and systems following an event involving a weapon of mass destruction.

- 6) Emergency Support Function #4, “Firefighting”
(Pinellas County EMS and Fire Administration, Municipal and special fire district fire departments)

The lead and support agencies of ESF #4 have the following responsibilities related to response to a terrorist event:

- a) Support the assessment of the specialized personnel, equipment, and materials needs of the County’s Fire/Rescue Operations for response to a terrorist attack involving a weapon of mass destruction, and
- b) Ensure that levels of personal protective equipment required or recommended by the State of Florida for local response personnel managing a weapons of mass destruction incident can be provided to field personnel.
- c) Follow existing plans for response to terrorist attack.

7) Emergency Support Function #5, “Information and Planning”

(Pinellas County Emergency Management)

The lead and support agencies of ESF #5 have the following responsibilities related to response to a terrorist event:

- a) Provide for incident data gathering and management, as well as operations planning to support the County’s Emergency Operations Center during a major weapon of mass destruction incident;

8) Emergency Support Functions #6: “Mass Care”

(Pinellas County Human Services, American Red Cross, Pinellas County School Board, FL Department of Health - Pinellas)

The lead and support agencies of ESF #6 have the following responsibilities related to response to a terrorist event:

- a) Provide shelter operations that may be required by a weapon of mass destruction attack, such as medical monitoring, decontamination, and first aid for victims,
- b) Document, screen and track evacuees from areas of the county potentially contaminated or infected by a weapon of mass destruction in order to limit the spread of the contamination or infection, as well as to promote more rapid medical treatment should symptoms become noticeable while in shelters, and
- c) Communicate and coordinate between shelter operations and hospital emergency departments for diagnosis, triage and transport of victims in shelters affected by exposure to a weapon of mass destruction.

9) Emergency Support Function #7, “Resource Support”

(Pinellas County EOC – Logistics Section)

The lead and support agencies of ESF #7 have the following responsibilities related to response to a terrorist event:

- a) Rapidly procure specialized resources for a County response to a weapon of mass destruction incident.

10) Emergency Support Function #8, “Health and Medical Services”

(Pinellas County EMS and Fire Administration, Pinellas County Medical Director, Sunstar Ambulance, FL Department of Health - Pinellas)

The lead and support agencies of ESF #8 have the following responsibilities related to response to a terrorist event:

- a) Assure that required and/or recommended awareness and operational training and exercise standards for emergency medical service for response to weapon of mass destruction incidents are met,
- b) Access the SNS and receive, store and appropriately utilize pharmaceuticals necessary for treatment of victims of a weapons of mass destruction incident,
- c) Arrange for hospitals and other medical facilities in and adjacent to the county to receive, treat, decontaminate, isolate, and/or provide other services to the victims of a WMD incident.
- d) If necessary, confiscate food or agricultural products contaminated with a weapon of mass destruction,
- e) Serve as a technical resource to local medical facilities and practitioners on awareness of the symptoms of exposure to a weapon of mass destruction and the proper notification procedures to be utilized to report exposure,

- f) Establish and staff evaluation facilities to identify victims and evacuees to be tested for potential contamination, as well as track and provide counseling regarding future medical needs, in conjunction with ESF #6,
 - g) Develop plans and procedures, in conjunction with other county agencies, to obtain, activate, staff, and equip facilities to serve as vaccination and medical evaluation centers in or near neighborhoods affected by the release of an infectious bio-hazard
 - h) Provide assistance and services to victims with special needs within an area impacted by a weapon of mass destruction and/or a neighborhood or community under quarantine
- 11) Emergency Support Function #9, “Search and Rescue”
(Pinellas County EMS and Fire Administration)
The lead and support agencies of ESF #9, “Search and Rescue” have the following responsibilities related to response to a terrorist event:
- a) conduct searches of collapsed structures or incident scenes that may be contaminated with a biological, chemical or radiological weapon of mass destruction, or be threatened by secondary devices,
 - b) Ensure that levels of personal protective equipment required or recommended by the State of Florida for local response personnel managing a weapons of mass destruction incident can be provided to field personnel,
 - c) Ensure that operational procedures and training programs recognize the need for search and rescue operations as a result of a terrorist attack, and
 - d) Ensure that operational procedures, equipment and communications protocols utilized during search and rescue operations are consistent with the potential need to work cooperatively with personnel from the Tampa Bay RDSTF and the 44th or 48th Civil Support Unit.
- 12) Emergency Support Function #10, “Hazardous Materials”
(Pinellas County EMS and Fire Administration, Municipal fire and special fire district fire departments)
The lead and support agencies of ESF #10 have the following responsibilities related to response to a terrorist event:
- a) Provide hazardous materials response support services to and/or in cooperation with, the Tampa Bay RDSTF and the 44th or 48th Civil Support Team,
 - b) Ensure that levels of personal protective equipment required or recommended by the State of Florida for local response personnel managing a weapon of mass destruction incident can be achieved by the county,
 - c) In conjunction with ESF #11, assist with the sampling of water supplies, as well as food and agricultural products, for detection of contaminants and/or for safe transfer to state laboratories for further analysis; coordinate operations of the DEP Environmental Terrorism Response Team, if deployed to the county.
 - d) Serve as a technical advisor to county and municipal agencies regarding the need to condemn, confiscate and safely dispose of contaminated food and agricultural products, and
 - e) Ensure safe and proper disposal of natural and man-made materials contaminated with a weapon of mass destruction.
 - f) Provide fire and emergency medical response in accordance with existing plans
- 13) Emergency Support Function #11, “Food and Water”

(Pinellas County School Board, American Red Cross, Salvation Army, Pinellas County Human Services)

The lead and support agencies of ESF #11 have the following responsibilities related to response to a terrorist event:

- a) Provide assistance and services to victims within an area impacted by a weapon of mass destruction.
- b) Deliver food and water to disaster victims quarantined due to exposure to infectious agents.

14) Emergency Support Function #12, “Energy”

(Clearwater Gas, Duke Energy, TECO, TECO Peoples Gas)

The lead and support agencies of ESF #12 have the following responsibilities related to response to a terrorist event:

- a) Monitor the county’s gas and electric supplies during and after an incident involving the release of a weapon of mass destruction, and
- b) Close, decontaminate and/or restore electric and gas facilities and systems following an event involving a weapon of mass destruction.

15) Emergency Support Function #13, “Military Support”

(Florida National Guard, US Coast Guard, 44th or 48th Civil Support Team, other state or federal military units assigned for support)

The lead and support agencies of ESF #13 have the following responsibilities related to response to a terrorist event:

- a) Provide liaison to the EOC to ensure communication and interface between the county EOC and any military units assigned to respond in the county.

16) Emergency Support Function #14, “Public Information”

(Pinellas County Marketing and Communications Department)

The lead and support agencies of ESF #14 have the following responsibilities related to respond to a terrorist event:

- a) Deploy county public information officers and support staff to a Joint Information Center at or near the scene of a terrorist incident,
- b) Prepare and deliver public information and emergency instruction to the public

17) Emergency Support Function #15, “Volunteers & Donations”

(Pinellas County Human Resources, United Way)

The lead and support agencies of ESF #15 have the following responsibilities related to response to a terrorist incident:

- a) Coordinate assistance and services of volunteer organizations that provide disaster recovery such as delivery of donated goods to areas under quarantine or identification of unique donated services that may be needed following a terrorist attack, e.g., donated services from mental health professionals for traumatized victims.

18) Emergency Support Function #16, “Law Enforcement and Security”

(Pinellas County Sheriff’s Office, Florida Department of Law Enforcement, Municipal law enforcement agencies)

The lead and support agencies of ESF #16 have the following responsibilities related to response to a terrorist event:

- a) Interface with the Tampa Bay RDSTF upon mobilization to the county

- b) Assist and support agencies and organizations of the county in securing training, technical assistance and other services to enhance the county's capabilities to implement this annex,
 - c) Ensure that levels of personal protective equipment required or recommended by the State for local response personnel managing a weapons of mass destruction incident can be provided to field personnel,
 - d) Include the county in programs for training exercises pertaining to management of a response to a terrorist incident
 - e) Provide law enforcement support in accordance with existing plans
- 19) Emergency Support Function #17, "Animal Protection"
(Pinellas County Animal Services)
The lead and support agencies of ESF #17 have the following responsibilities related to response to a terrorist event:
- a) Provide assistance in managing pets and livestock present within quarantined neighborhoods and communities due to a terrorist attack with an infectious agent
 - b) Respond to the potential for infectious biological agents in domestic, agricultural and wild animal populations, including procedures to sample, capture, destroy, and dispose of contaminated or infected animal populations.
- 20) Emergency Support Function #18, "Business & Industry"
(Pinellas County Economic Development)
The lead and support agencies of ESF #18 have the following responsibilities related to response to a terrorist incident:
- a) Provide assistance and services to businesses within an area impacted by a weapon of mass destruction, and/or a neighborhood or community under quarantine

4. Supporting Plans

- 1) Pinellas County LMS
- 2) Pinellas County CEMP Direction and Control Annex
- 3) Pinellas County CEMP Power Outage Annex
- 4) Pinellas County CEMP Communications Annex

Pinellas County CEMP

Transportation Annex



Transportation Annex

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Transportation Annex

1. Introduction

A. Purpose

- 1) The purpose of this annex is to document the concepts and responsibilities for the transportation of people and animals in the county during emergencies.

B. Scope

- 1) To provide transportation support to municipalities, hospitals, nursing homes, and the general public as well as animals to general shelters, special needs shelters or pet friendly shelters.
- 2) Transportation requirements may be planned for hurricane evacuations or in response to an unforeseen disaster such as a major fire or tornado.
- 3) This annex does not cover day-to-day emergency transport or transportation of goods. (See Logistics for emergency transportation of goods and supplies.)

C. Planning assumptions

- 1) Evacuations for hurricanes and tropical storms will normally be with sufficient notice to coordinate requirements and vehicles well in advance of the onset.
- 2) Response to other hazards that may require limited evacuations will be done with whatever assets are available and will not normally be of the level required for hurricane evacuations.
- 3) Pinellas County has adequate transportation assets in the county to provide assistance to healthcare facilities, nursing homes, hospitals, municipalities and the special needs population for both limited evacuations and hurricane evacuation response.
- 4) Pinellas Suncoast Transit Authority (PSTA) will be running their normal routes, as well as special routes for general shelters during a mandatory evacuation
- 5) Pinellas County has entered into Memorandum of Understanding (MOU) with local organizations with smaller vehicles to help with evacuations where larger buses may be unable to access. The county does not take over control of any private transportation assets except for those that have agreements with the county.
- 6) Agencies providing vehicles will also provide drivers, dispatch and maintenance staff.
- 7) When the county Emergency Operations Center (EOC) is activated, transportation assets supporting the evacuation will be managed by the ESF-1 Lead except for medical evacuations.
- 8) Sunstar assets will be managed by the Sunstar Desk in ESF-8.
- 9) Fire department transport assets will not provide medical evacuation unless released to do so by the EOC after consultation with EMS and Fire Administration desk. Once released they will be managed by the local fire departments and coordinated with the EMS and Fire Administration desk in the EOC.

- 10) Pinellas County School Board Transportation (PCSBT) is the primary transportation asset for the county.
- 11) Asset management for transportation of supplies and equipment will be done by County Fleet as part of the Logistics Section.

2. Concept of Operations

- 1) In Pinellas County, there are several different types of transportation assets owned by various departments/entities.
- 2) These assets may be needed to support the response to and recovery from a disaster. See the current PC Evacuation Implementation Guide for a list of available transportation assets.
- 3) When the EOC is activated, all transportation assets assisting in an evacuation will be specifically notified of the activation time of the assets by the EOC Operations Chief and a transportation notification form will be filled out.
- 4) Transportation assets can be called upon for several different situations, the possible function for each type is listed below.

A. Types and functions:

- 1) Animal Services:
 - a) Animal Services is the lead agency for Animal transportation.
 - b) Animal Services transport will only be used during mandatory countywide evacuations (normally hurricane response).
 - c) Animal (pet) transportation will be provided for Special Needs registrants going to Special Needs shelters.
 - d) Society for the Prevention of Cruelty to Animals (SPCA) of Tampa Bay and the Area Disaster Animal Response Team will provide assistance to Animal Services.
- 2) PSTA:
 - a) For recommended evacuations citizens may ride PSTA buses to designated shelters if those shelters are located on the route.
 - b) For a mandatory evacuation, PSTA has identified several shelters that can also be served with minor route deviations.
 - c) In addition, PSTA has designated several evacuation transfer locations where passengers may transfer to additional PSTA “evacuation” buses for transportation to the closest shelter with available space.
 - d) This information will be made available to the public by PSTA when a mandatory evacuation is ordered.
 - e) In the event of an evacuation, pets will be permitted on the bus if space is available BUT only if they are in a pet carrier.
 - f) PSTA will provide up to 3 buses and drivers to Pinellas County Human Services (PCHS) for transporting individuals to designated homeless support shelters.
- 3) Pinellas County School Board Transportation (PCSBT):
 - a) Up to 600 school buses are available to transport evacuees to general risk shelters and special needs shelters.

- b) These buses are dispatched out of the EOC to the requesting municipalities in coordination with the fire departments of each jurisdiction as well as the special fire districts.
 - c) Buses and drivers become the responsibility of the requesting organization until released.
 - d) Buses are also available to evacuate specified healthcare facilities.
 - e) These buses are dispatched out of the EOC in coordination with the healthcare facilities and the Florida Department of Health - Pinellas (DOH-Pinellas) representative.
- 4) Sunstar:
- a) Sunstar provides ambulance support to the County.
 - b) They will be dispatched as follows:
 - (1) Ambulances used to evacuate patients from healthcare facilities will be dispatched from the Sunstar desk in the EOC.
 - (2) All ambulance dispatches other than normal 911 calls will be dispatched through the Sunstar desk in the EOC if activated or normal Sunstar dispatch.
- 5) Neighborly Care Services:
- a) In accordance with an MOU a maximum of 10 wheelchair vehicles and drivers will be made available to evacuate areas which are too small for school buses to maneuver into or in the case where a bus is not necessary for transport.
 - b) This may include mobile home parks.
 - c) These vehicles will be dispatched out of the EOC by the transportation lead.

B. Pre-staging:

- d) The various transportation agencies have plans to pre-stage vehicles to remove them from vulnerable areas in the event of a hurricane.

3. Transportation to and From Shelters (Hurricanes)

1. Transportation to shelters

- e) Special Needs:
 - (1) Local municipalities and fire departments will confirm their need for PCSBT buses and drivers prior to evacuation.
 - (2) Buses will be dispatched to the requesting city or fire department.
 - (3) The requestor will provide a Paramedic/EMT on each bus to assist with the Special Needs persons.
 - (4) The requestor will provide pickup sheets to the drivers.
 - (5) Special Needs registrants that require transport only will be taken to general population shelters; those identified as needing medical attention will be taken to special needs shelters.
 - (6) Last Minute Requests – Requests for transportation received immediately before the evacuation or when the evacuation is in progress require special handling depending on the timing. Refer to the Special Needs Assistance Program Standard Operating Procedures for specifics.
- f) General Public- If the public does not have transportation to a shelter and did not register for the Special Needs transportation program; they will be able to ride a

- PSTA bus to a shelter free of charge during a mandatory evacuation. (See PSTA SOG)
- g) Homeless – PC Human Services (PCHS) has a coordinated plan with the Pinellas County Coalition for the Homeless (PCCH). The plan includes the pickup of homeless persons and transporting them to selected shelters. Up to 3 PSTA buses will be dedicated to this response. PCHS will provide 2 staff for each bus.
 - h) Pets – Evacuees with pets will self-transport to Pet-Friendly Shelters. Special Needs registrants will register with Animal Services who will arrange to pick up pets prior to registrants pickup and provide shelter for the pets.
- 6) Transport from shelters:
- a) Special Needs- Municipalities will ensure buses are available to return those transported to shelters back to their homes.
 - b) General Public— Evacuees will return to their homes once the all clear is given by the EOC and damage assessment has confirmed that it is safe to return evacuees to their homes. PSTA buses shall be dispatched to evacuation shelters for return movements as soon as drivers and equipment are available.
 - c) Homeless – Homeless in public shelters will be provided transport back to areas selected by PCHS.
 - d) Pets - Animals that have been transported from special needs residents will be returned to those residents once it has been confirmed those residents have been returned home.
- 7) Transport Support for Medical Facilities:
- a) Mandatory Evacuations-PCSBT, EMS and Fire/Sunstar will provide evacuation support for healthcare facilities that are in evacuation zones and have no other means to evacuate their facility. Each facility is required to have a mutual aid agreement with a like facility in Pinellas County in a non-evacuation zone to provide a destination for evacuees. Healthcare Facilities (hospitals and skilled nursing facilities) must pre-register for assistance with PCEM.
 - b) PCSBT/Sunstar will provide return transportation from the HC facility providing shelter to each HC facility that was evacuated by PCSBT and Sunstar.
- 8) Short Term Staging (Localized Events):
- a) PSTA will provide a bus, if available, for healthcare facilities if a short term event has occurred and there is a need to provide seating and air conditioning for the residents until the event is over or evacuation to a local facility due to a fire.
- 9) Localized Evacuations:
- a) PSTA may be called upon for localized, limited evacuations due to HazMat situations or a fire.
 - b) Normally, these requests will come from the Incident Commander (IC) and be relayed through Emergency Communications Dispatch.
- 10) Recovery Transport Requests:
- a) During the recovery phase many demands for transportation will be made.
 - b) These requests will be forwarded to the Transportation Lead in the EOC.
 - c) If local assets cannot be provided, the request will go to the Logistics Group.
- 11) PSTA:

- a) Restoration of regular route services will be based on bus/operator availability and would resume after evacuee returns, transportation to /from PODS and Disaster Recovery Centers are complete.

4. Assignment of Responsibilities

A. General

- 1) The list below sets out the general responsibilities of the transportation agencies listed as having responsibilities in this annex.
- 2) PSTA
 - a) Provide contact information to PCEM and Emergency Communications Dispatch.
 - b) Provide staff for EOC Transportation Desk if requested
 - c) Provide assistance in transporting residents to shelters in the event of a mandatory evacuation as indicated in the above concept of operations.
 - d) Provide assistance to IC when requested for localized evacuation or bus at the scene.
 - e) Ensure that assets are moved to safe locations during severe weather.
 - f) Provide timely, itemized billing of services to the county for reimbursement as appropriate.
 - g) Provide normal transportation service until winds reach a dangerous level (to be determined by PSTA operations).
 - h) Provide up to 3 buses to support the PC Homeless Evacuation/Shelter Plan.
- 3) PCSBT
 - a) Provide contact information to PCEM
 - b) Provide staff for EOC PCSB Transportation Desk when EOC is activated for a mandatory evacuation.
 - c) Maintain PCSBT radio in EOC and ensure it is serviceable prior to hurricane season.
 - d) Coordinate with PCEM for annual list of municipalities, fire departments and healthcare facilities that have requested assistance during evacuations.
 - e) Provide buses and drivers when activated to cover requirements in 4.
 - f) Ensure that assets are moved to safe locations during severe weather.
 - g) Provide timely, itemized billing of services to the county for reimbursement as appropriate.
- 4) Animal Services
 - a) Provide contact information to PCEM.
 - b) Provide staff to the EOC Animal Services Desk if requested
 - c) Coordinate with SPCA and others to provide transportation assistance for pets during a mandatory evacuation as outlined above.
 - d) Coordinate with the EOC to pick up pets of special needs persons who did not pre-register
 - e) Provide registration assistance for Special Needs registrants with pets that need transport.
- 5) ASPCA

- a) Coordinate with Animal Services to provide necessary support.
- 6) Neighborly Care Services
 - a) Provide contact information to PCEM
 - b) Respond to requests for transportation assistance from the EOC under the existing agreement to provide buses and drivers during an evacuation.
 - c) Provide timely, itemized billing of services to the county for reimbursement as appropriate.
- 7) Municipal Fire Departments (FD) and Special Fire Control Districts (SFCD)
 - a) Provide written requests for evacuation transportation assets when polled by PCEM annually.
 - b) Take responsibility for the buses and drivers assigned to each department until released.
 - c) Provide Paramedic/EMT for each bus picking up Special Needs registrants.
 - d) Provide pickup list to each bus driver with route and pickup locations.
 - e) Ensure proper response to last minute transportation requests.
 - f) Track registrants pickup and taken to shelters or healthcare facilities.
 - g) Ensure those picked up are returned to their homes after sheltering.
- 8) Sunstar
 - a) Provide staff for the Sunstar desk in the PC EOC when activated.
 - b) Coordinate with PCEM for annual list of healthcare facilities that have requested assistance during evacuations.
 - c) Contact healthcare facilities when evacuation is required to determine need for ambulance transport.
 - d) Provide normal emergency response and transport until winds reach dangerous levels (determined by Sunstar operations).
 - e) Support the county Mass Casualty Plan as needed.

5. Authorities and References

- a) Refer to Pinellas County CEMP Annex Assignment of Responsibilities

6. Supporting Plans

- (1) Special Needs Assistance Plan Standard Operating Guidelines
- (2) PSTA Standard Operating Guidelines
- (3) Homeless Evacuation/Shelter Plan
- (4) PC Evacuation Implementation Guide

Pinellas County CEMP

Utilities Annex



Utilities Annex

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1. Introduction

A. Purpose

The purpose of this annex is to provide for the effective direction, control and coordination of Pinellas County Utilities (PCU) Department operations during an emergency or disaster by using established standardized principles and methods to assist in protecting residents. The Annex identifies utility organization and operations that will provide restoration of normal operations of the water and sewer system as soon as possible following an emergency or disaster.

B. Scope

PCU encompasses five (5) divisions:

1. Maintenance
2. Water Quality
3. Plant Operations
4. Customer Service (Includes Field Services)
5. Engineering
6. Field Services

This Annex focuses on two (2) departments that are critical in managing a disaster response: Maintenance Division and Operations Division.

C. Planning Assumptions

1. Pinellas County water and wastewater treatment facilities utilize many hazardous materials and therefore response recovery teams will need to consider hazardous materials when the recovery plans are implemented.
2. Some municipalities have their own water and/or sewer systems that do not share interconnectivity with the county utility network and will need to implement their own utility recovery plans.
3. Utilities will have staff in the Emergency Operations Center (EOC) to coordinate activities and priorities with management and field crews.
4. All Utility's divisions will participate in the preparedness, response and recovery operations as determined in their specific plans.

2. Concept of Operations

A. General

1. The Maintenance Division is responsible for the construction and maintenance of the water and sewer system infrastructure and includes repairing fire hydrants, broken pipes and valves, and other Utilities owned equipment.
2. The Plant Operations Division is composed of two operating sections, water and wastewater (sewer).
 - (1) Water is responsible for the production, treatment, and distribution of potable water.
 - (2) Wastewater is responsible for the collection, treatment and disposal/reuse of all wastewater.

B. Normal Operations – Water

1. PCU customers receive potable (drinking) water from sources managed by the regional water supplier, Tampa Bay Water (TBW). The regional water supply is a blend composed of groundwater, treated surface water, and desalinated seawater. Eleven different well fields pumping water from the Florida Aquifer are the primary sources for the regional groundwater supply. The Alafia River, Hillsborough River, C.W. Bill Young Regional Reservoir, and the Tampa Bypass Canal are all primary sources for the regional treated surface water supply. The desalination plant converts seawater into potable water. From blends of these sources, as well as the Eldridge-Wilde Well Field, pumped and treated at the Water Supply & Transmission Facility in Tarpon Springs, potable water is transferred to pumping stations in Pinellas County where it undergoes additional minor processes before being pumped to homes and businesses through almost 2,000 miles of pipe in the PCU distribution system.
2. PCU provides water service to two thirds of county residents, supplying over 50 million gallons a day (mgd) of drinking water to over 700,000 citizens and visitors. The County provides wholesale drinking water to the cities of Pinellas Park, Safety Harbor, Tarpon Springs, and Clearwater who own and maintain their water system. The county also supplies potable water to approximately 112,000 retail customers.
3. There is one (1) water supply & transmission facility in the county, located in Tarpon Springs, receiving and treating water from Tampa Bay Water's Eldridge-Wilde well field. The water from the Eldridge-Wilde wellfield blends with the TBW regional water supply as it enters the County from the north.
4. The entire water system in the county can be pressurized from the water supply & transmission facility and four (4) additional storage and pumping facilities. These stations treat the water and boost pressure in the pipelines.
5. The Supervisory Control and Data Acquisitions (SCADA) system is defined as a computer system that monitors and controls processes. The SCADA system consists of a wide area computer network to control and monitor the potable water distribution system, water reclamation facilities, and wastewater pump stations as well as the reclaimed water system. It monitors water quality parameters, flow levels and volume, will indicate a drop in pressure or a water or sewer line break. SCADA can detect if a water pump station is down thus indicating overflow. The SCADA security system consists of cameras, motion sensors, automatic gate controls and various access control systems used to monitor persons on site.

C. Normal Operations – Wastewater (Sewer)

1. PCU provides wastewater service to one third of county residents and maintains approximately 1,400 miles of wastewater pipelines for 240,000 residents. Collection and transmission of wastewater is provided through a system of more than 300 lift stations and 1,400 miles of sewer lines. The system serves approximately 77,000 sewer accounts. The County provides wholesale sewer service through inter-local agreements to the cities of Pinellas Park, North Redington Beach, and Redington Shores.

2. There are two (2) Water Reclamation Facilities (WRF) or wastewater treatment facilities in the County. The W.E. Dunn Water Reclamation Facility (WRF) located at 4100 Dunn Dr. in Palm Harbor. The second is the South Cross Bayou Water Reclamation Facility (WRF) located at 7400 – 54th Ave N. in St. Petersburg.

D. Pre-Event Emergency Preparedness Actions

1. PCU uses pre-determined hurricane levels to provide a schedule as to what needs to be accomplished and the date that the preparation activity is due. Response levels include Level 7 through Level 0 and are as follows:
 - (1) Level 7 – Hurricane Prep Plan; March 1st - May 1st.
 - (2) Level 6 – Hurricane Season; June 1st through November 30th
 - (3) Level 5 – Hurricane Alert; 48 to 120 hours out, or 2 to 5 days
 - (4) Level 4 – Hurricane Watch; 36 to 48 hours out, or 1 ½ to 2 days
 - (5) Level 3 – Hurricane Warning; 24 to 36 hours out, or 1 to 1 ½ days
 - (6) Level 2 – Hurricane Evacuation; 12 to 24 hours out, or 0 to 1 day
 - (7) Level 1 – Hurricane Landfall; 0 to 12 hours out, or 0 to ½ day
 - (8) Level 0 – All clear has been called, start recovery
2. Some of the priority preparedness tasks completed during Levels 6 and 7 include: reviewing hurricane emergency response plans with all personnel; inspection of vehicle, equipment, generators, fuel sites, fuel cells, and fuel pumps; inventory and restock of all emergency food, water, supplies, and first aid kits at all facilities and on all vehicles; inspection of all facilities; inventory chemicals and maintain a 30 day supply; charge radios and spare batteries; check the readiness of computer protection kits; laptops; maps; phones; GIS; and SCADA.

E. Following an Emergency or Disaster - Water

- (1) The main priority during and following an emergency/disaster is to identify breaks on the “transmission mains” (main pipelines), isolate the break(s) and work on repairs. Maintenance crews isolate the breaks by shutting off valves to maintain pressure so that water will flow to a destination via an alternate route based on system redundancy.
- (2) Approximately 95% of the county water system has redundancy. Water lines that are routed to the beaches will not be shut off prior to a storm but will be maintained to keep the pressure on the line to mitigate the possibility of cross contamination from salt water intrusion.
- (3) The system may have to be shut down due to extreme storm factors, including:
 - (a) Loss of water supply.
 - (b) Loss of major transmission pipelines.
 - (c) System-wide loss of pressure due to storm related water main breaks
- (4) Following a storm or hurricane, after the high winds stop, PW will begin to push debris to the side of priority roads. As soon as it is possible, the Utility damage assessment teams will inspect Utility facilities and Utility infrastructure. Inspectors and field crews will phone in breaks in transmission mains, indicated by large holes in the roads to the ERB Field

EOC and then report that information to the Utilities PC EOC Desk. SCADA will indicate what systems are working and what is off line. Work repair crews will be assigned to repair the damage.

F. Following an Emergency or Disaster – Wastewater

1. The main concern following a storm or hurricane is the loss of power at a pump station that transports wastewater from one station to another. The goal is to keep power available at all of the 300 plus pumping stations during and following a disaster. Sewers have only one way to flow as they have no interconnectivity or backup systems in play.
2. If a main pump stations goes down it is a critical issue. Main or primary pumping stations that are critical to wastewater operations generally have generators to provide backup power and will run up to 72 hours on backup fuel. When power is lost at a main pump station, PCU will work with Duke Energy to restore power as quickly as possible. Other pump stations will use portable generators that following a disaster will be rotated to pump one station down and then moved to another station. The rotation process will be repeated until all affected stations are pumped out. Storm surge may damage electronic and mechanical equipment at the pump station. When sewer plant electronics or mechanical equipment gets inundated due to storm surge they may be hampered but may still be operational with manual intervention.
3. SCADA will monitor and detect if a pump station or sewer system is down indicating sewer overflow, if the SCADA system is operational. Incidentally, breaks or holes in sewer pipes may go undetected for months or even years due to the flow of gravity, as there is no pressure in sewer lines to measure as an indicator of a break in the line or trouble.

3. FlaWARN

If Utility (water or sewer) mutual aid is needed, Florida’s Water and Wastewater Agency Response Network (FlaWARN) can be requested through the PC EOC. FlaWARN is a network of “utilities helping utilities” for responding to immediate water or wastewater damage caused by natural or manmade emergencies/disasters. FlaWARN offers utility members a formalized agreement so that the responding utility will get reimbursed for their efforts.

FlaWARN is designed to get the correct resources, equipment, and people to the appropriate location within the first days after an event.

4. Assignment of Responsibilities

- 1) This annex contains responsibilities for the various divisions within the Pinellas County Utilities Department; they are summarized in the previous areas of this plan.
- 2) Provide staff to the EOC during activation and attend EOC training as requested by EM.

5. Supporting Plans

- 1) Pinellas County Utilities Operating Department – Ops Hurricane Emergency Response Plans.
- 2) Public Works CEMP Annex
- 3) Solid Waste CEMP Annex

Pinellas County CEMP

Volunteers and Donations Annex



Volunteers and Donations Annex

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Volunteers and Donations Annex

1. Introduction

A. Purpose

- 1) Following a disaster, local governments can expect to receive many offers of donated goods, volunteer services, and assistance.
- 2) In order effectively to handle all of the incoming goods and services, there must be an organized system in place for receiving and distributing these resources.
- 3) Pinellas County Emergency Management (PCEM) will work with other agencies to ensure that volunteers and donated goods are delivered to the appropriate disaster-affected areas to best assist in recovery efforts.
- 4) This Annex is intended to give general guidance for Volunteers and Donations (ESF 15) and to identify coordination with other agencies that support ESF-15.
- 5) The purpose of ESF15 is to coordinate the effective utilization of voluntary goods and services to support the relief effort of the county before and after a disaster impact.

B. Scope

- 1) This annex is applicable to all Pinellas County departments, appointing authorities, and agencies and covers the processes, procedures, and responsibilities in providing donated goods, volunteers and services to support the relief effort of the county after a disaster.
- 2) This annex does not address day to day volunteer actions, donations to charities or response to localized disasters.

C. Planning Assumptions

- 1) A disaster may occur with little or no warning, and may escalate rapidly.
- 2) The levels of disaster severity and conditions can vary from a single event affecting part of a community to an event that has a catastrophic impact upon the county's population and infrastructure and similar catastrophic effects on other counties in the state.
 - a) Such events may result in municipal, county, and/or state "declarations of emergency," as well as a Presidential Disaster Declaration.
 - b) This annex is planned to respond to the most severe disaster conditions.
- 3) Major or catastrophic disasters (such as a category 3 to 5 hurricane) will severely limit or completely disrupt communications, utilities, road systems and other critical infrastructure for short or long periods of time.
- 4) ESF 15 will be operated from the Emergency Operations Center (EOC) as part of the Human Services Functional Group.
- 5) At an appropriate time in the implementation of ESF 15, a Volunteer Reception Center (VRC) will be opened and managed by United Way on a site identified and determined by PCEM.
- 6) Based upon the experience of other jurisdictions, the county will be inundated with donated goods and non-affiliated volunteers in the event of a catastrophic disaster.
- 7) VRCs will be opened when roads area clear enough to allow for safe travel by volunteers.
- 8) ESF 15 functions may have to be staffed and operated 24 hours a day.

- 9) The State may assist with the coordination of donated goods through the use of an online donations portal for donated goods.
- 10) Recover Pinellas will manage donations.
- 11) The county LTRC will manage volunteers after the county EOC deactivates.

2. Concept of Operations

A. General

- 1) The primary function of ESF 15 is to coordinate the effective utilization of donated goods and volunteer services to support the relief effort of the county before and after a disaster impact.
- 2) To implement this, ESF 15 will work with the Logistics Section, VRC, the COAD Coordinator and the State ESF 15 desk to manage operations in a number of areas.
- 3) Volunteers
 - a) Volunteer Organizations
 - (1) Volunteer Organizations with active disaster response roles will coordinate with the ESF-15 desk prior to or upon entering the county.
 - (2) The ESF-15 desk will keep track of those organizations working in the county and coordinate and assist as necessary.
 - b) Unaffiliated Volunteers – Unaffiliated volunteers (those who come individually and are not associated with any organizations) will be referred to the VRC.
 - (1) Those out-of-county volunteers without lodging arrangements will not be processed as no lodging will be available.
 - (2) Those in-county volunteers or those that come self-sufficient will be processed and referred to a volunteer organization or municipality as needed.
 - (3) Municipalities are encouraged to set up their own VRC for their residents and to coordinate requests with the county VRC.
- 4) Donated Funds
 - a) Pinellas County cannot directly accept donated funds. Those wishing to donate funds for disaster relief in the county will be directed to Recover Pinellas.
- 5) Donated Goods
 - a) Requested Goods – Goods that are requested to assist in the relief effort will be coordinated with the Logistics Section to ensure they are provided to the proper location/department/organizations.
 - b) Non-requested Goods – Previous disasters have shown that a large amount of donated goods will arrive from outside the area. Much of this is not of use, ESF 15 will need to identify a capable organization that will be able to set up, operate and demobilize a collection center, in addition to using any State resources. Examples of experienced organizations that have manage and run donation centers in the past include but are not limited to Goodwill, The Salvation Army, and the Seventh Day Adventist.

B. Specific Response Actions

- 1) Upon activation by PCEM, all support agencies will be notified of the EOC activation level via Alert Pinellas. If activated, ESF 15's position will be staffed at the EOC by PC Human Resources staff.
- 2) The ESF 15 desk officer will initiate a notification method to contact staff and volunteers trained and scheduled support the VRC. As activation continues, lead staff at United Way will be notified and will prepare to deploy to manage the VRC.

- 3) The VRC will not be opened until roads are clear enough to allow for safe travel by volunteers. If sufficient notification of the disaster event was available prior to the event, necessary supplies may have been delivered to the volunteer reception area site prior to the event.
 - 4) The VRC will greet, register, screen, train and assign or refer volunteers, as appropriate.
 - a) Safety training will be provided and volunteers will be required to sign liability waivers.
 - b) Once trained, volunteers will be provided with identifying badges or wristbands providing them with access to affected areas.
- C. Materials and Supplies Needed
- 1) Upon activation of ESF 15 at the EOC, a computer with access to WebEOC and VSP, the county volunteer database, is required.
- D. Communication
- 1) Depending on the severity of the disaster, power and telephone (landline as well as cellular) use may be disrupted. Telephones will be used if available. Auxiliary Communications Service – Amateur Radio Emergency Service (ACS-ARES) radio operators may be placed at VRCs regardless of telephone availability (telephone service may be disrupted at various points; the ACS-ARES operators can provide constant dependable service should phone service be lost.)
 - 2) A system will be created for daily updating and consolidation of the new volunteer data if this is not possible via internet.
- E. Operations after EOC deactivation – ESF 15
- 1) Under certain circumstances the need for ESF 15 section to operate may continue after the deactivation of the EOC. In this situation the PCEM Director will coordinate the staffing and location of the ESF 15 section with the Director of Human Resources.

3. Assignment of Responsibilities

- A. Volunteers & Donations - ESF 15
- 1) Coordinate the overall mission of ESF 15, Volunteers & Donations.
 - 2) Staff from Pinellas County Human Resources / Volunteer Services shall staff the EOC upon notification and ensure 24-hour coverage.
 - 3) Maintain a roster of all support agency contact persons and maintain ongoing relationship and communications to support mission assignments. Notify support agencies upon VRC activation.
 - 4) Establish and update the priorities and procedures for distribution of supplies, services, and volunteers for mission completion based upon ongoing available information and assessments.
 - 5) Ensure that staff and lead volunteers responsible for implementing ESF 15 have had appropriate training, in coordination with and including all support agencies.
 - 6) During activation, review initial impact assessments and damage assessments as well as any other available information to establish initial priorities for distribution of voluntary supplies and services.
 - 7) Monitor VRC and municipal reception centers (once open) as needed.

- 8) Implement lines of communications regarding donated goods and volunteers to include signing onto appropriate web based applications to monitor potential resources and request them as needed.
- 9) Calls from potential volunteers and those wishing to provide donated goods will come to CIC and 211.
 - a) Information for volunteer callers will be provided by ESF 15 to CIC and/or 211 operators for direction, requirements, and location of VRC.
 - b) Donated goods will be handled by the ESF 15 desk.
 - c) Calls from out of state will be referred to the State ESF 15.
- 10) Coordinate with ESF 14 (Public Information) for the development of public information announcements related to relief supplies, donated goods, and volunteers.
- 11) Complete mission requests as requested from other ESF's, municipalities, related to volunteer resources and services by coordinating with Volunteer Organizations Active in Disasters (VOAD) contacts, County ESF's where applicable, and State ESF-15 for out of state requests.

B. Support and Coordinating Agencies

- 1) Federal
 - a) There is no federal counterpart to ESF 15; however the Federal Emergency Management Agency (FEMA) has a National Volunteer/Donations Coordinator and Voluntary Agency Liaison available as a resource for assistance to the Emergency Support Function.
 - b) FEMA may establish a toll free number for nationwide offers of volunteers and donations, at the request of the county through the State.
- 2) State
 - a) Volunteer Florida, the Florida Commission on Community Service will coordinate with ESF 15 agencies, local coordinators and the federal Volunteer Coordinator.
 - b) The State ESF 15 will coordinate with other ESF's as well as with other counties, in keeping with their scope of work agreements and serve as a source of information regarding the availability and coordination of voluntary resources.
- 3) Pinellas County Fleet
 - a) Provide equipment as requested for use in the warehousing of donations (for example, forklifts, and pallet jacks) if necessary at the County Staging Point
- 4) Pinellas County Business Technology Services (BTS)
 - a) Provide assistance if requested in setting up computers and databases for volunteers and donations tracking at the VRC.
 - b) Provide laptop computers for ESF 15 use in registration and tracking of volunteers at the VRC.
- 5) Florida Department of Health - Pinellas (DOH Pinellas)
 - a) Provide telephone number for ESF 15 to coordinate medical personnel volunteers.
 - b) Establish and maintain liaison with the county EOC.
- 6) American Red Cross (ARC)
 - a) Work with lead agency to coordinate resources.
 - b) Coordinating with lead agency, identify unmet volunteer needs.
 - c) Work with lead agency to place volunteers in needed areas.
 - d) Establish and maintain liaison with county EOC.

- 7) The Salvation Army (TSA)
 - a) Work with lead public and private organizations to receive necessary emergency goods.
- 8) Community Organizations Active in Disasters (COAD) members through Regional COAD Coordinator:
 - a) Coordinate with ESF 15 to determine needs in county.
 - b) Provide recovery aid to community as able.
 - c) ESF-15 will maintain the lists of COAD organizations, available resources, and contact people.
- 9) The Pinellas County Auxiliary Communications Service (ACS)
 - a) Provide backup communications at VRC if available.
- 10) Pinellas County Marketing and Communications
 - a) Coordinate with ESF 15 to advise public of volunteer and donations needs.
 - b) Monitor media to ensure proper information is disseminated.
- 11) Municipal Volunteer Reception Centers or Volunteer Liaisons
 - a) Coordinate with County VRC to request volunteers.
 - b) Manage local volunteers.
- 12) Volunteer Reception Center (VRC) staff
 - a) Coordinate with ESF-15
 - b) Receive, register, screen, train and assign or refer as appropriate, non-affiliated volunteers.
 - c) Keep records of volunteers assigned and hours worked.
- 13) EOC Logistics Section
 - a) Coordinate with ESF 15 for requests for supplies and volunteers as necessary.
- 14) Regional COAD Coordinator
 - a) Coordinate with ESF 15 to keep track of “COAD/VOAD” groups in the county.
- 15) United Way of Tampa Bay
 - a) Provide staff, training and supplies and operation of county VRC.

4. Authorities and References

- 1) Memorandum of Agreement with United Way of Tampa Bay, VRC