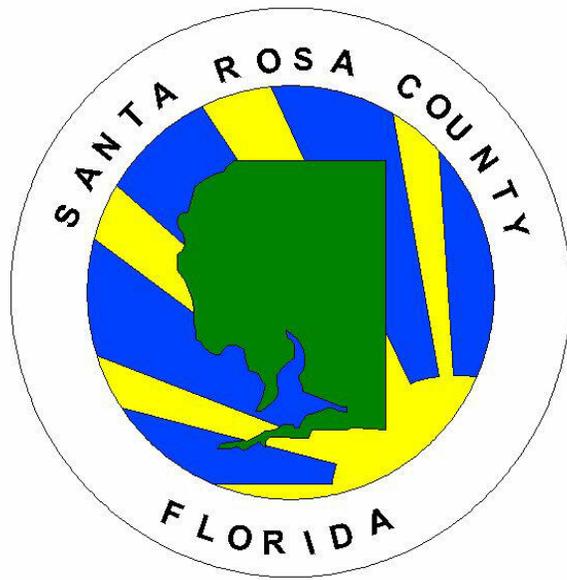


APPENDIX 5 FORMS



FORMS SECTION CONTENTS LIST

1. Cover Page
2. (Blank Page)
3. Forms Section Contents List
4. Declaration of State of Emergency
5. Evacuation Order
6. EOC Software "Grand Central Station" Description
7. EOC Request System
8. Situation Report-Part
9. Incident Action Plan

DECLARATION OF STATE OF EMERGENCY

Pursuant to Santa Rosa County Comprehensive Emergency Plan and Chapter 252,
Florida Statutes, and based on the following findings,
Santa Rosa County Commission
Hereby declares a State of Emergency

1. A meeting of the Board of County Commissioners cannot be convened in time to address the exigencies of the imminent arrival of _____.
2. As of _____ CDT, a State of Emergency is hereby proclaimed in and for Santa Rosa County, Florida.
3. All County officials are hereby authorized to carry out all functions necessary, including ordering evacuations, to implement the Comprehensive Emergency Plan and all other emergency measures necessary during the State of Emergency.

Done on this _____ day of _____, 20_____.

By: _____
Chairman
Santa Rosa County Commission



SANTA ROSA COUNTY BOARD OF COMMISSIONERS



TOM STEWART, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
GORDON GOODIN, District 4
JOHN BROXSON, District 5

6495 Caroline Street
Milton, FL 32570-4592

HUNTER WALKER, County Administrator
THOMAS V. DANNHEISSER, County Attorney
JOEL HANIFORD, OMB Director

EVACUATION ORDER

Pursuant to Santa Rosa County Comprehensive Emergency Management Plan, and Chapter 252, Florida Statutes and based on the following findings the Santa Rosa County Commission hereby issues the following evacuation order:

As of _____ AM/PM, CDT, this date an evacuation order is issued for necessary emergency measures.

The evacuation order is being issued for all residents of Navarre Beach, for all mobile homes, campgrounds and any low-lying areas of the county.

Evacuation of the following Hurricane Categories _____ evacuation zones will go into effect at _____ AM/PM, CDT, this date.

Issued on this ___ day of _____, 2005.

By: _____
Gordon Goodin, Chairman

Reference: Santa Rosa County Ordinance No. 93-13

GRAND CENTRAL STATION

Santa Rosa County utilizes a software program called Grand Central Station. This program was created by the Santa Rosa County Computer Department to collect and document information gathered by the Emergency Support Functions (ESFs) in the Emergency Operations Center (EOC).

Grand Central Station runs on its own server and has media release information, maps, evacuation zones, and other valuable information that can be accessed by EOC staff. The system also connects to the county network allowing access to users in other county facilities. In case of failure to the system, the EOC will transfer to a manual system and utilize the ICS forms located in the CEMP.

Some of the major features of the software program are described below and are followed by excerpts from the Grand Central Station program. The excerpts include the EOC request System's Call Intake Form, News Flash, a blank Situation Report, and the EOC Attendance Report.

EOC Request System

The EOC Request System allows for tracking, processing, and timekeeping on requests made by citizens to the Emergency Operations Center. The requests for assistance are sent to the appropriate Emergency Support Function (ESF) for completion. The system tracks when the request was assigned and to whom it was assigned. It also allows updates to be submitted by the ESF's regarding the progress and status of each request. The information placed in the EOC Request System is used in creating the Incident Action Plan for the EOC, as well as for Situation Reports.

Situation Reports

The Situation Reports Section holds the Situation Report Template. Each ESF inputs information directly into the appropriate location on the form. In this manner, all pertinent information is consolidated into one report.

Incident Action Plans

Incident Action Plans are developed as a means of providing information on what tasks need to be accomplished in the next work cycle, and who is responsible for conducting these jobs. From an EOC perspective these assignments are usually more broad in scope and less operationally oriented.

Welcome to Santa Rosa County's Grand Central Station at the EOC N

Main Menu Latest Information Employee Disaster Information

SIT Report Situation Report Viewer ENTER

Emergency Management Website ENTER

Application EOC Attendance ENTER

Application EOC Request System ENTER

NEWS flash! Latest Information ENTER

Telephone Directory ENTER

SRC Website Santa Rosa County Website ENTER

EVACUATION ROUTE Evacuation Zone Map Search ENTER

Document Red Cross FEMA Disaster Response Recovery Facilities ENTER

Misc. Files EOC Miscellaneous Info and Files ENTER

GIS Maps Geographic Information System ENTER

Technical Helpdesk System ENTER

Authorized Software Downloads ENTER

Weather Information ENTER

Databases Santa Rosa County Database Applications ENTER

Fuel Annex Spreadsheet ENTER

Santa Rosa County Hotels ENTER

Grocery Stores with Generator Capability ENTER

Disaster Work Request System ENTER

Impact Assessment Spreadsheet ENTER



Santa Rosa County EOC Request System

GCS
Logout

Search

Welcome **Planning**
Current Activation Incident: **Deep Water Horizon**

Requests Views Stations SitReps

Today's Date is 9/23/2010 - 11:04 AM

| PROJ NO | STARTED | COMPLETED | STATUS | RESOURCE | DESCRIPTION | BRANCHES | | | | | |
|---------|---------------------|----------------------|--------|----------|--|---------------|-------------|-------|-----------|--------|-------|
| | | | | | | PUBLIC SAFETY | HUMAN NEEDS | INFRA | ASSET FIN | PLANN | MUNIC |
| 203 | 07/29/2010-12:58:12 | 07/30/2010-09:07:13 | Closed | | CALLER WAS REQUESTING INFO ON CLAIMS. GAVE OILSPILL WEBSITE TO HER. WOULD LIKE TO BE CONTACTED. THANKS OP88. | | | | | Closed | |
| 202 | 07/22/2010-20:47:35 | 07/26/2010-11:07:977 | Closed | | REQUESTED INFORMATION ON JOBS GAVE CALLER THE 877 NUMBER FOR BP. | | | | | | |
| 201 | 07/22/2010-11:55:33 | 07/26/2010-11:07:586 | Closed | | CALLER WAS REQUESTING INFO ON OIL SPILL JOBS. REFERRED HIM TO COUNTY OIL SPILL WEB SITE. -86 | | | | | | |
| 200 | 07/19/2010-11:45:06 | 07/22/2010-11:07:951 | Closed | | CALLER IS MEMBER OF TASK FORCE AND IS REQUESTING STATS ON DIFFERENT THINGS. REQUESTING CALL BACK AND GIVEN WEB ADDRESS | | Closed | | | Closed | |
| 199 | 07/16/2010-09:06:48 | 07/16/2010-12:07:620 | Closed | | REQ INFO. WAS DIRECTED TO WEBSITE. NO CALLBACK NEEDED. | | | | | | |
| 198 | 07/13/2010-17:00:01 | 07/14/2010-11:07:601 | Closed | | REQUEST CALL BACK ABOUT VOLUNTEER WORK. HE HAS NO INTERNET AVAILABLE. | | Closed | | | | |
| 197 | 07/13/2010-08:07:05 | 07/13/2010-09:07:674 | Closed | | WOULD LIKE A RETURN CALL IN REGARDS TO A PRODUCT BEING SPRAYED IN THE WATER ON NAVARRE BEACH. | | | | | Closed | |
| 196 | 07/12/2010-20:19:02 | 07/13/2010-14:07:609 | Closed | | NEEDS INFO ON JOBS WITH OIL CLEAN UP | | | | | | |
| 195 | 07/12/2010-20:13:55 | 07/13/2010-14:07:585 | Closed | | LOOKING FOR INFO ON JOB FOR OIL CLEAN UP | | | | | | |
| 194 | 07/12/2010-11:17:20 | 07/13/2010-14:07:484 | Closed | | INGURING ABOUT VOLUNTEER WORK REFERRED TO WEBSITE OP73 | | | | | | |
| 193 | 07/12/2010-10:31:09 | 07/13/2010-14:07:765 | Closed | | Neede the number for employment opportunities. Number provided by Scott M. No call back necessary. | | | | | | |
| 192 | 07/12/2010-10:06:47 | 07/13/2010-14:07:373 | Closed | | Needed the number for VOP. number provided by Scott M. No call back necessary. | | | | | | |
| | 07/12/2010- | 07/13/2010- | | | QUESTION REGARDING ROOM PLACEMENT IN BLACKWATER BAY. REQUESTING A | | | | | | |



Santa Rosa County Situation Report

Preparation
 Response
 Recovery

Division of Emergency Management

Event: SIT REP #

EOC Activation: 3 **SEOC Activation:** 3

LSE Date and Time: 1500hrs April 30, 2010 **State of Emergency:** 0900hrs April 30, 2010

SITUATION SUMMARY

Summary:

ACTIONS BY SANTA ROSA COUNTY

County Actions:

| | | | |
|----------------------------------|--|---|-------------------|
| | | Date: 9/23/2010 | Time: 11:27 AM |
| County Contact: Sheryl Bracewell | | Phone Number: 850- | |
| Fax Number: 850-983-5352 | | E-mail Address: sherylb@santarosa.fl.gov | |
| SERT Liaison: | | Completed By: Daniel Hahn | |
| County EOC Location: | 4499 Pine Forest Rd Milton, FL 32583 | Latitude: 30.59824 Longitude: -87.06948 | 16R DU 93318508 |
| Staging Area Location: | 5600 Industrial Blvd Milton, FL 32570 | Latitude: 30.638 Longitude: -86.983 | 16R EU 0159889438 |
| PIO Activated: yes | Name: Joy Tsubooka | Media Releases: 49 www.santarosa.fl.gov/oilspill | |
| Rumor Control # 850-983-4636 | PIO Phone #: 850- | Date and Time Activated: 0700/1 May 2010 | |

OPERATIONS SECTION

PUBLIC SAFETY BRANCH

| | |
|-------------------------------------|--|
| ESF4 Firefighting | |
| ESF10 Haz-Mat | |
| ESF13 Military | |
| ESF16 FWC | |
| ESF16 Law Enforcement (SO) | |
| ESF17 Animal Services & Agriculture | |

INFRASTRUCTURE BRANCH

| | |
|---------------------------------|--|
| ESF1 Transportation | |
| ESF3 Public Works / Engineering | |
| Gulf Breeze | |
| Jay | |
| Milton | |
| ESF18 Business & Industry | |

BUSINESS IMPACTS

LOGISTICS SECTION

HUMAN NEEDS BRANCH

| | |
|-----------|--|
| ESF6 Mass | |
|-----------|--|

| | |
|---------------------|--|
| Care | |
| ESF 8 Health | |
| ESF8 Medical | |
| ESF 8 Environmental | |

| |
|------------------------|
| FINANCE SECTION |
|------------------------|

| |
|--------------------------------|
| ASSET MANAGEMENT BRANCH |
|--------------------------------|

| | |
|----------------------------|--|
| ESF2 Communications: | |
| Citizen Information Center | |
| ESF7 Resources: | |
| ESF 15 Volunteers: | |

| |
|----------------------|
| PLANS SECTION |
|----------------------|

| | |
|-------------|--|
| ESF5 Plans: | |
|-------------|--|

| |
|------------------------------------|
| HOTLINE / MEDIA INFORMATION |
|------------------------------------|

| ORGANIZATION ASSIGNMENT LIST | | |
|-----------------------------------|---------|---------|
| 1. Incident Name | 2. Date | 3. Time |
| 4. Operational Period | | |
| 5. Incident Commander and Staff | | |
| Incident Commander | | |
| EM Director | | |
| Safety Officer | | |
| Information Officer | | |
| Liaison Officer | | |
| 6. Agency Representative Contacts | | |
| Agency | Name | |
| | | |
| | | |
| 7. Planning Section | | |
| Chief | | |
| Deputy | | |
| ESF 5 Plans | | |
| 8. Logistics Section | | |
| Chief | | |
| Deputy | | |
| a. Branch I – Asset Management | | |
| Branch Director | | |
| Deputy | | |
| ESF 2 Communications | | |
| CIC | | |
| ARES | | |
| ESF 7 Resources | | |
| Procurement | | |
| b. Branch II – Human Needs | | |
| Branch Director | | |
| Deputy | | |
| ESF 6 Mass Care | | |
| ESF 8 Health & Medical | | |
| ESF 11 Food & Water | | |
| ESF 15 Volunteers | | |
| 9. Operations Section | | |
| Chief | | |
| Deputy | | |
| Protection Analysis Group | | |
| a. Branch I - Infrastructure | | |
| Branch Director | | |
| Deputy | | |
| ESF 1 Transportation | | |
| ESF 3 Public Works | | |
| ESF 12 Energy | | |
| b. Branch II – Public Safety | | |
| Branch Director | | |
| Deputy | | |

| ESF 4 Firefighting | |
|--------------------------------------|--|
| ESF 9 Search & Rescue | |
| ESF 10 Hazmat | |
| ESF 13 Military | |
| ESF 16 Law Enforcement & Security | |
| ESF 17 Animal Services & Agriculture | |
| ESF 18 Business & Industry | |
| Gulf Breeze | |
| Milton | |
| Jay | |
| 10. Finance Section | |
| Chief | |
| Deputy | |
| | |
| 11. Public Information | |
| County PIO | |
| Assistant County PIO | |
| PIO Intern | |
| Agency | |
| Notes: | |
| | |
| Prepared by: Daniel Hahn | |

Revised ICS 203 Form Apr 06

Incident name
Incident Action Plan #
Operational Period:

Mission: To support county operations and the distribution of information to the public.

Areas of Operation: Santa Rosa County

| | | | |
|--|--|---------------------------------|--|
| EOC Activation level: 3 | | SERT Activation Level: 3 | |
| Situation: | | | |
| Wx Update | | | |
| Long Term Operating Objectives: | | | |
| Planning Assumptions | | | |
| Issues and Constraints: | | | |

LONG TERM OBJECTIVES

| Objective 1 | | <i>responsible</i> | <i>Status</i> |
|---------------------|--|--------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Objective 2: | | <i>responsible</i> | <i>Status</i> |
| | | | |
| | | | |
| Objective 3: | | <i>responsible</i> | <i>Status</i> |
| | | | |
| | | | |
| Objective 4: | | <i>responsible</i> | <i>Status</i> |
| | | | |
| | | | |
| | | | |