

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

RECOVERY ELEMENT



2019

RECOVERY ELEMENT

TRANSITION FROM RESPONSE TO RECOVERY

Oftentimes response and recovery actions overlap, however, in order to transition fully from the response phase to the recovery phase, immediate life safety issues must have been addressed, such as search and rescue for the living/injured. In addition, subsequent hazards that pose an immediate threat to the survivors, such as resultant HAZMAT releases, fires, etc. must be contained, or otherwise isolated from the population. The recovery phase begins during the response phase by initiating a damage assessment of the residential, government and business sectors. The purpose is to determine what is necessary to restore the community to pre-disaster functioning.

INTRODUCTION

Following a disaster, many critical post-disaster concerns will have to be addressed such as assessing the damage, restoring essential public services, providing emergency food, water and shelter, cleaning up the debris, identifying ways to address unmet needs, restoring essential services and beginning the process of long-term recovery. Resolution of these issues will require a coordinated local, state, and federal effort.

Normally, recovery from isolated incidents is within the capability of Santa Rosa County and municipal governments. Outside assistance, if required, is requested from the next higher level of government only after the jurisdiction fully commits its own resources to the recovery process.

The National Response Framework and State of Florida Comprehensive Emergency Management Plan detail the federal and state efforts to aid counties when disaster strikes. Refer to these plans for an explanation of state and federal post-disaster response and recovery efforts.

The goal of county government during the recovery phase is to:

1. Provide life safety needs
2. Assure continuity of government services
3. Expedite access to disaster areas by relief agencies
4. Facilitate comprehensive and expedited planning and permitting for condemnation, removal, and reconstruction
5. Ensure the availability of adequate communications

CONCEPT OF OPERATIONS

The general concept of operations for recovery in Santa Rosa County is based upon a coordinated effort of municipal, county, state, federal, and private resources.

Direction and control is accomplished using the Incident Command System (ICS) for field operations and management principles in accordance with the National Incident Management System (NIMS). The primary agencies for each Emergency Support Function (ESF) closely coordinate resource requests and information gathered from the field operations, under the overall direction of the Public Safety Director. (See CEMP Basic Plan (Concept of Operations section), pgs 57-81 for more information on ICS.)

RECOVERY PRIORITIES

LIFESAVING

LIFE SUSTAINING

INFRASTRUCTURE

RECOVERY ORGANIZATIONAL STRUCTURE

The Organizational Structure for Recovery Operations through the EOC can be found in the Organizational Chart Section of the CEMP, Appendix 3.

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STAGES OF RECOVERY

Recovery can be broken up into two components, short-term recovery, and long-term recovery.

1. SHORT-TERM RECOVERY

The Santa Rosa County Director of Public Safety is responsible for coordinating short-term recovery activities for the County.

Short-term recovery begins immediately after or in conjunction with the response to the incident. It encompasses issues such as assessing the damage, restoring essential public services, providing emergency food, water, and shelter, cleaning up the debris, identifying ways to address unmet needs and restoring essential services.

2. LONG-TERM RECOVERY

SAFER Santa Rosa through the Recovery Committee is the organization responsible for coordinating long-term recovery activities within the County.

Long-term recovery consists of those activities to restore and revitalize the community by addressing unmet needs, such as medical expenses, transportation, rental assistance, home repair, and rebuilding. These are considered community infrastructure for long term recovery.

COORDINATION OF SHORT-TERM RECOVERY ACTIVITIES

The Santa Rosa County Public Safety Director maintains responsibility for overall coordination of short-term recovery operations in the County, under the direction of the County Administrator and the Santa Rosa Board of County Commissioners.

When the county's emergency operations center is activated in response to a disaster, a recovery component is also activated. The Public Safety Director may delegate responsibility for managing the emergency operations center activities for recovery to the Emergency Operations Manager in accordance with the principles of the Incident Command System. The Emergency Operations Manager (EO Manager) coordinates recovery efforts through the Emergency Support Function (ESF) system.

RECOVERY PRIMARY AND SUPPORT AGENCIES

All primary and support agencies participating in the Emergency Support Function (ESF) system that are activated as part of EOC operations will be involved in recovery. A list of primary and support agencies can be found in the Emergency Support Function (ESF) section of this plan. The responsibilities of each agency in the recovery phase are contained within a plan for each ESF called the Emergency Support Function plan included for easy reference as an appendix in this CEMP.

COORDINATING RECOVERY ACTIVITIES LOCALLY

Santa Rosa County Emergency Management maintains responsibility for overall coordination of recovery efforts on behalf of the County. This does not eliminate the tactical level operations and responsibilities for recovery of each responsible agency. The Emergency Operations Manager (EO Manager) coordinates recovery efforts at the Emergency Operations Center (EOC) through the Emergency Support Function system (ESF). Each Emergency Support Function Lead Agency is responsible for duties outlined in the corresponding ESF plan. Coordination and information sharing occur via communication with the ESF Function Desk at the EOC.

Information is subsequently compiled, and shared, appropriate resources and personnel are requested, and recovery information disseminated to all key stakeholders, including the public via ongoing press releases.

COORDINATION OF LONG-TERM RECOVERY ACTIVITIES

Long-term recovery consists of those activities to restore and revitalize the community by addressing unmet needs, such as medical expenses, transportation, rental assistance, home repair, and rebuilding, these things are part of the community 'infrastructure'. As these activities are outside the purview of government, Santa Rosa

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County emergency management will attempt to influence various response organizations to accomplish these goals in an organized fashion. Since each disaster is different, the response for recovery from faith based and nonprofit organizations is often different as well. Coordination of these long-term recovery activities shall be coordinated through SAFER Santa Rosa, who in turn will be supported as much as possible by emergency management.

Short Term Recovery Priorities (typically Days/Weeks):

1. Damage Assessment;
2. Debris Management
3. Re-entry;
4. Human Services;
5. Continuity of Operations and Continuity of Government (COOP/COG) and essential program functions;
6. Essential Utility Restoration;
7. Temporary Housing;
8. Early Economic Recovery;
9. Public Information.
10. Environmental Protection;

Long Term Recovery Priorities (typically Weeks/Months/Years):

1. Promote sustained economic recovery
2. Restore individual housing through repair, rebuilding and replacement through Individual Assistance
3. Repair and restore infrastructure and community facilities through Public Assistance
4. Ensure unmet needs are addressed

Following an emergency incident or significant disruption, the Division of Emergency Management will conduct an initial incident assessment. This "first 30-minute" assessment will serve to guide response operations and initiation of the necessary ESFs. Initial situational assessment and subsequent incident analysis will further assist ESFs with determining the scope and scale of response.

General Guidance for restoration

- 1) Those activities that will provide the maximum benefit to the greatest number of people should be conducted first, as much as practical. Restoration of "lifelines" and critical functions is the first priority.
 - a. Emergency Services
 - b. Communications
 - c. Energy
 - d. Healthcare & Public Health
 - e. Water and Wastewater Systems
 - f. Transportation Systems
- 2) Restoration are those activities that support a basic level of functioning and should enable short term recovery. Restoration should be focused on functionality and safety and not be delayed.
- 3) Following lifelines, a shared understanding of restoration and sustainment of services/programs such as transportation, utilities and schools is important to community functioning. Community recovery will be dependent on the speed to which vital resources, facilities, and infrastructure can be restored.
- 4) Damages will likely not be uniform across the County. Care should be given to evaluate impacts through a social, economic, and racial equity lens. Due to the dynamic nature of disaster events, recovery resources should be flexible and address the specific conditions of a particular event (one size does not fit all).
- 5) Partner recovery organizations, such as SAFER, should be brought in early and collaboration along common objectives is critical.
- 6) Consideration should be given to the aspect of recovery that return of households and businesses are mutually dependent. Research has shown that the re-opening of businesses can influence nearby households' decisions to return to their homes and the return of households in the market area will increase the chances for businesses to return. Attempt to achieve balance in restoration of lifelines to support both aspects should be a guiding principle for restoration of services and recovery.

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KEY RECOVERY RESPONSIBILITIES BY EMERGENCY SUPPORT FUNCTION

Emergency Support Function (ESF)	Summary of ESF Responsibilities
Transportation (ESF-1)	Movement of people, materials, goods, and services to the impacted area; re-entry assistance into the affected area
Communications (ESF-2)	Equipment, personnel, and resources to establish communications capabilities to support recovery efforts
Public Works and Engineering (ESF-3)	Clearing roadways from the county's thoroughfares, opening access roads to hospitals, utilities, and emergency response agencies necessary for Damage Assessment Teams (DAT) to pursue their surveys and search and rescue to continue their life-saving mission; flood control measures, closing dangerous roadways, damming hazardous materials spills
Firefighting (ESF-4)	Damage Assessments
Information and Planning (ESF-5)	Collection and compilation of recovery-related information; development of Flash Reports and Situation Reports, dissemination of recovery information, plans, and reports
Mass Care (ESF-6)	Food distribution, providing for extended sheltering needs; coordinating long-term placement of displaced disaster victims; providing updates on the status and population of shelters, providing information to shelter residents regarding how to access disaster assistance program information and services
Resource Support (ESF-7)	Logistical and resource allocation; procurement of supplies from existing resources, donations, and from commercial sources, if necessary; responsible for providing fiscal and managerial support as well as documentation of reimbursable expenditures
Health and Medical (ESF-8)	Provision of health and medical resources for public health and medical care needs following a significant natural disaster or manmade event; assists in the operation of special needs sheltering, and other actions to protect public health, and to stabilize health and medical systems affected by the incident.
Search and Rescue (ESF-9)	Conducting initial damage assessments while locating subjects, rendering emergency life support and transporting survivors to shelters or hospitals; providing information to EOC, and coordinating with State Search and Rescue Task Forces for effective recovery operations
Hazardous Materials (ESF-10)	Securing, removing and disposing of hazardous materials from the disaster area
Food and Water (ESF-11)	Providing for distribution from the county staging areas to local distribution sites; monitoring the collection and sorting of all food and water supplies
Energy (ESF-12)	Provision of resources to assist local agencies in restoring emergency power and fuel needs to normalize community functioning
Military Support (ESF-13)	Military support coordination for rapid impact assessment teams, search and rescue, transportation of supplies and services, staffing of distribution points, provision of generators, mass feeding & communications, clearing of roads and bridges, emergency medical support, operation of comfort stations, removal and transport of debris, water purification & base camps for emergency workers, aviation operations, law enforcement and security, engineering support
Public Information (ESF-14)	Dissemination of informational releases including disaster assistance information, descriptions of recovery efforts, actions being taken to alleviate problems, and information regarding available public assistance programs
Volunteers and Donations (ESF-15)	Recovery efforts related to volunteers (pre-assigned and convergent) and the expeditious delivery and distribution of donated goods to the affected area. Work with SAFER Santa Rosa recovery organizations to facilitate normalcy for citizens through case management, and home repair. Work with external organizations when appropriate.
Law Enforcement and Security (ESF-16)	Securing and controlling re-entry into the impacted areas, mobilization of support for search/rescue and damage assessment teams entering the evacuated areas; ensuring affected areas are marked and secured, enforcing curfews; coordinating with other ESF's for security of medical facilities
Animal Protection and Agriculture (ESF-17)	Capture, sheltering, medical care, feeding, relocation and reunification of injured and displaced animals with owners; acquisition of animal food /supplies from vendors; disposal of carcasses; relocation of sick and injured animals to permanent facilities
Business and Industry (ESF 18)	Provide guidance and coordinate issues with Santa Rosa County's business community in all phases of emergency management. Support long term recovery by finding businesses willing to volunteer goods and services for community recovery.

COORDINATING RECOVERY ACTIVITIES WITH MUNICIPALITIES

The Emergency Operations Manager is responsible for coordinating recovery activities with municipalities through the Emergency Support Function System.

Each municipality will have a liaison at the Santa Rosa County Emergency Operations Center (EOC). On behalf of each municipality, Santa Rosa County's Resource Support liaison makes requests for assets to the State through the WebEOC database system.

In addition, the Information and Planning Liaisons report information on the recovery status of the municipalities in joint situation reports furnished to the State. In this manner, each is aware of the recovery status and needs of each other and activities can be coordinated.

PROCESS USED BY THE COUNTY TO OBTAIN STATE AND FEDERAL DISASTER ASSISTANCE

When a major incident occurs, all available county assets will be utilized, and local mutual aid agreements implemented. If initial damage assessments indicate that county assets are or will be tasked beyond their capabilities, the Santa Rosa County Public Safety Director notifies the State of Florida Division of Emergency Management of the situation through the State Warning Point or the State EOC, if already operational.

Any assistance needed from the State or Federal government must be specifically requested by Santa Rosa County through WebEOC.

Santa Rosa County Emergency Management, through the ESF system, is responsible for making such requests to the State on behalf of the County and for placing requests into the system on behalf of the municipalities. At their discretion, the State and Federal government may anticipate needed assistance, and subsequently push advance resources related specifically to the life-safety mission to the County in advance of the request. However, they will not push any supplies into an at-risk area prior to an incident. Santa Rosa County will not assume that supplies will be pushed, and therefore will request all forms of assistance, not otherwise known for a fact to be enroute, via WebEOC. In the event of failure of the established methods for requesting resources, innovation must be used to relay the appropriate requests for service, such as physical messengers, amateur radio operators, television and radio media (if available) in order to facilitate and submit requests for

resources.

COORDINATING RECOVERY ACTIVITIES WITH THE STATE OF FLORIDA

The Santa Rosa County Public Safety Director coordinates recovery efforts with the State of Florida. The State Emergency Response Team (SERT) Liaison and Area Coordinator are often co-located at the Santa Rosa County Emergency Operations Center and gain situational awareness necessary to bring the required assets of the State to bear, following a major disaster.

Coordination is also accomplished by working in close communication with the Advance Recovery Liaison (ARL) or the Advanced Recovery Liaison Coordinator. The Advanced Recovery liaison advises the Santa Rosa County Public Safety Director of the information and logistical needs of incoming recovery teams. The ARL is also in communication with the State Emergency Response Team (SERT) liaisons, the Preliminary Damage Assessment (PDA) Teams and Area Coordinators.

In addition, the Information and Planning function liaison at the Santa Rosa County Emergency Operations Center compiles available information at the county level and prepares a Situation Report (SITREP). This information is shared with the State of Florida Emergency Operations Center (SEOC) twice daily (7:00am and 7:00pm CST) in order to facilitate situational awareness and coordination.

COORDINATION WITH THE JOINT FIELD OFFICE

The Joint Field Office (JFO) is established by FEMA and the State Coordinating Officer (SCO) within 72 hours of receiving a Presidential Disaster Declaration and is fully functional within 7 days of being established. The Joint Field Office serves as the central location for state and federal agencies to coordinate all recovery issues. The facility is located within or near the impacted area.

Santa Rosa County supports the activation of the Joint Field Office (JFO) by providing potential JFO site locations dependant on staff size and anticipated length of occupancy. In addition, the Santa Rosa County Public Safety Director is responsible for coordinating efforts with the Joint Field Office and state recovery operations. The Santa Rosa County Public Safety Director provides all situation reports and information on long-term recovery needs to the Joint Field Office.

DAMAGE ASSESSMENT

DAMAGE ASSESSMENT

Damage Assessment is the process of identifying and quantifying damages that occur as a result of a disaster. It is one of the first actions taken during the recovery phase and facilitates situational awareness in order to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine federal assistance, including the need for a Presidential Disaster Declaration.

Damage Assessment is conducted in two-phases, the first is the called the Initial Damage Assessment, which is primarily a local agency assessment. The second is called the Preliminary Damage Assessment, which is a joint assessment involving Santa Rosa County, the State of Florida and FEMA.

INITIAL DAMAGE ASSESSMENT

The Initial Damage Assessment is a compilation of information secured by various agencies to determine the extent of damages. The Initial Assessment begins immediately after the incident occurs and helps to determine life safety issues, identify the hardest hit areas and to estimate the number and types of damaged structures. The Initial Damage Assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

LEAD AGENCY

Santa Rosa County Emergency Management is the lead agency responsible for coordinating the Initial Damage Assessment process through the Emergency Operations Center (EOC) and for providing resource support to those conducting damage assessments.

If required, an Incident Command Post will be established near the impacted area with periodic updates being relayed to the EOC. If the Incident Command Post is needed, the Emergency Operations Manager, will appoint a person to act as Incident Commander.

SUPPORT AGENCIES

Representatives from the following organizations are responsible for conducting damage assessment immediately following a disaster. They are:

- Santa Rosa County Roads and Bridges
- Santa Rosa County Property Appraisers Office
- American Red Cross
- Santa Rosa Cooperative Extension Service
- Santa Rosa County Fire Districts
- Emergency Medical Services (EMS)
- Santa Rosa County Building Inspections Department

- City of Milton
- City of Gulf Breeze
- Town of Jay
- Other Santa Rosa County Departments
- CERT teams

RESPONSIBILITIES

Each department/agency/municipality is responsible for:

- 1) Maintaining current roster of trained damage assessment personnel and resources
- 2) Conducting damage assessments within their assigned area
- 3) Reporting information on life safety issues encountered, types and quantities of damaged/destroyed structures, and other elements included on the State's Damage Assessment form
- 4) Providing verbal and/or written report on conditions observed through their appropriate ESF liaison at the Santa Rosa County EOC, or to the Incident Command Post if established, to be relayed to Information and Planning (ESF 5)

ASSESSING DAMAGES (INITIAL)

The initial damage assessment survey is used to determine within a specific area, the:

- 1) Number of buildings damaged
- 2) Number of buildings destroyed
- 3) Damage done to major streets, roads, bridges, and other critical facilities

MOBILIZATION PROCEDURES

Soon after the incident occurs, Santa Rosa County Emergency Management will notify all support agencies via radio, pager, or other methods to begin initial damage assessments within their jurisdictions.

For incidents with advance warning, Damage Assessment Teams may be told in advance where and when to report. If the incident does not allow for pre-notification, agencies/individuals will be notified by phone, radio, pager, or other means.

Note: Exceptions include the Fire Districts and EMS who report damages observed during the execution of normal duties. Additionally, the Santa Rosa County Building Inspections Department interfaces with the EOC but is not mobilized by Emergency Management.

PLANNING ASSUMPTIONS

DAMAGE ASSESSMENT

1. Assessing the damage is one of the first steps in understanding the extent and magnitude of the situation at hand
2. Formal and informal processes will be used to conduct the initial damage assessments
3. Information will be received from multiple agencies on conditions observed, and must be captured in consolidated damage assessment reports
4. All agencies have the responsibility to report observed conditions to the Emergency Operations Center

INITIAL DAMAGE ASSESSMENT ASSIGNMENTS

As individuals report to the mobilization site and Damage Assessment Teams are formed, they are thoroughly briefed and given specific locations to be assessed. (See "Resources Available to Support Damage Assessment Operations" on the following page.)

Santa Rosa County Emergency Management

The Santa Rosa County Division of Emergency Management may coordinate damage assessment, depending on operational tempo, and the availability of staff. The Operations Section Chief, or designee, may request specialty resources such as aircraft or watercraft for widespread disasters in order to obtain an overview of the situation. Information is collected using the State Damage Assessment Form. The potential area of operation is unincorporated Santa Rosa County, and the municipalities by request.

Other County Departments

Available employees from other County Departments are also utilized to conduct Initial Damage Assessment. The potential area of operation is unincorporated Santa Rosa County, and the municipalities by request. Information is collected using the State Damage Assessment Form.

Santa Rosa County Roads and Bridges

The Santa Rosa County Roads and Bridges Department is responsible for assessing damage to the county's roads, bridges, and critical infrastructure. The potential area of operation is unincorporated Santa Rosa County, and the municipalities by request. Information is generally captured verbally or through notes or other written means.

American Red Cross of Northwest Florida

The American Red Cross, through its network of volunteers, is utilized to conduct damage assessment operations within Santa Rosa County, inclusive of Municipalities. Their damage assessment information is collected on a specific form used by Red Cross chapters nationally.

County Property Appraiser's Office

The Santa Rosa County Property Appraiser's office is responsible for assessing damage to individual properties and determining the financial/economic loss to the tax base of the county. Following a disaster involving property damage, the Director of Santa Rosa County Public Safety, or designee, may request assistance from the Santa Rosa County Property Appraisers office. The Division of Emergency Management will direct the County Property Appraiser's office regarding priorities, based on reports received at the EOC. The potential area of operation is countywide, inclusive of municipalities.

Santa Rosa Cooperative Extension Service

The Santa Rosa County Cooperative Extension Service conducts initial damage assessments related to agriculture. The Animal Protection and Agriculture (ESF 17) liaison at the EOC prompts the dispatching of the Extension Service workers, with direction and information provided by Emergency Management. Extension Service personnel capture findings on a USDA standard damage assessment form and pass the information onto the Emergency Operations Center.

CERT Teams

CERT Teams with the required training may do preliminary damage assessments and forward this information to the EOC for the communities they service.

DAMAGE ASSESSMENT DATA COLLECTION AND REPORTING REQUIREMENTS

Each agency collects relevant information, via observations, written notes, photographs, standard forms (State's Damage Assessment Form, Recon Report Forms, Red Cross Damage Assessment form, USDA damage assessment form), or other means. They provide a written or verbal damage assessment report to the appropriate Emergency Support Function liaison at the Santa Rosa County EOC, or the Incident Command Post, if established.

The damage assessment information is then relayed to Information and Planning (ESF 5) at the Santa Rosa County EOC. This information is consolidated, along with other information, into the County's Situation reports and submitted to the State EOC through current means of communication.

OTHER CONTRIBUTING ENTITIES

Santa Rosa County Building Inspections

The Santa Rosa County Building Inspections Department conducts an Initial Damage Assessment

DAMAGE ASSESSMENT

but is not mobilized by Emergency Management. They follow an established procedure and capture information on FEMA forms as required by the National Flood Insurance Program (NFIP).

Building Inspectors, from the Santa Rosa County Building Inspections Department, assess physical damage to individual properties through two assessments, a Post-Disaster Habitability Inspection and a Substantial Damage Assessment.

Post-Disaster Habitability Inspections (Initial Assessment or First Sweep)

The Habitability Inspection, otherwise known as the First Sweep or Initial Damage Assessment, is conducted by the Santa Rosa County Building Inspections Department. As soon as it is safe to do so, the Building Inspectors report to the Building Inspections' Office, as per established procedures.

The Building Inspections Department divides the county into sections, or grids. On the first sweep, each Building Inspector teams up with a Clerk, for documentation purposes. Each pair is assigned specific grids for the habitability inspection. A structure-by-structure inspection of damaged buildings is subsequently conducted within the assigned grids.

The Building Inspectors make the determination as to the habitability of individual structures, which determines which structures can be re-energized. The Inspectors work in close coordination with the power companies in order to pull electrical meters of those structures deemed unsafe to accept utilities.

During this time, the Building Inspectors take the opportunity to complete the mitigation assessment form to be used later in determining potential mitigation projects. Once the Inspection is complete, habitability information is provided to the EOC.

Substantial Damage Assessment

Following the Habitability Inspection (Initial Damage Assessment), the Building Inspectors conduct a second assessment called a Substantial Damage Assessment.

In this assessment, the percentage of damage to the structure is determined using the Residential Substantial Damage Estimator software, approved by the Federal Emergency Management Agency (FEMA) and the National Flood Insurance Program (NFIP).

The Building Inspectors also follow the Florida Building Code and the NFIP code in determining the percentage of damage.

Structures in the hardest hit areas are inspected, as are those that appear substantially damaged, or those for which the Inspectors have received specific calls.

The Building Inspectors subsequently send a report to the owner. If the homeowners disagree with the Inspectors' determination, an appeal process can be initiated through the Building Official or Assistant Building Official.

As owners rebuild and pull permits to make necessary repairs, the same inspections are required for repairs as indicated by the applicable code, such as electrical inspection, roof inspections, etc. Additionally, once the owners start rebuilding, Santa Rosa County Code Enforcement ensures that the process adheres to the most current standards.

For incidents of widespread or severe damage, the Santa Rosa County Building Inspections Department may contract with the Building Inspections Departments of other jurisdictions to assist with damage assessment.

The potential area of operation is countywide, inclusive of municipalities.

Fire Districts/Emergency Medical Services

Information regarding life safety issues is captured by the Fire Districts and Emergency Medical Services, who report damages observed during the course of normal duties. These two agencies are not mobilized as specific damage assessment teams; however, each goes throughout their area or district to evaluate life safety issues, particularly in residential areas. In doing so, they also provide verbal reports to the EOC on road obstructions, and damages observed to critical facilities. The potential area of operation for the fire departments follows established fire district boundaries, and for EMS is countywide, inclusive of municipalities.

COORDINATION WITH MUNICIPALITIES FOR INITIAL DAMAGE ASSESSMENTS

The municipalities are expected to conduct and coordinate damage assessments within their own jurisdiction. Available county assets may be provided upon request through Santa Rosa County Emergency Management or the EOC, if activated.

Coordination among the damage assessment operations of the County and the municipalities will occur through the municipality's Liaison at the County EOC or vice versa. Upon conducting an initial damage assessment within a municipality, the information gathered shall be forwarded to the municipality's

DAMAGE ASSESSMENT

liaison at the Santa Rosa County EOC, who will forward it to Information and Planning (ESF 5) for inclusion into the Situation reports.

During countywide disasters, such as hurricanes, Santa Rosa County Division of Emergency Management notifies the municipalities through their EOC liaison to begin damage assessment operations. Each of the municipalities, however, retains their independent jurisdictional authority and is responsible for the conduct of assessment within their own jurisdictions.

In addition, certain agencies, such as Santa Rosa County Building Inspections Department, and Santa Rosa County Property Appraiser's Office may conduct countywide damage assessment operations, inclusive of the municipalities. This enhances the coordination effort by linking the processes and mechanisms through which information is collected and shared.

The Town of Jay

Damage Assessment operations are conducted in conjunction with efforts in unincorporated Santa Rosa County and are coordinated with the Liaison from the Town of Jay at the Santa Rosa County EOC. Additional personnel from the Town of Jay may assist in the assessment process.

City of Gulf Breeze and City of Milton

Damage Assessment for infrastructure in the City of Gulf Breeze and the City of Milton, are coordinated through their Emergency Preparedness Director (Fire Chief) and conducted by the city's Public Works staff or other city employees, within the respective municipality. Structural damage assessment on behalf of the municipality is conducted by the Santa Rosa County Building Inspections Department.

RAPID DAMAGE ASSESSMENT

Rapid damage assessments are reports from the first "eyes" in a particular area sending reports of damage to the EOC so a better idea of where to send responders can be established.

PRELIMINARY DAMAGE ASSESSMENT (PDA)

The Preliminary Damage Assessment is a joint county/state/FEMA operation. The purpose is to verify the initial damage assessment already compiled by county and municipal teams. The PDA is used by the Governor of the State of Florida to validate a request for Presidential Disaster Declaration and is used by FEMA to verify that Local and State resources have been exhausted or overwhelmed.

LEAD AGENCY

FEMA

Responsible for coordinating with the State and County for the joint Preliminary Damage Assessment

SUPPORT AGENCIES

State of Florida

Santa Rosa County Property Appraiser's Office

Santa Rosa County Building Inspections Department

Santa Rosa County Emergency Management

RESPONSIBILITIES

FEMA

FEMA follows its established processes to observe first-hand and verify or determine the presence of conditions that exceeds county and State resources.

The State of Florida

The PDA Team from the State of Florida is responsible for initiating and accompanying FEMA and Santa Rosa County for PDA Operations and for sending teams of trained individuals to assist in the process.

The Santa Rosa County Property Appraiser's office/ or Building Inspections Department

On behalf of Santa Rosa County, a representative from the Santa Rosa County Property Appraiser's office participates in the joint PDA. The Santa Rosa County Property Appraiser office has teams of appraisers trained at different residential appraisal levels (Level 1 and 2) as well as Commercial Appraisers that are assigned to the joint Preliminary Damage Assessment effort.

As damage information is received, the Santa Rosa County Property Appraiser uses computer analysis to determine initial dollar cost damage for the "structure by structure" damage assessment.

If additional staff is necessary, the Santa Rosa County Building Inspectors can be utilized to supplement the Property Appraiser's staff, on behalf of Santa Rosa County.

REQUESTING OUTSIDE RECOVERY ASSISTANCE

ASSESSING PRELIMINARY DAMAGES

The preliminary damage assessment is used to:

- 1) Verify the Number of buildings damaged
- 2) Verify the Number of buildings destroyed
- 3) Damage done to major streets, roads, bridges, and other critical facilities
- 4) Determine whether the situation warrants Federal Assistance
- 5) Determine the need for Presidential Disaster Declaration or to support one already issued

RAPID DAMAGE ASSESSMENT MOBILIZATION PROCEDURES

Rapid damage assessments will be conducted by local CERT teams activated by the EOC. Other organizations like the American Red Cross also do these assessments and report damages to the EOC.

PRELIMINARY DAMAGE ASSESSMENT MOBILIZATION PROCEDURES

FEMA and the State contact the Public Safety Director to join up with the Property Appraiser for Preliminary Damage Assessment. Santa Rosa County Emergency Management will notify both the Property Appraiser and the Building Inspections Department to accompany FEMA and the State PDA Teams.

PRELIMINARY DAMAGE ASSESSMENT ASSIGNMENTS

Preliminary Damage Assessment assignments are geographic assignments by community. The Preliminary Damage Assessment Team is composed of one FEMA representative, one State Representative and one Santa Rosa County Property Appraiser or Building Inspector.

RESOURCES AVAILABLE TO SUPPORT DAMAGE ASSESSMENT OPERATIONS (BOTH INITIAL AND PRELIMINARY)

Santa Rosa County has numerous resources available to support the damage assessment mission including a fleet of over one hundred vehicles, thirty-five laptops, twenty licensed Building Inspectors, and eighty volunteers (as of August 2005). Santa Rosa County can also provide map books, property appraiser software programs, office equipment, and supplies. Additional personnel, as needed, may be requested via the statewide mutual aid agreement.

In addition, the Santa Rosa Geographic Information System (GIS)/Computer Department, as well as Information and Planning (ESF 5) can assist in the analysis of damage assessment information and can

develop maps of the affected areas or other visual representations. They can provide database support, predicated on the survival of the GIS system located in the Administrative Complex. If GIS cannot support damage assessment, out of county support using back-up tapes is possible, but not timely. If computer support is lost, Information and Planning (ESF 5) and the Property Appraiser's Office will manually determine figures using existing map resources.

DAMAGE ASSESSMENT TEAM TRAINING

Santa Rosa County Emergency Management offers Damage Assessment Training annually. The State of Florida Division of Emergency Management provides the training. Additionally, untrained staff utilized in the performance of damage assessment may receive a brief overview of damage assessment before being sent into the field.

ASSESSING ECONOMIC INJURY

Economic injury is assessed by the Department of Economic Development which is dedicated to the economic development of Santa Rosa County. In conjunction with other information and research gathering organizations such as the University of West Florida, and the Chamber of Commerce organizations, Economic Development uses all available information to determine economic injury and typically distributes results found through press releases and other means.

RECOVERY DURING UNDECLARED DISASTERS

Recovery during undeclared disasters will be conducted in joint effort among Santa Rosa County, local response/recovery entities, and through established social service programs, COAD of Santa Rosa, and other local assets. Damage Assessments will be conducted and assistance, if necessary, will be requested from the State of Florida.

RECOVERY DURING DECLARED DISASTERS

Recovery during declared disasters will be conducted in joint effort among Santa Rosa County, local response/recovery entities, and through established social service programs, COAD of Santa Rosa, and other local assets. In addition, assistance will be requested of both the State and Federal government.

REQUESTING OUTSIDE RECOVERY ASSISTANCE

REQUESTING OUTSIDE ASSISTANCE

Resources from Santa Rosa County are the first line of defense in response to and recovery from a disaster. The County will handle the situation within the confines of its resources and begin anticipating future needs, as well as the sustainability of current equipment, staffing, resources, etc. If the County's resources become overwhelmed or will be in the near future, the Santa Rosa County Public Safety Director, or staff designee, will make specific requests for outside resources, either through local Mutual Aid Agreements, Voluntary Relief Organizations or from the State of Florida. If warranted, the State can interface with other States and/or the Federal Government for assistance.

MUTUAL AID ASSISTANCE

Santa Rosa County has entered into a number of mutual aid agreements with local response agencies that have agreed to lend or receive assistance during times of disaster. The complete list can be found in the beginning of the CEMP in the Memorandums of Agreement/ Understanding Section.

One of the most notable mutual aid agreements exist among all of the counties and most of the municipalities in the State of Florida, called the Statewide Mutual Aid Agreement. This agreement provides a method for counties to assist one another during times of disaster and establishes procedures for supporting another county, such as operating under the terms of the receiving-county's CEMP and obtaining reimbursement for expenses while assisting in another county. Santa Rosa County and all of its municipalities are signatories to this agreement.

When local resources are overwhelmed, Santa Rosa County will request Mutual Aid assistance in compliance with the terms of the agreement. This and other Mutual Aid Agreements can be found at the offices of Santa Rosa County Division of Emergency Management.

PRIVATE RELIEF AGENCIES

Voluntary response agencies, such as the American Red Cross and others, are key response organizations within Santa Rosa County. These agencies, along with their counterparts from chapters all over the nation are able to mobilize volunteers necessary to support sheltering operations, distribution of food, water, or other essential items, and potentially assist with emergency funding to individuals. A registry of these

local volunteer organizations is kept on file with the Retired Senior Volunteer Program (RSVP) as primary agency for Volunteers in Donations (ESF 15).

Long term recovery is handled through our ESF 15 agencies with the United Way as the lead for all faith based and non-profit partners supporting recovery through our COAD, SAFER Santa Rosa. The United Way is the primary agency in the SAFER recovery committee. The Emergency management office will liaison with the SAFER recovery committee to ensure governmental support is provided where applicable and citizen needs are being met.

REQUESTING OUTSIDE ASSISTANCE

County commits all available local resources (fire, law enforcement, EMS, medical, Search and Rescue, etc)

County implements local mutual aid agreements with neighboring municipalities, counties, etc

County utilizes private relief agencies as needed

If County resources are overwhelmed, declares Local State of Emergency (if not already done) and seeks state assistance via Florida Division of Emergency Management

If state resources are inadequate, State of Florida seeks federal assistance and possibly presidentially-declared Major Disaster Area via FEMA Regional Office

STATE ASSISTANCE

PROCESS FOR REQUESTING STATE ASSISTANCE

- 1) Local agencies respond to the incident, supplemented by neighboring communities and volunteer agencies. If overwhelmed, Local Organizations/Facilities/Response Agencies notify Santa Rosa County DEM of resource deficiencies and specific needs through the Emergency Support Function System (ESF)
- 2) Santa Rosa County conducts an Initial Damage Assessment to determine if additional resources from the State are needed
- 3) Santa Rosa County Division of Emergency Management notifies the County Administrator that State assistance is necessary
- 4) Local State of Emergency is declared, if not already done. The State of Florida Department of Emergency Management is notified, who notifies the Governor that a local declaration has been issued
- 5) The Santa Rosa County Division of Emergency Management contacts the State of Florida Department of Emergency Management or State Emergency Operations Center by phone, WebEOC, or by messenger to request necessary resources
- 6) The Florida DEM or State EOC, contacts the Governor's Office, which authorizes State assistance and requests Federal assistance, as needed
- 7) The State responds with State resources, such as the National Guard and State agencies
- 8) The Santa Rosa County EOC, through its Joint Information Center, releases the local emergency declaration to print and broadcast media
- 9) State (PDA Team), Local (SRC Building Inspectors, Emergency Management Staff, etc), Federal officials (as contacted through FEMA) conduct a Preliminary Damage Assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities

PROCESS FOR REQUESTING FEDERAL ASSISTANCE

- 1) Resource requests, including those on behalf of municipalities, must be channeled from the Santa Rosa County Emergency Operations Center to the State Emergency Operations Center, who requests federal assistance
- 2) If response to the situation is beyond the State's capability, the Governor of the State of Florida will

request through FEMA that the President of the United States formally declare Santa Rosa County a major disaster area. Included in the Governor's request are the results of the Preliminary Damage Assessment (PDA) in order to verify the need

3) FEMA evaluates the request and recommends action to the White House based on the disaster and the community and state's ability to recover

4) The President approves the request or FEMA informs the Governor that it has been denied. This decision could take a few hours or several weeks, depending on the nature of the disaster

STATE ASSISTANCE

Santa Rosa County may request resources (supplies, response teams, staffing, equipment, etc) from the State of Florida, when local resources have been exhausted or are insufficient.

In minor emergencies, where assets are needed from only one State agency, and the Santa Rosa County EOC is not activated, the Emergency Communications Center staff may initiate the request for state assistance through the State Warning Point.

In major emergencies Santa Rosa County Emergency Management via the Emergency Operations Center, will contact the State EOC through WebEOC in order to request the necessary equipment, supplies, teams, personnel, etc.

Such requests of the State may be fulfilled via state assets, Statewide Mutual Aid Agreement, as a result of agreements between the State of Florida and other states (Emergency Mutual Aid Compact), or as a result of the State's request for federal assistance. In other cases, the State may simply direct the county to available vendors where the necessary supplies can be purchased.

The State of Florida can provide the following personnel/teams, *as requested and as necessary*:

1. Area Coordinator

Provides advice to local emergency management, facilitates information and resources

2. State Emergency Response Team Liaison

Operates out of the Santa Rosa County EOC; provides the State with ongoing situation assessments regarding local response and

may also request resources from the State; serves as the single point of contact between county EOC and Response Liaisons for resource requests and verbal information

3. **Rapid Response Teams (RRT)**

Deployed as a Mutual Aid Resource to an impacted county EOC at the request of the county; Assists the emergency manager with county EOC operations; Augments local staff with managing, planning, operations, public information, logistics, etc

4. **Rapid Impact Assessment Teams (RIAT); (smaller teams known as mini-RIAT or Recon Team)**

Assesses immediate impacts to health and safety, homes and critical infrastructures within the most heavily damaged and densely developed areas; reports assessments to both the State and County EOCs

5. **Advance Team (A-Team)**

Conducts daily assessments of overall state field operations to ensure that human needs are being met; requests resources for logistical support to state field operations; may assist in management of EOC operations

6. **Disaster Medical Assistance Team (DMAT)**

Establishes emergency medical capabilities (triage, stabilization, basic medical care)

7. **Disaster Mortuary Assistance Team (DMORT)**

Establishes and maintains temporary morgue facility

8. **Forward State Emergency Response Teams (F-SERT)**

Directs the SERT response including field personnel, mobilization and deployment of State resources; coordinates response and recovery activities under State Coordinating Officer

9. **Insurance Advance Team**

Gathers information regarding locations and extent of uninsured damages to residential and business structures (not government structures); Communicates with County EOC to coordinate access into damaged areas

10. **Mitigation Assessment Team**

State, federal, and possibly local emergency management or LMS coordinators that assess

damage and determine causes

11. **Advance Recovery Liaison (ARL)**

Pre-deployed recovery personnel conduct initial coordination with Santa Rosa County Emergency Management to assist in the deployment of all State recovery teams

12. **Community Relations Teams (CRT)**

Deployed upon issuance of a Presidential Major Disaster Declaration to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process

13. **Human Needs Assistance Teams (HNAT)**

Deployed immediately after a disaster and before establishment of a Disaster Field Office to help counties assess and report the immediate needs of disaster victims

14. **Preliminary Damage Assessment Teams (PDA)**

Team deployed to conduct the joint local, state, federal Preliminary Damage Assessments to develop damage estimates used to justify federal assistance

15. **State Shelter Manager Team (SSMT)**

Augments local shelter staffing resources for counties operating host shelters in support of evacuations

16. **Search and Rescue Team (SAR)**

Supports local responders searching for disaster victims in heavily impacted areas

SUPPORT TO STATE RECOVERY TEAMS

The EOC will not only have to assist and support county agencies in administering the disaster efforts, but many teams will arrive from out-of-county to assist. Below is a summary of the teams projected to arrive after a disaster:

1. Forward State Emergency Response Team

The FSERT supports the field activities of the SERT at the state EOC. When the state EOC is activated and disaster is imminent or has occurred, state DEM representative(s) are assigned to threatened areas. If warranted, additional state representatives would arrive to serve at the FSERT location.

An Advance Recovery Liaison (ARL) will likely be deployed to the county and may arrive with or instead of the State DEM Area Coordinator.

The operating location for this team is the county EOC. When this team arrives, the county and state counterparts should meet and organize the recovery objectives.

2. Rapid Impact Assessment Teams (RIAT) from both the State and Federal level will arrive post-disaster to assess critical lifeline and life safety needs.

This team is self-contained but will need liaison support and an operating facility. Emergency Management is the point of contact for RIAT coordination.

These teams rely on helicopters for transport to assess critical sites. RIAT may require local augmentation.

3. The State Human Needs Assessment Teams (HNAT) go out as soon as safety permits, usually within the first 24 hours. They will quickly assess and report to the county and state on immediate human needs. These same teams later transition into Community Relations Teams.

4. Rapid Response Teams (RRT) are composed of state, county, and volunteers that assist local emergency management with the reception of outside resources. This includes mutual aid, donations, individual volunteers, and agencies.

These teams, once organized in the disaster area, will operate at the EOC, staging areas, and elsewhere as directed.

5. Elected Officials: The potential exists for the arrival of elected officials such as the Governor or the President of the United States. If this occurs, recovery priorities may change in response to the planning, preparation and reception of the entourage.

6. Strike Teams are teams composed of law enforcement, public works, emergency medical services, etc. They are provided through the statewide mutual aid agreement and are staffed and equipped by the sending county. These teams are self sufficient for up to one week in the disaster-affected area. They provide immediately needed services as requested to address specific needs.

7. Other Teams: A host of other teams may converge into the disaster area. Each will have varied levels of self-sufficiency. As these teams arrive, operating locations will be selected based on the situation and unique requirements of the incoming team.

STATE-OPERATED RECOVERY FACILITIES

Base Camp

Site to support emergency personnel or teams working in the disaster area; includes sleeping, feeding, showers, bathrooms, etc; may be collocated with the State's Logistical Staging Area.

Regional Relief Center (RRC)

Serves as a managed site to receive and organize unsolicited donated resources from various providers and mobilize those resources to address victim needs.

Joint Field Office (JFO)

Established by FEMA and the State Coordinating Officer; serves as a central location for state and federal agencies to coordinate long-term response issues and all recovery activities; established within 72 hours of Presidential Disaster Declaration; fully functional within 7 days.

Disaster Recovery Center (DRC)

Joint operation between the State, Santa Rosa County and FEMA; provides disaster victims with convenient means of obtaining recovery assistance information from all levels of government; established one or more days after a Presidential Disaster is declared.

Reconstruction Information Center (RIC)

Established at the direction of the local building department in coordination with local emergency management; provides developers and building officials with a convenient means of obtaining permitting and reconstruction information, new construction and redevelopment loans, mortgage financing and mitigation information.

Documentation needed includes:

W-9, Legislation doc SB620, R-1 (FL reimbursement form), R-2 (local or other state agency reimbursement request form), REQ-A (final approved version w/3 signatures), timesheets, travel spreadsheet, travel backup docs, and the Route Correspondence Routing sheet are all part of the documentation required for billing the receiving party under mutual aid.

EMERGENCY SUPPORT FACILITIES

FEDERAL ASSISTANCE

The Federal Emergency Management Agency (FEMA), under the direction of the Department of Homeland Security (DHS) coordinates the provision of federal assistance. Federal assistance can come either in the form of resources (manpower and equipment) or money for either the affected governments, citizens, or both, depending on the level of community damage.

PRESIDENTIAL MAJOR DISASTER DECLARATION

When a disaster is beyond the capabilities of the state and local governments, the Governor of the State of Florida may request a Presidential Major Disaster Declaration for affected counties. This sets in motion access to federal resources provided for under the Stafford Act.

Funding that may be granted as a result of a Presidential Disaster Declaration comes from the President's Disaster Relief Fund, managed by FEMA, and the disaster aid programs of other participating federal agencies.

FACTORS THAT DETERMINE EXTENT OF FEDERAL ASSISTANCE PROGRAMS

Not all programs are activated for every disaster. The determination is based on needs found during the Preliminary Damage Assessment (PDA) and any subsequent information discovered. The type and amount of Federal assistance, if any, will be provided based on the following factors:

- Total geographic area affected
- Approximate number of missing, injured or deceased individuals
- Extent of damages to public buildings, utilities and facilities, including parks and recreational areas
- Extent and nature of damages to private, non-profit, educational, and medical facilities
- Extent and nature of damages to private property, private residences and businesses
- Extent and nature of damages to streets, traffic signs, bridges and other related areas
- Number of families requiring temporary shelter and housing

- Number of persons unemployed as a result of the disaster
- Extent of loss of communications, transportation facilities and other essential Public Services
- Capacity of county government's resources and efforts to meet its own recovery needs
- Overall impact on the local economy
- Estimated amount of uninsured losses

TYPES OF FEDERAL DISASTER ASSISTANCE

Federal disaster assistance available under a major disaster declaration is from one of three categories.

CATEGORIES:

- 1) **Individual Assistance:** aid to families, individuals and business owners
- 2) **Public Assistance:** aid to public and non-profit entities for certain emergency services and the repair or replacement of disaster-damaged public facilities
- 3) **Hazard Mitigation Assistance:** funding for measures designed to reduce future losses to public and private property.

1. INDIVIDUAL ASSISTANCE (IA)

The Individual Assistance program, managed by FEMA, provides money and services to people in the declared disaster area whose property has been damaged or destroyed and whose losses are not covered by insurance.

There are two primary types of disaster assistance collectively referred to as "Individual Assistance", Housing Assistance, and Other Needs Assistance. The total assistance an individual can receive from FEMA from any combination of these programs is \$25,600 for any disaster.

Once a Presidential Disaster Declaration is made, individuals must apply for assistance from the various programs for which they qualify. This is usually done through teleregistration by calling FEMA at 1-800-621-FEMA (or TTY 1-800-462-7585 for the hearing impaired) or in person through the Disaster Recovery Centers that are established in affected communities.

EMERGENCY SUPPORT FACILITIES

After the application is taken, a FEMA representative inspects the damaged property to verify the loss and determine the funds for which the individual qualifies. These funds are available only to homeowners and renters who are United States citizens, non-citizen nationals, or qualified aliens affected by the disaster.

HOUSING ASSISTANCE

Housing Assistance grants are provided with no cost share to individual recipients. The cost of this assistance is funded 100 percent by FEMA.

Lodging reimbursement is available to homeowners and renters whose permanent homes are rendered uninhabitable.

Minimal home repair grants are available to homeowners who could quickly return to their homes by making repairs but are without insurance or cannot qualify for an SBA loan. These grants cannot exceed \$5,100.

Homeowners without insurance or that cannot qualify for an SBA loan may qualify for up to \$10,200 to apply toward the replacement of a destroyed primary residence.

OTHER NEEDS ASSISTANCE (ONA)

The ONA grants are available to meet serious disaster related needs and necessary expenses not covered by insurance and other Federal, State, or voluntary agencies. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses authorized by law.

OTHER FEDERAL AGENCY PROGRAMS

Small Business Administration (SBA) Disaster Loans

The U.S. Small Business Administration (SBA) can make federally subsidized loans to repair or replace homes, personal property, or businesses that sustained damages not covered by insurance. For many individuals the SBA disaster loan program is the primary form of disaster assistance.

Disaster Unemployment Assistance (DUA)

Individuals unemployed because of a major disaster, and not covered by regular state or private unemployment insurance programs, may be eligible for unemployment benefits. The weekly compensation

received will not exceed the maximum amount of payment under Florida's Unemployment Compensation Program and may be provided until an individual is re-employed or up to twenty-six weeks after the major disaster is declared (whichever is shorter).

Legal Services

The Legal Services Program provides free legal assistance to disaster victims; legal advice is limited to cases that will not produce a fee (i.e., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service. The Legal Service Program is typically for assistance with insurance claims (life, medical, property, etc.), counseling on landlord/tenant problems, assisting in consumer protection matters, replacement of wills and other important legal documents, or for low-income individuals unable to secure legal services adequate to meet their needs.

Special Tax Considerations

Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on the federal income tax return for the year in which the casualty actually occurred or elect to deduct the loss on the tax return for the preceding tax year. In order to deduct a casualty loss, the amount of the loss must exceed 10 percent of the adjusted gross income for the tax year by at least \$100. Additionally, the IRS can expedite refunds (quick source of cash) due to taxpayers in a federally declared disaster area. It is available to any taxpayer in a federally declared disaster area.

Crisis Counseling

The Crisis Counseling Program is designed to provide supplemental funding to States for short-term crisis counseling services to people affected in presidentially-declared disasters.

2. PUBLIC ASSISTANCE

Public Assistance, oriented to public entities, can fund

EMERGENCY SUPPORT FACILITIES

the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster. Santa Rosa County and eligible entities can also apply for reimbursement for the cost of debris removal and to recoup the costs of materials and manpower directly related to the disaster for which aid is being sought. All costs must be clearly documented by each entity.

The Public Assistance process begins as soon as practicable after the Presidential Major Disaster Declaration. The State, assisted by FEMA, conducts the “applicant briefings” for state, local and private non-profit officials to inform them of assistance available and the process for application. A Request for Public Assistance must be filed with the State within 30 days after the area is designated eligible for assistance.

Following the “applicant's briefing”, a “kickoff meeting” is conducted where damages will be discussed, needs assessed, and a plan of action put in place.

A combined federal/state/local team proceeds with project formulation, which is the process of documenting the eligible facility, the eligible work, and the eligible cost for fixing the damages to every public or private non-profit facility identified by state or local representatives. The team prepares a Project Worksheet (PW) for each project. Projects fall into the following categories:

Category A: Debris removal

Category B: Emergency protective measures

Category C: Road systems and bridges

Category D: Water control facilities

Category E: Public buildings and contents

Category F: Public utilities

Category G: Parks, recreational, and other

FEMA reviews and approves the Project Worksheets (PW) and obligates the Federal share of the costs (which cannot be less than 75 percent) to the State. The State of Florida Department of Emergency Management then disburses funds to local applicants.

Santa Rosa County's Role in Public Assistance Process

The concept used for the Public Assistance process is one of cooperation amongst the many organizations and levels of government involved in the process.

The Santa Rosa County Budget Department has primary responsibility for coordinating activities required by the Public Assistance program. The Budget Director serves as Santa Rosa County's local Public Assistance Coordinator. Other supporting entities include Santa Rosa County Emergency Management and the Santa Rosa County Grants Department.

The Santa Rosa County Public Safety Director is responsible for setting up the Public Assistance Applicant Briefing to be conducted by the State and FEMA. Potential applicants are identified based on repetitive loss reports and, due to the magnitude of possibilities, are not pre-designated. The Santa Rosa County Public Safety Director invites, through a memo or other communiqué, the departmental/agency Directors of the following entities likely to be impacted: *(Additional agencies may be added as necessary)* *(Comprehensive list on page 42)*

Municipalities, County Departments/Divisions, Fire Districts, EMS, Volunteer Agencies, Law Enforcement, private non-profits, and critical industry

The Santa Rosa County Budget Director, as the local PA Coordinator, is responsible for setting up the “kickoff meeting” and inviting the appropriate agencies, generally the same entities listed above. Additionally, the Budget Director will prepare correspondence and maintain and update records associated with the Public Assistance Program.

Projects are identified based on the highest impacts and may use the Benefit-Cost ratio prioritization process utilized by the LMS Committee, if the project pertains to mitigation.

Project Worksheets are created by each individual department's staff and are reviewed by Department Heads. These are forwarded to the Budget Director for final compilation.

The Grants Coordinator facilitates the development of necessary paperwork on behalf of county department projects and provides local grant management for county department initiatives. Depending on the type of project, other county departments may be involved in project development.

Santa Rosa County's Role in Public Assistance Process (Cont)

Temporary employees may be hired as necessary to

EMERGENCY SUPPORT FACILITIES

support the Public Assistance Program efforts, pending approval of the County Administrator and in accordance with established Human Resources policies. In addition, temporary resources may be obtained from other local entities including the municipalities, as well as the West Florida Regional Planning Council and other county agencies.

Santa Rosa County will use sound accounting principles as required by State and Federal law for all disaster-related activities, including financial transactions and grants management.

Individual department members will be responsible for management of records and payrolls within their Departments, for transmitting their information to the Budget Director and for ensuring accurate documentation of expenses, etc.

3. HAZARD MITIGATION

The amount of funding available under the Hazard Mitigation Grant Program (HMGP) for a disaster declaration is usually 7.5 percent of FEMA's estimated total costs for the disaster less administrative costs.

The Federal government funds 75 percent of the cost, with some restrictions, of eligible mitigation projects under HMGP. Eligible projects can include acquisition or relocation of property located in high hazard areas; elevation of flood prone structures; seismic rehabilitation of existing structures; strengthening of existing structures against wildfire; dry flood proofing activities that bring a structure into compliance with NFIP requirements and State or local code. Up to seven percent of the HMGP funds may be used to develop state and/or local mitigation plans.

The State of Florida serves as grantee and is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The applicant, or sub grantee (Santa Rosa County or other eligible entity), carries out the approved projects.

The mitigation process established by the State of Florida requires that all potential HMGP projects in the jurisdictional limits of Santa Rosa County and its municipalities be approved by the Santa Rosa County Local Mitigation Task Force and listed as a priority project in Santa Rosa County's Local Mitigation Strategy in order to be considered for funding. In addition, approved DMA2K-compliant mitigation plans must be in place at the local and state level to be considered for HMGP funding by FEMA.

Notification of the availability of HMGP funding typically comes from the State of Florida to Santa Rosa County Emergency Management and others via email or direct correspondence. This information is subsequently shared during Santa Rosa County Local Mitigation Task Force meetings.

States that develop an Enhanced State Mitigation Plan may receive an increased amount of 20 percent for Hazard Mitigation Grant Program funding.

The HMGP program requires a 25 percent cash or in-kind match and Federal funding from other sources cannot be used as the match. (Note: Funding from Community Development Block Grant program can be used as match.)

Santa Rosa County has facilities, termed "Emergency Support Facilities" which support the mission of emergency management, particularly during response and recovery, and facilitate continuity of government. These facilities, and their alternate sites, have been established, and outfitted with the infrastructure necessary to function as the emergency management hub of activity for field support including communications with field personnel and with the public. These locations provide either a permanent or mobile location through which emergency management decision making and coordination can be accomplished.

The Emergency Support Facilities within Santa Rosa County are as follows:

Responsibility for database and maintenance process lies with the LMS committee which selects projects based upon the following criteria; life safety, property safety, cost, and number of people served. The LMS plan allows for projects to move up or down the list per funding availability and to respond to recent disasters.

1. Emergency Operations Center (EOC)

The physical location at which the coordination of information and resources necessary to support domestic incident management activities takes place.

An EOC may be a temporary facility such as Santa Rosa County's Mobile Operations Center or may be located in a more permanent facility.

The EOC is organized around major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, municipality) or some combination thereof.

EMERGENCY SUPPORT FACILITIES

When activated, representatives from many organizations meet to coordinate disaster efforts. Once activated, the EOC is self-sufficient for extended periods of time. The EOC can begin activation immediately and achieve maximum readiness in approximately four to eight hours.

Santa Rosa County's EOC is located at 4499 Pine Forest Road, Milton, Florida.

2. Alternate Emergency Operations Center (AEOC)

The Alternate Emergency Operations Center is the secondary facility for use if the primary Emergency Operations Center facility becomes inoperable during emergencies.

Santa Rosa County has several locations that can support such an operation. Santa Rosa County Emergency Management maintains the list of these facilities.

3. Department Operations Center (DOC)

Department Operations Centers normally focus on internal agency incident management and response. The DOCs are linked to the Operations Section of an Incident Command Structure. They are also linked to the Emergency Operations Center through agency representatives in order to ensure effective and efficient incident management. Emergency Communications Centers and the local law enforcement jurisdictions that provide their own separate dispatching services (Sheriff's Office, Milton Police Department, and Gulf Breeze Police Department) maintain DOCs at all times. During periods of disaster, additional entities may also operate DOCs from which to coordinate their internal agency operations.

4. Emergency Communications Centers Alternate Site

The alternate operating sites for Emergency Communications Center are the Escambia County Emergency Communications Center, Santa Rosa County Sheriff's Office and the Mobile Command Trailer. These have limited ability to manage E-911 calls and dispatch EMS/Fire or law enforcement assets. The alternate sites rely on telephone switching routed through the telephone system.

5. Citizen Information Center

During times of crisis, not necessarily EOC activation, volunteers in the Emergency Operations Center staff the Citizen Information Center. The public can obtain the status of all County facilities as well as other vital information, e.g. weather or numbers to call for specific information. The public is encouraged to call the Citizen Information Center, thus reducing telephone load in the EOC proper, and to 9-1-1.

Native American Population

Santa Rosa County has no federally recognized tribal entities within the jurisdiction.

CRITICAL FACILITIES

Critical facilities include those facilities, including emergency management support facilities, on which communities depend and which are essential to the county's ability to recover from a disaster. Due to the criticality to the community, the population density or the needs of the special population served, these facilities may require special consideration given during each phase of emergency management.

Santa Rosa County Emergency Management identifies and evaluates these locations for their potential contribution to disaster relief, and submits the Critical Facilities Inventory List to Florida Department of Emergency Management for entry in the Geographic Information System. This information helps to build a Priority Damage Assessment Listing. *(The list of Critical Facilities is kept on file at the offices of Santa Rosa County Emergency Management.)*

Critical Facilities are generally from the following Critical Facility Categories:

- 1) **Power** - facilities for generation, transmission and distribution of electric power including Electrical Power Generating Plants, Substations, Major Electrical Distribution Systems/Routes
- 2) **Water** - facilities for the treatment, transmission and distribution of water for drinking, fire protection or electricity generation purposes including public and private potable water distribution systems, deep wells, tanks, treatment plants, and lift stations
- 3) **Sewer and Wastewater Treatment** – facilities for collection, transmission and treatment of wastewater
- 4) **Communications** - facilities for transmission, switching and distribution of telephone, radio, television and cable, including government communications towers and repeaters, Emergency Alerting System (EAS) stations, telephone system points of distribution and towers, land line, cellular, microwave
- 5) **Emergency Medical Care** - facilities which provide direct patient care to include hospitals, clinics, outpatient services and nursing homes
- 6) **Fire Protection/Emergency** – fire and Rescue companies including buildings and vehicles essential to providing emergency services, and ambulance companies
- 7) **Law Enforcement** - facilities including police/sheriff stations, jails, correctional facilities
- 8) **Government** - facilities necessary for continuity of government including emergency operations centers, administration, roads and bridges facilities, engineering, other Public Service offices
- 9) **Shelters** - facilities that serve as risk/host shelters, Special Needs shelters, Refuges of Last Resort, animal shelters
- 10) **Vital Private/Commercial Facilities/Services** - high hazard dams/dikes, hazardous materials facilities, food processing plants, fuel pipelines, terminals, storage tank farms, flood control prevention stations and devices
- 11) **Commercial Distribution Centers** - supply sources of building/construction materials, potable water and ice, food, power generators, light equipment (chain saws, shovels, barricades, etc.), heavy equipment (bulldozers, forklifts, etc.), medical supplies, fuels (gasoline, diesel, propane, natural gas, etc.)
- 12) **Special Population Centers** - facilities or areas with populations that require special considerations (nursing/convalescent/group homes, etc)
- 13) **Education** - public and private schools, community colleges, universities
- 14) **Emergency Response and Recovery Support** - Facilities such as Disaster Recovery Centers, Joint Field Offices, Comfort Stations, Distribution Sites, Response Operations Staging Areas, Debris Removal Staging Areas
- 15) **Transportation** – facilities/routes such as airports/heliports, public transportation, railroad lines, commercial ports and waterways, critical links/bridges, evacuation routes/major transportation arteries
- 16) **Other Community Facilities** - including churches/synagogues, motels/hotels, civic centers

SCHOOLS

As stated above, facilities such as schools require special consideration during each phase of emergency management. The following is a list of school campuses along with an estimated student capacity.

Santa Rosa County School District-Public Schools		
Avalon Middle (949)	Gulf Breeze High (1744)	Milton High (2085)
Bagdad Elementary (574)	Hobbs Middle (960)	Navarre High (2320)
Bennett Russell Elementary (1076)	Holley-Navarre Primary (986)	Oriole Beach Elementary (846)
Berryhill Elementary (913)	Holley-Navarre Intermediate (963)	Pace High (2195)
Central (710)	Holley-Navarre Middle (995)	Pea Ridge Elementary (962)
Chumuckla Elementary (393)	Jackson Pre-K (282)	Rhodes Elementary (1090)
Dixon Primary (745)	Jay Elementary (841)	Sims Middle (960)
Dixon Intermediate (903)	Jay High (787)	West Navarre Primary (971)
East Milton Elementary (988)	King Middle (782)	West Navarre Intermediate (1088)
Gulf Breeze Elementary (913)	Locklin Technical (312)	Woodlawn Beach Middle (1176)
Gulf Breeze Middle (1047)		
Santa Rosa County-Private Schools		
Santa Rosa Christian School, Milton	Parkway Christian School, Jay	St. Ann Discovery School, Gulf Breeze
Home School Population: 750 students		
Santa Rosa County-Universities/Community Colleges		
Pensacola State College-Milton Campus (2000 students/semester)		

RECOVERY FACILITIES

County Staging Areas (CSA)

Santa Rosa County is required by the State of Florida to survey and identify at least one County Staging Area (CSA) for the purpose of receiving and re-distributing bulk emergency relief supplies such as water and ice within the first 72 hours after an event to the County Points of Distribution.

Santa Rosa County will make every effort to establish and manage a county staging area capable of receiving resources within 72 hours post-event. For each disaster the county must specifically request that the State of Florida directly push supplies from its Logistical Staging Area to the County Points of Distribution for the first 72 hours, at which point Santa Rosa County's Staging Area will be operational and adequately staffed.

Once the County Staging Area is open, resources will be delivered from the State's Logistical Staging Area to the County Staging Area. The county will assume responsibility for forward movement of resources to the Points of Distribution.

Initially, the State will push the items shown in the table below to the County Staging Area.

The CSA and PODS will be under the direction of the Emergency Management Logistics Chief. Authorization by either the Public Safety Director or Logistics Chief is required prior to removing any supplies from the County Staging Area, except for normal distribution to the PODS.

COUNTY STAGING AREA

County staging area	Location	Latitude /longitude	USNG
warehouse	5600 Industrial Blvd	-86.983 30.638	16R EU 0159889438

The County Logistics Plan is located in Appendix 10.

INITIAL SUPPLIES TO BE PUSHED TO THE COUNTY STAGING AREA

*Taken from the State of Florida's Points of Distribution Guidance Document.

DAY 1	(10) Florida National Guard soldiers	(1) San Pac (portable toilets, hand washing station and dumpster)	(1) light tower for night security and truck offloading	water	(1) pallet jack	(1) forklift
DAY 2 or 3	(2) 10x20' portable sun shades		tables/chairs	fan		

*Note: MRE's and grommeted tarps will not be available until there is a Presidential Declaration in place, and MRE's are released from regional warehouses. Ice will only be available under certain circumstances as defined in FEMA Disaster Operations, Disaster Assistance, and Logistics Management Policy paper JP9523.20 dated Aug 26, 2009..

RECOVERY FACILITIES

Points of Distribution (PODs)

During the preparedness phase, the Santa Rosa County Public Safety Director, via the Disaster Managers Group, pre-selects multiple potential locations throughout the County for use as Points of Distribution. These locations are typically parking lots of schools, parks, sports complexes. See "Potential Points of Distribution Locations" table on the left.

POTENTIAL POINTS OF DISTRIBUTION (POD) LOCATIONS			
Schools		Church Parking Lots	County Parks/Sports Complexes
Chumuckla Elementary	Munson Elementary	Hickory Hammock Baptist Church	Tiger Point Recreation Area
Gulf Breeze Middle	Navarre High	Santa Rosa Sports Complex	Bray- Hendricks Park
King Middle			

****Note:** MRE's and grommated tarps will not be available until there is a Presidential Declaration in place, and MRE's are released from regional warehouses.

Additionally, Santa Rosa County must provide security and traffic control for each Point of Distribution, including adequate personnel to manage inbound and outbound traffic, traffic cones, barricades, etc. If Santa Rosa County is unable to handle the security mission, the County must enter a Tracker message to request additional security, as the Florida National Guardsmen initially tasked to POD operations for the first 72 hours are separate from those who perform security missions.

Points of Distribution (PODs) are where the general public will obtain life sustaining emergency relief supplies until such time as power is restored and traditional facilities such as comfort stations, fixed and mobile feeding sites, and social service programs are in place. Even though it is the goal of local and state government to obtain supplies within the timeframes

described below, it is important to stress to the public the importance of being self-sufficient with food, water, and medicines for a minimum of 3-5 days, as the timeframes below are not guaranteed.

The State of Florida will directly support Santa Rosa County in the initial response, and will push limited resources directly from the State's Logistical Staging Area (LSA) to each POD, for the first 72-hrs, with water and other resources as required. (See County Staging Area, Recovery Element pg 24 for the list of supplies to be pushed and timeline). Thereafter, the County must assume full staffing of the POD. Once the county assumes staffing, resources are no longer pushed directly from the State's Logistical Staging Area (LSA) to the POD, but instead are pushed from the LSA to the County's Staging Area (CSA) for forward movement to the PODS.

The allocation of emergency resources to individuals is based on an agreed upon standard state/federal model. The model assumes the following is necessary:

<p><u>STANDARD MODEL</u> For Planning Purposes Only 1 gallon of water per person, per day (4 liter) 2 MRE's or equivalent per person per day</p>
<p><u>INITIAL DISTRIBUTION</u> A Family of 3 persons at a POD would receive in each vehicle: 1 case of water (12 liters) *6 each MRE's *</p>

The State stands ready to support Santa Rosa County in the management of the POD sites for up to 72 hours, if specifically requested to do so, but Santa Rosa County must assume full staffing within 72 hours post event. For each disaster the county must specifically request that the State of Florida directly push supplies from its Logistical Staging Area to the County Points of Distribution and completely man the POD operation for the first 72 hours. After 72 hours, the Santa Rosa County's Staging Area should be adequately staffed and available to assume responsibility for forward movement of supplies to the Points of Distribution. If Santa Rosa County is unable to provide adequate staffing, a request will be submitted through WebEOC for continued assistance. Santa Rosa County uses the County Points of Distribution Guidance Document from the State of Florida, DEM for POD Operation.

RECOVERY FACILITIES

Comfort Stations

Comfort Stations may be established by Santa Rosa County in a community several days post event as needed. Comfort Stations may be opened to provide comfort-type items (non-food) such as bug spray, hand sanitizer, portable showers, portable phone service or internet connections and are typically opened in areas where utilities and stores would be expected to be out of service for an extended period of time.

The Public Safety Director will determine whether or not to open comfort stations based on the expected length of the situation. Comfort Stations are operated by Santa Rosa County and organized by the Emergency Management Logistics Chief using volunteers and county staff.

Resources and supplies disseminated at the Comfort Stations would be purchased by Santa Rosa County through vendors or sought through state assistance.

Comfort Stations	Address	Town	Latitude	Longitude	USNG
Navarre Sports Complex	8840 High School Blvd	Navarre	30.423056	86.851667	16R EU 1424565674
Hickory Hammock Baptist Church	8350 Hickory Hammock Rd	Milton	30.594444	86.972778	16R EU 0261084658
Community Life Center	4115 Soundside Dr	Gulf Breeze	30.391944	87.047222	16R DU 9546462218
Chumuckla Community Center	2355 Highway 182	Jay	30.778611	87.221667	16R DV 7879005088
Bray Hendricks Park	5213 Booker Lane	Jay	30.949722	87.161667	16R DV 8455824041
Forestry Station / Munson Fire Station	11600 Munson Hwy	Milton	30.854722	86.874722	16R EV 1197813508
Hobbs Middle School	5317 Glover Lane	Milton	30.628333	87.065278	16R DU 9374488415
Gulf Breeze Recreation Center	1060 Shoreline Dr.	Gulf Breeze	30.355556	87.170833	16R DU 8358358197

Volunteer Staging Areas (VSA)

Volunteer Staging Areas are locations where large volunteer groups set up temporary offices and sleeping, feeding, and shower areas for their volunteers. Typically large organizations approach the County requesting potential locations that could be used. The County has pre-identified several potential locations for Volunteer Staging Areas to be used if needed.

Volunteer Staging Areas	Address	Town	Latitude	Longitude	USNG
Milton High School	5445 Stewart St	Milton	30.632671	87.044950	16R DU 9569288895
East Milton Gym	8600 Bobby Brown Rd	Milton	30.640884	86.960132	16R DU 9278085825
PJC Life Center	5988 Highway 90	Milton	30.604955	87.075322	16R DU 9546462218
Community Life Center	4115 Soundside Dr	Gulf Breeze	30.391944	87.047222	16R EU 1328565735
Navarre High School	8600 High School Blvd	Navarre	30.423611	86.861667	16R DU 9276861758
Avalon Middle School	5445 King Arthurs Way	Milton	30.570556	87.096667	16R DU 9073082014
Woodlawn Beach Middle School	1500 Woodlawn Way	Gulf Breeze	30.391944	87.009167	16R DU 9911962217

RECOVERY FACILITIES

Volunteer Reception Centers

Volunteer Reception Centers are facilities manned and operated by United Way of Santa Rosa County (UW of SRC) as lead for Volunteers and Donations (ESF 15). Personnel from the various volunteer organizations that arrive in Santa Rosa County to support recovery efforts are received at this facility and matched with assignments.

The phone numbers for UW of SRC are broadcast via media outlets, flyers, road signs, etc to citizens advising them to contact UW of SRC if they are in need of assistance. Additionally, calls from citizens requesting assistance that can be provided through volunteer means are forwarded to UW of SRC's Volunteer Reception Center for prioritization and volunteer matching.

There are two Volunteers Reception Centers in Santa Rosa County. Both are operated and staffed by UW of SRC volunteers. Additionally, the Navarre Community Emergency Response Team (CERT) augments staffing for the Navarre library location.

Volunteer Reception Centers	Address	Town	Latitude	Longitude	USNG
United Way	6479-A Caroline St.	Milton	-87.052815	30.614667	16R DU 9493486885
RSVP	6294 Buckskin Dr	Milton	30.664311	87.053921	16R DU 9483492401
Navarre Library	8476 Gordon Goodin Lane	Navarre	30.412431	86.867861	16R EU 1269164495
Bagdad Community Center	6860 Pooley St	Milton	30.600188	87.03716	16R DU 9643885295

Landing Zones (LZ)

GPS Zones are in the WGS 84 Datum and USNG.

The following Landing Zones are available for use by incoming support coordinated through SEOC.

Landing Zones	Location	Latitude/longitude	USNG	Coordinator
Peter Prince Field	1 mile West of Hwy 90 and Hwy 87 intersection on N. Airport Road.	Lat: 30.637505 Lon: 86.993596	16R EU 0061489430	Santa Rosa County Emergency Management Operations or Plans
Optimist Park	300 yards East of Galt City Rd and Old Bagdad Hwy intersection	Lat: 30.602871 Lon: 87.062251	16R DU 9403385593	
EOC Helicopter Landing Zone (HLZ)	Corner of Carroll St and Pine Forest Rd in field behind Animal Services	Lat: 30.59571 Lon: 87.07198	16 DU 9309784802	

RECOVERY FACILITIES

DISASTER RECOVERY CENTERS (DRC)

Disaster Recover Centers (DRCs) are utilized to facilitate the dissemination of the various types of FEMA disaster assistance, as well as qualification criteria to the impacted communities. Disaster Recovery Centers (DRCs) are established by the State of Florida as a joint effort by the State, Santa Rosa County, and FEMA. This site is focused on providing disaster victims with a convenient means of obtaining recovery assistance information from all levels of government. The DRC is established in the days following a Presidential Disaster Declaration and remains operational until the informational needs of the disaster victims are met as determined by the Deputy State Coordinating Officer for Recovery.

OTHER AGENCIES AT THE DISASTER RECOVERY CENTER

Several entities including the American Red Cross, the Salvation Army, the Department of Agriculture and Community Services, Santa Rosa County Public Works, and insurance companies may also co-locate in the DRC in order to provide pertinent local information such as local relief programs, permitting locations, insurance information, mitigation information, and referrals.

SANTA ROSA COUNTY SUPPORT TO THE DRC

The Santa Rosa County Public Safety Director serves as the liaison for coordinating with the State, pre and post event, on establishment of a Disaster Recovery Center. Santa Rosa County Emergency Management will submit a request through WebEOC in establishment of a DRC.

The State DRC Manager maintains administrative and operational control over all personnel in the DRC and coordinates with Santa Rosa County if increased security is necessary, though DRC security is normally a FEMA function.

Santa Rosa County Emergency Management has pre-identified several potential DRC locations throughout the county for potential use as a DRC. These facilities were selected with priority consideration going to public buildings to reduce the operational expenses of the DRC. In addition, close proximity to population centers was factored into the selection during the pre-identification phase. If an incident occurs, that renders the pre-identified locations unsuitable, the Santa Rosa

County Public Safety Director will facilitate the identification of alternate publicly owned facilities, or potential lease situations with private entities as a last resort.

The Santa Rosa County Maintenance Department, Santa Rosa County Public Works, and the Santa Rosa County Procurement Department all have supportive roles in the establishment and ongoing support of the Disaster Recovery Center. Public Works may be utilized to clear access to the facility, the Procurement Department contracts or purchases supplies, and the Maintenance Department delivers and sets up furniture, tables and janitorial services.

Santa Rosa County will coordinate with the State DRC Manager for the provision of the facility, basic furniture, maintenance, and janitorial services. Electronic and technological equipment will be the responsibility of the user.

The Public Safety Director will notify County Department Supervisors (Maintenance Dept, Public Works, and Procurement Department) as to the need for county support at the DRC. The Supervisors of the Department involved will direct their department staff with further instructions to report for support of the DRC.

Any one of the 100+ vehicles in the county fleet may be used to support staff operations for the Disaster Recovery Center. In addition, any on-duty staff from the Santa Rosa County Maintenance Department, Santa Rosa County Public Works, and the Santa Rosa County Procurement Department may be utilized to support DRC efforts. Each Department/Division Director makes the determination as to the staff assigned for each support mission to the DRC. A current list of county inventory is available from the County Procurement Department and at the time of publication, had been last updated August 2005 for the Hurricane Dennis Operation.

Requests for additional state participation related to the establishment of a Disaster Recovery Center will be submitted to the State of Florida WebEOC. Verbal requests (directly to the source) are acceptable in the interest of time; however, the user should consistently use the established database methods.

RECOVERY FACILITIES

POTENTIAL RECOVERY SITE LOCATIONS – SUBJECT TO CHANGE AND MAY NOT BE SIMULTANEOUSLY OPERATIONAL						
Description	Common Name	Address	Town	Latitude	Longitude	USNG
Comfort Station	Navarre Sports Complex	8840 High School Blvd	Navarre	30.423056	86.851667	16R EU 1424565674
Comfort Station	Hickory Hammock Baptist Church	8350 Hickory Hammock Rd	Milton	30.594444	86.972778	16R EU 0261084658
Comfort Station	Community Life Center	4115 Soundside Dr	Gulf Breeze	30.391944	87.047222	16R DU 9546462218
Comfort Station	Chumuckla Community Center	2355 Highway 182	Jay	30.778611	87.221667	16R DV 7879005088
Comfort Station	Bray Hendricks Park	5213 Booker Lane	Jay	30.949722	87.161667	16R DV 8455824041
Comfort Station	Forestry Station / Munson Fire Station	11600 Munson Hwy	Milton	30.854722	86.874722	16R EV 1197813508
Comfort Station	Hobbs Middle School	5317 Glover Lane	Milton	30.628333	87.065278	16R DU 9374488415
Comfort Station	Gulf Breeze Recreation Center	1060 Shoreline Dr.	Gulf Breeze	30.355556	87.170833	16R DU 8358358197
Disaster Recovery Center	Jay Community Center	5259 Booker Lane	Jay	30.951944	87.160278	16R DV 8469124287
Disaster Recovery Center	Gulf Breeze Recreation Center	1060 Shoreline Dr.	Gulf Breeze	30.355556	87.170833	16R DU 8358358197
Disaster Recovery Center	Santa Rosa County Administrative Center	6495 Caroline St (Highway 90)	Milton	30.615547	87.050275	16R DU 9518186997
County Staging Area	Warehouse	5600 Industrial Blvd	Milton	-86.983	30.638	16R EU 0159889438
Points of Distribution	Tiger Point Recreation Area	1370 Tiger Point Lane	Gulf Breeze	30.386944	87.061389	16R DU 9410261665
Points of Distribution	Gulf Breeze Middle School	549 Gulf Breeze Pkwy	Gulf Breeze	30.359275	87.168377	16R DU 8381958609
Points of Distribution	Santa Rosa Sports Complex	5976 Chumuckla Hwy	Pace	30.654912	-87.179541	16R DU 8279991372
Points of Distribution	Hickory Hammock Baptist	8351 Hickory Hammock Rd	Milton	30.595379	86.973177	16R EU 0257184761
Points of Distribution	Chumuckla Elementary School	2312 Highway 182	Jay	30.779444	87.223611	16R DV 7860405181
Points of Distribution	Munson Elementary School	11550 Munson Hwy	Milton	30.851389	86.876389	16R EV 1181913139
Points of Distribution	King Middle School	5928 N. Stewart St	Milton	30.649722	87.045000	16R DU 9568890784
Points of Distribution	Navarre High School	8600 High School Blvd.	Navarre	30.423889	86.860833	16R EU 1336565765
Points of Distribution	Bray Hendricks Park	5213 Booker Lane	Jay	30.949722	87.161667	16R DV 8455824041
Volunteer Staging Area	Milton High School	5445 Stewart St	Milton	30.632671	87.044950	16R DU 9569288895
Volunteer Staging Area	East Milton Gym	8600 Bobby Brown Rd	Milton	30.640884	86.960132	16R DU 9278085825

RECOVERY FACILITIES

Volunteer Area	Staging	PJC Life Center	5988 Highway 90	Milton	30.604955	87.075322	16R DU 9546462218
Volunteer Area	Staging	Community Life Center	4115 Soundside Dr	Gulf Breeze	30.391944	87.047222	16R EU 1328565735
Volunteer Area	Staging	Navarre High School	8600 High School Blvd	Navarre	30.423611	86.861667	16R DU 9276861758
Volunteer Area	Staging	Avalon Middle School	5445 King Arthurs Way	Milton	30.570556	87.096667	16R DU 9073082014
Volunteer Area	Staging	Woodlawn Beach Middle School	1500 Woodlawn Way	Gulf Breeze	30.391944	87.009167	16R DU 9911962217
Shelter – General/Pet friendly		Avalon Middle School	5445 King Arthurs Way	Milton	30.570556	87.096667	16R DU 9073082014
Shelter – General		Jay High School	3741 School St	Jay	30.941654	-87.158461	16R DV 848632314 7
Shelter – General		S.S. Dixon School	5540 Education Dr	Pace	30.637816	87.165801	16R DU 8411289476
Shelter – General		Milton Community Center	5629 Byrom St	Milton	30.638782	87.048729	16R DU 9533189572
Shelter – General		Sims Middle School	5500 Education Dr	Pace	30.635433	87.167553	16R DU 8394489212
Shelter – Special Needs		Bennett Russell	3740 Excalibur Way	Milton	30.570667	87.097204	16R DU 9067982027
Shelter – Special Needs		Sims Middle School	5500 Education Dr	Pace	30.635433	87.167553	16R DU 8394489212
Landing Zone		Peter Prince Field	5550 N Airport Rd	Milton	30.637505	86.993596	16R DU 9574990891
Landing Zone		Optimist Park	6346 Old Bagdad Hwy	Milton	30.602871	87.062251	16R DU 8485685478
Landing Zone		EOC Helicopter Landing Zone (HLZ)	Corner of Carroll St and Pine Forest Rd in field behind Animal Services	Milton	30.59571	87.07198	16 DU 9309784802
Volunteer Reception Center		RSVP	6294 Buckskin Dr	Milton	30.664311	87.053921	16R DU 9483492401
Volunteer Reception Center		Navarre Library	8476 Gordon Goodin Lane	Navarre	30.412431	86.867861	16R EU 1269164495
Volunteer Reception Center		Bagdad Community Center	6860 Pooley St	Milton	30.600188	87.03716	16R DU 9643885295

See pages 39, 40 for a listing of other critical infrastructure.

Methods for establishment of feeding and distribution sites

American Red Cross, churches, and other volunteer organizations may establish feeding and distribution sites based upon community need and resource availability.

It will be expected that these organizations will coordinate their activities through Santa Rosa County Emergency Management. During EOC activations, such coordination will occur in conjunction with the liaisons from ESF 6 (Mass Care) and ESF 15 (Volunteers and Donations).

Temporary Living Areas

The American Red Cross has the primary responsibility for the sheltering of individuals on short-term basis within Santa Rosa County, usually less than 30 days. See Shelter Section of the CEMP Response Element, pg 30.

Once a presidential disaster declaration is made, federal housing assistance is anticipated for long-term displacements. Payment vouchers through the Individual Assistance Program (IA) may be made available to qualified individuals in order to make rental payments while housing is being reconstructed. Travel trailers are sometimes provided by FEMA to serve as temporary living quarters while reconstruction is occurring. Additionally, the private sector housing markets play an important role in providing temporary housing.

Insurance Coordination

The County Risk Manager is responsible for insurance management and county claims and maintains all insurance documents for departments in the county.

The Florida Insurance Council as part of a joint venture between the State Division of Emergency Management and the Department of Insurance allows the insurance industry to be represented during activation of the State Emergency Operation Center. Similarly, a representative has been appointed by the Department of Insurance to Santa Rosa County, and will be present in the EOC during activations.

The local representative designated by the Florida Insurance Commissioner, through the State's Insurance Advance Team, is available to assist and advise in private insurance matters.

Community Relations Program

FEMA/State Community Relations Teams are deployed to disseminate information and collect data to assist disaster affected communities and individuals in receiving the assistance to which they are entitled. The primary functions of these teams are to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and the tele-registration process.

Santa Rosa County Emergency Management will support the efforts of the FEMA/State Community Relations Programs. The Santa Rosa County Public Safety Director will function as the Community Relations Coordinator and will serve as a liaison between Santa Rosa County and the FEMA/State Community Relations Teams.

In this capacity, the Public Safety Director will receive information about the activities of the teams, provide suggestions as applicable, and support the mission of the community relations program by relaying information to the Public Information Officer or ESF 14 for distribution in situation reports and press releases, as requested by the Community Relations Teams. The Director will also maintain a list of key community leaders to be contacted after an emergency regarding community needs.

The criteria for determining the priorities within Santa Rosa County for Community Relations Action will be based on:

- 1) Most Impacted areas
- 2) Most geographically isolated
- 3) Vulnerable populations (special need, low-income, elderly, transportation disadvantaged, etc.)

Special populations and geographic areas which may require special outreach include the elderly, non-English speakers, and those with cognitive or mobility issues. The County has a dynamic Special Needs program and utilizes many social outlets such as the Council on Aging, home health agencies and other church and non-profit groups to reach these populations.

See page 53 of Basic Plan for more details.

Debris Removal and Clearance

The Public Works Department is responsible for contracting with outside sources for debris removal.

The Board of County Commissioners will determine the cut-off dates for roadside debris removal and approves all debris contracts.

Debris consists of all disaster related debris located within public right-of-ways, public school grounds, and developed areas of public parks. Debris includes damaged and disturbed trees, bushes, shrubs, broken/partially broken or severed tree limbs, uprooted stumps, and brush. Debris also may include construction and demolition debris related specifically to the disaster, including glass, plastics, non-salvageable metal, sheet rock, and other building materials.

The definitions of what debris the county will or will not pick up will be incident specific and outlined in the debris contract, which is based on the sample Debris Contract in the Forms Section of the CEMP.

The Contract included is a sample only. It may not be representative of the terms and specifications used for subsequent incidents and represents only what was utilized during Hurricane Ivan in 2004. (See also *Final Debris Disposition Note-Next Column*)

Specific instructions are provided by the County and released through media outlets to inform residents of what can be included in the debris piles on the county right-of-ways, including such details as debris type and materials, separation of various debris, location of debris piles and other information as necessary.

Debris placed on the roadside (public and private roads) after the debris pick-up dates are considered illegal dumping and will be referred to Code Enforcement for action.

Municipalities are responsible for their own debris removal, except for the Town of Jay which falls under the County Debris Management plan.

The Santa Rosa County FEMA approved Debris Management Plan will be the document that guides all actions related to debris management in the County. (See appendix 10)

Financial Management related to Debris Removal

The SRC Public Works Department, in conjunction with the Finance Department (record keeping and auditing procedures) and the Office of Management and Budget (reimbursement requests and fiscal oversight) is responsible for financial management of federal and state assistance for debris removal. Such efforts will be conducted in accordance with applicable state and federal laws, including those governing record keeping and auditing procedures. The Santa Rosa County Office of Management and Budget is responsible for

coordinating with the Federal and State funding agencies.

Environmental Management related to Debris Removal

Environmental considerations will be in accordance with applicable State and Federal laws and such activities will be coordinated through the Santa Rosa County Environmental Department.

(See also Final Debris Disposition Note-Below)

Debris Disposal Sites and Procedures

Public Works & Engineering (ESF-3) follows its established procedures regarding debris removal and prioritization on roadways. The county Public Works Department's clay pits serve as temporary processing and storage facilities for debris. Road and Bridge Districts are responsible for removal of processed debris to the Santa Rosa County Central Landfill located south of Milton on Da Lisa Road.

Debris collection will be performed by one of the 5 pre-selected companies identified in the FEMA/State approved debris management plan.

Authorization for other debris storage and reduction locations included in the Sample Debris Contract must be secured from the proper authorities for military land use and is done via a Tracker message.

The sample debris removal and other emergency contracts are available through the contracting officer.

Final Debris Disposition Note: The debris removal contractor shall provide proof that the disposal method is in accordance with all state, and local land use and environmental regulations, prior to initiation of disposal activity.

Entry procedures for debris removal on private property by County personnel

Removal on private property is referred to volunteer groups. Debris removal on private property (private roadways) is also the responsibility of the owner, however if the magnitude of the situation warrants, the Board of County Commissioners has the authority to permit the utilization of county resources for private roadways.

If it is determined to move forward with removal on private property, the Board of County Commissioners will determine the conditions, extent of county involvement and will implement right-of-entry procedures to gain approval to perform such activities.

Post-Disaster Permitting

Santa Rosa County has taken action to create a one-stop shop called the "Recovery Information Center (RIC)" for contractors and homeowners needing permits following a disaster. Located at the Public Services Building in the Building Inspections Department, the following entities will co-locate for a period of time as determined by each department to expedite the permitting process.

Santa Rosa County Building Inspections and Compliance Department
Santa Rosa County Floodplain Management
Santa Rosa County Health Department
Santa Rosa County Code Enforcement
Santa Rosa County Planning and Zoning
State of Florida Department of Environmental Protection

Mitigation information will be available to clients in the form of brochures, pamphlets, or other means. In addition, either the Assistant Building Official or the Planning and Zoning Director may be present to counsel residents on recovery actions that can be taken during the rebuilding phase or to answer questions. Mitigation is performed through the Local Mitigation Strategy Steering Committee and the LMS plan, as well as the Flood Plain Management Plan which is an adjunct plan to the LMS. The LMS is made up of County staff and representatives from the community. The lead agent for the County is the Grants Coordinator.

SUPPORT ALLIANCE FOR EMERGENCY READINESS (SAFER) SANTA ROSA

COORDINATION OF SAFER ACTIVITIES

SAFER Santa Rosa maintains primary responsibility for managing long-term recovery operations within Santa Rosa County. This organization consists primarily of representatives from businesses, social service agencies, faith-based organizations, and local government that work to maximize all available resources of its member organizations, establish policies and procedures for addressing the unmet needs of families and individuals, and avoid duplicating benefits.

Mission Statement for SAFER Santa Rosa

SAFER Santa Rosa is a humanitarian association of independent organizations who may be active in all phases of disaster. Its mission is to foster efficient, streamlined service delivery to people affected by disasters, while eliminating unnecessary duplication of effort, through cooperation in the four phases of

disaster: preparation, response, recovery, and mitigation.

Organizational Chart Long-term Recovery

Please refer to the Organizational Chart section of the CEMP for the SAFER Santa Rosa organization.

UNMET NEEDS

During the recovery and long-term recovery phase, immediate life safety needs have already been addressed. Volunteer organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services. Personnel will be identified through these volunteer groups or by contacting the county through the Citizen Information line which is distributed widely on an annual basis.

At the county level, ESF 15 (Volunteers and Donations) is responsible for coordinating volunteer agencies at the local level for unmet needs. In this capacity, United Way matches the needs of disaster victims, with volunteers and refers clients to available assistance programs. United Way provides Volunteer Reception Center training.

During disaster recovery, the contact numbers for assistance through United Way are publicized. United Way volunteers prioritize the requests for assistance, with higher priority being given to vulnerable populations (elderly, impoverished, etc). Volunteers are subsequently matched to the needs and services are conducted.

Efforts to match volunteer programs with disaster victim's needs is a coordinated effort involving the many volunteer organizations and social service programs present in Santa Rosa County. These include local Churches, non-profits, SAFER Santa Rosa, and local government organizations.

Municipalities have a seat in the EOC and work through the same ESFs to meet any identified unmet needs they encounter. Municipalities have their own EM sections which address local unmet needs. They work through the County ESF system for outside support.

Training is through church and nonprofits. It is opportunity based and open to all. Individual nonprofits and churches also provide training for their own teams assigned to donations, warehouse management, processing centers, and crisis counseling.

HOUSING

Housing is one of the key issues in long-term recovery. The ability of citizens to resume normal functioning is dependant largely on the ability to repair and rebuild in a reasonable amount of time.

Homeowner's insurance and flood insurance policies help to mitigate the probability of experiencing extreme financial hardship due to catastrophic loss; not all citizens engage in or have the means to engage in such mitigative actions.

The Santa Rosa County Housing Partnership Committee serves as an advisory committee to the Santa Rosa County Board of Commissioners on issues related to housing.

In the aftermath of a disaster, the SRC Housing Partnership Committee identifies local housing needs and may immediately initiate the Disaster Mitigation Strategy included in the county's adopted Housing Assistance Plan. The SRC Housing Partnership Committee develops recommendations to meet the housing needs and presents them to the Board of County Commissioners. The Housing Committee redirects existing program dollars from the State Housing Initiative Partnership (SHIP) program into the disaster mitigation strategies.

There is the possibility that the Housing Partnership could apply for monies available through the Florida Housing Finance Corporation. If awarded, the Committee establishes criteria for program eligibility and begins assisting low income or otherwise eligible individuals in repairing, or rebuilding their homes.

In the absence of State Housing Trust Fund monies, such initiatives would rely on competitive grant funds through such sources as the Community Development Block Grant (CDBG).

The Santa Rosa County Disaster Housing Plan will be the guiding document for housing affairs. (See Appendix 10) In this plan, the Planning and Zoning Disaster Housing Coordinator is identified as the P&Z Housing Coordinator.

Administrative Procedures

Each department Director is responsible for following Federal Office of Management and Budget rules and regulations concerning federal funds. The Directors are also responsible for management of records and payrolls within their departments.

Grants management efforts are administered in the county by the SRC Grants Department.

Santa Rosa County Human Resources is responsible for any necessary review for consistency with state and federal guidelines. Additionally, Santa Rosa County Human Resources may relocate to the EOC, if necessary to perform their functions during a disaster.

Santa Rosa County Division of Emergency Management may assist in these processes or in the case of interruption to county government may replace these processes.

Expenditure of Funds

While innovative and expeditious means of procurement are called for during times of disaster, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

In accordance with the Federal guidelines, and the State of Florida Resource and Financial Management Policies and Procedures, officials of the primary and support agencies will give approval for expenditures of funds for response operations.

Accurate documentation of expenses is critical to the application for public assistance programs as well as for any future reimbursement. For any emergency, it is the responsibility of each department or agency to track and monitor all costs associated with their agency's response. Each agency is also responsible for establishing effective administrative control of funds and segregation of duties for proper internal controls.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and copies of all expenditures (including personnel time sheets) in order to provide clear, reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic authorization, but a deliberate process of justifying each expense.

All records relating to the allocation and disbursement of funds must be maintained, in compliance with:

1. The Code of Federal Register-Title 44 Emergency Management and Assistance (CFR 44); relevant circulars and Federal Statutes, in a manner consistent with the provisions of the Stafford Act

2. Chapter 215, Florida Statutes, pertaining to safe financial matters and Chapter 252, Florida Statutes, relating specifically to emergency powers and responsibilities
3. The Florida Resource and Financial Management Policies and Procedures

Accounting for Disaster Expenditures

A Presidential disaster declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act. In addition, the Federal Office of Management and Budget (OMB) and Congress may give rapid approval to a FEMA – prepared emergency budget request at a level sufficient to sustain a local community's response operation for at least three weeks, with the opportunity to extend, if the situation warrants.

Therefore, it is critical that an ongoing running total be kept of all costs associated with the response and that the costs be closely monitored in order to anticipate and estimate the time period within which the department/agency or organization can operate self-sufficiently and to predict operating needs.

Additionally, all expenses incurred as a result of the disaster within 44 CFR Subpart H are reimbursable if they are documented. All departments/agencies must begin documenting personnel and supply expenses as soon as response begins. Specific record keeping procedures are further outlined in the State of Florida Resource and Financial Management Policies and Procedures for Emergency Management.

On behalf of the Departments of Santa Rosa County, the Office of Finance/Budget serves to coordinate the capture of expenses related to financial management. Each organization/department should maintain communication through the finance section at the EOC in order to gain/provide accurate estimates of the ongoing response and recovery costs.

Additionally, the County, municipalities, and eligible private non-profit entities must maintain adequate disbursement and accounting records of the costs incurred on approved disaster work for reimbursement and so that the documentation required by state and federal audit can be made available.

The County Administrator is authorized to execute the funding agreements with other legal entities on behalf of the county.

FUNDING RESOURCES

The county uses general funds, emergency funds, EMPA, EMPG, SHGP, and other grants to fund all emergency management activities both during daily operations and during activations.

Financial management guidance and training for the expenditure of funds and accounting for disaster expenditures will be coordinated through the Director of the Office of Management and Budget.

RE-ENTRY PLAN

PURPOSE

To establish guidelines to allow residential and business owners back as soon as conditions permit after an incident or disaster requiring evacuation.

SCOPE

This section addresses re-entry operations throughout the County as the result of any incident requiring evacuation.

Immediately following any disaster, residents, and business owners will want to return as quickly as possible in order to assess their own damages and begin personal recovery.

Re-entry, however, may be delayed in order to limit the public's exposure to dangers inherent in a stricken area, as well as to accommodate access required for response and recovery.

- For wide-scale disasters, Santa Rosa County BOCC will determine the timeline for re-entry into a stricken area in coordination with several entities including SRC Division of Emergency Management, local law enforcement, FDOT, etc. This determination will include who can enter and when.
- For evacuations from smaller, localized incidents, re-entry determinations will be made at the appropriate level, i.e. Incident Command, Unified Command, or EOC.
- Re-entry may occur in phases. Phased re-entry allows for emergency response, assessment of the damages, emergency cleanup, and other actions. These are necessary to save lives, limit the exposure of citizens to potential hazards, and to restore the basic infrastructure necessary to support mass re-entry.

The first two below listed levels are to be accomplished before any citizen is permitted to return.

Level 1---Response Support

Level 2---Recovery Support

Level 3---Re-population support

Definitions of levels

- Response support-

- Public safety/emergency responders
- Critical infrastructure personnel and sub contractors
- Pre-designated government contractors
- Pre-designated assessment teams
- Recovery support
 - Damage assessment teams
 - Critical businesses
- Re-population support
 - All residents and essential businesses after safe conditions restored
- The following is a list of identification that may be required to pass checkpoints:
 - Valid state drivers license
 - Company issues photo ID
 - Marked company vehicle
 - Letter of access issued on company letterhead with contact name and number on hand and on file at EOC
- The conditions in the affected area will determine whether additional stipulations are placed on re-entry. Such stipulations could include but are not limited to access on a limited basis to specific neighborhoods or communities, to specific sectors, for a specific duration of time/days or between certain hours.
- The citizens of Santa Rosa County are resilient and have a personal and economic interest in the speed at which re-entry and subsequent recovery progresses. Re-entry should occur as soon as possible in order to minimize hardship on citizens as a result of long-term dislocation, to facilitate the assessment of individual losses, and to allow for the personal recovery that must subsequently follow large-scale disasters.

RESPONSIBILITIES

Unified Command

For large-scale areas of impact, the Santa Rosa County Policy Group, composed of the Chairman of the BOCC, or designee, the County Administrator, Santa Rosa County Department Heads, the Director of Planning and Zoning and the Public Safety Director will interface with or participate in the Unified Command to determine re-entry conditions.

Other agencies, as determined by the incident will participate in Unified Command, and may include law enforcement, fire departments, and other agencies. Such coordination is necessary to ensure entry control points are established along with protection of personal property. Coordination with adjacent counties and municipalities will ensure re-entry issues address the needs of all residents.

Incident Commander

For a localized re-entry, the Incident Commander has the authority to determine and permit the access to the stricken area that may result from a tornado touch down, heavy rains or hazardous material incident.

Santa Rosa County Public Information Officer

The Santa Rosa County Public Information Officer will keep the public informed through all media available, including the SRC web page on all aspects of re-entry. The PIO will coordinate information to be disseminated in conjunction with the Public Safety Director and the Board of County Commissioners.

Damage Assessment Teams

The Damage Assessment Teams, having been cleared for re-entry, are responsible for making preliminary determinations related to accessibility and safety in the restricted or evacuated areas and for reporting such information to the Incident Commander or the Emergency Operations Center.

Debris Removal Teams, Utility Crews, and other assets

The debris removal team, utility crews, and other assets are responsible for clearing debris, repairing roads and bridges, restoring utility service, and eliminating safety hazards to the degree necessary to allow re-entry to the restricted or evacuated areas.

Property and Business Owners

Property and business owners are responsible for providing a picture identification demonstrating that they reside within the impacted area in order to gain access to the evacuated areas. Once proof of the need for access has been established, individuals may be issued passes. No re-entry passes will be issued before the incident.

Individuals may be asked to sign a Release and Hold Harmless Agreement and a Request for Permanent Residency and Release (Figure C-6-2 and Figure C-6-3 located in the Forms section of the CEMP, Appendix 5, pg 44-45).

Returnees may be given an information sheet, "USING CARE WHEN RE-ENTERING DAMAGED STRUCTURES" (see Figure C-6-4 at the end of this section, Recovery Element pg 38).

DOCUMENTATION

The following record of re-entry events will be maintained at the EOC:

- A. Level 1 Authorized at _____ and completed at _____.
- B. Level 2 Authorized at _____ and completed at _____.
- C. Level 3 Authorized at _____ and completed at _____.

THREATS CONTRIBUTING TO RE-ENTRY RESTRICTIONS

Significant effort must be expended to ensure the people in affected areas understand the conditions contributing to any restrictions that may be placed on re-entry including, but not limited to:

- 1) Lack of basic community services (water, sewer, power, and telephone)
- 2) Inadequate shelter capacity to house those in completely destroyed areas
- 3) Blocked/impassable roadways
- 4) Bridge/roadway failure or washout
- 5) Contaminated soil/water/air
- 6) Lack of ability to contact public safety services for emergency assistance
- 7) Public Safety response may not have access or response cannot be assured
- 8) Hazardous conditions such as downed power lines, flooded areas or other threats exist
- 9) Potential for gas explosions/fires
- 10) Toxic fumes or other noxious gases
- 11) Mold/mildew and other health issues
- 12) Potential for illnesses due to contaminated food, water or household goods, etc.
- 13) Chemical contamination
- 14) Possible unsafe structural conditions
- 15) Any other conditions peculiar to the area or incident

USING CARE WHEN RE-ENTERING DAMAGED STRUCTURES

Figure C-6-4

Santa Rosa County urges all residents and business structure owners to use caution when reentering damaged buildings. Extra caution should be exercised, as the ability to call for or receive help may be limited.

BEFORE ENTERING A BUILDING

- 1) Check the outside. Call the utility company immediately if you find downed power lines or detect gas leaks. NOTE: Gas leaks will emit an odor of rotten eggs. DO NOT USE SPARKING DEVICES, i.e. cell phones, lighters etc. in the immediate area.
- 2) Look for external damage. Examine porch roofs and overhangs to be sure they are still well supported. Check for obvious gaps between the house and any steps.
- 3) If you see obvious damage, have a building inspector check the house before entering.
- 4) If foundation walls or supports are missing, or portions of the ground have washed away, the building may not be safe.
- 5) Enter the building carefully. A door that sticks at the top may be an indication that the ceiling is compromised and may collapse. If you force the door open, stand outside of the doorway, clear of falling debris.

AFTER ENTERING A BUILDING

- 6) Look before you step. Floors may be covered with debris including broken glass, nails, etc. Floors and stairs may be very slippery.
- 7) Be alert for gas leaks. Do not strike a match or use an open flame when entering the building, unless the gas has been turned off and the area is ventilated. Use a flashlight to inspect for damage. DO NOT USE SPARKING DEVICES, i.e. cell phones, lighters etc. in the immediate area.
- 8) Turn off the electricity. Even if the power company has turned off electricity to the area be sure to disconnect the power circuit. This is important because others using generators could electrify the power lines to your home. Do not use appliances or motors that have gotten wet unless they have been taken apart, cleaned and dried.
- 9) Replace exposed wires. Electrical wires that have been exposed to salt water must be replaced.
- 10) Watch for animals, especially snakes. Small animals that have been flooded out of their homes may seek shelter in yours. Use a stick to turn items over and to scare away small animals.
- 11) Charcoal fumes and carbon monoxide are potentially lethal and are serious concerns during re-entry. Always use generators, camping stoves, barbecue pits, or other fuel-powered machines outdoors, and keep such equipment away from windows, intake vents, etc following the manufacturer's instructions.
- 12) In homes that were flooded, shovel out as much mud as possible and hose the house down, inside, and out. Most of the health hazards brought by floodwaters are in the mud and silt that is left after the water recedes.
- 13) Be aware of health hazards. Floodwaters will have picked up sewage and chemicals from roads, farms, factories, and storage buildings. Many flooded items, such as wallboards and mattresses, will hold mud and contamination, and must be discarded. In addition, spoiled food, flooded cosmetics, and medicine also pose health hazards and should be discarded.

GULF BREEZE HOSPITAL	1110 GULF BREEZE PKWY	GULF BREEZE			87.15684171	30.36091934	16R DU 8492858790
SANTA ROSA MEDICAL CENTER	1450 BERRYHILL RD	MILTON	850-623-7762		87.06723045	30.63389940	16R DU 9355789032
JAY HOSPITAL	14114 ALABAMA ST	JAY			87.15127801	30.94973021	16R DV 8555124041
WEST FLORIDA COMMUNITY CARE CENTER	5500 STEWART ST	MILTON	850-623-0251	850-983-5500 6230251	87.04268832	30.63437758	16R DU 9590989084
SANTA ROSA SHERIFF'S OFFICE District 4	5755 EAST MILTON RD 8597 HIGH SCHOOL BLVD	MILTON	850-626-0266	850-623-8641	86.97426917	30.64347120	16R EU 0246690091
SRSO District 2 Office		Navarre	850-936-6100		86.86284845	30.42223812	16R EU 1317265582
SRSO District 3 Office	4223 HIGHWAY 90	Pace	850-995-3740		87.14660065	30.60330666	16R DU 8594785649
SRCSO District 5 Office	3695 HIGHWAY 4	Jay	850-675-4335 850-623-3817		87.16018386	30.95269808	16R DV 8470024371
CITY OF MILTON FIRE DEPARTMENT	5236 BRUNER ST	MILTON	6269739	850-623-3887	87.04220133	30.62469876	16R DU 9595688011
EAST MILTON VOL FIRE DEPT - 1	5081 WARD BASIN RD	MILTON	850-623-0674	850-623-0261	87.02172760	30.61901820	16R DU 9791887381
SKYLINE VOLUNTEER FIRE DEPARTMENT STA 2	5415 RUFUS ST	MILTON	850-623-1391	850-626-2866	87.09663995	30.64637854	16R DU 9074090417
PACE VOLUNTEER FIRE DEPT - 2	5527 WOODBINE RD	PACE	850-994-5295	- -	87.18267070	30.63757879	16R DU 8249689452
HAROLD VOLUNTEER FIRE DEPARTMENT	6001 MILLER BLUFF RD	MILTON	850-626-8510	- -	86.87686631	30.64947158	16R EU 1179890762
NAVARRE BEACH VOL FIRE DEPARTMENT - 49	1413 UTILITY DR	NAVARRE BEACH	850-939-2448	850-939-2448	86.87965331	30.37942694	16R EU 1156360836
HOLLEY-NAVARRE VOL FIRE DEPARTMENT - 45	8618 ESPLANDE ST	NAVARRE	850-939-6070	850-939-6220	86.86165743	30.40332561	16R EU 1328963487
ALLENTOWN VOLUNTEER FIRE DEPARTMENT	9482 HIGHWAY 89	JAY	850-623-4382	850-626-9094	87.09219245	30.78258621	16R DV 9117905511
SKYLINE VOLUNTEER FIRE DEPT STATION 1	7770 LUND RD	MILTON	850-623-1391	850-626-2866	86.99501740	30.67605030	16R EU 0047793701
SKYLINE VOLUNTEER FIRE DEPT STATION 4	6537 FIREHOUSE RD	MILTON	850-623-1391	850-626-2866	87.04884459	30.65633569	16R DU 9532091517
AVALON BEACH-MULAT VOL FIRE DEPT - 1	5428 MULAT RD	MILTON	909-994-4445	850-994-4445	87.09801460	30.57327571	16R DV 9060282316
ALLENTOWN VOLUNTEER FIRE DEPT - 2	9225 CHUMUCKLA HWY	PACE			87.20487862	30.77275387	16R DU 8039504436
AVALON BEACH-MULAT VOL FIRE DEPT 2	903 CLEARVIEW ST	MILTON	850-623-4801		87.09148760	30.46871037	16R DV 9121870728
BERRYDALE VOL FIRE DEPARTMENT	13000 HIGHWAY 87 N	JAY	850-675-3329		87.03379566	30.90589198	16R DU 9677019173
BAGDAD VOLUNTEER FIRE DEPARTMENT	7043 OAK ST	BAGDAD	850-623-8610	850-623-6731	87.02962559	30.59690492	16R DU 9716084931
GULF BREEZE POLICE DEPARTMENT	311 FAIRPOINT DR	GULF BREEZE	850-934-5131	850-934-5131	87.18162044	30.36035404	16R DU 8254758731
CITY OF GULF BREEZE FIRE DEPT	313 FAIRPOINT DR	GULF BREEZE	850-934-5133		87.18194451	30.36033066	16R EU 8251658728
HOLLEY-NAVARRE VOL FIRE DEPARTMENT - 41	6893 MANATEE ST	GULF BREEZE	850-939-0755		86.93479420	30.41150508	16R DU 0626364387

HOLLEY-NAVARRE VOL FIRE DEPARTMENT - 43	8351 EAST BAY BLVD	GULF BREEZE	850-939-0755		-	86.87336694	30.43201559	1216066665
HOLLEY-NAVARRE VOL FIRE DEPARTMENT - 44	3146 BOB TOLBERT RD	GULF BREEZE	850-939-0755		-	86.89896099	30.44864608	16R EU 0970168505
MUNSON VOLUNTEER FIRE DEPARTMENT - 1	11688 MUNSON HWY	MILTON			-	86.87373722	30.85605444	16R EV 1207213656
MUNSON VOLUNTEER FIRE DEPARTMENT - 2	10025 MUNSON HWY	MILTON			-	86.94037805	30.79847423	16R EV 0570407270
MUNSON VOL FIRE DEPARTMENT - 3	10290 MORRIS ROWELL RD	MILTON			-	86.88286531	30.92660075	16R EV 1119121473
PACE VOL FIRE DEPARTMENT - 3	5405 HIGHWAY 90	PACE			-	87.09826453	30.60253913	16R DU 9058085559
PACE VOL FIRE DEPARTMENT - 4	7341 CHUMUCKLA HWY	PACE			-	87.18045342	30.70391295	16R DU 8272096803
SKYLINE VOL FIRE DEPARTMENT - 3	6924 HIGHWAY 87 N	PACE			-	87.05316286	30.68705935	16R DU 9490894922
MIDWAY VOL FIRE DEPARTMENT - 37	1801 AMBERCROMBIE RD	GULF BREEZE	850-934-4756	850-932-4508	-	87.00336270	30.40136969	16R DU 9967763262
SRSO District 1 Office	1322 COLLEGE PKWY	Gulf Breeze	850-934-4000		-	87.08679553	30.38539378	16R DU 9166161495
MIDWAY VOL FIRE DEPARTMENT - 35	1322 COLLEGE PKWY	Gulf Breeze	850-932-4771		-	87.08670622	30.38565579	16R DU 9167061524
MILTON POLICE DEPARTMENT	5451 ALABAMA ST	MILTON	850-983-5420		-	87.04036354	30.63284741	16R DU 9613288914
EAST MILTON VOL FIRE DEPT - 2	8480 HIGHWAY 87 S	MILTON	850-623-0674	850-623-0674	-	86.94749517	30.60266643	16R EU 0503385570
Jay Volunteer Fire Department 2	5278 BOOKER LN	JAY			-	87.15963787	30.95275415	16R DV 8475224377
Pace Volunteer Fire Station 1	4773 PACE PATRIOT BLVD	PACE	850-994-5295		-	87.15619355	30.61010668	16R DU 8502886404
JAY VOL FIRE DEPARTMENT	13444 HIGHWAY 89	JAY	850-675-6218	850-675-4417	-	87.15855491	30.92609450	16R DV 8485221422

Comprehensive list of potential organizations requiring Public assistance

AVALON FIRE - RESCUE DISTRICT
BAGDAD FIRE RESCUE
BAGDAD-GARCON WATER SYSTEM
BAGDAD VILLAGE PRESERVATION
BERRYDALE WATER SYSTEM INC
BLACKWATER HOUSING CORPORATION
CHUMUCKLA WATER SYSTEM INC
EAST MILTON VOLUNTEER FIRE DEPARTMENT
EAST MILTON WATER SYSTEM INC,
FAIRPOINT REGIONAL UTILITY SYSTEM
GULF BREEZE, CITY OF
HOLLEY-NAVARRE FIRE DISTRICT
HOLLEY NAVARRE WATER SYSTEM
JAY, TOWN OF
JAY VOLUNTEER FIRE DEPT
MIDWAY FIRE DISTRICT
MIDWAY WATER SYSTEM, INC
MILTON, CITY OF
MUNSON VOLUNTEER FIRE AND RESCUE
NAVARRE BEACH FIRE DEPARTMENT
PACE FIRE AND RESCUE
PACE WATER SYSTEM, INC.
POINT BAKER WATER SYSTEM
SANTA ROSA COUNTY
SANTA ROSA COUNTY SHERIFF'S OFFICE
SANTA ROSA HISTORICAL SOCIETY
SANTA ROSA SCHOOL DISTRICT
SKYLINE FIRE & RESCUE DEPT
ST ANN'S CATHOLIC CHURCH
SRC DEPT. OF HEALTH
AMERICAN RED CROSS