

# HERNANDO COUNTY

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2025



Hernando County Emergency Management  
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**SAMPLE RESOLUTION**

WHEREAS, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery and mitigation; and

WHEREAS, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property and to provide relief from suffering and privation; and

WHEREAS, local services may be overburdened or inadequate and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Hernando County; and

WHEREAS, many populated areas and parts of communities may require evacuation, shelter and food until the disaster ends, services are restored and needed supplies and materials are available; and

WHEREAS, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disaster; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

WHEREAS, Chapter 9G-6, Florida Administrative Code, furthermore requires the governing body of Hernando County to adopt by resolution the Hernando County Comprehensive Emergency Management Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS AS FOLLOWS:

The Hernando County Comprehensive Emergency Management Plan is hereby adopted.

ADOPTED in Regular Session this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Chairman, Hernando County Board of County Commissioners

## LETTER OF PROMULGATION

Approval Date: \_\_\_\_\_

To:    Officials, Employees and Citizens of Hernando County

Submitted herein is the Hernando County Comprehensive Emergency Management Plan (CEMP). This document is the framework for the countywide prevention, protection, mitigation, response, and recovery. This plan provides a structure for standardizing plans countywide and facilities interoperability between local, state, and federal governments.

This plan has been developed following the guidance of the State of Florida Comprehensive Emergency Management Plan, the National Response Framework, the National Incident Management System, and FEMA's Comprehensive Preparedness Guide (CPG) 101 (v.2.0) - Developing and Maintaining Emergency Operations Plans. The efficient and effective implementation of this plan is the responsibility of the Emergency Management Director or their designee. A program of review and evaluation of this plan is essential to its overall effectiveness.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County, other constitutionals, partners, and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

The Hernando County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the *Hernando County Comprehensive Emergency Management Plan*, constitutes the adoption of the plan, and the adoption of the National Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

\_\_\_\_\_  
Hernando County Administrator

## EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure Hernando County will be adequately prepared to respond to and recover from, any hazards that threaten the lives and property of residents and visitors of Hernando County. The CEMP outlines the responsibilities and coordination mechanisms of County agencies, municipalities, constitutional officers, other taxing districts, nongovernmental organizations, and the private sector in a disaster.

The CEMP defines the organizations ("Who"), their responsibilities, ("What") and points to supporting documentation to detail how ("How") these responsibilities will be implemented.

The CEMP is the guiding document for the County's response to and recovery from a disaster. It is supported by additional plans and procedures including the Local Mitigation Strategy (LMS), Post Disaster Redevelopment Plan (PDRP), program plans, incident support plans (ISP), and Standard Operating Guides (SOG). Together they provide the framework for all phases of emergency management.

The CEMP unifies the efforts of all agencies and organizations on the local, state, and federal levels of government by utilizing the National Incident Management System (NIMS). The use of NIMS is federally mandated for local, state, and federal government agencies, per Homeland Security Presidential Directive 5 (HSPD-5) and has been fully integrated into all response and recovery efforts. Hernando County continues to utilize the Incident Command System (ICS) framework to ensure that all lead and support agencies are assigned appropriate roles and responsibilities. The CEMP parallels State activities outlined in the State of Florida CEMP and federal activities set forth in the National Response Framework (NRF). This CEMP complies with the latest criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) and as required by Florida Statute (F.S.) Chapter 252 and Florida Administrative Code (FAC) Rule 9G-6.

Hernando County Emergency Management (HCEM) is the designated emergency management agency empowered with the authority to administer the County's emergency management program pursuant to F.S. 252. The Emergency Management Director is the designated individual empowered with the authority to execute the program on behalf of the jurisdiction.

HCEM extends its appreciation to all partner organizations that participated in the planning effort to create this document.



## INTRODUCTION

Florida Statutes, Chapter 252 (Emergency Management) identifies Emergency Management powers and responsibilities for political subdivisions in the State of Florida. A key provision in the statute is that each county in Florida shall develop "an emergency management plan and program that are coordinated and consistent with the State comprehensive plan and program." Furthermore, Florida Administrative Code Rule 9G-6.0023 (Comprehensive Emergency Management Plans) provides the requirements, format and standards required by this CEMP and Presidential Homeland Security Directives 5 & 8 require that state and local governments adopt the fundamental principles, language and operational concepts in the NIMS and the NRF.

The CEMP describes the basic assumptions, strategies, operational goals, and mechanisms through which the County will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation. The CEMP establishes a comprehensive approach to reduce the effects of natural, manmade or technological disasters on the community.

The CEMP establishes uniform policies and procedures consistent with NIMS to preaddress the five mission areas of emergency management: prevention, protection, mitigation, response, and recovery. It parallels federal and state plans and requirements set forth in the Federal Response Framework and State of Florida CEMP. Further, it describes how national, state, and regional resources will be coordinated to supplement county resources in response to a disaster.

The CEMP describes potential hazards and the vulnerable populations affected by the hazards. It validates the use of the emergency operations center and emergency support function (ESF) concepts during emergencies under a NIMS compliant Incident Management System (ICS) and it describes the response and recovery activities of public, private, and volunteer agencies during disaster incidents.

## PURPOSE

The purpose of the CEMP is to guide how Hernando County prepares for, responds to, recovers from, and mitigates against the impacts of all hazards that may affect the County, thus providing direction for all phases of emergency management.

Local Mitigation Strategy (LMS): The purpose of the LMS is to develop and execute an ongoing strategy for reducing the community's vulnerability to natural, technological, and human caused hazards. The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects.

Post Disaster Redevelopment Plan (PDRP): The PDRP is intended to ensure long-term sustainability and guide communities through pre-disaster planning and post-disaster implementation.

Incident Support Plans (ISP): ISPs support the response to emergencies and disasters. They include procedures that augment the procedures outlined other plans like, Mass Casualty/Mass Fatality Plan, Re-Entry Plan, and the Continuity of Operations Plan.

Program Plans: Program plans support the day-to-day operations and County readiness. Some of these plans include the HCEM Policies & Procedures, and the IPP/Multi-Year Training and Exercise Plan.

Standard Operating Guides (SOG): SOGs are procedures or guidelines that are section or agency specific, and utilized by that entity to accomplish the functions, missions, or activities they are responsible for.

## SCOPE

The CEMP establishes official emergency management policy for all county agencies, special taxing districts, and constitutional offices in response to, and recovery from, emergencies and disasters within the County. It also establishes the official emergency policies for those municipalities that have not developed and attained approval of their own CEMP in accordance with Rule 90-6 and 90-7 pursuant Chapter 252 of the Florida Statutes.

The CEMP allows flexibility and adaptability to provide the emergency organizational structure for all hazards, regardless of type or size, and identifies the roles, responsibilities, and lines of authority for that structure.

The CEMP was written with the provisions of Rule 9G-6, FAC, as authorized by Chapter 252, F.S., is supportive of the State of Florida CEMP, and follows the guidance set forth by the NRF and NIMS.

## METHODOLOGY

**Authority:** HCEM is the lead emergency planning agency, which developed the basic planning policies, guides, and CEMP document. The CEMP is maintained by the Planning Coordinator, in conjunction with all stakeholders county wide, and updated in accordance with Chapter 252, F.S., and consistent with all applicable State criteria.

**Procedure:** HCEM staff reviewed after-action reports from various exercises and disasters, and reviewed lists of unresolved areas of improvement. Meetings were held with each functional component to review their respective function within the CEMP. Concepts from NIMS and NRF were integrated into the plan, and finally drafts were distributed and comments collected among selected agency and responder representatives.

The CEMP was written following the latest Federal Emergency Management Agency (FEMA) Comprehensive Planning Guidance 101 (CPG 101) with the input from HCEM and EOC staff. EM Partners should meet on a bi-monthly basis to provide coordinated input in the preparation, implementation, evaluation, and revision of the HCEM Program. All municipalities and partner agencies are encouraged to attend these meetings.

**Adoption:** Upon acceptance of this plan by the Florida Division of Emergency Management, the Hernando County Board of County Commissioners (BOCC) will approve the Hernando County CEMP by resolution and the Chairperson will sign the Adoption Resolution.

**Distribution:** An electronic copy of the CEMP is available to all EOC staff present during EOC activations, partnering agencies, municipalities, and others upon request. In addition, printed copies shall be provided to the following: The Board of County Commissioners, County Administration, the County Attorney, and the Public Information Officer (PIO).

**Support documents:** The Local Mitigation Strategy (LMS) and the Post Disaster Recovery Plan (PDRP) augment the CEMP. The CEMP is further strengthened by various subordinate documents such as the Coordinating Procedures, Hazard Specific Plans, Standard Operating Guides (SOG), partnering agencies' plans, the State of Florida CEMP, municipal Emergency Operations Plans, and others.

**Plan maintenance:** The CEMP is a dynamic document that adapts to changes in policy, priorities, and needs, and will be updated as needed and in compliance with Florida statutes. A change to the plan does not require ratification by the Hernando County Board of County Commissioners unless there is a major change in policy. Authority for changes to this plan is delegated to the HCEM Director, who is responsible for the coordination of changes with affected agencies, and after concurrence, may make changes to this plan. A Record of Changes, displayed at the front of this document, is used to record all published changes. All major changes will be routed to plan holders within 90 days of the promulgation of the change.

## TERMS AND DEFINITIONS

**Activation Level III, Monitoring Activation** – will be implemented whenever Hernando County Emergency Management (HCEM) receives notice of an incident which may escalate to threaten public safety.

**Activation Level II, Hazard Specific Activation** – may be implemented by HCEM, or upon request of the Incident Commander (or his/her designee). Only those ESFs impacted by the hazard or involved in the response will be represented at the EOC.

**Activation Level I, Full County Activation** – may be implemented for a major event. All ESFs, the Liaison Group and Support Staff will be staffed 24 hours per day.

**Advisory** - A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

**Agency** - A division of government with a specific function, offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative** - A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity who has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Amateur Radio Emergency Service (ARES)** - a volunteer group of amateur radio operators who may be activated by the Division of Emergency Management or ESF-2 to provide communications support in times of emergency. (See also Radio Amateur Civil Emergency Services (RACES)).

**Area Command (Unified Area Command)** - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment**- The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments** - Tasks given to resources to perform within given operational periods that are based on operational objectives defined in the IAP.

**Assistant** - Title for subordinates of ICS Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency** - An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources** - Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Basic Plan** - describes the various types of emergencies which are likely to occur in Hernando County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the County and municipal governments will operate in response to natural and technological disasters.

**Branch** - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

**Burn Sites** - open areas identified for the collection and open burning of disaster- caused debris.

**Catastrophic Disaster** - An incident that overwhelms the capability of local and state resources and requires federal assistance and/or resources. Examples include a Category four or five hurricane.

**Chain of Command** - A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In** - The process through which resources first report to an incident. Check-in locations include the incident command post, Resource Unit, incident base, camps, staging areas, or directly on the site.

**Chief** - The ICS title for individuals responsible for management of functional sections- Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Clearance Time** - The clearance time consists of mobilization, travel, and queuing delay time and is based on the number of people required to evacuate, the number of vehicles that may be used, the suitability of the roads (capacity, elevation, location, etc.) and any special evacuation considerations such as medical facilities and people with special needs.

**Coastal High Hazard Area** - As defined in Chapter 252, Florida Statutes (F.S.) is the Category 1 hurricane storm surge zone.

**Comfort Stations** - are managed under ESF 6-Mass Care to provide basic emergency services such as food and water, health and first aid treatment, relief supplies, information, and temporary refuge to disaster victims.

**Command** - The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff** - In an incident management organization, the Command Staff consists of the Incident Commander and the staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture** - A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit** - An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Comprehensive Emergency Management** - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government and the private sector.

**Comprehensive Emergency Management Plan (CEMP)** - the purpose of the CEMP is to establish uniform policy and procedures for the effective coordination of response to a wide variety of natural, human-caused and technological disasters.

**Cooperating Agency** - An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate** - To advance systematically an analysis and exchange of information among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

**County Warning Point** - is the location that the State will contact in case of an emergency.

**Critical Facility** - A "structure" from which essential services and functions for health and human welfare, continuation of public safety actions, and/or disaster recovery are performed or provided.

**Damage Assessment** – the process by which an estimation of damages is made after a disaster has occurred, which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

**Damage Survey Report (DSR)** - is a form completed by state and federal teams to document eligible public assistance expenses.

**Deputy** - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster Recovery Center (DRC)** - locations set-up for victims to apply for and receive information about state and federal assistance programs for which they may be eligible. DRC's do not usually provide direct services.

**Dispatch** - The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division** - The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Drill** - an activity that tests, develops, or maintains skills in a single emergency response procedure (communication drills, fire drills, emergency operation center drills, etc.) A drill usually involves actual field response, activation of emergency communications networks, equipment, and apparatus that would be used in a real emergency.

**Emergency** – An incident, natural or human caused, that requires responsive actions to protect life, property, environment or critical systems. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.



**Emergency Alert System (EAS)** - replaces the Emergency Broadcasting System as the primary relay and notification system for delivering emergency information to residents through the broadcast media.

**Emergency Operations Centers (EOCs)** - The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by ICS, major functional disciplines (e.g., fire, law enforcement, and medical services), jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan** - The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information** - Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides direct actions required to be taken by the general public.

**Emergency Response** - An incident is in progress or has occurred requiring local resources only. This includes vehicle accidents, fires, utility losses, etc.

**Emergency Response Provider** - Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Satellite Communications System (ESATCOM)** - is the 24-hour satellite communications link between the State Emergency Operations Center and the 67 counties, 6 local weather forecast offices, and 14 key local media outlets.

**Emergency Support Function (ESF)** - A functional area of response activity established to facilitate the delivery of county and/or state assistance required during the immediate response and recovery phases. The concept uses a functional approach to group response actions, which are most likely to be needed, under eighteen Emergency Support Functions (ESFs).

**Evacuation**- Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.



**Evacuation Zones** - areas pre-designated by local emergency management officials as requiring evacuation for hazard vulnerability. Hurricane evacuation zones are normally based on salt water, rivers, and lake flooding from storm surge as determined by surge model data.

**Event** - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal** - Of or pertaining to the Federal Government of the United States of America.

**Federal Coordinating Officer (FCO)** - the primary federal official appointed in accordance with the provisions of the Stafford Act responsible for coordinating, integrating, and synchronizing Federal response activities.

**Federal Emergency Management Agency (FEMA)** - the lead agency for federal emergency management planning and response.

**Field Hospitals/Emergency Clinics** - those sites where Disaster Medical Assistance Teams (DMAT's) or local hospitals/physicians may set up temporary emergency clinics to provide emergency medical care in the disaster area. The locations are established to supplement the pre-existing medical network.

**Full-scale Exercise** - an exercise intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations in a stress environment. This type of exercise includes the mobilization of personnel and resources, and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

**Functional Exercise** - an exercise intended to test or evaluate the capability of an individual function, or complex activity with a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activities.

**Function** - Function refers to the five major activities in ICS- Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff** - A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Governor's Authorized Representative (GAR)** - is designated as the lead person to represent the Governor in disaster response and recovery.

**Group** - Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (see Division.)

**Hazard** - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation** - is the process of identifying, developing and implementing activities and improvements that would potentially reduce or remove the hazard vulnerability.

**Hazardous Material Sites** - sites pre-identified in the County Hazardous Materials Vulnerability Analysis as containing extremely hazardous substances.

**Hazard Identification and Vulnerability Analysis (HIVA)** - The process of collecting information about local hazards, risks to those hazards, the extent to which they threaten local populations, and the vulnerability the hazards present. The HIVA may include mitigation measures required to abate hazards, set priorities/goals, and identify funding mechanisms available for hazard reduction.

**Hurricane** - A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder, lightning, and storm surge. Hurricanes often spawn tornadoes. (See Saffir/Simpson Hurricane Scale)

**Hurricane Eye** - The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. *\* Do not go outdoors while the eye is passing, the intensity of the storm will recur in minutes.*

**Hurricane Landfall** - the point and time during which the eye of the hurricane passes over the shoreline. After passing the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

**Hurricane Season** - the six-month period from June 1st through November 30th considered to be the hurricane season.

**Hurricane Vulnerability Zone** - is defined as the category three hurricane evacuation zone.

**Hurricane Warning** - is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm

makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

**Hurricane Watch** - issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and period. A hurricane watch indicates hurricane conditions are possible, usually within 24 - 36 hours. When a watch is issued, listen to advisories and be prepared to act if advised to do so.

**Incident** - An occurrence, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan** - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP)** - The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS)** - A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC)** - The individual responsible for all incident activities, including the development of strategies and tactics and ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT)** - The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives** - Statements of guidance and direction necessary for selecting appropriate strategies(s) and the tactical direction to respond to and remediate and incident. The incident objectives are based on realistic expectations of what can be accomplished through effective deployment. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Individual Assistance** - is a disaster assistance program provided to individuals and private businesses in the form of grants and low interest loans by the Federal government.

**Initial Action** - The actions taken by those responders first to arrive at an incident site.

**Initial Damage Assessment** - Begins immediately after disaster impact and determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

**Initial Response** - Resources initially committed to an incident.

**Intelligence Officer** - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Field Office (JFO)** - is established in or near the designated area to support State and Federal response and recovery operations. The JFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

**Joint Information Center (JIC)** - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

**Joint Information System (JIS)** – A system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, and timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction** - A range or sphere of authority. Public agencies have jurisdiction on an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines), or functional (e.g., law enforcement, public health).

**Landing Zone/Heliport** - Any designated location where a helicopter can safely take off and land. Some heliports may be used for loading supplies, equipment, or personnel.

**Local State of Emergency** – the Hernando County Board of County Commissioners may declare a state of emergency from time to time when determined that the conditions giving rise to a declaration of a statement of emergency has occurred.

**Logistical Staging Area (LSA)** - may be established by the State to receive, classify, and account for emergency relief and sustainment supplies and goods solicited by the State and which may, upon request, be distributed to County Staging Areas (CSAs) or Points of Distribution (PODs).

**Long-Term Recovery Phase** - begins within 30 to 60 days of the disaster impact and may continue for years. Long-term recovery activities include on-going human service delivery; rebuilding the economy, infrastructure, and homes; implementation of hazard mitigation projects, and funds recovery.

**Liaison** - A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer** - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government** - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Local State of Emergency** – issued by the County's Chief Elected Official (Chair, Board of County Commissioners) under the authority of Chapter 252, Florida Statutes.

**Logistics** - Providing resources and other services to support incident management.

**Logistics Section** - The ICS or EOC section responsible for providing facilities, services, and material support for the incident.

**Major Disaster**- As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mandatory Evacuation Order** - will be issued when there is a definite threat to life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.50.

**Management by Objective** - A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities, and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mass Feeding Sites** - Temporary locations strategically placed near the disaster area where residents can go for a meal. Food may also be distributed to take home from these locations.

**Minor Disaster** - An incident that is likely to be within the response capability of local government and to result in only minimal need for State and Federal assistance.

**Mitigation** - The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often discovered by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization** - The process and procedures used by all organizations— Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-Agency Coordination Entity** - A multi-agency coordination entity functions within a broader multiagency coordination system. It may establish priorities among incidents



and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-Agency Coordination Systems** - Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-Jurisdictional Incident** - An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement** - Written agreement between agencies and/or jurisdictions that will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**NFIP Flood Zones** - areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and/or freshwater flooding based on the 100- and 500-year storms. Flood zones include inland areas.

**National** - Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System** - A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8-Public Health and Medical Services in the National Response Framework.

**National Incident Management System** - A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework** – is a comprehensive, national, all-hazards approach for domestic incident response. It presents an overview of key response principles,

roles and structures that guide the national response, and describes how communities, States, the Federal Government and private-sector and non-governmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support.

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

**Operational Period** - The time scheduled for executing a given set of operational objectives, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section** - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability** - The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

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

**Planning Meeting** - A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section** - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Points of Distribution (PODs)** - Locations where donations of food, water, and other supplies received from the State Resource Center are given directly to residents. Distribution Points may be in parking lots in the disaster area, as close to victims as possible.

**Post-Impact Response Phase** - begins once the impact from an incident, emergency or disaster occurs and may continue for up to a month. This phase includes the following activities: communications, public information, hazard abatement, search and



rescue (SAR), emergency medical service delivery, temporary shelter, impact/needs assessment, security, re-entry, traffic control, debris clearance, resource distribution, and volunteer management.

**Preliminary Damage Assessment (PDA)** - scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs, and gathering sufficient data to quantify the scope and magnitude of the damage to structures, infrastructure and the economy. PDA is usually conducted as a joint function with participation by local, State and Federal personnel.

**Pre-Impact Response Phase** - is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 48 hours before an incident (hurricane) and continue until the impact occurs. This phase includes hazard monitoring/tracking, incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place and relocation), and communications and coordination activities.

**Preparedness** - The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations** - The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention** - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Primary Agency** - each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities.

**Private Sector** - Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes** - Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Assistance** - is the reimbursement and emergency assistance program provided to State and local governments and private non-profit entities from the Federal government.

**Public Information Officer** - A member of the Command Staff or EOC staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management** - The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification** - This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Radio Amateurs Civil Emergency Services (RACES)** - a volunteer group of amateur radio operators who may be activated by the Division of Emergency Management or ESF-2 to provide communications support in times of emergency. (See also, "Amateur Radio Emergency Service (ARES)."

**Reception Area** - This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recommended Evacuation** - will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property, but it is not expected to threaten life safety.

**Recovery** – The phase in which actions are taken to help individuals and communities return to normal. It includes the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents. Depending on the complexity of this phase, recovery and cleanup efforts involve significant contributions from all sectors of our society.

**Recovery Plan** - A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources** - Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management** - Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit** - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Resource Staging Centers (RSC)** - location in the county where supply donations and volunteers will be received from the Regional Recovery Center for redistribution to County distribution points. RSC's may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

**Regional Recovery Centers (RRC)** - the location where all resources from outside of the area will be directed for redistribution to County RSC as requested. The RRC is also known by many other names.

**Response** - Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations

into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer** - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Saffir-Simpson Hurricane Scale** - is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

<u>Intensity</u>	<u>Winds</u>	<u>Storm Surge</u>
Tropical Storm	39-73 mph	up to 5'
Category 1	74-95 mph	up to 9'
Category 2	96-110 mph	up to 14'
Category 3	111-130 mph	up to 18'
Category 4	131-155 mph	up to 22'
Category 5	155 + mph	26' +

**Section** - The organizational level in ICS having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Security Checkpoints** - Those locations where all traffic will be stopped to check for identification in order to determine access to the disaster area.

**Shelters** - Temporary emergency shelters activated prior to a disaster impact, operated during the disaster and closed as soon as residents can be returned to their homes or relocated to long-term shelters or temporary housing areas.

**Shelter-In-Place** - Means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off. In-place sheltering should not be implemented when the sheltering duration is expected to exceed two hours. If it is determined that sheltering will exceed two hours, it is best to evacuate.

**Short-Term Recovery Phase** - May begin immediately after the disaster impact and continues for approximately six months. The Short-Term Recovery Phase includes the

implementation of individual assistance programs, through Disaster Recovery Centers (DRCs) and Red Cross Service Centers, and public assistance programs through damage assessment teams and forms completion. Other short-term activities include emergency sheltering (hotels/motels, mobile homes, tent cities, etc.), planning for long-term disaster housing, on-going human service delivery, debris removal, contractor licensing, permitting and inspections.

**Situation Report (SITREP)** - A summary of events and actions taken and anticipated in response to an emergency. SITREP's will be issued as needed. As a guide SITREP's should be issued daily during monitoring activation and at least twice per day during a full activation.

**Special Needs Program** - The program through which medically impaired persons who need special assistance in times of emergency, are registered, evacuated, and sheltered.

**Staging Area** - Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standard Operating Guideline (SOG)** - A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the CEMP. They are developed by primary and support agencies as needed to implement their responsibilities under the ESF Annexes of the plan.

**State Emergency Response Team (SERT)** - Coordinates State of Florida response and recovery functions through 18 Emergency Support Functions.

**SERT Liaison Officer (SERTLO)** - Provides the communication and coordination link between the SERT in the State Emergency Operations Center and the County EOC Team.

**Span of Control** - The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**State** - When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**State of Emergency** - issued by the Governor under the authority of Chapter 252, Florida Statutes.

**Statewide Mutual Aid Agreement for Disaster Response and Recovery (SMAA)** - is the chief agreement between counties and the State for providing mutual aid assistance, which details request and reimbursement procedures.

**State Warning Point/State Watch Office (SWP/SWO)** - is the 24-hour answering point in the State Emergency Operations Center for reports of unusual emergencies and/or requests for State assistance. [Name change pending]

**Storm Surge** - a dome of seawater, often 50 miles across, that sweeps across the coastline inundating the land with up to 26 feet above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has historically been responsible for nine out of ten hurricane deaths.

**Storm Surge Model Data** - is based on the SLOSH (Sea Lake and Overland Surges from Hurricanes) model that shows those areas expected to be inundated with saltwater flooding during a hurricane. All county evacuation levels are based on storm surge model data.

**Strategy** - The general direction selected to accomplish incident objectives set by the IC. Objectives in the EOC are generally more strategic; incident Command objectives are tactical.

**Strategic-** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team** - A set number of resources of the same kind and type that have an established minimum number of personnel.

**Support Agency** - agency in support of one or more ESF's based on their resources and capabilities to support the functional area.

**Supporting Technologies** - Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force** - Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Tabletop Exercise** - An activity in which exercise participants are presented with simulated emergency situations without time constraints. It is intended to evaluate



plans and procedures, and to resolve questions of coordination and assignments of responsibility. Tabletop exercises are not concerned with time pressures, stress, or actual simulation of specific events.

**Technical Assistance** - Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Temporary Housing Areas** - where tents or mobile home units may be set up for residents to live before they are able to return to their own homes or until they find a new home.

**Temporary Debris Storage Area** - park, open area or landfill space where debris will be held after debris clearance until it can be moved to a landfill, incinerator, or other appropriate disposal location.

**Terrorism** - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat** - An indication of possible violence, harm, or danger.

**Tools** - Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tornado** - A wind funnel that may be formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift, and suddenly change direction and strike again.

**Tornado Warning** - A warning is issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

**Tornado Watch** - A watch is issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

**Tropical Storm** - An area of low pressure with a definite eye and counterclockwise winds of 39-74 mph. A tropical storm may strengthen the hurricane force in a short period of time.

**Tropical Storm Warnings** - Issued by the National Hurricane Center when winds of 55-73 mph (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings may precede hurricane warnings.

**Traffic Control Points** - Key intersections on the road network where staff may be needed to physically control traffic flow.

**Transportation Bottlenecks** - Those locations identified by transportation planners where traffic back-ups during evacuation or re-entry are expected to occur.

**Tribal** - Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type** - A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command** - A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional (see Area Command).

**Unified Command** - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit** - The organizational element having functional responsibility for specific incident planning, logistics, or finance/administration activity.

**Unity of Command** - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer** - For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.



## 1. Introduction

Hernando County is vulnerable to various hazards that threaten our population, businesses, and the environment. The Comprehensive Emergency Management Plan (CEMP) establishes the framework, authorized by Chapter 252, Florida Statutes, to ensure that Hernando County is prepared to deal with these hazards. The CEMP emphasizes action within the four phases of the emergency management cycle: preparedness, response, recovery, and mitigation. The CEMP defines the functional roles and responsibilities of each government entity that partners in Hernando County's disaster organization and their relationship with each other. In addition, the County's CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

## 2. CEMP Layout

The CEMP is divided into five sections: The Basic Plan, Recovery Functions Annex, Mitigation Functions Annex, Emergency Support Functions (ESF) Annex, and Appendices. The following describes each section:

- 2.1. **The Basic Plan** – outlines the general purpose, scope, and methodology of the plan; coordination, control, and organizational structure; concept of operations; and identifies responsibilities of all agencies and resources mobilized by the County to assist in recovering from a disaster. The CEMP enables the Hernando County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.
- 2.2. **Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may occur before, during, and after a disaster. This annex also details control, coordination, planning efforts, and policies designed to facilitate immediate, short-term and long-term recovery after a disaster has occurred, providing for rapid and orderly start of rehabilitation and restoration of people and property affected by disaster anywhere in Hernando County. Specific tasks may be described in Standard Operating Guidelines (SOGs) or other operational plans within Hernando County.
- 2.3. **Annex II – Mitigation Functions.** The mitigation annex includes projects, policies, and programs that reduce the County's vulnerability to the impacts of disasters before they happen. The annex also details requirements for programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.
- 2.4. **Annex III – Emergency Support Functions.** These ESF annexes detail by name and organization the lead, support, and coordinating entities and their roles and responsibilities in the four phases of an emergency and serve as the SOGs for the emergency response organization. Each annex outlines specific tasks or functions that may occur before, during, and after a disaster and/or

emergency event. These tasks utilize the Incident Command System (ICS) concept of the federal and state plans and can also be applied to specific functions. These specific tasks may be described in other related SOGs, or operational plans utilized within the County by Hernando County Emergency Management (HCEM) or other response and recovery agencies. Each ESF within the ICS responds when activated by the County Emergency Management Director.

**2.5. Annex IV – Appendices.** Appendices are located at the end of the plan and provide additional information associated with the CEMP.

- Incident Command System (ICS)/Emergency Operations Center (EOC) Organization Charts
- Training and Exercise Program
- Resolutions

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including disaster preparedness; evacuation and sheltering; warning and notification; public education and information; resource management; mutual aid; special needs program; impact and damage assessment; debris management; training and exercises; and post-disaster recovery programs. A separate EOC Operations Manual details the standard operating procedure for the EOC.

**3. Purpose**

The CEMP establishes a framework for an effective system of comprehensive emergency management, for the purpose of:

- 3.1.** Reducing loss of life, injury, and property damage and loss resulting from natural or man-made emergencies.
- 3.2.** Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies.
- 3.3.** Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate.
- 3.4.** Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for people and properties affected by emergencies.
- 3.5.** Assisting in awareness, recognition, education, prevention, and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

#### 4. Scope

- 4.1. The CEMP establishes the basic policies, assumptions, and strategies for a comprehensive all-hazards countywide emergency management program.
- 4.2. The CEMP identifies the protection of citizens as a priority, with the preservation and protection of property as secondary priorities.
- 4.3. The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency and needs. Any part or section of the plan may be utilized individually as required by the specific situation.
- 4.4. The CEMP establishes the procedures to coordinate with local, regional, state, and federal agencies, organizations, and programs.
- 4.5. A unified direction and control structure is described. The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities, and working relations of various entities.
- 4.6. The CEMP brings together County and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.
- 4.7. The CEMP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance if needed. State and/or federal resources will be requested and utilized when local resources have been exhausted.
- 4.8. The CEMP provides a format for the shift of focus of the EOC from response to recovery and mitigation. Recovery and mitigation operations are addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.
- 4.9. The CEMP establishes an effective format for emergency management by:
  - 4.9.1. Identifying the types of hazards that can occur within the County;
  - 4.9.2. Determining the County's vulnerability to various types of disasters; and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken; and
  - 4.9.3. Addressing each phase of the emergency management cycle:
    - 4.9.3.1. **Preparedness:** Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector,

residents, and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.

- 4.9.3.2. Response:** Government responds to emergencies by activating this plan, increasing response efforts as needed, establishing direction and control for the duration of response, and planning recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community. The EOC and emergency response field operations will be managed and organized under the ICS, authorized by the National Incident Management System (NIMS).
- 4.9.3.3. Recovery:** Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the “after action” evaluation process is conducted.
- 4.9.3.4. Mitigation:** This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life, or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy (LMS) serves as the guidance document for both pre- disaster mitigation planning and post-disaster recovery.

## 5. Methodology

### 5.1. Preparedness Organizations

Preparedness is the responsibility of the County and individual jurisdictions. This responsibility includes coordinating various preparedness activities among all appropriate agencies within a jurisdiction, as well as across jurisdictions and with private organizations. This coordination is affected by mechanisms that range from individuals to small committees to large-standing organizations. These mechanisms are referred to as “preparedness organizations,” in that they serve as ongoing forums for coordinating preparedness activities in advance of an incident. Preparedness organizations represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with one another to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within a jurisdiction and/or across jurisdictions. The needs of the jurisdictions involved will dictate how frequently such organizations must conduct their business, as well as how they are structured. When preparedness activities routinely need to be accomplished across jurisdictions, preparedness organizations should be multi-jurisdictional.

Preparedness organizations at all jurisdictional levels within the County should continue to:

- Establish and coordinate emergency plans and protocols including public communications and awareness.
- Integrate and coordinate the activities of the jurisdictions and functions within their purview.
- Establish the standards, guidelines, and protocols necessary to promote interoperability among member jurisdictions and agencies.
- Adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols for incident support organizations.
- Set priorities for resources and other requirements; mutual aid agreements; incident information systems; nongovernmental organization and private sector outreach; public awareness and information systems; and mechanisms to deal with information and operations security.

The CEMP is a dynamic document that adapts to changes in policy, priorities and needs. State and federal statutes, regulations, and priorities guide development of the document. The following list identifies the public and private entities that participated in the development of this plan:

- Hernando County Board of County Commissioners
- Hernando County Building Division

- Hernando County Fire and Emergency Services
- Hernando County Fleet Operations
- Hernando County Human Resources
- Hernando County Health Department
- Hernando County Emergency Management
- Hernando County Office of the Clerk of Court and Comptroller
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning
- Hernando County Property Appraiser
- Hernando County Public Information
- Hernando County Public Works
- Hernando County Procurement
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Solid Waste and Recycling
- Hernando County Tourism
- Hernando County Utilities

Other governmental entities furnishing input and information:

- City of Brooksville
- Florida Department of Environmental Protection
- Florida Division of Emergency Management
- Florida Forest Service
- Florida National Guard
- National Weather Service
- Tampa Bay Regional Planning Council
- Tampa Bay Regional Domestic Security Task Force
- Southwest Florida Water Management District

Private Sector and volunteer organizations which participated in creating this plan, include:

- American Red Cross
- The Salvation Army

- Amateur Radio Volunteers
- Community Emergency Response Team
- Withlacoochee Regional Electric Co-Op
- Duke Energy
- United Way of Hernando County

Local planning involvement includes:

- A promulgation letter from the County Administrator is displayed at the front of this document.
- Signed concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
- This CEMP has been coordinated with the City of Brooksville and all other agencies and private organizations within the county through the Threat Advisory Committee (TAC). The TAC meets at least annually and upon warning of an impending threat.
- A distribution list of the CEMP, displayed at the front of this document.
- The Emergency Management Director or designee is responsible for ensuring that all changes are distributed to recipients of the CEMP. The distribution list displayed at the front of this document is used to verify that all appropriate persons/offices are copied. All changes will be distributed to CEMP recipients via email.
- A Record of Changes Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the log.
- A master copy of the CEMP, with a master Record of Changes Log, is maintained in the HCEM office. A comparison of the master copy with any other will allow a determination to be made as to whether the copy in question has been posted to the log with all appropriate changes.
- The Emergency Management Director or designee is responsible for the annual review and maintenance of the CEMP, and for coordinating revisions or other changes and ensuring they are distributed as required by Florida law, after activations of the plan, or major exercises and policy changes.
- All the above-mentioned promulgation letters, departmental, and other agency support letters and distribution lists are completed and attached as indicated upon adoption of the plan.



- The Emergency Management Director or designee is responsible for the preservation of essential vital records for continuing government functions and conducting post-disaster operations.

## **6. Plan Maintenance**

The CEMP is updated on a four-year cycle established and administered by the Florida Division of Emergency Management (see Section V, References and Authorities). During each update process, the entire document, including annexes and appendices, is reviewed and revised, if needed, to reflect changes in policy, hazards, community characteristics, or basic response organization or activities. In the interim, between scheduled plan revision cycles, the document is reviewed and tested annually through training and exercises and may be updated through the County's accepted process to reflect administrative changes that do not change the basic purpose and scope of the plan.

## **7. Situation**

This section of the CEMP describes the potential hazard considerations, geographic characteristics, land use patterns, demographics, economic profiles, and emergency management support facilities for Hernando County. It also describes specific planning assumptions regarding preparedness, response, recovery, and mitigation that were taken into consideration during the development of this plan.

### **7.1. Hazards Analysis**

The Hernando County LMS Plan was updated in 2025 and includes a comprehensive hazard identification and vulnerability assessment detailing the most prevalent types of hazards, vulnerable populations, impact of damage and an assessment of the probability of frequency and potential severity of each hazard. In addition, the LMS includes graphic depictions of geographic areas of vulnerability.

The list below shows the natural hazards that are profiled in the LMS risk assessment.

- Flood
- Tropical Cyclones
- Severe Storms
- Tornado
- Wildfire
- Erosion
- Drought
- Extreme Heat



- Geological
- Winter Storm
- Seismic
- Tsunami

Erosion, seismic events, and tsunamis were determined to be very low-risk hazards for Hernando County. As such, a brief overview of these hazards was included, however, a vulnerability assessment was not performed. The LMS Planning Committee also reviewed the technological and human-caused hazards identified in the State Hazard Mitigation Plan (SHMP). Based on the previous LMS update, risk maps included in the SHMP, and previous occurrences throughout the state, the following technological and human-caused hazards are included in the risk assessment:

- Hazardous Materials Incident
- Biological Incident
- Terrorism
- Cyber Incident

## **8. Geographic Information**

### **8.1. General**

Hernando County is located on the west central coast of Florida. The County stretches 37 miles from east to west and 18 miles from north to south. The County is bounded on the west by the Gulf of Mexico, on the north by the Chassahowitzka Swamp and on the east by the Withlacoochee State Forest. It is surrounded on three borders by Citrus County (north), Sumter County (east), and Pasco County (south). The western border is formed by the Gulf of Mexico. The County covers approximately 323,700 acres of area (506 square miles), including the City of Brooksville. Unincorporated areas, called Census Designated Places (CDPs), include Spring Hill, North Weeki Wachee, Timber Pines, Ridge Manor, Brookridge, South Brooksville, High Point, North Brooksville, and Hernando Beach.. (See LMS for further information.)

### **8.2. Topography and Elevations**

Hernando County is divided into four general parts based on topography. These are the Coastal Swamps, the Gulf Coastal Lowlands, Brooksville Ridge, and the Tsala Apopka Plain. The Coastal Swamp area parallels the Gulf Coast and extends inland approximately four to six miles. Elevations range from sea level in the tidal marsh to approximately 10 feet above sea level in the swamp areas. There has been little development in the marsh and swamp areas. Development has taken place for residential and business use along the coast and into the Spring Hill area. The Gulf Coastal Lowlands lie between the Coastal

Swamp and Brooksville Ridge, with elevations ranging between 10 and 50 feet above sea level. The major portion of the county is occupied by the Brooksville Ridge which extends east from U.S. 19 to U.S. 301. The western portion of the ridge typically exhibits rolling, deep, sandy ridges while the eastern portion is dominated by deep ridges with numerous depressions. Elevations range from approximately 50 to 100 feet above sea level in the eastern portion and approximately 75 to 100 feet above sea level in the western section. The central portion of the Brooksville Ridge ranges in elevation from 100 feet to more than 200 feet above sea level. The Tsala Apopka Plain lies in the eastern part of the county, generally east of U.S. Highway 301. Elevations in this region range from approximately 75 to 80 feet above sea level. This area consists of numerous ponds, depressions, and broad grassy sloughs. Most of this area has remained in natural vegetation and is used primarily for woodland and wildlife. The average elevation of the County is 75 feet above sea level.

### **8.3. Water Area**

According to the 2020 Census, the water area of Hernando County is approximately 110.8 square miles, including six miles of territorial seawater. The Withlacoochee River, which flows in a northwesterly direction, forms the eastern boundary of the county. It is approximately 160 miles in length and extends from its headwaters in Pasco, Sumter, Polk, and Lake Counties, to its confluence with the Gulf of Mexico near Yankeetown in Levy County.

There are several freshwater springs in Hernando County. Weeki Wachee Springs, approximately 12 miles west of Brooksville, boils up from a depth of about 145 feet into a basin approximately 130 feet in diameter. Here the Weeki Wachee River originates and flows seven miles to the Gulf of Mexico at Bayport. In addition, there are about 129 freshwater lakes scattered throughout the County. Bystre Lake is the largest of these, encompassing approximately 307 acres.

Hernando County is underlain by a thick layered bed of limestone. The limestone is honeycombed with pores, cracks, and caverns which allow water to move and be stored within the rock itself. This water-containing bed of limestone is called the Floridan Aquifer and is one of the most productive sources of potable water in the County. The Green Swamp located on the eastern end of the County forms a very important aquifer recharge area.

#### 8.4. Conservation Land

There are approximately 39,000 acres of conservation land west of U.S. 19. Additionally, 20,000 acres of open space land (forest, parks, etc.) are in the eastern part of the County.

#### 8.5. Land Use

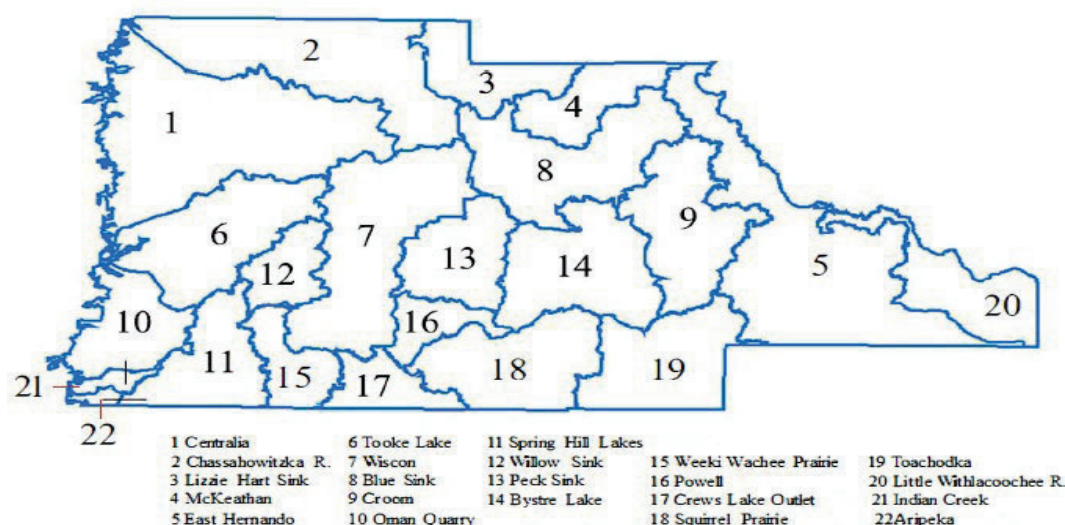
Most of the county's acreage is designated for agricultural/farm use. The Spring Hill urbanized area, in the southwest corner of the county, is a small, densely populated community that accounts for over 50% of the county's population. The completion of the Suncoast Parkway, which runs through the western half of the county, has resulted in many requests for land use changes and additional dense developments being constructed, planned, or proposed.

#### 8.6. Drainage Patterns

In Hernando County, floodplains are associated with the Gulf of America and the Withlacoochee River, along with their many tributaries. There are two open-basin watersheds in Hernando County (the Withlacoochee and Crystal- Pithlachascotee) and 20 closed-basin watersheds as shown in the map below.

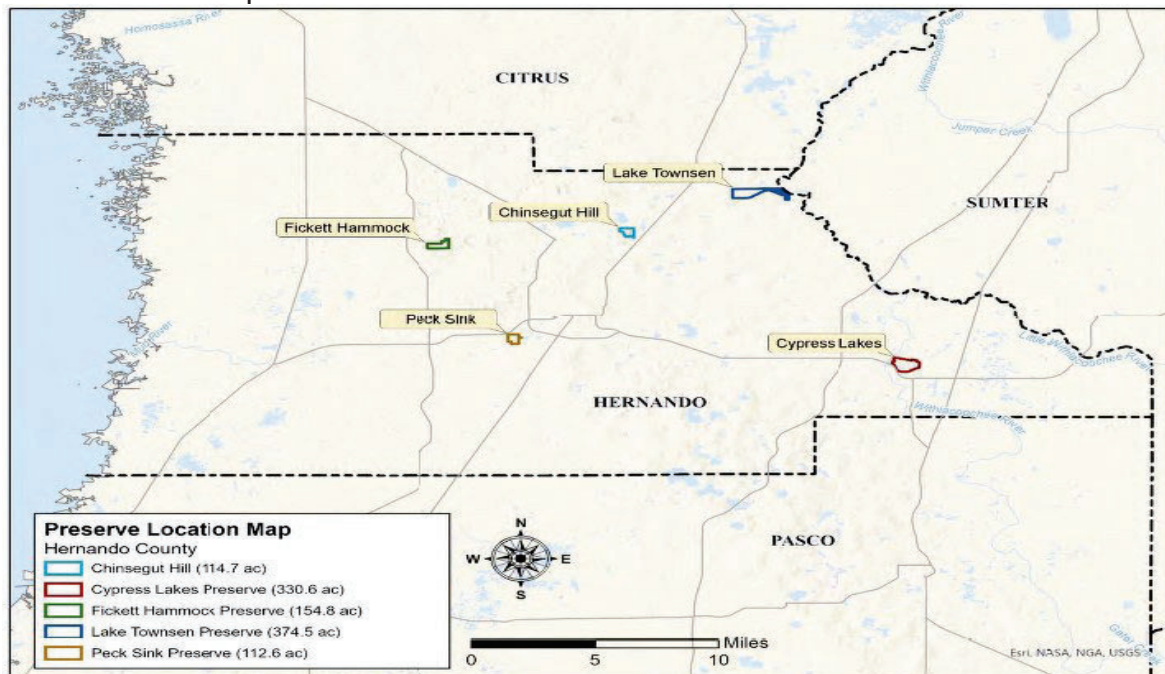
Over time, water flow and drainage patterns have changed dramatically due to surface erosion, land use and natural forces. The likelihood of inland, riverine, and coastal flooding in certain areas has changed along with these factors.

Hernando County Watersheds



## 8.7. Environmentally Sensitive Areas

Hernando County has several wetland areas that are environmentally sensitive. These are primarily the low-lying areas near the lakes and rivers. A detailed map of these areas is provided below.



## 8.8. Flood Prone Areas

The Withlacoochee River Basin, which runs through the eastern portion of the county, is the most flood prone area. However, the county has many lakes and sinks that cause flooding. This flooding impacts a very small percentage of the population. (See Section 3.1.4, LMS)

## 9. Vulnerability Analysis (Demographics)

### 9.1. Total Population

According to Hernando County Economic Development, the estimated 2023 population for the entire county is 213,435, up approximately 9.995% from the 2020 level of 194,039. The City of Brooksville saw a population increase of 10.2percent between 2020 and 2023.<sup>1</sup>

<sup>1</sup> [https://www.behr.ufl.edu/sites/default/files/Research%20Reports/estimates\\_2018.pdf](https://www.behr.ufl.edu/sites/default/files/Research%20Reports/estimates_2018.pdf)

Table 1-1 – Hernando County Population

	April 1, 2020 Census	Total Change 2020 -2023	July 1, 2023 Estimate*	Percent Change
Hernando County	194,039	18,768	212,807	9.4%
Brooksville	8,890	899	9,789	10.11%
Unincorporated	177,185	25,833	203,018	14.57%
*Population Estimates from United States Census Bureau				

The unincorporated areas of Hernando County include the unincorporated communities of Aripeka, Bayport, Brookridge, Garden Grove, Hernando Beach, High Point, Hill ‘n Dale, Istachatta, Lake Lindsey, Masaryktown, Nobleton, North Brooksville, North Weeki Wachee, Pine Island, Ridge Manor, South Brooksville, Spring Hill, Spring Lakes, Timber Pines, Weeki Wachee Gardens, Wiscon.

## 9.2. Population Density and Distribution by Age

The population density in Hernando County is 449 persons per square mile. The largest community is unincorporated Spring Hill. The average household size in Hernando County is 2.5 persons. The Hernando County Building Division estimates there are a total of 92,442 housing units in the County with the predominant type of housing being the single-family residence. The table below lists the population distribution by age:

Table: Population Distribution by Age (2022)

Age Group	Population	Percentage
0-4	8,639	4.39%
5-9	9,116	4.64%
10-19	22,100	11.24%
20-29	20,037	10.19%
30-39	21,823	11.09%
40-49	21,000	10.68%
50-59	26,595	13.54%
60-64	14,530	7.39%
65+	52,781	26.84%
Average Median Age	48.8	

### **9.3. Special Needs Population**

As of April 2025, the number of individuals registered with HCEM in the special needs database is 1,016. This number tends to fluctuate throughout the year. The special needs registration process is coordinated through HCEM. Once an application is reviewed and the information is confirmed with the applicant, it is entered into the Hernando County special needs registry database. Information is accumulated from the Health Department, Health and Medical Providers, Fire Rescue Department, Hernando County School Board, local ministers and other sources available. Per Florida Statute 252.355, all area home health agencies shall contact their special needs clients and notify the HCEM of assistance requirements.. Annually, HCEM makes contact with each individual registered in the special needs database via telephone to confirm their status and verify the continued need for assistance in an emergency.

Additional information from the U.S. Census Bureau is provided on the following page.

### **9.4. Seasonal Residents**

The number of seasonal residents in Hernando County is small, with most tourists to the metropolitan area visiting adjacent coastal counties. There are a total of 4,194 housing units for seasonal, recreational, or occasional use.

### **9.5. Farm Worker Population**

The farm worker population is a generally small population within Hernando County. They generally work in the rural areas of Hernando County. According to residential migrant housing records maintained by the Hernando County Department of Health, there are approximately 196 migrant workers residing in Hernando County and 4 migrant worker camps.

### **9.6. Tourist Population**

Hernando County's tourist populations generally include business travelers and vacationers, visiting Nature Coast, Weeki Wachee and beach areas. Florida's Adventure Coast Visitor's Bureau estimates around 80,000 people visit Hernando County each year. Hernando County currently has approximately 1,289 hotel rooms. Hernando County has approximately 1,322 vacation rental homes throughout the county.

### **9.7. Non-English-Speaking Population**

There are no large groups of non-English speaking populations in the county. Approximately 87.89% of County residents speak English in the home. 9.29% of the population speaks Spanish at home. The remaining 2.82% of the population speaks other languages, such as Indo-European, Asian, or Pacific Island



languages. The hearing-impaired population (approximately 8,038) can communicate with the dispatch center through the Telecommunication Device for the Deaf (TDD) equipment and can receive warnings through National Oceanic and Atmospheric Administration (NOAA) Alert radios which have visual and auditory warning messages.

#### **9.8. Transient Population**

The U.S. Census Bureau estimates the transient population in Hernando County to be relatively low, with an average annual number of individuals around 77.

#### **9.9. Mobile Home Parks**

There are 39 mobile home parks in the county. There are 12,133 manufactured homes in Hernando County.

#### **9.10. Incarcerated Population**

Hernando County houses the State of Florida - Hernando Correctional Institution (HCI). The maximum capacity of the HCI is 431. This correctional institute houses female inmates.

The Sheriff operates the Hernando County Detention Center which has an authorized capacity of 812 inmates. The facility houses males, females, and juveniles between the ages of 14 and 17 who have been adjudicated for treatment as adults, charged or sentenced on misdemeanor and felony crimes.

#### **9.11. Population in Vulnerable Areas**

The greatest concentration of population in Hernando County exists in the areas most vulnerable to impact from specific hazards, such as hurricanes, flooding, and transportation accidents/hazardous material spills. This is addressed in the Hernando County LMS, which identifies vulnerable areas and population, and recommends specific mitigation projects to avoid, minimize, or reduce damage. Awareness of potential populations in vulnerable areas assists in planning for adequate response and recovery.



## 9.12. Population Vulnerability by Area to Most Common Hazards

Type of Hazard	Reported Events 2020-2025	Probability of Occurrence	Level of Vulnerability	Potential Costs	Significant Number of People Affected	Area Primarily Impacted
Hurricanes, coastal storms	7	Moderate	High	High	Yes	Countywide
Floods	2	Moderate - High	High	Moderate – High	Yes	Countywide
Coastal and riverine erosion	Exact figure unknown	Moderate	Moderate	Moderate	Yes	Countywide
Sinkholes	Exact figure unknown	High	Moderate	Low – Moderate	No	Countywide
Wildfires	110	High	Moderate	Moderate	Yes	Countywide
Severe Storms, tornadoes, lightning, hail	12	High	Moderate	Moderate	Yes	Countywide
Drought, heat wave	5	High	Low	Low – Moderate	Yes	Countywide
Winter storms, freezes	6	Low	Low	Low	Yes	Countywide
Hazardous materials incidents	276	Moderate	Moderate	Moderate	Yes	Countywide
Biological	0	Low	Low	Moderate	No	Countywide

## 10.\*Economic Profile

**10.1. Employment by Sector** – The table below illustrates a breakdown of employment by sector with the data currently available.

Agricultural, Forestry, Fishing, and Hunting	182
Mining	20
Construction and Utilities	3,481
Manufacturing	2,524

Transportation and Communications	2,233
Wholesale Trade	640
Retail Trade (SIC 52-59)	7,607
Real Estate, Finance and Insurance	1,317
Health Care and Social Assistance	9,425
Public Administration	2,369
Other Services	1,335
Professional, Scientific, and Technical	2,553
Accommodation and Food Service	4,839
Educational Services	2,747
Administration & Support, Waste Management and Remediation	2,015

## 10.2. Unemployment Information

Category	December 2024
Labor Force	93,824
Employed	89,790
Unemployment Level	4,034
Rate (%)	4.3%

## 10.3. Income Statistics for Hernando County

Income Description	Income Source	Year	Total
Median Household Income	U.S. Census Bureau	2023	\$63,193
Per Capita Income	Bureau of Economic Analysis	2023	\$33,079
Persons in Poverty, percent	Bureau of Economic Analysis	2023	12.1%

## Property Values

Type	Total Parcels	Total Value	Average Value
Residential	106,033	\$23,690,706,087	\$223,428
Commercial/Industrial	12,882	\$6,890,689,971	\$534,908
TOTAL	118,915	\$30,581,396,004	\$379,168

*\*This does not include agricultural.*

## **Operational Facilities**

The following facilities support emergency management operations and resources:

### **11. Emergency Operations Center**

#### **11.1.1. Primary Location:**

Hernando County Emergency Management  
18900 Cortez Boulevard, Brooksville, Florida 34601

#### **11.1.2. Alternate Location:**

Southwest Florida Water Management District  
2379 Broad Street, Brooksville, Florida 34609

### **11.2. Critical Facilities Database**

Essential services and functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. They also include “lifeline” infrastructure essential to the mission of critical facilities such as water, power, and sewer. HCEM maintains the critical facilities database. Data is updated annually, included in the Hernando County LMS, and provided to the State of Florida Division of Emergency Management.

### **11.3. County Logistical Staging Area**

The County Logistical Staging Area is located at Hernando County School District Warehouse on Mobley Road. Detailed information regarding the site is on file with HCEM.

#### 11.4. Emergency Helicopter Landing Zones for Damage Assessment Teams

Emergency Helicopter Landing Zones for Damage Assessment Teams include:

**Primary:** Hernando County Airport  
15800 Flight Path Drive,  
Brooksville, FL 34604  
28°28'36.72 N / 82°28'23.83 W

**Alternate:** Hernando High School  
700 Bell Avenue  
Brooksville, FL 34601  
28°33'58.99 N / 82°22'58.73 W

### 12. CONCEPT OF OPERATIONS

Emergency operations span three separate but contiguous phases: emergency response, recovery, and mitigation phases of a disaster. For this plan, the concept of operations focuses on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. In addition, the scope of these operational concepts and response actions include:

- Providing emergency notification and warning.
- Describing emergency mobilization procedures.
- Delineating emergency decision-making processes.
- Describing types and methods of implementation of emergency protective actions, based on the Homeland Security Advisory System and other threat advisories and conditions.
- Describing how emergency responders deployed in the field will utilize the ICS to establish Incident/Unified Command for management of incident response operations.
- Describing how an on-scene Incident/Unified Command structure will interface with the EOC.
- Conducting rapid assessments of emergency impacts and immediate emergency resource needs.
- Providing security to the hardest hit areas.
- Coordinating information and instructions to the public.
- Conducting emergency relief operations to ensure victims have been identified and that their needs are met.

- Conducting preliminary damage assessments to determine the need for federal assistance.
- Summarizing procedures for requesting federal disaster assistance.
- Relaxation of protective actions and coordination of reentry into evacuated areas.
- Restoration of essential public facilities and services.
- Preparing for federal disaster assistance (public and individual).
- Coordination of resources and materials.
- Coordination of volunteer organizations.
- Dissemination of information and instructions to the public.
- Restoration of public infrastructure damaged by the emergency.

## **12.1. Organization**

### **12.1.1. General**

Hernando County adopted the National Incident Management System (NIMS) on September 30, 2005, and implemented the Incident Command System (ICS) for all-hazard incidents and emergencies. The EOC is organized in a modified ICS structure that includes the Command and General Staff positions and Emergency Support Functions (ESFs) under the appropriate ICS sections, which are further described below. Organizational charts and matrices are provided in the ESF Annex to illustrate the organizational structure and the County's responsibilities for coordination between local agencies and the ESFs.

The EOC serves as the central command and control point for emergency-related operations, activities, and requests for deployment of resources. In the event the EOC is threatened, an Alternate EOC is activated.

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC initiates Level III activation (monitoring). Communications are maintained between the EOC and the State Emergency Operations Center (SEOC).

While emergency response actions necessary to protect public health and safety are being implemented, the County Administrator coordinates with the Emergency Management Director who works with the ESFs to prepare to facilitate the rapid deployment of resources, activate the County's EOC if necessary, and implement this plan.

The County uses the ICS to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is applicable across all emergency response disciplines responding to incidents in the County. Each ICS organization created for the management of an incident interfaces with the Operations Section of the EOC.

Operations staff in the EOC and ESF representatives contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and personnel. Resource requests, exceeding the capabilities of the County, are forwarded to the SEOC.

Hernando County uses WebEOC as the primary resource management and information sharing system. All EOC and ESF representatives are trained in the use of WebEOC. WebEOC information and resources include shelters, PODs, DRCs, Essential Elements of Information, resource requests, and other information. Data is also shared via WebEOC with the other counties in the Tampa Bay region.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that the County can staff two shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster, not all ESFs may be activated or require 24-hour staffing. It is expected that due to the size of the county and availability of staff, outside resources would be necessary to conduct 24-hour staffing after two days if the situation is anything more than a minor disaster.

#### **12.1.2. Executive Policy Group**

The Executive Policy Group (EPG) is the executive decision-making body during disasters. This group is comprised of the following elected and senior-level officials:

- Chairperson, Board of County Commissioners
- County Administrator
- County Sheriff
- County Attorney
- County Emergency Management Director
- County Fire Chief/ Public Safety Director
- Department of Health Director
- Mayor of Brooksville
- School Superintendent

The role of the EPG is to support the Chief Elected Official for the County (Chairman, Board of County Commissioners) in making critical decisions during disasters, such as authorizing a local state of emergency, ordering evacuation or shelter-in-place, authorizing expenditures and prioritization of resources, etc. During activation of the EOC, the Emergency Management Director or designee provides periodic updates to the EPG to inform them of critical actions and issues and obtain strategic-level oversight of the incident.

Some cases may warrant more input from the Board of County Commissioners to provide strategic-level oversight of longer-duration events (e.g., pandemic response). In this case, the County Administrator will coordinate with the Board of County Commissioners to determine their preference for scheduling an emergency public meeting to consider long-term emergency protective measures.

### **12.1.3. Incident Command System**

The EOC and County emergency responders are organized according to the principles and practices of the ICS as described in the Department of Homeland Security document, *National Incident Management System, October 2017*. The ICS organization has five major functional areas: command, operations, planning, logistics, and finance/administration. The command function comprises the Incident/Unified Command and Command Staff. The General Staff is composed of incident management personnel who represent the operations, planning, logistics, and finance/administration sections. A Section Chief directs each General Staff function.

ICS is not a permanent County emergency response organization; it is a management system. Each incident, or series of closely related incidents, requires its own ICS structure. Any incident's ICS structure is demobilized when incident response operations are completed.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander (IC) is designated with overall incident management responsibility by the appropriate jurisdictional authority.

In the case of an incident that includes multiagency or multijurisdictional involvement, a Unified Command (UC) structure should be established. All agencies with jurisdictional authority participate in the UC structure and contribute to the process of determining overall strategies, tactics, objectives, and unified resource management. The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility, but do not have their legal authorities compromised or neglected by inclusion in the UC structure. Agencies



heavily involved in the incident that lack jurisdictional responsibilities are defined as supporting agencies.

On-scene IC/UC is responsible for the Operations Section of the EOC for the overall management of the incident.

The **Emergency Management Director** is the overall County IC during most declared emergency situations.

The **Operations Section Chief** is responsible to the IC/UC for the direct management of all incident-related operational activities. The Operations Sections Chief normally comes from the jurisdiction with primary incident responsibility. The Operations Section Chief may have one or more deputies, preferably from other agencies (in the case of a multijurisdictional incident). An Operations Section Chief should be designated for each operational period.

The **Planning Section Chief** oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings and prepares the Incident Action Plan (IAP) for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

The **Logistics Section Chief** is responsible for meeting all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. The Logistics Section Chief may have a deputy.

The **Finance/Administration Section Chief** oversees all financial, reimbursement (individual, agency or department), and/or administrative services needed to support incident management activities. Because of the specialized nature of finance functions, the Section Chief should come from the agency with the highest level of expertise in this task. The Finance Section Chief may have a deputy.

#### **12.1.4. Assignment of Responsibilities for the Emergency Operations Center (EOC)**

The EOC is managed and organized according to the ICS.

A department or agency is designated as the primary agency for each ESF in the EOC. Several factors are considered when making these assignments. The agency may have a statutory responsibility for performing that function, or the agency may have developed the

necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond to a disaster can be immediately translated from the daily business of that agency. When a department is assigned primary agency responsibilities, that agency has the necessary authority, expertise, and resources to coordinate the activities of that support function.

In the preparedness phase, each primary agency designates a representative (including backups) who will report to the EOC upon activation to coordinate that function. It is up to the primary agency's discretion as to how many, if any, support agencies they will require to be present at the EOC during each operational period. However, depending on the nature, scope, and characteristics of the incident, limited space might be available in the EOC. In this case, attendance by support agency representatives should be closely coordinated with the Emergency Management Director or the Emergency Management Assistant Director, in the development of standard operating guidelines.

The primary agency for each ESF is responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

The County responds to local requests for assistance through the ESF structure. Within the EOC, requests for assistance are tasked to the ESFs for completion. The primary agency is responsible for coordinating the delivery of that assistance or ensuring that it has been completed.

The EOC Manager issues mission assignments to the primary departments for each section in the EOC based on the identified resource shortfall. Resource tasking is accomplished through the sections on a mission assignment basis. The tasking on a mission assignment basis means that a local government's resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel. The primary agency for each ESF is responsible for identifying the resources or resources that will accomplish the mission at hand and coordinating the delivery of that resource to the local government.

#### **12.1.5. Governor**

Under Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the State and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct

operational control over all or any part of the emergency management functions within the State. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

- Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
- Activate the response, recovery, and mitigation components of existing state and local emergency plans.
- Serve as Commander in Chief of the organized and voluntary militia and all other forces available for emergency duty.
- Authorize the deployment and use of any forces, supplies, materials, equipment, and facilities necessary to implement emergency plans.
- Suspend the provisions of any regulation, statute, order, or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
- Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
- Transfer the direction, personnel, and functions of state agencies to assist in emergency operations.
- Commandeer or utilize any private property necessary to cope with the emergency.
- Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
- Prescribe routes, modes of transportation, and destinations for evacuees.
- Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
- Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, or combustibles.
- Make provisions for the availability of temporary emergency housing.

#### **12.1.6. Governor's Authorized Representative (GAR)**

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor has appointed the State Coordinating Officer (Director of the Florida Division of Emergency Management) as his authorized representative, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

#### **12.1.7. Hernando County Board of County Commissioners**

Under the provisions of Section 252.38, Florida Statutes, the Board of County Commissioners is responsible for safeguarding the life and property of the citizens of Hernando County, and to provide for the effective and orderly governmental control and coordination of emergency operations. To effectively carry out these emergency responsibilities, the Board has delegated these authorities to the Emergency Management Director and/or his/her designee.

#### **12.1.8. Hernando County Emergency Management Director**

Section 252.38, Florida Statutes, directs each county to establish an Emergency Management Agency and appoint a Director to carry out the provisions of sections 252.31 - 252.60. The HCEM Director is the designated Emergency Manager for the County. In this capacity, the Director is directly and solely responsible for:

- Organization, administration, and operation of Hernando County Emergency Management, the County EOC, and other related operational facilities.
- Serving in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.
- Coordinating activities, services, and programs for emergency planning and emergency response throughout Hernando County.
- Maintaining liaison with state, federal, and other local Emergency Management Agencies.
- Developing and maintaining operational planning and readiness for emergency responses.
- Instituting training programs and public information programs.
- Ascertaining the requirements of the County to implement emergency response operations.
- Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.
- Cooperating with the Governor's Authorized Representative, the Florida Division of Emergency Management, and all other federal and relief agencies in matters related to emergency management.
- Taking measures to carry into effect any request from municipalities, agencies, the Florida Division of Emergency Management, or federal agencies for any appropriate emergency management activity.

- Carrying out any implemented actions deemed necessary by the County Administrator.

#### **12.1.9. Direction and Control - Day-to-Day Operations**

The HCEM Director, during normal operations, shall report to the Director of Public Safety and Fire Chief.

#### **12.1.10. Additional Direction and Control Policies**

- The Chairman of the Hernando County Board of County Commissioners and City Council of incorporated jurisdictions have the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.
- Municipalities, pursuant to Florida Statute Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with federal, state, and county plans.
- The other municipalities' command and control operations will be supported by the County EOC.
- The Sheriff and public officials in other incorporated cities of Hernando County are responsible for providing policy guidance in the administration of emergency management programs in their respective jurisdictions.
- The Emergency Management Director serves as liaison officer for Hernando County when coordinating with the Florida Division of Emergency Management, Florida military forces, and federal military forces.
- When the provisions of this plan are in effect, centralized direction and control of all emergency/disaster operations is coordinated through the Hernando County EOC.
- The Emergency Management Director, when required to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this plan.
- The County Administrator is responsible for making decisions regarding the governance of the County. Each County agency reports to the County Administrator. Within this structure, HCEM is responsible for all aspects of emergency management including preparedness, response, recovery, and mitigation.
- Hernando County has signed the Statewide Mutual Aid Agreement. First response agreements with the municipalities are in existence. Memorandums of understanding are signed with the American Red Cross and the Hernando County School District.

### **12.1.11. Hernando County Response Team Organization**

In order to facilitate the use of the NIMS, the organizational structure has been designed to complement the ICS. The Emergency Management Director is the IC at the EOC during emergencies. For specific field operations, an IC or UC is designated by senior agency leadership involved in the emergency response. The IC/UC of each field operation reports directly to the Fire Chief or Operations Section Chief at the County EOC. (See Organizational Charts Appendix.)

The organizational structures depicted in the Organizational Charts Appendix are established to ensure the effective coordination of County resources during emergency response operations and collectively represents the Hernando County Emergency Response Team. Each section within the ICS contains functional responsibilities that can be matched with corresponding functions in the NIMS document. In the ICS organization used by Hernando County, depending on the scope of the disaster, one agency may be responsible for staffing several functions. For example, the Hernando County Sheriff's Office is responsible for search and rescue and law enforcement operations within the ICS Operations Section. The Hernando County Sheriff's Office may also provide support for several other functions, such as Planning, Finance, and Logistics during emergency operations.

To ensure continuous leadership authority and responsibility during emergency situations, a line of succession has been established. The line of succession is provided in the Hernando County Code of Ordinances, Chapter 21, Article XII, Section 21-204.

The line of succession for Hernando County Government is as follows:

1. Chairman of the Board of County Commissioners
2. Vice-Chairman of the Board of County Commissioners
3. County Administrator or designee
4. Emergency Management Director

## **12.2. Preparedness and Initial Response Activities**

### **12.2.1. Plan Activation**

When a major or catastrophic emergency has occurred or is imminent, the Emergency Management Director may request the County Administrator to declare a Local State of Emergency and issue a formal request for state assistance. Such an action immediately activates all sections of this CEMP. In the absence of a Local State of Emergency,

the Emergency Management Director may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

## **12.2.2. Warning and Dissemination**

### **12.2.2.1. General**

The purpose of this section is to outline the systems available for warning responsible government officials and the public of the hazard of an impending disaster or that an actual emergency is in progress in the County.

Warnings of impending or potential emergencies such as a hurricane, tornado, or severe weather, or a notification of a sudden incident such as a tornado touchdown, an airplane crash, a major hazardous materials release, or any other significant event that may impact multiple jurisdictions or large numbers of people must be disseminated to responsible officials, emergency response agencies, and to the public. The former notification is for the purpose of implementing emergency government and management procedures and reporting such actions to state emergency management agencies. The latter notification provides instructions on appropriate protective actions and preparedness and which response measures to take.

### **12.2.2.2. County Warning Point**

The Hernando County Sheriff's Office, 911 Communications Center, located within the Sheriff's Office facility, is designated as the County Warning Point for Hernando County. The Duty Supervisor is designated as the Warning Officer for Hernando County.

### **12.2.2.3. Significant Incidents**

Notifications of watches, warnings, or the occurrence of significant events will be received at the County Warning Point through bulletins and advisories from the National Weather Service, State Warning Point/Watch Office, received via the Emergency Satellite Communications System (ESATCOM), the NOAA Weather Radio, local media, telephone, and the public. These significant incidents may include but are not limited to the following:

- Any elevation of the National Terrorism Advisory System.



- Any incident that may require a substantial evacuation and/or relocation of a given area.
- Any incident posing a potential threat for a mass casualty incident.
- Any weather-related warning advisory.
- Any formation of tropical weather systems.
- Any incident that closes or significantly blocks major roadways within the County.
- Any large or multiple structure fires.
- Any prolonged shutdown of public utilities.
- Any incident where public resources within Hernando County are being deployed out of the County.
- Any event posing a major environmental threat.

#### **12.2.2.4. Alerting**

Upon receipt of notification of any such significant event, the Communications Supervisor or on-duty Communications personnel shall implement the Public Safety Rapid Access Plan/Notification Procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.) The Communications Supervisor alerts the Emergency Management Director. The Director or his/her designee may advise that one or a combination of the following actions be initiated by the Communications Supervisor as the County Warning Officer:

- Notify the State Warning Point/Watch Office, by telephone.
- Notify one or more designated agencies of the county government or political subdivision(s).
- Initiate a partial or full call-out alert with *CodeRed®* Emergency Notification System. (Situation Dependent)

#### **12.2.2.5. Call-Out Alert**

The call-out alert, when initiated, is made to County governmental staff and non-county EOC staff through *Everbridge* Emergency Notification System utilizing telephone numbers maintained by the system and 911 Communications Center and County Warning Officer. It is the responsibility of each ESF primary agency to notify its respective support agencies, division directors, and/or staff under their span of control. In addition, the following actions are initiated:

- An alert is sent to all Public Safety Answering Points and they in turn notify public safety agencies for which they are jurisdictionally responsible.
- Hernando County political subdivisions and other governmental and non-governmental agencies are contacted and utilize their internal procedures to notify their staff of the threat or emergency.
- Warning the public, whether via the Emergency Alert System (EAS) or other available means, including instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado, etc.
- Alert Hernando is the Hernando County official emergency notification system, powered by Everbridge. It enables residents and businesses to receive important alerts about severe weather, public safety threats, evacuations, and other local emergencies. Users can customize their notification preferences and choose how they wish to be contacted, such as via phone calls, texts, or emails. Registration is free and helps ensure the community stays informed and prepared in critical situations.

#### **12.2.2.6. Agency Notification when County 911 Communications Center Procedures are Not Implemented**

Upon notification of an emergency or disaster situation, the Emergency Management Director is responsible for disseminating warnings to the following:

- Selected County Administration personnel.
- Mayors or designee of each municipality in the County.
- The primary agency contacts for each ESF.

The Emergency Management Director reports to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel coordinate with adjacent jurisdictions using telephone, radio, courier, or any other means necessary and available.

Each Mayor or their representative alerts the municipal services in his/her community and supervises the dissemination of warnings in the municipality.

The primary agency contacts for each ESF contacts all of the support agencies to the ESF. All agencies notify their personnel to begin activation procedures as described in the ESF Annexes and

implement Standard Operating Procedures (SOPs). The County EOC is activated under the levels of activation described below.

### 12.3. Levels of Activation

**Level III – Monitoring Activation** – Monitoring is implemented whenever HCEM receives notice of an incident that has the potential to escalate to threaten public safety. During Level 3 activation, HCEM disseminates information to the EOC team via e-mail, facsimile, and radios.

**Level II – Hazard Specific (Partial) Activation** – Level 2 activation may be implemented by the County Administrator, Emergency Management Director, or their designee. Only those ESFs impacted by the hazard or involved in the response will be represented at the EOC.

**Level I – Full Activation** – Level 1 activation (Full County) may be implemented for a major event. All ESFs, the Command Staff, Liaison Group, and support staff will be staffed up to 24 hours a day.

### 12.4. Public Information and Warning to the General Public

Hernando County must provide the general public with sufficient warning time for effective preparation and emergency plans to be implemented. Throughout the year, Hernando County issues Public Service Announcements (PSAs) that provide information on all hazards and a variety of other emergency management topics, including preparedness, response, recovery, and mitigation topics. The County annually issues a disaster preparedness guide, which is typically used for public outreach presentations and classes. In addition, they are available through the HCEM website, the County library system, as well as the various post offices. Evacuation zones and maps are available on the HCEM website at [www.hernandocounty.us/em](http://www.hernandocounty.us/em) and in the disaster preparedness guide. Variable message boards, if available, are also used to convey emergency information along evacuation routes and at major transportation nodes, when evacuation is initiated.

The following warning systems are available to disseminate preparedness and warning information, and issue warnings to the general public:

- Emergency Alert System (EAS)
- Alert Hernando
- [www.hernandocounty.us](http://www.hernandocounty.us)
- [www.hernandosheriff.org](http://www.hernandosheriff.org)
- CodeRed Emergency Notification System
- Everbridge

- Community alert bulletins
- Blast fax to media and local businesses
- Weather alert radio
- Local cable override (EAS)
- Volunteer radio groups
- Public speaking events
- Public displays
- Local phone books
- Social Media, Facebook, Twitter

## **12.5. Emergency Decision Making**

When Making critical decisions for emergency actions, the following general methodology is used:

In hurricanes or weather-related emergencies, pre-emergency hazard times are computed based on a hurricane tracking program. These times therefore are based on the actual characteristics of the event (i.e., the forward speed of the storm and the distance tropical storm conditions extend from the eye). Total evacuation times are the combination of the clearance and pre- emergency hazard times.

- 12.5.1.** The probabilities generated by the National Weather Service (NWS)/National Hurricane Center (NHC) are considered when recommending protective measures. These probabilities are simple mathematical risk levels deduced from computer weather models.
- 12.5.2.** Pre-emergency hazard period is the amount of time between the onset of the event and the actual arrival of hazardous conditions.
- 12.5.3.** After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made as to when a decision must be reached. This is the “decision time”.
- 12.5.4.** Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.
- 12.5.5.** “Execution time” is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This includes mobilization time.

**12.5.6.** During the process of decision making, determination for the issuance of protective actions and furnishing of assistance is based on the following priority:

**12.5.6.1.** Life-Threatening circumstances - An incident directly linked to life-threatening circumstances; such requests receive first priority.

**12.5.6.2.** Protection of Property - A threat exists for large-scale property damage.

**12.5.7.** Operational responses to the above situations are based upon the following:

**12.5.7.1.** Availability of Resources – The Logistics Section - Supply Unit assesses the availability of resources, considers anticipated problems, and identifies the most effective method of meeting the request.

**12.5.7.2.** Location of Resources - Logistics Section - Supply Unit staff identifies the closest available resources.

**12.5.7.3.** Arrival Time - Logistics Section - Supply Unit staff estimates the time of arrival of resources.

## **12.6. Protective Actions**

### **12.6.1. Evacuations**

Most evacuations are local in scope and an emergency response incident commander will consider the type of hazard, level of threat/risk, and the vulnerable population and initiate actions following a decision. In such cases, the actions are coordinated and administered by emergency response officials using local resources in accordance with operational procedures. It is anticipated that local jurisdictions will establish mutual aid agreements with neighboring jurisdictions to provide expanded resource capability. During any County-directed evacuation that does not require activation of the EOC, assistance is provided under the various County agencies' normal statutory authorities through coordination by HCEM. However, in the event of a multi-jurisdictional operation, the County Administrator is authorized by the Board of County Commissioners to issue a declaration of a Local State of Emergency and evacuation order in support of a municipality. This decision is made following consultation with the Emergency Management Director and representatives of the jurisdictions involved.

All County assistance and support of such actions is coordinated from the EOC under the direction of the Emergency Management Director. Decisions on actions such as deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation

routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters related to the ordered protective actions are made by the County Administrator.

Evacuation route maps are in the EOC and available for use in an emergency. Maps are available to the public at local public buildings (i.e. libraries, senior centers, city halls, etc.). Both temporary and permanent signs are used. Regional evacuation is coordinated utilizing the existing Regional Hurricane Evacuation Procedure.

#### **12.6.2.       Sheltering**

The opening of shelters is the responsibility of ESF 6 and the Logistics Section. Should a request for shelter assistance be made to the EOC, it will be to support the sheltering plan as identified by ESF 6 – Mass Care function. The EOC coordinates requests from other ESFs for assistance that will be needed to support multijurisdictional shelter operations through the Logistics Section.

#### **12.6.3.       Relief Operations**

Once the emergency has passed, the coordination of relief operations begins. These activities could include search and rescue operations; mass casualty activities; the provision of emergency supplies; impact assessment; initial damage assessment; emergency debris removal; and emergency restoration of utilities. The EOC continues to direct the management and coordination of all emergency response functions. Emergency relief agencies, as well as all levels of government and the responding disaster relief organizations, are represented through various emergency support functions in the EOC.

The primary initial local coordinating entity for requesting resources and relief from State and Federal agencies and allocating such resources within the County is the EOC. State and federal emergency response teams are established and deployed as quickly as possible after the emergency. Ideally, these emergency response teams are in Hernando County or near the EOC and carry out all state coordination and assistance functions until the Federal Joint Field Office (JFO) is established.

The municipalities make requests for immediate relief supplies and resources to the County EOC. The EOC consolidates all city requests into a county request for immediate relief resources. The County's requests for outside resources are made to the State, as directed by policy in Chapter 252, Florida Statutes.

## **12.7. Activation of the National Response Framework for Natural or Manmade Incidents**

Immediately after a major emergency or disaster, the County and local jurisdictions respond using available resources and notify State response elements. As information emerges, the County also assesses the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the FEMA Region IV Office of actions taken.

The Governor activates the State CEMP, proclaims, or declares a State of Emergency, and requests a State/FEMA Joint Preliminary Damage Assessment (JPDA) to determine if sufficient damage has occurred to justify a request for a Presidential declaration of a major disaster or emergency. Based on the results of the PDA, the Governor may request a Presidential declaration and define the type of federal assistance needed.

After an evaluation of the situation by the Homeland Security Operations Center and a recommendation by the Secretary of the Department of Homeland Security (DHS), the President makes a declaration of a major disaster or emergency. The Secretary of DHS then activates the National Response Framework (NRF). Activation of the NRF authorizes the mobilization of federal resources necessary to augment State and County emergency efforts.

### Federal Responsibilities under the NRF

The DHS-led federal involvement in response to a major emergency or disaster generally involves the following processes:

- After the major disaster or emergency declaration, a Regional Resource Coordination Center (RRCC), staffed by regional personnel, coordinates initial regional and field activities such as the deployment of an Emergency Response Team – Advance Element (ERT-A). The ERT-A assesses the impact of the event, gauges immediate State needs, and makes preliminary arrangements to set up operational field facilities in the County.
- Depending on the scope and impact of the event, the National Resource Coordination Center, comprised of ESF representatives and DHS/FEMA support staff, carries out initial activation and mission assignment operations and supports the RRCC.
- A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates federal support activities. The FCO works with the State Coordinating Officer



(SCO) to identify requirements. A Principal Federal Official (PFO) also may be designated as the Secretary's representative to coordinate overall federal interagency incident management efforts.

- The emergency response team works with the affected state and conducts field operations from the JFO. Federal ESF primary agencies assess the situation, identify requirements, and help states respond effectively. Federal agencies provide resources under DHS /FEMA mission assignment or their authority.
- As immediate response priorities are met, recovery activities begin. Federal and state agencies assisting with recovery and mitigation activities convene to discuss state needs.
- As the need for full-time interagency coordination at the JFO ceases, the ERT-A plans for selective release of federal resources, demobilization, and closeout. Federal agencies then work directly with their grantees from their regional or headquarters offices to administer and monitor individual recovery programs, support, and technical services.

## 12.8. Federal Resources

### 12.8.1. Incident Management Assistance Teams (IMATs)

Following a Presidential disaster declaration, a wide array of federal assets can be deployed as needed. For example, FEMA may deploy **Incident Management Assistance Teams (IMATs)**, which are interagency, regionally based response teams that provide a forward federal presence to improve response to serious incidents. The IMATs support efforts to meet the emergent needs of state and local jurisdictions, possess the capability to provide initial situational awareness for federal decision-makers and support the establishment of federal coordination efforts with the state.

Responsibilities of the IMAT include:

- Coordinating overall federal response and emergency response activities to the County.
- Working with the County to determine support requirements and to coordinate those requirements with the ESFs.
- Tasking the ESFs or any other federal agency to perform missions in support of the County. Upon their arrival at the assigned location, the IMAT team leader and ESFs will receive an operational briefing from the appropriate authority and be assigned space from which to conduct their activities. Once this

is completed, federal ESF staff will establish contact with their counterparts in the state ESFs to coordinate the provision of federal assistance to the County to meet resource needs that exceed the capabilities of the state and affected local governments.

Other initial response and coordination tools deployed by FEMA in conjunction with declared emergencies and disasters include:

- **Hurricane Liaison Team (HLT).** The HLT is a small team designed to enhance hurricane disaster response by facilitating information exchange between the National Hurricane Center in Miami and other National Oceanic and Atmospheric Administration components, as well as federal, state, tribal, and local government officials.
- **Urban Search and Rescue (USAR) Task Forces.** The National USAR Response System is a framework for structuring local emergency services personnel into integrated response task forces. The 28 National USAR Task Forces complete with the necessary tools, equipment, skills, and techniques, can be deployed by FEMA to assist state, tribal, and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions. Each task force must have all its personnel and equipment at the embarkation point within six hours of activation. The task force can be dispatched and enroute to its destination within hours.
- **Mobile Emergency Response Support (MERS).** The primary function of MERS is to provide mobile telecommunications capabilities and life, logistics, operational, and power-generation support required for the on-site management of response activities. MERS support falls into three broad categories: (1) operational support elements, (2) communications equipment and operators, and (3) logistics support. MERS supports federal, State, tribal, and local responders in their efforts to save lives, protect property, and coordinate response operations. Staged in six strategic locations, one with offshore capabilities, the MERS detachments can concurrently support multiple field operating sites within an incident area.
- **Joint Field Office (JFO).** The JFO is the primary federal incident management field structure. The JFO is a temporary federal facility that provides a central location for coordinating federal, state, tribal, and local governments and private-sector and non-governmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed consistently with NIMS principles and is led by the Unified Coordination Group. Although the JFO uses

an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

## **12.9. Multi-Agency Coordination System (MACS)**

NIMS authorized the creation of a Multi-Agency Coordination System (MACS) as a framework to perform support and coordination duties for IC/UC during an incident or event. A regional MAC Group may be established, comprised of multi-discipline leadership of the Regional Domestic Security Task Force (RDSTF). Disciplines represented in the MAC group usually consist of the task force co-chairs representing the law enforcement, fire rescue, emergency management, public information, and health/medical disciplines. The MAC Group is a resource and information coordination group and does not manage incidents or resources. It can, however, serve as an intermediary resource coordination function, coordinating resource availability and mission assignments with the SEOC.

The RDSTF MAC Standard Operating Procedures guide the MAC Group, which is organized in an ICS structure consistent with the NIMS. The MAC Group coordinates with the State and County EOCs to provide support to the local area IC/UC and/or EOC. MAC Group members include RDSTF partners who are not responding to or directly impacted by the incident. The MAC Group may be located at an independent location or within the EOC in consultation with HCEM.

The MAC Group Coordinator is from the Florida Department of Law Enforcement (FDLE), Special Agent in Charge or designee. The MAC Group is identified by the RDSTF region number.

The Region MAC Group provides a forward coordination element for the SEOC to perform the following minimum functions in the event of a terrorist incident:

- Activate and operate in support of the incident.
- Assess the situational impact and need for resources.
- Report situational awareness to the SEOC.
- Coordinate the regional response effort.
- Deploy regional assets to augment County resources in coordination with the County EOC.

The MAC Group, in conjunction with county emergency managers, evaluates available resources in the affected area and coordinates the

request and deployment of in-region assets. If the event exceeds the resources available at the regional level, the MAC Group can coordinate requests for additional out-of-region resources with the local EOC and the SEOC. The MAC Group is not designed to replace local tactical IC/UC or function as an Incident Management Team.

## **12.10. Mutual Aid Agreements and Memoranda of Understanding**

Hernando County is a signatory of the Florida Statewide Mutual Aid Agreement, which serves as the primary instrument for the management of mutual aid resources in disasters. In addition, discipline-specific mutual aid agreements are in place for local response that exceeds resource capabilities.

Hernando County also maintains local memoranda of agreement/understanding for specific assistance and services, including:

- Shelter facilities and management (American Red Cross; Hernando County School District)

In the event that a catastrophic disaster limits the availability of in-state mutual aid support, the State of Florida can request assistance from other states through the Emergency Management Assistance Compact (EMAC).

Mutual Aid requests are coordinated through the Florida Division of Emergency Management as referenced in the Statewide Mutual Aid Agreement.

The Emergency Management Director or designee is responsible for overseeing the mutual aid process. Requests for assistance or response to a request will go from the Hernando County EOC to the State EOC once approved by the Emergency Management Director. These requests will be documented in WebEOC for documentation to bill the receiving party. Suitable documentation includes, but is not limited to, payroll records, invoices, canceled checks, cash receipts, force account labor records, and mission requests.

## **13. FINANCIAL MANAGEMENT**

It is the intent of this section to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, the guidance ensures that those funds are provided expeditiously, and disaster-related financial operations are conducted in accordance with appropriate policies, regulations, and standards.

### **13.1. Assumptions**

**13.1.1.** Due to the nature of most emergencies, finance operations are often carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirements of sound financial management and accountability.

**13.1.2.** A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act, in addition to the financial resources initiated at the local and state levels.

## **13.2. Expenditure of Funds**

Timely financial support for any extensive response activity could be crucial to saving lives and property. While innovative and expeditious means of procurement are called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed to safeguard the use of public funds from the potential of fraud, waste, and abuse.

In concert with federal guidelines, officials of the primary and support agencies will give approval for the expenditures of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken, and costs incurred are consistent with the missions identified in this plan.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs and formal records, and file copies of all expenditures (including personnel time sheets) to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.

The Hernando County Office of Management and Budget will be responsible for financial management regarding State and Federal assistance requested by the Hernando County Board of County Commissioners. The statutory duties and obligations of the Office of the Clerk of Court regarding financial accounting shall be always respected and adhered to as required by law. Financial guidance and training will be conducted by the Hernando County Office of Management and Budget for County agencies. The Hernando County Board of County Commissioners will execute any funding agreements with other legal entities.

The Chairman of the Board of County Commissioners is authorized to execute agreements on behalf of Hernando County. In the Chairman's absence, the succession plan may be implemented in accordance with the

Hernando County Code of Ordinances, Chapter 21, Article XII, Local Emergencies.

All records relating to the allocation and disbursement of funds for activities and elements covered in this plan must be maintained, as applicable, in compliance with:

- The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act.
- Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
- The County and Municipal Finance Divisions' policies and procedures.
- FEMA Individual Assistance Program and Policy Guide (IAPPG) provides comprehensive guidance on how FEMA delivers IA after a disaster.

### **13.3. Responsible Agency for Financial Management**

The Hernando County Office of Management and Budget is responsible for implementing, maintaining, and tracking all financial projects and matters about the Board of County Commissioners during and after a disaster. Each office on behalf of their respective agencies is responsible for the preservation of their own pertinent documents.

### **13.4. Responsible Agency for Guidance and Training**

The Hernando County Office of Management and Budget coordinates a training schedule for emergency event financial reporting and records maintenance requirements to coincide with HCEM's annual training and exercise schedule. This training is available to municipal representatives as well as county and non-profit agencies.

### **13.5. Training Process**

Training related to financial management is identified and addressed in the County's process to develop and annually update the Integrated Preparedness Plan (IPP). The process includes the identification of training needs through plan development, exercises, and activations.

### **13.6. Support Roles and Responsibilities**

The Office of Management and Budget Director in coordination with the County Grants Coordinator/Auditor is responsible for implementing, maintaining, and tracking all financial projects and matters during and after a disaster.

The Emergency Management Director is responsible for coordinating with the Office of Management and Budget Director to ensure that EOC processes, procedures, and documents are in conformance with acceptable documentation and accounting practices. In addition, the Emergency Management Director assists in the coordination of completion of all documentation related to an emergency or disaster.

The preservation of vital records for the continuation of government will be the responsibility of the Records Management Liaison Officer. This position will coordinate with all county offices and constitutional officers to ensure the preservation of vital records pre- and post-disaster.

### **13.7. Funding Agreements**

Hernando County maintains an annual funding agreement with the Florida Division of Emergency Management for support of the County's emergency management administration and operations. This agreement is administered by HCEM with the oversight of the Office of Management and Budget.

Additional funding agreements may be available as a result of declared disasters and mitigation opportunities. HCEM, with the assistance of appropriate stakeholder departments and agencies, is responsible for identifying funding opportunities and directing them to the proper stakeholder(s).

### **13.8. Funding Sources**

Multiple funding sources are available to support County emergency management operations, including the following:

- Emergency Management Preparedness and Assistance (EMPA) Trust Fund, County Base Grant Program
- Emergency Management Preparedness Grant (EMPG)
- State Homeland Security Grant Program (SHSGP)
- US Department of Homeland Security, Citizen Corps, and Community Emergency Response Team
- County general revenue funding

Additional funding is available for special projects, including mitigation. (See Section VI of the Hernando County LMS for further funding information.)

### **13.9. Responsible Agency for Establishing Procedures**



The Hernando County Office of Management and Budget, in coordination with HCEM, is responsible for establishing appropriate procedures for financial management before, during, and after a disaster.

### **13.10. Coordination of Financial Management with Municipalities**

Financial policies and procedures are coordinated with municipalities by various methods. In day-to-day operations, HCEM is responsible for communicating and coordinating finance-related issues with the Municipal Liaisons. For projects funded by grants and other contract agreements for special projects and/or day-to-day operations, the Office of Management and Budget is responsible for coordination of reporting and auditing issues. Should the county be impacted by a catastrophic disaster, all coordination of financial matters with municipalities will be managed by the Office of Management and Budget.

## **14. REFERENCES AND AUTHORITIES**

Ultimate responsibility for the protection of life and property and the preservation of public peace, health, and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

### **14.1. Local Responsibilities under Chapter 252, Florida Statutes**

Florida Statutes Chapter 252.38 delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.

- 14.1.1.** Hernando County shall perform emergency management functions within the territorial limits of Hernando County and conduct those activities under 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. Hernando County has the authority to establish, as necessary, primary and one or more secondary EOCs to provide continuity of government, and direction and control of emergency operations.
- 14.1.2.** Hernando County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs by the policies and plans set forth by federal and state emergency management agencies.

**14.1.3.** Hernando County has the authority to request state assistance or invoke emergency-related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to seven days, and it may be extended as necessary in seven-day increments. Hernando County participates in statewide mutual aid agreements in existence. The County also has the power and authority to waive the procedures and formalities otherwise required of Hernando County by law, about:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering into contracts and incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteers.
- Rental of equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- Appropriation and expenditure of public funds.
- Hernando County recognizes the right of municipalities within the County to establish their emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with HCEM in accordance with 252.38 (2) Florida Statutes.

**14.1.4.** HCEM serves the entire county. It is the responsibility of Hernando County to establish and maintain an emergency management agency, develop a comprehensive emergency management plan and program that are consistent with the state's comprehensive emergency management plan and program.

**14.1.5.** HCEM shall review emergency management plans required of external agencies and institutions.

**14.1.6.** Hernando County School District shall, during a declared Local State of Emergency and upon the request of the County Administrator, participate by providing facilities and personnel to staff those facilities. Hernando County School District shall, when providing transportation assistance, coordinate the use of vehicles and personnel with ESF 1, Transportation.

## **14.2. Applicable Ordinances and Administrative Rules**

The following state laws and policies affect County emergency management policies and operations:

**14.2.1. State of Florida Statutes**

- Chapter 1, Definitions.
- Chapter 7, County Boundaries.
- Chapter 14, Title IV, Executive Branch, Governor.
- Chapter 22, Emergency Continuity of Government.
- Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
- Chapter 30, Sheriff's Powers and Authorities.
- Chapter 73, Eminent Domain.
- Chapter 74, Proceedings Supplemental to Eminent Domain.
- Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- Chapter 154, Public Health Facilities.
- Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
- Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
- Chapter 166, Municipalities.
- Chapter 187, State Comprehensive Plan.
- Chapter 252, Emergency Management.
- Chapter 321, Highway Patrol.
- Chapter 380, Land and Water Development.
- Chapter 381, Title XXIX, Public Health.
- Chapter 401, Medical Communications and Transportation.
- Chapter 403, Environmental Control.
- Chapter 404, Radiation.
- Chapter 406, Medical Examiners.
- Chapter 409, Title XXX, Social Welfare.
- Chapter 427, Transportation Services.

- Chapter 768, Good Samaritan Act.
- Chapter 870, Affrays, Riots, Routs and unlawful assemblies.

#### **14.2.2. Federal Laws and Policies:**

- Public Law 93-288, as amended, which provides authority for response assistance under the National Response Framework, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

- Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- National Flood Insurance Act of 1968, 42 USC 4001 et seq.

**14.2.3. Administrative Rules – State of Florida**

- Florida Department of Community Affairs Administrative Rules 9G2, 6, 11, 12, 14, 16, 17, 19 and 20.
- Florida Department of Community Affairs Administrative Rules 9J2 and 5.

**14.2.4. Administrative Rules – Federal**

- CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
- CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- CFR 44 Part 10, Environmental Conditions.
- CFR 44 Part 14, Audits of State and Local Governments.

**14.2.5. Federal References**

- NIMS integrates existing emergency response best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context.
- National Response Framework forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during incidents.

**14.2.6. Presidential Directives**

- Homeland Security Presidential Directive 5 (HSPD – 5) authorizes DHS to administer the NIMS. This system will provide a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- Presidential Policy Directive (PPD) 8: National Preparedness - This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that

pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the federal government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness.

#### **14.2.7. Hernando County Supplemental Plans**

The following plans supplement this CEMP:

- City of Brooksville Continuity of Operations Plan
- City of Brooksville Emergency Operations Plan
- Declaration of a Local State of Emergency
  - A sample copy of a local resolution for declaring a Local State of Emergency is contained in the Resolutions Appendix.
- Hernando County Airport Emergency Operations Plan
- Hernando County Code of Ordinances, Chapter 21, Article XII, Local Emergencies
- Hernando County Comprehensive Plan, as amended
- Hernando County Continuity of Operations Plan
- Hernando County Damage Assessment Plan
- Hernando County Debris Management Plan
- Hernando County Disaster Housing Plan
- Hernando County Emergency Communications Plan
- Hernando County Emergency Management Interlocal Agreement
- Hernando County Floodplain Management Plan
- Hernando County Government Center Complex Emergency Action Plan
- Hernando County Hazardous Materials Emergency Plan
- Hernando County Local Mitigation Strategy
- Hernando County Logistics Plan
- Hernando County Mass Fatality Management Plan

- Hernando County Pandemic Influenza Plan
- Hernando County Port Authority Preparedness and Response Plan
- Hernando County Post Disaster Redevelopment Plan
- Hernando County Resolution to adopt the CEMP
- Statewide Mutual Aid Agreement
- Hernando County Strategic National Stockpile Plan

This plan and its related standard operating procedures for Hernando County response agencies address the authorities and responsibilities for all hazard situations that may occur related to, but not limited to, the following types of hazards:

- Fires
- Hazardous Materials Incidents (major spills or leaks)
- Aircraft Incidents
- Railroad Incidents
- Water/Port Incidents
- Coastal Oil Spill
- Severe Weather
- Missing Person
- Bomb Threats
- Technical Rescue Incidents (high elevation or confined space)
- Employee or Volunteer injured or killed
- Major Spill or Leak Involving Hazardous Materials (including coastal spill)

#### **14.2.8. Hernando County Mutual Aid Agreements**

Hernando County has executed mutual aid agreements with the following legal entities in support of emergency operations:

- American Red Cross
- Hernando County School District
- Statewide Mutual Aid Agreement signatories



## **1. Introduction**

The disaster type, magnitude, and severity dictate the resources needed to recover from an event fully. Hernando County can normally recover from emergencies and minor disasters. However, the situation drastically changes when a major disaster, such as a hurricane, strikes causing widespread destruction. This type of disaster will quickly deplete the total capability of Hernando County, the City of Brooksville, and sometimes the State. In these cases, Hernando County will request outside assistance through the State Emergency Operations Center (SEOC), after the County commits its resources to the recovery process. It is also expected that the federal government's assistance for recovery efforts would be needed in this type of catastrophe. The general concept for recovery operations in Hernando County is based on a coordinated effort of municipal, county, state, federal, and private resources during overlapping periods of recovery (short-term and long-term). This coordination will be conducted daily at the beginning and end of each operational period by EOC briefings, telephone calls, or Emergency Satellite Communications System (ESATCOM) communications.

## **2. General**

In the post-impact phase of a disaster, the Emergency Operations Center (EOC) is established to manage, coordinate, control, and direct the response and recovery efforts. The EOC is the initiating point for both short- and long-term recovery operations involving local, state, and federal assets. In addition, the Recovery Team at the EOC coordinates all recovery functions such as establishing the Joint Field Office (JFO), Disaster Recovery Centers (DRCs), staging areas, and other sites for coordinated assistance. The EOC is staffed by representatives from each Emergency Support Function (ESF) and other agencies involved in the recovery process. The EOC is organized along the same lines of responsibility as the state and federal response and recovery systems.

### **2.1. Post Disaster Redevelopment Plan (PDRP)**

Hernando County has a Post-Disaster Redevelopment Plan (PDRP) for the County. The PDRP is a requirement for all Florida coastal counties and municipalities. The PDRP identifies policies, operational strategies, and roles and responsibilities for implementation that will guide decisions that affect long term recovery and redevelopment of the community after a disaster. The PDRP emphasizes opportunities for hazard mitigation and community improvement consistent with the goals of the local comprehensive plan and with the full participation of the citizens.

### **2.2. Primary Agency Responsible for Recovery Activities**

Hernando County Emergency Management (HCEM) is the one responsible for coordinating recovery efforts. The Emergency Management Director provides

direction and control for all recovery functions and coordinates recovery programs with State and Federal counterparts.

### **2.3. Local Support Agencies in Recovery**

The local agencies with support roles in recovery operations are the following:

- Hernando County Sheriff's Office
- Hernando County Building Division
- Hernando County Engineering and Public Works Departments
- Hernando County Planning Department
- Hernando County Utilities Department
- Hernando County Health Department
- Hernando County Office of Management and Budget
- Hernando County Extension Office
- Hernando County Procurement
- Hernando County Economic Development

### **2.4. Agency Responsibilities in Recovery Activities**

#### **2.4.1. Responsibility for Coordinating County Recovery Activities**

HCEM has the primary responsibility for coordinating recovery efforts.

#### **2.4.2. Responsibility for Activating and Managing EOC Recovery Activities**

All recovery activities in the EOC are initiated and managed through the Hernando County Emergency Management Director and begin during the response phase with an evaluation of the situation and initial impact reports. Based on the ongoing assessments of available information during the response phase, the determination is made for the timing of the operational transition from response to recovery activities.

#### **2.4.3. Responsibility for Providing Liaison Activities with the Joint Field Office (JFO) and State Recovery Staff**

The Hernando County Emergency Management Director appoints the local liaison to the JFO upon activation of the JFO.

The Emergency Management Director also appoints a liaison to the State Recovery Staff. Individual ESFs in the EOC coordinate with their state counterparts during response and recovery operations. In order to assure

the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies are encouraged to have liaisons in the EOC.

#### 2.4.4. Responsibility for Coordinating Recovery Activities in Municipalities

The Hernando County Emergency Management Director or designee appoints the liaison to coordinate recovery activities with the municipalities. The Emergency Management Director transmits disaster declaration and recovery assistance information, and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations who perform essential governmental-type services as described in Federal Emergency Management Agency (FEMA) regulations, via fax, conference calls, internet e-mail and web page, media outlets and other communications mechanisms.

### 2.5. Concept of Operations to Administer Local Recovery Activities

Recovery activities are initiated in the Hernando County EOC during the response phase of an emergency or disaster. Immediate assessment of the need to begin specific recovery functions is conducted by the Emergency Management Director and the ESFs.

The Emergency Management Director provides overall direction and control of key recovery operations and personnel.

Direction, control, and coordination during the **initial** recovery phase focuses on the following types of activities:

- Establishment of the inter-county recovery network designed to provide support for the movement of response actions, relief supplies, and services into the County.
- Allocation and administration of the distribution of emergency supplies including food, water, ice, and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal, and the restoration of utilities.

All recovery activities are coordinated through the Emergency Management Director and begin during the response phase with an evaluation of:

- Situation reports
- Mission assignments logged and tracked
- Municipal status update reports received from local governments

- EOC briefings
- Local and state conference calls
- Impact assessment data, as well as other impact information received from other sources
- Damage reports received from citizens

These information sources are reviewed and monitored to start the identification of areas that should receive priority for damage assessment and human needs assessment. This gathering of intelligence sets the stage for the operational transition from response to recovery activities, which takes place after the event.

## **2.6. Roles, Duties and Responsibilities of Lead and Support Agencies**

### **2.6.1. Lead Agency**

HCEM is the lead agency for the recovery function in Hernando County. The roles, duties, and responsibilities for the lead agency for this function include:

- Direction and control of the overall recovery phase.
- Coordination with municipalities and other local agencies.
- Administration of all recovery activities in the local jurisdiction.
- Coordination with State and Federal agencies for disaster assistance programs, including Infrastructure/Public Assistance, Community Relations, Individual Assistance, and post-disaster Hazard Mitigation Grant Program.
- Implementation of Initial Safety and Damage Assessment functions.
- Coordination with State and Federal officials for Preliminary Damage Assessment operations.
- Coordination of distribution of needed commodities (food, water, ice, etc).
- Coordination of temporary shelter and disaster housing operations.
- Coordination of post-disaster long-term redevelopment activities.
- Preparedness activities (including training) for local disaster recovery personnel.
- Coordination of unmet needs activities.

## 2.6.2. Additional Responsibilities of Lead Agency

Specific responsibilities of the Emergency Management Director are described below.

- 2.6.2.1. The Emergency Management Director appoints a liaison to coordinate recovery activities with the municipalities. Individual ESFs in the EOC coordinate with their municipal counterparts during response and recovery operations. To ensure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities are encouraged to have liaisons in the EOC.
- 2.6.2.2. The Emergency Management Director oversees the coordination of public information. The ESF 14 Coordinator is the Hernando County Public Information Officer (PIO) and is responsible for preparing and providing public information and education programs regarding the recovery effort and available local, state, and federal assistance. The PIO coordinates with the Emergency Management Director consistent with procedures established in the ESF 14 Annex, as well as the EOC SOPs for the dissemination of information. Should the event escalate and require State and Federal response, the PIO participates in the Joint Information System (JIS). (See the ESF 14 Annex of this plan for additional information related to the JIS and Joint Information Center.) The basis for this effort is outlined in the Basic Plan of the CEMP.
- 2.6.2.3. Public information programs use all the resources outlined above to reach the population in Hernando County. Special efforts are made to reach the hearing/sight impaired, and non-English speaking or those without access to traditional communications outlets.
- 2.6.2.4. The Emergency Management Director is responsible for the overall coordination and establishment of a DRC in the impacted area. DRC sites are pre-selected and have been used for past events in the County. The Director may appoint a Special Projects Coordinator from HCEM as a County Recovery Center Coordinator to work with state and federal individual assistance officers in the establishment of the DRC.
- 2.6.2.5. The Director coordinates with state and federal recovery assistance officers in the establishment of a JFO.

2.6.2.6. The Emergency Management Director is responsible for the following items in support of the State of Florida damage assessment teams.

- Pre-designation of helicopter landing zones for aviation support. Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to the Florida Division of Emergency Management.
- Pre-designation of staging areas and sites for damage assessment team operations. Staging area locations (GPS coordinates) have been transmitted to the Florida Division of Emergency Management.

2.6.2.7. The Emergency Management Director coordinates the established disaster declaration process under the Stafford Act, as amended by the Disaster Mitigation Act 2000 and Disaster Recovery and Reform Act (DRRA) of 2018, for obtaining and administering state and federal disaster assistance. The Emergency Management Director ensures that information related to disaster recovery programs is transmitted to the Executive Policy Group/Unified Command, all EOC Sections and ESFs, municipalities, non-governmental agencies, and special districts. In addition, the Emergency Management Director ensures that the County disaster recovery process encompasses financial reimbursement while maintaining compliance procedures for financial transactions and accurate accounting; grants management; document tracking, and payroll procedures. Each primary and support agency is responsible for the collection and documentation of its own reimbursement information, and identification of public assistance projects. The Finance Department and HCEM coordinate accounting and payroll issues. HCEM assumes the lead role in the coordination of disaster grant management. Additional staffing may be required to fulfill these responsibilities.

2.6.2.8. The Emergency Management Director transmits disaster declaration and recovery assistance information and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations via fax, conference calls, internet e-mail and web page, media outlets, and other communications mechanisms.

2.6.2.9. HCEM coordinates the mitigation assessment and project development process. This responsibility includes coordination of the

Recovery/Local Mitigation Task Force to identify recovery actions and strategies that have the potential to impact or support mitigation efforts in Hernando County and its municipalities.

### 2.6.3. Responsibilities of Support Agencies and Organizations

Numerous agencies and organizations within Hernando County and its municipalities participate in recovery functions by supporting various programs and activities. Support is provided within the scope of the authorities, responsibilities, and resources of those agencies and organizations, and generally follows the day-to-day services and capabilities of those entities.

All primary agencies in the EOC during response remain in place during the recovery phase, unless released by the Emergency Management Director, or Incident Commander. Support agencies are designated by the primary agency based on resources, capabilities, and availability and may change to reflect needed resources, areas of impact, and functional requirements.

The following list identifies the main support agencies and organizations in recovery and provides a summary of their recovery roles, duties, and responsibilities:

#### 2.6.3.1. Hernando County Sheriff's Office

- Monitor areas of impact to assess the extent of damage, potential hazards, and need for emergency law enforcement response/recovery actions and resources.
- Evaluate the potential for search and rescue missions, including the need for additional resources necessary to support recovery.
- Provide traffic management and security services as required.
- Gather intelligence information needed to make appropriate assessments related to recovery and provide recommendations to various agencies of government regarding the safety and security of residents and their property, according to the circumstances of the disaster.



#### 2.6.3.2. Hernando County Building Division

- Participates in Initial Impact Assessments for private property.
- Provides damage assessment information to HCEM.
- Develops a list of suitable facilities to be used as DRCs, etc.
- Provides a list of structures considered substantially damaged (greater than 50%).
- Permits and controls new development and demolition of old structures.
- Oversees revision of building regulations and codes.
- Enforces building codes.
- Conducts building safety inspections and condemnation procedures.
- Assists HCEM in identifying mitigation opportunities.

#### 2.6.3.3. County Engineer / Public Works Department

- Participates in Initial Impact Assessments for public property and infrastructure.
- Provides damage assessment information to HCEM.
- Assists the Sheriff's Office with traffic control by distributing and maintaining traffic control devices.
- Determines flood water elevation for impacted areas.
- Make temporary and permanent repairs to roads, waterways, and public infrastructure.
- Coordinates demolition of public structures.
- Assists in responding to infrastructure complaints, e.g., drainage issues, etc.
- Assists HCEM in identifying mitigation opportunities.
- Coordinates debris clearance and monitoring operations via the Solid Waste section.

#### 2.6.3.4. Hernando County Planning Department

- Advises on land use and zoning variance.
- Provides community data.

- Develops map products for recovery and mitigation activities.
- Assists in the redevelopment of existing areas.
- Conduct planning of new redevelopment projects.
- Assists HCEM in identifying mitigation opportunities.

2.6.3.5. Hernando County Utilities, Solid Waste and Recycling Division

- Participates in initial impact assessments of public utility structures.
- Provides damage assessment information to HCEM.
- Maintains safe operation of the County landfill for the acceptance of trash and disaster debris.
- Identify mitigation opportunities for water and wastewater facilities.
- Assists HCEM in identifying mitigation opportunities.

2.6.3.6. Hernando County Health Department

- Provides guidance regarding flooded septic and well water systems.
- Monitors restoration of health care facilities and associated services.
- Performs environmental reviews.
- Provides water disinfection instructions and other public information.
- Conducts well water tests.
- Monitors disaster epidemiology and health trends.
- Assists HCEM in identifying mitigation opportunities.
- Provides ongoing nursing support to shelter operations

2.6.3.7. Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller  
Financial Services

- Assists County departments in the collection and organization of all Project Worksheet files for FEMA reimbursement documentation.
- Maintains disaster files in record storage as needed.

- Assists with disaster funding programs.

#### 2.6.3.8. Hernando County Extension Office

- Determines the economic impact on the agricultural industry.
- Assists local farmers and ranchers with agricultural disaster assistance.

#### 2.6.3.9. Hernando County Economic Development

- Determines the economic impact on the business and industry community.
- Assists in providing information to affected businesses and industries on disaster assistance available.

Additional information and details related to specific recovery functions are included in the ESF Annexes in this plan.

## **2.7. Coordination of Recovery Activities with Municipalities and the State**

Individual ESFs in the EOC coordinate with their municipal counterparts during response and recovery operations. To assure the continued flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities are encouraged to have liaisons in the EOC.

## **2.8. Process for Transition from Response to Recovery Operations and Administration of State and Federal Disaster Assistance**

### 2.8.1. Transition Between Response and Recovery Operations

The recovery function is performed from the EOC unless directed by the County Administrator and/or Emergency Management Director to relocate to an alternate facility if required. It will be determined by the Emergency Management Director and County Administrator if/when recovery operations can be conducted more efficiently or effectively from another location such as the HCEM Office. At this point, the EOC would be demobilized, and the recovery organization would transition to an alternate location. This relocation takes place only when there is sufficient evidence that relocation is required for the sustainment of operations, and immediate danger has passed allowing recovery efforts to be initiated safely from an alternate site.

### 2.8.2. Administration of State and Federal Disaster Assistance

HCEM is the local agency responsible for the administration of State and Federal Disaster Assistance programs initiated due to a declared disaster in Hernando County. Participation by County departments and agencies with

specific subject matter expertise, such as public works and finance, is coordinated through HCEM.

#### 2.8.3. Coordination of Efforts with Federal and State Joint Field Office Operations

The County utilizes the established process under the Stafford Act as amended by the Disaster Mitigation Act of 2000, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Hernando County, the County receives notice from the State directly as well as through media coverage. The Emergency Management Director ensures that this information is transmitted to the Executive Policy Group/Unified Command and all Sections and ESFs for coordination of financial reimbursement of participating agencies and organizations, while maintaining compliance procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll procedures. Each primary and support Agency is responsible for the collection and documentation of reimbursement information, and identification of public assistance projects. Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller Financial Services and HCEM coordinate accounting and payroll issues. HCEM assumes the lead role in the coordination of disaster grant management. Additional staffing may be required to fulfill these responsibilities.

#### 2.8.4. Coordination of State and Federal Assistance with Municipalities and other Entities

The Emergency Management Director transmits disaster declaration, recovery, and technical assistance information and resources to the municipalities, special taxing districts, and not-for-profit organizations who perform essential governmental type services (as described in FEMA regulations) via fax, conference calls, internet e-mail, and web page, media outlets, and other communications mechanisms.

Each municipality is responsible for identifying public assistance projects within their jurisdiction. The recovery staff for the municipality coordinates with the State regarding implementing the appropriate programs authorized by the declaration. For further information regarding the damage assessment process and the public assistance process, review the damage assessment and mitigation sections of the CEMP, this annex, and related procedures and guidelines.

#### 2.8.5. Coordination for Establishing a Joint Field Office

When a disaster declaration applicable to Hernando County occurs, the Emergency Management Director is responsible for coordinating with State

and Federal counterparts to assist in establishing and operating a JFO, if requested.

In establishing the JFO, the Emergency Management Director or designee participates in conference calls and on-site meetings to assist with site selection and set-up, support services for staff, and initiate public information. Logistics include communications and technology, transportation, furnishings, and other workspace requirements. Staff support assistance may include providing local information related to accommodations, meals, travel, medical care, or other needs. Public information activities may include the release of flyers and media advisories.

The JFO provides a location for the coordination of State and Federal assistance programs in the impacted area. HCEM coordinates with the JFO for operations related to infrastructure/public assistance, community relations, individual assistance, and other government-related disaster programs. HCEM also provides information to the JFO to assist in targeting the services of these programs to the appropriate areas, including impact and damage assessment information, local response and recovery capabilities and resources, and public information assistance.

Once the JFO is open, the Emergency Management Director will continue to coordinate with JFO staff to support other needs and issues as they arise.

#### 2.8.6. Process for Obtaining and Administering State and Federal Disaster Assistance

In the immediate aftermath of the impact, Hernando County conducts countywide local impact and safety assessments. The goal of this assessment is to determine the magnitude and severity of impact on the population, and physical damage to structures and infrastructure, as well as identify any potential safety hazards to responders entering the impact areas. Following a disaster, impact assessment team members must report critical impact data to the EOC within hours to support timely response and resource allocation. The verified impact data will help prioritize response efforts and resource allocation. The results are mapped on a Geographic Information System (GIS) map with color-coded categories representing the type and level of impact and potential assistance needed.

The impact assessment data provides a general countywide overview of the most significantly impacted areas and, therefore, establishes a prioritization mechanism for requesting State and Federal assistance and resource allocation.

Some of the most critical information for determining the need for State and Federal assistance comes from the initial damage assessment. Once areas

of impact are identified and mapped, County Initial Damage Assessment teams are deployed to collect data to quantify the level of impact. The initial damage assessment data is used as the basis for determining whether a local declaration of emergency is needed, if not already declared, and if outside assistance is required and further damage assessment should be conducted.

Assistance is requested from the State through the Emergency Management Director and EOC. The request may be for Preliminary Damage Assessment, disaster declaration, DRC activation, mutual aid, or other assistance required for recovery. The initial request for assistance may be in the form of a written request through WebEOC, fax to the State Warning Point, or verbal request directly to a County Liaison at the State EOC. If the request is made verbally, it must be followed by a written request through WebEOC, email, or fax to document the specific assistance needed and initiate a mission tasking.

All disaster and damage assessment activities are coordinated in the EOC under the lead of HCEM, with support agencies as defined in Section 3 below.

#### 2.8.7. County Recovery Activities for Declared and Undeclared Disasters

##### 2.8.7.1. Declared Disasters

The County utilizes the established process under the Stafford Act for obtaining and administering state and federal disaster assistance. When the President issues a **disaster declaration** that includes Hernando County, the County receives direct notice from the State. This initiates all disaster assistance and recovery programs for which the County is eligible.

The Emergency Management Director ensures that this information is transmitted to Hernando County Procurement & Grants, Office of Management & Budget, and Hernando County Clerk of Court & Comptroller Financial Services for coordination of financial reimbursement with County agencies while maintaining compliance procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information; identification of public assistance projects; and submission for countywide consolidation and submission to FEMA. It is the responsibility of HCEM to acquire additional staffing, if necessary, to implement the public assistance program.

The Emergency Management Director transmits disaster declaration and recovery assistance information, and technical assistance resources to the municipalities, special taxing districts, and not-for-profit organizations, who perform essential governmental-type services, as described in federal regulations via fax, conference calls, internet e-mail, County web page, media outlets, and other communications mechanisms.

Each municipality is responsible for identifying public assistance projects. The County and municipal recovery staff coordinate with the State regarding implementing the appropriate programs authorized by the declaration.



#### 2.8.7.2. Undeclared Disasters

During an **undeclared** disaster event, the County recovery activities outlined in this section are the same as for a declared disaster, except for available federal and/or state resources. Without a federal disaster declaration, financial assistance for survivors is limited, and heavy reliance is placed on the homeowners' insurance coverage, and disaster assistance organizations such as the United Way of Hernando County, Community Organizations Active in Disaster (COAD), American Red Cross, The Salvation Army, charitable agencies, and faith-based organizations. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance, or resort to bond issues to fund disaster recovery.

### 3. Recovery Functions

#### 3.1. Damage Assessment

Damage assessment is the first and one of the most important steps in the recovery process. It helps to define the extent of impact on the population, property, and infrastructure, and is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery and mitigation. An initial impact assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

Damage assessment has a three-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To quantify the amount of damage that occurred.
- To substantiate requests for supplemental assistance.

Hernando County's capability to conduct its assessment may be limited due to the extent of damage associated with a catastrophic event. Once emergency conditions subside, rapid and thorough assessments must be conducted to determine the overall damage to homes and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

## 3.2. Functions

Recovery response to an emergency is based upon assessing lives impacted, public and private property losses, the reports of actions taken to alleviate the situation, and the expenditures committed to that effort. To determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the Hernando County EOC must have information concerning the impacts the infrastructure, population, structures, and operational costs as soon as practicable after the emergency occurrence. The process for obtaining this information includes initial impact assessment teams, who may collect data on the impacts to population and structures separately or at the same time, followed up by separate assessment teams tasked with collecting more detailed impact and damage information related to mass care and physical damage to infrastructure, residences, and businesses. Initial assessments may indicate the necessity for outside assistance, including possible requests for a Presidential Disaster Declaration.

In a catastrophic disaster when local damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.

### 3.2.1. Damage Assessment and the Disaster Declaration Process

Local and State governments share the responsibility for protecting their citizens and for helping them recover when a disaster strikes. In some cases, a disaster is beyond the capabilities of the County and the State to respond. The Robert T. Stafford Disaster Relief and Emergency Assistance Act was enacted in 1988 (and amended in 2000) to support state and local governments and their citizens when disasters overwhelm them and exhaust their resources. This law established the process for requesting and obtaining a Presidential disaster declaration, defined the type and scope of assistance available from the Federal government, and set the conditions for obtaining that assistance.

The disaster declaration can result from any hazard in which the President determines that it warrants supplemental federal aid. If declared, funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.

### 3.2.2. The Presidential Disaster Declaration usually follows these steps:

- The Local Government is the first to respond, supplemented by neighboring communities through mutual aid agreements and volunteer agencies. Immediate information regarding the scope and magnitude of impact is gathered at the EOC, generally from response agencies performing **Impact and Safety Assessment** in the field and calls to the

911 Communications Center. A situation analysis is conducted and, if overwhelmed, the County requests assistance from the State.

- The State responds with state resources, such as the State Emergency Response Team, Florida National Guard, and other state agencies;
- An **Initial Damage Assessment** (IDA) is performed by the County to evaluate damages to residences, businesses, and public infrastructure (i.e., roads, bridges, public utilities, etc.)
- IDAs determine if there is sufficient damage to warrant a **Joint Preliminary Damage Assessment** (PDA) which consists of local, state, and federal staff verifying the IDAs to determine if enough damage exists to warrant federal recovery assistance.
- If the PDA determines there is sufficient damage to warrant a Presidential Disaster Declaration, the State makes the request directly to the President.
- If the Disaster Declaration is approved by the President, the local government and its citizens may be eligible to access multiple disaster recovery programs, including Public Assistance (PA) (infrastructure) and Individual Assistance (IA) (assistance to individuals and households).

### 3.2.3. Short-Term Recovery Functions

#### 3.2.3.1. Initial Phase

This period covers the priorities for the first 24 hours to seven (7) days after the disaster event and frequently overlaps with response operations. Short-term recovery priorities are health and safety related. Roadway clearance, power restoration, and the identification of unmet needs (food, water, medical treatment, and housing) for Hernando County residents are the primary focus during this time frame. Damage assessment is also actively conducted and ongoing until all unmet needs are identified.

Functions for immediate completion include:

- Search and Rescue
- Impact Assessment
- Pre-hospital care of the sick and injured
- Security and crowd control
- Traffic control
- Initial Damage Assessment
- Preliminary Damage Assessment
- Mitigation Assessment

- Debris clearance (main roads and essential services)
- Essential restoration of services
- Transportation
- Sheltering and mass feeding
- Disaster Health Assessment
- Points of Distribution (PODs)
- Communications
- Public education
- Disaster declarations (if not completed in pre-event phase)
- Recovery staging areas

#### 3.2.3.2. Intermediate Phase

This period is a continuation of the Initial Recovery Phase. The intermediate phase may last days, weeks, or months depending on the size of the disaster event and the area of destruction. Functions for intermediate completion include:

- Re-entry
- Comprehensive damage assessment of entire county
- Debris clearance and removal to designated areas
- Open Joint Field Office (JFO)
- Open Disaster Recovery Centers (DRCs)
- Continue resource distribution (PODs)
- Restoration of services to the entire county
- Sheltering and mass feeding of displaced persons
- Emergency repairs to structures
- Policy development for recovery construction

#### 3.2.4. Long-Term Recovery Functions

This period covers long-term cleanup and recovery from a disaster. The long-term recovery period may last for months or years depending on the size of the disaster and areas affected. Long-term recovery actions should be consistent with the community's Post-Disaster Redevelopment Plan, the Local Mitigation Strategy, and the comprehensive growth management plan. The functions for long-range operations include:

- Transition of shelter residents

- Long-term housing
- Review of post-disaster recovery priorities
- Repairs and reconstruction
- Review of building codes and zoning laws
- Condemnation/demolition of disaster-destroyed buildings and properties
- Debris clearing and disposal
- Economic recovery
- Complete restoration of all utility services
- Risk management review
- Public health analysis review
- Hazard mitigation review, project development and implementation
- Infrastructure repair

### 3.2.5. Damage Assessment Team Functions

HCEM will coordinate the initial and detailed damage assessments and will include municipalities in damage assessment reports. The Hernando County Building Division has primary responsibility for conducting initial safety and damage assessments of private property, including businesses. The County Engineer's Office is primarily responsible for assessing public property and infrastructure. However, all county departments and agencies are responsible for providing information, team members, and resources as requested. The Building Division will advise departments/agencies to notify members of the Damage Assessment Team via internal call-down procedures. Hernando County's role in providing post-disaster assistance to the state and federal preliminary damage assessment teams will be to identify a work location, lodging, transportation, and communication, as needed. In addition, the County may assist damage assessment teams by providing liaisons, transportation, updated impact assessment data, security, and access to County resources. The County may also provide helicopter and watercraft support, if available, as requested by HCEM.

There will be a variety of damage assessment teams surveying areas after a disaster. When feasible, joint damage assessment inspections (with the American Red Cross and the insurance industry) will be arranged to lessen the impact on affected residents. However, this may not always be possible. The following table shows the various damage assessment teams and the agencies used to survey major disaster areas. The severity and magnitude of the disaster will dictate the type and number of teams used.

Team	Agency	Purpose	Period
Initial Impact Assessment	Fire Rescue, Law Enforcement, CERT, Public Works & Utilities. Public Information Center (PIC) Survey Data	Assess reports and data to identify where resources should be sent.	Immediately following impact
Initial Damage Assessment Team	Hernando County Building Division and Engineering Office, Code Enforcement, Property Appraiser	Assess required resources for short-term recovery and seek State Declaration of Emergency	Conducted within a few hours after impact
Human Needs Assessment Team	American Red Cross	Survey mass care needs for sheltering and feeding	Conducted when hazards are no longer present
Rapid Needs Assessment Team	Federal Emergency Management Agency	Assess regional catastrophic disaster supported by federal resources	Within 72 hours
Preliminary Damage Assessment Team	Federal Emergency Management Agency, State of Florida	Verify Initial Damage Assessment for a Presidential Disaster Declaration	After State Declaration of Emergency
Insurance Damage Assessment Team	Insurance Companies	Appraise insured loss claims	Within 24 hours of disaster occurrence
Detailed Damage Assessment Team	Hernando County Building Division and Engineering Office, Property Appraiser	Evaluate long-term redevelopment and building code compliance.	Before rebuilding begins

### 3.3. Damage Assessment Roles and Responsibilities

#### 3.3.1. Hernando County Emergency Management – Acts as coordinating agency for all damage assessment activities:

- Coordinates with municipal, state, federal, and other damage assessment teams.
- Develop damage assessment standard operating guidelines and checklists.
- Provides damage assessment training as described in the Basic Plan.
- Collects and consolidates initial damage assessment reports.
- Transmits damage assessment information to the State Watch Office/EOC.

- Requests technical assistance if damage assessment is beyond our capability.
- Provides residents with information regarding recovery assistance and informs residents of available services, location of the DRC, etc.
- Updates information on WebEOC Essential Elements of Information board and creates events for significant damage

**3.3.2. Hernando County Building Division** – Acts as the lead agency in conducting damage assessment of private property and businesses:

- Ensure damage assessment teams are properly trained and equipped.
- Determine minor, major, and destroyed properties (based on FEMA criteria).
- Determine habitability of structures and post “Uninhabitable” signage where appropriate.

**3.3.3. Hernando County Public Works & Engineering Department** – Acts as the lead agency for conducting damage assessment to public property and infrastructure:

- Determine extent of damage to public property and infrastructure.
- Determine costs to make emergency repairs and permanent repairs.
- Identify areas for future mitigation activities.

**3.3.4. Hernando County Property Appraiser**

- Provide property assessment information and GIS mapping to damage assessment team members.
- Assist in determining damage assessment values for private property.

**3.4. Data Collection Method and Process for Communicating Information to the State**

An Initial Safety and Damage Assessment (Impact Assessment) is needed to quickly assess the life safety needs, magnitude of the disaster, and eligibility for state and federal aid. Damage assessment is accomplished in phases:

3.4.1. The Initial Safety and Damage Assessment (IDA) begins immediately after the disaster occurs and is conducted in the affected area to determine the depth and breadth of damage, looking especially at critical infrastructure to determine the immediate life safety needs. It also determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. Assessment information is reported to the Hernando County EOC within 12 hours of the emergency



occurrence by all County departments, municipalities, and eligible private nonprofit agencies.

- 3.4.2. The County EOC Planning Section is the County's single point for receiving damage assessment reports and determining the disaster magnitude. The Planning Section compiles the data collected by damage assessment teams and develops an operational "picture" of the scope of impact for dissemination to the State and other government agencies.
- 3.4.3. As information is received, the Hernando County Property Appraiser's Office provides analysis support for the Planning Section's damage assessment through a computer analysis, which can determine an estimated dollar loss for the value of damages and create a graphic depiction of damage levels as well as monetary damage assessments.
- 3.4.4. The Hernando County Damage Assessment Coordinator is a Hernando County Building Official designated by the Emergency Management Director. The Damage Assessment Coordinator assigns teams, backed up with out-of-county mutual aid, if necessary, to perform a "structure by structure" damage assessment.

### **3.5. Coordination of State and Federal Preliminary Damage Assessment Operations**

The Preliminary Damage Assessment (PDA) follows the IDA to confirm and expand on the findings from the IDA.

- 3.5.1. If the Emergency Management Director determines, based on initial damage assessment reports, that the magnitude and scope of the impact has the potential for a Presidential Disaster Declaration, they make an official request to the SEOC WebEOC for a PDA to be conducted.
- 3.5.2. From the PDA, a "quick dollar estimate" of the damages is derived based on certain presumptions and assumptions predetermined by the Recovery Team in the Hernando County EOC. The Team also uses damage estimates from the accepted sources, including vulnerability assessments, studies, and Property Appraiser's data.
- 3.5.3. If the PDA indicates that the damage is severe and widespread, a declaration of a State of Emergency may be possible without a detailed written damage assessment. In that case, state, and federal teams may be dispatched to assist in completing the damage assessment.
- 3.5.4. Information is collected and evaluated, using State Damage Assessment Forms, Situation Reports, and other means. This information is shared with State and Federal officials as needed, through WebEOC, fax, or through the

State Liaison. This prevents duplication of effort and verifies incomplete information.

- 3.5.5. The Planning Section is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using FEMA Damage Assessment Forms to facilitate rapid dissemination of information and ensure damage assessment procedures are standardized.

### **3.6. Methods for Assessing Economic Injury for Local Jurisdiction**

- 3.6.1. Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second. Extensive studies have been completed using hypothetical disasters. The Model Community Post-Disaster Economic Redevelopment Plan notes that economic activity virtually ceased in the immediate area impacted by Hurricane Andrew in 1992. The study identified approximately 82,000 businesses in South Florida that were destroyed or damaged, and approximately 85,000 jobs were lost.

Economic injury assessment in Hernando County will be coordinated by Hernando County Economic Development, through ESF 18.

- 3.6.2. Coordination Process with Municipalities for Damage Assessment

Municipalities are responsible for the initial damage assessment within their jurisdictional boundaries. If unable to perform the function due to the impact of the disaster, a decision will be made by the County Administrator or Emergency Management Director to conduct the damage assessment within that jurisdiction by other jurisdictional teams. The Municipal Building Official or designee will coordinate with the appropriate team. All data collected from municipalities will be compiled with County data to establish a single, comprehensive damage assessment report.

### **3.7. Damage Assessment Planning Assumptions**

Hernando County's ability to conduct its assessment may be limited due to the extensive damage associated with a catastrophic event.

As residents return to evacuated homes, additional damage may be reported, and damage assessment teams will need to continually gather information to incorporate into the impact and damage data.

### **3.8. Roles and Responsibilities for Post-Disaster Habitability Inspections**

County and Municipal Building Departments are responsible for conducting post-disaster habitability inspections. This may begin during the damage assessment process and continue as long as damage reports are received. All data related to

habitability is reported to the Planning Section in the EOC and included in the comprehensive damage assessment report.

### **3.9. Damage Assessment Standard Operating Procedures**

Before the activation of Damage Assessment Teams, the County Emergency Management Director appoints a Damage Assessment Coordinator and Assistant Coordinator, whose job responsibilities include supervision and coordination of the overall damage assessment process including pre-emergency planning, training, activation, mobilization, deployment, assessment, reporting, and de-activation. The Damage Assessment Coordinator coordinates from the EOC, and reports to the Planning Section Chief and/or Emergency Management Director.

#### **3.9.1. Training Procedures for Damage Assessment Teams**

Hernando County Damage Assessment Teams are composed of trained personnel from the Hernando County Building and Engineering Offices, the Property Appraiser's Office, and the American Red Cross. The County has sufficient equipment to staff the teams, each consisting of at least two people. Ideally, each team consists of at least one Building Inspector or Code Enforcement Official and one Property Appraiser, each providing the team with experienced insights into structural damage and building value. HCEM assists in coordinating and providing training for Damage Assessment Team members. (See also DA SOP.)

#### **3.9.2. Contact and Activation Procedures for Damage Assessment Teams**

All Damage Assessment Team member names, and contact information (including addresses, home phone numbers, county office numbers, county cell phone numbers, and personal cell phone numbers), are maintained in files kept by the Damage Assessment Coordinator. This list is edited and revised annually before hurricane season. An updated copy of the contact list is maintained by HCEM.

#### **3.9.3. Initial Damage Assessment**

##### **3.9.3.1. Positions, Roles, and Responsibilities**

Within the Incident Command System, Damage Assessment is classified as a planning function through ESF 5. The Damage Assessment Chain of Command is as follows: Damage Assessment Teams report to the Damage Assessment Coordinator and/or Assistant Coordinator, who reports to the Planning Section Chief and/or the Emergency Management Director, who reports to the County Administrator.

#### 3.9.3.2. Team Activation

Following an event warranting activation of the EOC and a need for Damage Assessment, as determined by the Emergency Management Director, the County's Damage Assessment Coordinator is requested to staff the EOC. It is the Damage Assessment Coordinator's responsibility to contact each team member in a call-down fashion and notify them of their activation. (See also DA SOP.)

Upon activation, all team members (unless reassigned or delayed for activation) must report to the EOC for instructions at the time determined by the Damage Assessment Coordinator. Before field deployment, daily meetings are held at the EOC each morning where the team is activated, to brief teams on their daily assignments, and to share information on safety and other important issues.

#### 3.9.3.3. Geographic Assignments

Hernando County Damage Assessment Teams use street addresses and latitude/longitude coordinates as the basis for geographic assignments for impact and damage assessment. The County GIS Department assists with producing maps for the team. (Additional details are described in the DA SOP.)

#### 3.9.3.4. Mapping

Once field data is received by the Planning Section, GIS Department staff compiles assessment data, creating reports that outline damage types, totals, and concentrations. Documented damages are then plotted on maps, providing the EOC with a visualization of damage extent and locations. (See also DA SOP.)

#### 3.9.3.5. Assessment Criteria

Damage Assessment criteria and forms for IDA are the same as for PDA (see DA SOP):

1. *Initial Damage Assessment – Public Assistance Form.* This form collects information on damages that has impacted the infrastructure of the County.
2. *Disaster Housing Program Preliminary Damage Assessment.* This form collects information on damages that have impacted private homes.

3. *Initial Damage Assessment – Business Losses.* This form collects information on damages that has impacted businesses within the County.

Teams are encouraged to utilize the *Preliminary Damage Assessment Pocket Guides* (State of Florida) which are in all damage assessment kits to serve as job aids in filling out damage assessment forms. A copy of the *Preliminary Damage Assessment Pocket Guide* is attached to the DA SOP.

#### 3.9.3.6. Coordination Process and Reporting Format

Damage Assessment forms noted above are provided within each Damage Assessment kit. Damage Assessment Teams return their completed forms in person to the EOC. The Damage Assessment Coordinator identifies the frequency for which data submittals from teams should be made to the EOC, based on the severity of the event as well as the location of the teams. Once completed, forms and their associated pictures are turned into the Damage Assessment Coordinator at the EOC. (See also DA SOP.)

#### 3.9.4. Preliminary Damage Assessment

The initial point of contact for coordination between the County and State or Federal agencies is with the County Emergency Management Director.

##### 3.9.4.1. Positions, Roles, and Responsibilities

Specific positions, roles and responsibilities related to Preliminary Damage Assessment (PDA) are described in this plan.

##### 3.9.4.2. Geographic Assignments

Hernando County Damage Assessment Teams use street addresses and latitude/longitude coordinates as the basis for geographic assignments for impact and damage assessment, as outlined in the DA SOP.

##### 3.9.4.3. Damage Assessment Resources

County-owned vehicles will be used for all PDA field activities. A local responder, familiar with the area to be surveyed is assigned to accompany each team, if required.

The County GIS Department assists with producing and providing maps for the teams.

#### 3.9.4.4. Assessment Criteria

Damage assessment criteria and forms for PDA are the same as for IDA.

#### 3.9.4.5. Coordination Process

The FEMA damage assessment forms noted above are in damage assessment kit.

#### 3.9.5. Inventory of Personnel, Data, Equipment, and Vehicles utilized for Damage Assessment

Hernando County Building Division maintains a list of all qualified and trained personnel for damage assessment teams. This list is updated annually (before hurricane season) to reflect employee transitions and current training. HCEM also maintains a database of historical damage reports and other information that can be accessed during the damage assessment process.

The Hernando County Property Appraiser's Office maintains current parcel data and related property values.

Damage assessment kits are maintained by Hernando County Building Division and include hard copy damage assessment forms, *Preliminary Damage Assessment Pocket Guides*, clipboard, pens, digital camera, reflective safety vest, rain suit, gloves, calculator, flashlight, and bug spray. In addition to the items listed above, some kits contain NAVMAN automotive navigational unit, and hand-held Trimble Juno SBs with ArcPad (GPS units). Procedures for maintaining all equipment are described in the DA SOP.

The inventory of all vehicles available for use by damage assessment teams is maintained by the Hernando County Clerk of Court Financial Services and updated periodically during each fiscal year.

#### 3.9.6. Preservation of Historic Properties

In the event of a disaster involving known historic properties in Hernando County, HCEM will request the assistance of the historic preservation organizations or technical experts for post-impact coordination. HCEM will work with historic property owners on preparedness for public education throughout the year.

### **3.10. State of Florida**

When County resources are overwhelmed, local authorities may declare a state of emergency and request State assistance. In a non-federally declared disaster, the Governor may order State assistance to become available in the form of supplies, technical assistance, personnel, and facilities. The role of the State of Florida in recovery is to coordinate applicable resources where available, between federal and other resource holders and the affected local government.

Specialized recovery personnel from the Public Assistance Program may offer technical assistance to affected communities in non-declared disasters. This assistance includes offering technical assistance on debris clearance and removal operations, vector control federal concurrency reviews, providing guidance on state regulations for conducting emergency protective measures, and assisting with identifying alternate funding sources for restoration work. The Individual Assistance Program may coordinate state resources and establish an Essential Services Center to enable disaster survivors to gain access to information about non-federal aid and services. A field office may also become activated, operated jointly between state and local officials.

### **3.11. Disaster Recovery Centers (DRC)**

#### **3.11.1. Functions**

**Disaster Recovery Centers (DRCs)** are established in the county post-impact to provide immediate “one-stop shopping” to assist affected residents and business owners accessing disaster recovery programs and assistance. Representatives of Federal, State, and County agencies and organizations staff the DRC to provide information to area residents. Tele-registration is the primary mechanism for registering affected citizens and persons impacted by a disaster.

#### **3.11.2. Lead Responsibility for Coordination of Disaster Recovery Centers**

HCEM is responsible for coordinating with the State, pre-and post-event, to establish DRCs.

The County Administrator, in coordination with the Emergency Management Director, has the responsibility to appoint a County Recovery Center Coordinator and maintain a list of potential DRC sites. The Emergency Management Director will request state assistance to open DRCs through WebEOC. DRCs can be requested following any major or catastrophic disaster with or without a Presidential disaster declaration. A local state of emergency will be considered by the Hernando County Board of County Commissioners if necessary.



### 3.11.3. Support Roles and Responsibilities for DRCs

Multiple entities support the establishment and operations of DRCs. Those entities and their roles and responsibilities include:

- ESF 20 – Cyber: Work to determine communications and information technology needs at the DRCs.
- ESF 3 – Public Works: Ensure that infrastructure, including water, sewer, electric, and gas is operable or accessible at the DRC site.
- ESF 6 – Mass Care: Assist by coordinating mass care services, including bottled water, ice, tent shelters, port-a-lets, or other materials to support affected citizens waiting for services at the DRCs.
- ESF 7 – Resource Support: Provide required equipment or supplies to support DRC operations.
- ESF 14 – Public Information: Once DRC sites are confirmed and/or operational; prepare coordinated press releases to advise persons affected by the disaster of the DRC location(s), types of assistance available, and any documentation they may require supporting their claims/eligibility for assistance.
- ESF 16 – Law Enforcement: Provide security at the DRC.
- Facility Management – Coordinate access to facility, restrooms, and systems at the site.

DRCs are staffed with representation from appropriate federal, state, and county agencies, private relief organizations, and other organizations capable of providing disaster-related information to individuals and businesses. DRC staffing may include representatives from the following organizations and agencies:

- **FEMA/DRC Manager and Support Staff** – responsible for overall management of the DRC.
- **Florida Commerce** – provides assistance and information to disaster victims about unemployment compensation and disaster unemployment assistance.
- **U.S. Farmers Home Administration and Florida Department of Agriculture and Consumer Services** – provides assistance and information to disaster victims about low interest disaster loans that cover agricultural and farm losses.

- **U.S. Small Business Administration** – provides assistance and information to disaster victims about low interest loans for homeowners and business owners.
- **American Red Cross** -- provides assistance and information about services available through the American Red Cross.
- **The Salvation Army** -- provides assistance and information about services available through the Salvation Army.
- **Crisis Counselors** -- provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event.
- **Florida Department of Financial Services** -- provides assistance and information about resolving insurance claims and banking problems.
- **Florida Department of Children and Families** -- provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.
- **National Flood Insurance Program** -- assists in determining whether damaged properties are located within designated flood plains.
- **Temporary housing staff (FEMA)** -- provides assistance and information about the availability of rental and mortgage assistance, and other housing programs.
- **Internal Revenue Service** -- provides assistance and information about how the disaster will affect their taxes.

Additional agencies and staff may be located at the DRC, as required.

#### 3.11.4. Procedure for Requesting State Participation to Open a DRC

Once the County receives a federal/presidential disaster declaration, affected citizens become eligible for specific disaster assistance programs, as identified in the declaration. It is the responsibility of the Emergency Management Director to determine if a DRC is necessary to help facilitate the eligibility and information process. This decision is made based on a combination of factors which include the number of citizens affected, the number and extent of damage to residences and businesses, the operational status of critical infrastructure, such as electric, water and communications.

When the decision is made to request state participation in establishing a DRC, a request is made through WebEOC or the County Liaison at the State EOC. Coordination for locating and opening the facility is then done

through the Emergency Management Director, County Recovery Center Coordinator and appropriate ESFs and support entities.

#### 3.11.5. Local DRC Resources

Several local agencies and organizations may be involved in DRCs to provide critical information to affected citizens, including:

- *County and Municipal Building Departments* – permitting, repair and rebuilding process.
- *County Health Department* – recovery-related health and safety issues during the disaster recovery.
- *Voluntary Organizations Active in Disasters (VOAD)* – information from member organizations related to available services and assistance for housing, health/medical services, counseling, social services, transportation, etc.
- *Faith-based Organizations* – provide information related to available services to support affected citizens.

#### 3.11.6. Standard Operating Procedures

##### 3.11.6.1. Procedure to Contact DRC Personnel to Report to Work

County workers for the DRC are contacted via telephones, e-mail and cell phones if available. As a last resort, runners are deployed to workers' places of residence or accommodation to provide notification. A pre-event briefing, if possible, will include instructions to DRC workers. During activation of the DRC, the DRC Manager provides guidance for assigned responsibilities. Demobilization of the DRC and its staff is coordinated by the DRC Manager and the County Emergency Management Director.

##### 3.11.6.2. Inventory of Personnel, Data, Equipment and Vehicles for DRC Operations

HCEM maintains the database of all resources available for DRC operations, including personnel, data, equipment and vehicles. All resource requests will be made to the County EOC or HCEM office, if the EOC is not activated.

##### 3.11.6.3. Procedures and Criteria to Identify Disaster Recovery Center Sites

A DRC will be established as close to the impacted area as possible to provide immediate "one-stop shopping" for information and tele-

registration. The Recovery Center Coordinator and HCEM work closely with the ESFs to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods of time. The goal is to have only one center open if the impact area is not widespread geographically.

The County has identified fixed and mobile means of establishing a DRC. The identified sites are:

Identifier	Mobile/Fixed	Region	Coordinates	Address
<b>TYPE I</b>				
DRC2	M	East	28.507742 -82.17901	Ridge Manor Community Center ( <u>Type 1</u> ) 34240 Cortez Blvd, Ridge Manor
DRC4	M	Central	28.536222 -82.40634	Wal-Mart (Type 1) 7305 Broad Street (US 41), Brooksville
<b>TYPE II</b>				
DRC3	F	South-Central	28.44574 -82.46071	Masaryktown Community Center (Type 2) 539 Lincoln Avenue, Masaryktown
<b>TYPE III</b>				
DRC1	M	Northeast	28.39562 -82.16656	Istachatta Community Center ( <u>Type 3</u> ) County Road 39, Ista
DRC6	F	West	28.535301 -82.621719	Weeki Wachee Area Club (Type 3) 7442 Shoal Line Blvd, Weeki Wachee
DRC5	F	Central	28.549995 -82.400387	The Mining Association Enrichment Center 800 John Gary Grubbs Blvd., Brooksville

Mobile DRCs will include buses from the Transit Authority. If the sites identified above are not available or feasible post-disaster, mobile DRCs may be in the parking lots of all three Wal-Marts (U.S. 41 & Wiscon Road, S.R. 50 (Cortez Boulevard), U.S. 19 and (Osowaw Boulevard) and the Lowes Building Center on U.S. 19.

Note: All of the above sites would be ideal for the state to erect soft-sided commercial tent DRCs. The following are preferred:

- The Lowes Building Center on U.S. 19
- The Wal-Mart on S.R. 50 (Cortez Boulevard)

Hernando County will assign local government representatives to the DRC based on the community's needs. County department directors can expect to send representatives to the DRC to assist victims in transactions of county business. The following are examples of some agencies that may be represented at the DRC to provide services: Building Division, Health and Human Services, Department of Motor Vehicles/Drivers Licenses, Supervisor of Elections, Clerk of the Circuit Court, Child and Health Services, etc. Notification to report to

the DRC will be accomplished by a call-down or during post-disaster EOC briefings. Each agency assigned to the DRC must provide personnel, data, equipment, and vehicles necessary to perform its function. Basic office furniture/equipment, such as tables, chairs, and telephones; will be provided by ESF 20 and ESF 7. State assistance will be requested to fill any shortfalls.

DRC site requirements can be found at the end of the Recovery Annex.

## **4. Infrastructure/Public Assistance**

### **4.1. Functions**

#### **4.1.1. Primary Agency Roles and Responsibilities for the Public Assistance Program**

HCEM is the primary agency responsible for requesting State and Federal assistance and coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations, for their eligible costs incurred due to the event. Each municipality, special district, or not-for-profit is required to submit its Request for Public Assistance (RPA).

#### **4.1.2. Support Agency's Roles and Responsibilities for the Public Assistance Program**

Hernando County Procurement & Grants, Office of Management and Budget, and Hernando County Clerk of Court Financial Services all have a significant support role in the Public Assistance Program which includes monitoring disaster expenditures, coordinating with HCEM to identify all agencies and departments that have incurred costs; collecting/compiling documentation of actual costs for project formulation; participating in project review and validation; tracking disbursement of Federal funds; and ensuring that all public assistance projects are closed out promptly.

Other ESF primary and support agencies that have expended resources during the disaster are responsible for accounting their disaster-related costs and work directly with the Public Assistance Officer to ensure that accurate and timely project formulation and cost estimates are completed and validated.

All agencies with assigned responsibilities in the EOC or disaster recovery operation will be responsible for the accountability of all disaster-related expenditures.

#### **4.1.3. Concept of Operations for Infrastructure/Public Assistance Program**

#### 4.1.3.1. Planning Assumptions

- Hernando County must be included in a Presidential Disaster Declaration to be eligible for the Public Assistance Program.
- Extraordinary expenditures may have been made for emergency protective measures and immediate response activities before a disaster declaration.
- State and FEMA PA representatives will facilitate the applicant's briefing and kick-off meeting and coordinate follow-up activities with appropriate county departments, agencies, and organizations, including municipalities.

#### 4.1.3.2. Direction and Control of Recovery Operations for Public Assistance

The County Administrator appoints the Emergency Management Director as the County's Public Assistance Officer (PAO), who is responsible for coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations for eligible costs incurred because of the event. The County PAO is also responsible for staffing a Public Assistance Section at the EOC during recovery operations.

Each municipality, special district or not for-profit, must submit its own separate application with FEMA using the Request for Public Assistance (RPA) form (FEMA 90-49).

The County PAO works closely with ESF 14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio and television stations. Potential eligible applicants will be notified of the date, time, and location of the scheduled applicants briefing. The State has the responsibility to conduct the Applicant's Briefing.

#### 4.1.3.3. Administrative Procedures for Public Assistance Activities

The Office of Management and Budget establishes all administrative procedures for day-to-day fiscal management in Hernando County. Procedures are developed for financial transactions, accounting methods, grants management, financial documentation, and payroll procedures. During the activation of the EOC, Hernando County Procurement & Grants is the primary agency for the Finance and Administration Section and oversees all procedures related to disaster financial management.

#### 4.1.3.4. Administrative Procedures for Support Staff

Procedures related to the development and maintenance of critical disaster-related records, including correspondence, files, and data, are outlined in the EOC SOP, as well as the County's day-to-day administrative procedures.

#### 4.1.3.5. Procedures for Employing Temporary Staff

Procedures for employing temporary staff for disaster-related work are delineated in the County's administrative manuals and documents.

#### 4.1.3.6. County Public Assistance Officer and other Staff Responsible for Implementation of the PA Process

As described above, the County Administrator appoints the County Public Assistance Coordinator (PAO). Project Management is the responsibility of the County Public Assistance Officer. In carrying out this task, they coordinate with Hernando County Procurement & Grants, Office of Management and Budget, HCEM, and Hernando County Clerk of Court Financial Services.

Grant and financial management of the PA program is the responsibility of HCEM. In carrying out this task, they coordinate with Hernando County Procurement & Grants, Office of Management & Budget, Hernando County Clerk of Court Financial Services, and other departments or agencies that may be involved in grant projects.

#### 4.1.3.7. Procedure to Pre-Identify Potential Applicants for the PA and Hazard Mitigation Programs

Potential applicants for public assistance and mitigation programs are pre-identified through various methods. During the mitigation planning process, participating agencies and organizations are periodically provided with information related to eligibility and potential funding for pre- and post-disaster programs. Also, all primary and support agencies assigned ESF responsibilities are potential applicants. Finally, upon receiving a disaster declaration, a review of participating agencies and organizations takes place following EOC activation to determine potential applicants.

Potential applicants are notified of the opportunity for public assistance and/or hazard mitigation program assistance immediately following the presidential disaster declaration. HCEM is responsible



for disseminating information to agencies and organizations that participate in preparedness, response, recovery, and mitigation activities.

HCEM ensures that all municipalities have been notified about public assistance and hazard mitigation programs.

#### 4.1.3.8. Potential Participants in the Kick-Off Meeting

The following County departments and agencies have been pre-identified as potential participants in the Public Assistance Kick-Off meeting:

- Hernando County Building Division
- Hernando County Clerk of Court Financial Services
- Hernando County Elections Supervisor
- Hernando County Emergency Management
- Hernando County Fire Rescue
- Hernando County Housing & Supportive Services Department
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning Department
- Hernando County Property Appraiser
- Hernando County Public Works
- Hernando County Procurement & Grants
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Tax Collector
- Hernando County Utilities

Others:

- Arc of the Nature Coast
- City of Brooksville
- Southwest Florida Water Management District
- Withlacoochee River Electric Cooperative

These and other departments or agencies with disaster-related costs participate in the applicant's briefing and kick-off meeting. Representation from all entities consists of the appropriate staff level individual to coordinate the cost reimbursement process.

#### 4.1.3.9. Steps in Identifying and Funding Public Assistance Projects

The following steps describe the process for Hernando County to identify potential public assistance projects:

- **Preliminary Damage Assessment** – This process quantifies the extent of damage to public infrastructure and identifies potential public assistance projects.
- **Presidential Disaster Declaration** - If substantial damage is found that meets the current per capita threshold, the County requests to the State that a disaster declaration be made.
- **Applicant Briefing** – Once a disaster has been declared, the Applicants' Briefing is conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. The meeting is held within 30 days of the President's declaration.
- **Submit Request for Public Assistance (Form 90-49)** – The County and each eligible entity make application for assistance. Each municipality and separate governmental body (i.e. School District) must submit its own application. The Request must be submitted to the State Public Assistance Officer within 30 days of the date of designation of a disaster area. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed.
- **Kick-Off Meeting** – The first meeting between the applicant, the PAO and Applicant Liaison is called the Kickoff Meeting. A Kickoff Meeting is held with each applicant to assess the applicant's individual needs, discuss disaster-related damage, and set forth a plan of action for repairing the applicant's facilities. The Liaison provides State specific details on documentation and reporting requirements. Both the PAO and Liaison help in identifying special considerations.

- **Project Formulation and Cost Estimating** - Project formulation is the process of documenting the damage to the infrastructure/facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects.
- **Project Review and Validation** - The purpose of validation is to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant, and to ensure that the applicant receives the maximum amount of assistance available under the law.
- **Obligation of Federal Funds and Disbursement to Sub-grantees** - FEMA and the grantee (State) share responsibility for making Public Assistance Program funds available to the sub-grantees (County and other local government entities). FEMA is responsible for approving projects and making the Federal share of the approved amount available to the grantee through a process called obligation.
- **Appeals and Closeout** - The appeals process is the opportunity for applicants to request reconsideration of decisions regarding the provision of assistance. The purpose of closeout is to certify that all recovery work has been completed, appeals have been resolved and all eligible costs have been reimbursed.

#### 4.1.4. Standard Operating Procedures

The Hernando County EOC SOPs detail preparedness, response, recovery and mitigation-specific procedures. In addition to those outlined in the EOC SOP, additional procedures are described below.

##### 4.1.4.1. Pre-Identification of Potential Applicants for Federal Infrastructure Assistance

Procedures for identifying potential applicants for federal infrastructure assistance projects include:

- Documenting participating agencies in all mitigation planning meetings.
- Documenting departments, agencies and organizations with primary or support agency assignments for ESFs.
- Reviewing EOC Incident Action Plans and sign-in sheets during activation.
- Maintaining contact lists for all municipalities and non-governmental organizations.

- Identifying other disaster assistance entities.

The following County departments and agencies have been pre-identified as potential applicants in the Public Assistance program:

- Hernando County Building Division
- Hernando County Clerk of Court Financial Services
- Hernando County Elections Supervisor
- Hernando County Emergency Management
- Hernando County Fire Rescue
- Hernando County Housing & Supportive Services Department
- Hernando County Office of Management and Budget
- Hernando County Parks and Recreation
- Hernando County Planning Department
- Hernando County Property Appraiser
- Hernando County Public Works
- Hernando County Procurement & Grants
- Hernando County School District
- Hernando County Sheriff's Office
- Hernando County Tax Collector
- Hernando County Utilities

Others:

- Arc of the Nature Coast
- City of Brooksville
- Southwest Florida Water Management District
- Withlacoochee River Electric Cooperative

The listing of potential applicants is maintained by HCEM and is reviewed annually by the Director/designee to assess the need for updates.

#### 4.1.4.2. Positions, Roles and Responsibilities

HCEM is responsible for the identification of potential applicants for public assistance/infrastructure projects.

Each applicant is responsible for coordinating directly with Local, State and Federal public assistance liaisons to collect, validate, and submit project worksheets.

Identification of potential applicants includes county departments and agencies, municipal governments, other governmental entities (i.e. School District), private non-profits and faith-based organizations.

Hernando County does not have any federally recognized tribal entities.

#### 4.1.4.3. Data Currency, Storage and Maintenance for PA Projects

Each department, agency, and organization are responsible for the development, maintenance, and currency of data required to support and validate its public assistance projects. Data can include administrative records, contracts/agreements, project files, spreadsheets, receipts, invoices, purchase orders, bills of lading, payroll, maintenance records, and more.

Hernando County Office of Management and Budget maintains a complete set of documentation for all project worksheets and files submitted for PA reimbursement, for the appropriate length of time stipulated by contract or other records retention policies.

#### 4.1.5. Identification of Infrastructure Recovery Projects

Each department, agency, and organization, including municipalities, private not-for-profit, and faith-based entities, are responsible for identifying possible infrastructure recovery projects.

HCEM is responsible for assisting with the identification of eligible projects and applicants.

##### 4.1.5.1. Method of Contact

Key agency representatives are contacted at the EOC, or by phone, e-mail, or fax to provide information related to the status of project-related activities.

##### 4.1.5.2. Reporting Process

Key agency representatives are responsible for coordinating with public assistance program liaisons to complete project worksheets and validate all costs. HCEM oversees the process to ensure that public assistance liaisons can contact agency representatives in a timely manner. In addition, public assistance liaisons make periodic reports to HCEM to provide updates on the process.

##### 4.1.5.3. Agency Representation at Applicant Briefing and Kick-Off Meeting

The Emergency Management Director will be the County's representative at the Applicant's Briefing and Kick-Off Meeting. In addition, a representative from the Finance Department will participate.

Each governmental agency and non-governmental agency or organization ensures that the appropriate representative from their agency or organization attends the applicant briefing and kick-off meeting.

#### 4.1.5.4. Database and Maintenance Process

Hernando County Office of Management and Budget maintains a database of all public assistance related data for County projects including contracts, project worksheets, project status, disbursements, appeals, and closeout records. All records will be backed up and stored in a safe location as identified by the Office of Management and Budget.

## 5. Debris Management

### 5.1. Functions

#### 5.1.1. Debris Management Coordinator

The Hernando County Director of Public Works is responsible for coordinating debris management activities before and following an emergency and/or disaster. This individual serves as the coordinator of Federal/State debris management assistance.

#### 5.1.2. Debris Management Committee

This task force is chaired by Director of Public Works, whose responsibilities include:

- Leading and coordinating the Hernando County Debris Management Plan.
- Assessing the need for pre-stage equipment.
- Coordinating manpower, equipment, and debris clearance sectors.
- Overseeing the emergency clearance and removal process.
- Maintaining inventory of available equipment by County Department or Agency.
- Assuring that the private contractor for debris monitoring follows guidelines as it pertains to removal and transporting of debris.

### 5.2. Standard Operating Procedures (SOPs)

Debris from a disaster can hamper recovery efforts and pose a health and safety hazard. The County anticipates a significant amount of debris will need to be cleared after a large disaster. A Category 4 or 5 hurricane can produce thousands of tons of debris that will overwhelm local landfills. ESF 12 will coordinate with ESF 5 and ESF 3 to develop a debris removal plan. ESF 7 may need to procure additional resources for debris removal operations. The County has contracted with private vendors for debris removal and monitoring during large, catastrophic events. This may be necessary to free County assets for other recovery operations.

Debris removal priorities will be:

- Clearance of roads and infrastructure.
- Search and rescue operations.
- Critical function restoration.
- Other immediate recovery efforts for the health, safety, and welfare of the community.

The County's Debris Coordinator is the Director of Public Works. This individual is also responsible for serving as the point of contact for all state and federal debris technical assistance. Local capabilities to complete debris operations are limited. Small-scale events will be handled by the Department of Public Works. Large-scale events will require the activation of the County's debris removal and debris monitoring contracts.

The Debris Coordinator may request state and federal technical assistance through the EOC. Other assistance may be needed to monitor the removal process and ensure the contract is performed properly.

Hernando County has one large landfill that is in the northwest corner of the County on U.S. 98. Two small transfer stations provide regional disposal. The eastern site is on S.R. 50 in Ridge Manor, and the western site is near U.S. 19 in Spring Hill.

Refer to the Hernando County Debris Management Plan for additional procedural details.

The Debris Removal Monitoring Plan identifies the process to be followed to adequately monitor the removal and disposal of debris to verify compliance with contractual obligations as well as the regulations outlined in the Stafford Act. The Department of Public Works is responsible for activating both the debris removal contract and the monitoring plan, as well as:

- Resource procurement: 1) staffing through local employment agencies



(Career Central, Able Body Labor, etc.) and the specific training that will be provided before deployment, in accordance with FEMA regulations; and 2) other resources such as transportation (car rentals) and communication (cell phones).

- Pre-event identification of potential staging, reduction locations, and methodology.
- Reporting, conflict resolution, and documentation (including preparation of all reimbursement related paperwork and long-term document retention plan.)

### **5.3. Municipal Coordination**

Hernando County has entered competitively bid contracts with debris haulers and monitoring firms. Municipalities have been encouraged to pursue agreements with debris contractors prior to the occurrence of an event. However, it is possible that the City of Brooksville will not have secured pre-event contracts for debris removal and monitoring. In this instance, the EOC will offer assistance to the affected municipality regarding the availability of resources for debris removal and monitoring so that they may execute their own contracts. Refer to the Hernando County Debris Management Plan for procedures and associated responsibilities.

### **5.4. Insurance**

The Emergency Management Director or ESF 5 will provide Hernando County Risk Management with a listing of those County-owned facilities, equipment, and infrastructure damaged in the disaster. The Risk Management Officer will determine the amount of insurance coverage and process these claims. Damaged County-owned vehicles, equipment, and materials will be disposed of according to the County's Procurement procedures.

## 5.5. Environmental Considerations

The Utilities Department Director (or designee) is responsible for ensuring state environmental compliance, obtaining Florida Department of Environmental Protection approvals and final disposition authorization, and procuring burn authorizations. Before initiating any debris operations, the Debris Management Task Force will undertake a review of local, state, and federal environmental policies and programs that could impact the operation. Federal policies that apply include the National Environmental Policy Act (NEPA), National Historic Preservation Act, Endangered Species Act, and Florida Department of Environmental Protection. Although the NEPA requires that a NEPA review must be completed before FEMA may fund a project, debris removal, and emergency work are typically excluded from NEPA review through statutory exclusions identified in the Stafford Act.

## 5.6. Documentation and Finance

The coordination of agencies is the responsibility of the EOC (Emergency Management Director or designee). General oversight of the financial elements is a combined responsibility belonging to Hernando County Procurement & Grants, Office of Management and Budget and the Hernando County Clerk of Court Financial Services. Debris documentation consists of the following:

1. The Procurement & Grants Department maintains the Contracts.
2. The Public Works Director collects the forms from the Contractor(s) and keeps a working file for the event (logs, load tickets, etc.)
4. The Grants Coordinator from the Office of Management and Budget coordinates state and federal funding grants.
5. The Hernando County Clerk of Court Financial Services is the official record keeper and auditor.

## 6. Logistics Strategy

The purpose of this strategy is to provide the direction necessary to manage an effective logistics operation and to document responsibility for the implementation of each component of the plan.

The Logistics Plan will address the location and operations of staging areas, PODs and a strategy for emergency fuel. Any event where resources are seriously limited may require the activation of the Logistics Plan. The Logistics Plan encompasses the activation of staging areas for receiving goods, PODs for those goods, and a strategy for dealing with emergency fuel needs.

**Staging Area Strategy:** The primary staging area in the County is the Hernando County Fire Rescue Logistics Facility. This location can accommodate large semi- trucks and has a loading dock with pallet jacks. There is ample space and personnel

to support this type of operation, and it is available for use on a 24x7 basis. Alternate locations are the Hernando County Schools Central Receiving Warehouse and the Wal-Mart warehouse, as they have similar capabilities. Products will be redirected from the staging area to PODs throughout the County based on need, as identified by and at the direction of the County EOC. The Hernando County Fire Rescue Logistics Facility staging area, including staffing, will be managed by the Logistics Manager and daily inventory reports will be provided to the County EOC.

**Point of Distribution (PODs)** – Potential POD locations have been identified in each geographic area of the County, and each location has been mapped and photographed. Assuming an event has occurred, and the County is officially under a Local State of Emergency, the EOC will select the appropriate POD locations and will coordinate POD staffing through the Hernando County COAD and the Hernando County Community Emergency Response Team (CERT).

**Emergency Fuel** - Three full fuel sites and one partial fuel site (county government) will be inventoried in the “pre-threat” stage by Hernando County Fleet Operations/Central Fueling and all tanks will be “topped” off by contractors. As soon as a threat is perceived, gas inventory reports will be compiled and monitored by the County EOC. There is a contract for fuel in place and Fleet Operations will contact the vendor to verify delivery. A back up fuel vendor is in place in case the primary vendor is unable to deliver fuel. A private emergency fuel contract is in place with Wal-Mart Corporation. Generator power is available at all County fuel tank locations. The County has identified two gas stations locally that have back-up generator power and can provide fuel to the public.

## **7. Community Relations**

### **7.1.Functions**

#### **7.1.1. Community Relations Coordinator**

The Emergency Management Director or designee serves as the County’s Community Relations Coordinator. In this role, they coordinate the dispatch and activities of these teams with the Federal and State governments. They are also responsible for coordinating the deployment of these teams with the relevant ESFs and determining priorities within the jurisdiction.

#### **7.1.2. Community Partners**

The County’s Community Relations Coordinator contacts key community leaders and organizations including Home Health Agencies, ministerial associations, civic groups, homeowners’ associations, and other related community groups. All community relations operations will be coordinated with the City of Brooksville prior to deployment. Key contacts for these agencies and others are maintained by HCEM

### 7.1.3. Community Relations Teams

The Community Relations Teams (CRTs) are composed of Federal, State, and County agency personnel who identify and provide information to direct citizens impacted by the disaster to available services. The CRT responsibilities and duties include:

- Informing affected individuals of the assistance programs (such as Individual Assistance) that are available to them.
- Identifying the status of community resources and needs (housing, food, running water, etc.)
- Confirming that civilians recovering from disasters are being provided appropriate services (sheltering, food, mental health, etc.)

## 7.2. Standard Operating Procedures (SOPs)

The Emergency Management Director is notified by the State or Federal Community Relations Coordinator that CRTs are being assigned to Hernando County. Following this notification, procedures outlined in the Community Relations Support Annex (FEMA) are implemented. County responsibilities and procedures include:

### 7.2.1. Providing the following information to the CRTs related to the geographic area of impact:

- Location/Direction
- Database of reported damage
- Types of anticipated needs
- Demographics of impacted populations
- Special needs and/or considerations
- Contacts for special communities, if available
- Contacts for local government officials and community leaders
- Media contacts (newspaper, TV, radio)
- Providing maps, escort, security, and other resources, if requested

Tele-registration with FEMA for Individual Assistance is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster.

### 7.2.2. Prioritization for Community Relations

CRTs will conduct door-to-door surveys of homes in geographic areas impacted by the disaster. Safety will be the primary priority.

Criteria for prioritization of needs for the Community Relations Team are:

- Most severe area(s) of impact (following completion of search and rescue and health and safety clearance)
- Secondary area(s) of impact

Priorities for services to be provided to impacted citizens are:

- Health and Medical
- Food and Water
- Shelter
- Support Services (transportation, financial assistance, etc.)

## **8. Special Needs Coordination**

Hernando County has populations that reside in the coastal zone and are at risk of storm surge as well as those residing near the Withlacoochee River. These residents are subject to riverine flooding and erosion. In addition, low lying areas within Hernando County are also subject to flooding, especially in heavy rain events. The repetitive loss properties are largely located on the coast and in the low-lying interior areas of the County. Furthermore, Hernando County has at-risk populations residing in the 35,000+ mobile homes, which are also dispersed throughout the County. Hernando County has conducted preliminary functional needs assessments; however, none of these populations are concentrated in one specific area of the County. There is a small seasonal migrant population, and the predominant language is English (87.89%).

The at-risk populations are discussed at length in the Risk Assessment Section of the Hernando County Local Mitigation Strategy.

## **9. Unmet Needs Coordination**

The unmet needs process begins during response and continues well after the EOC has returned to the Level 3 (Monitoring) phase and many of the disaster assistance programs have ended.

### **9.1.Functions**

#### **9.1.1. Unmet Needs Coordinator**

The lead agency for unmet needs is the Hernando County Community Organizations Active in Disasters (COAD). The primary responsibilities for the unmet needs function are:

- Coordinating with State and Federal government agencies concerning assistance currently available and identifying shortfalls in assistance.
- Coordinating with various governmental, private sector, and non-governmental organizations that may be involved in the long-term recovery process.
- Overseeing the process to address the unmet needs of the County's citizens and visitors.

#### 9.1.2. Unmet Needs Organizations

Hernando County COAD provides support agencies. They include:

- American Red Cross
- Arc of the Nature Coast
- Bayfront Behavioral Healthcare
- CareerSource Pasco-Hernando
- Center for Independent Living
- Children's Advocacy Center
- Community Food Bank of Citrus County
- Enrichment Centers Inc. Hernando County
- Feeding Tampa Bay
- Florida Department of Children and Families
- Florida Department of Health in Hernando County
- Hernando Community Coalition
- Hernando County Emergency Management
- Hernando County Housing & Supportive Services
- Hernando County Housing Authority
- Hernando County School District, Students & Families in Transition
- Humane Society
- Jericho Road Ministries
- Lighthouse for the Visually Impaired and Blind
- Mid Florida Homeless Coalition

- National Alliance on Mental Illness
- Pace Center for Girls
- Pasco-Hernando Early Learning Coalition
- People Helping People
- Society of St. Vincent de Paul
- The Dawn Center
- The Parent Academy
- The Salvation Army
- United Way of Hernando County
- You Thrive
- Youth and Family Alternatives

The primary responsibilities of the COAD are to receive information concerning unmet needs of victims and meet those needs to the maximum extent possible. The United Way of Hernando County and Hernando County Housing and Supportive Services will assemble the COAD following a disaster. Subcommittees will be formed based on reported needs and will be augmented as necessary outside COAD organizations. The committee will receive requests for unmet needs and will identify which agency the needs should be forwarded to. The information will be forwarded to the agency identified for resolution. The committee will request the completed status of all unmet need requests.

#### 9.1.3. Identification of Unmet Needs and Process to Meet Needs

All field personnel and agencies are responsible for identifying and reporting unmet needs to the EOC. The EOC will forward needs to the appropriate agency to fill or refer it to the committee. Municipalities will report needs through their committee representative.

All agencies involved will be advised of available training opportunities by the Emergency Management Director. Agency training needs can be submitted to HCEM at any time.

Emergency housing is the unmet need most likely to occur. Following a major disaster, available hotel/motel rooms and apartments/housing for rent will be extremely limited due to damages and heavy demand. State and federal assistance will be critical. Hernando County Housing and Supportive Services will coordinate emergency housing needs with state and federal officials and will report shortfalls/problems to the EOC and BOCC as soon as possible.



Coordination of unmet needs with municipalities is accomplished through municipal liaisons, as well as through coordination with the service agencies themselves. Every attempt will be made to coordinate potential services with the applicable municipality when clients are identified within municipal boundaries. When unmet needs of a resident in a municipality are identified, the County Unmet Needs Coordinator will contact the municipal liaison to assess potential available assistance through the municipality and ensure that the needs are not duplicated or missed.

#### 9.1.4. Training for Unmet Needs Committee

HCEM is the agency responsible for identifying and coordinating on-going training opportunities for departments, agencies, and jurisdictions related to unmet needs. The scope of training includes:

- Community Relations/Human Needs Assessment Process
- Local service organizations (non-profits, faith-based, etc.) and resources (materials and services)
- Temporary Housing Plan
- Volunteer/Donations Management

### 9.2. Standard Operating Procedures (SOPs)

Unmet needs are addressed in the Hernando County EOC SOPs, the CEMP and Recovery Annex, COAD procedures, and related recovery and logistics plans and procedures. These SOPs, taken as a whole, cover the scope of short-term and unmet needs functions, and address procedures for:

- Identifying affected citizens and their needs.
- Prioritization of services.
- Coordination between governmental entities and not-for-profit agencies and organizations.
- Identification of local service and assistance providers.
- Identifying and providing training to local response personnel and citizens related to disaster recovery, home repair, debris removal, crisis counseling, and other needed assistance.

## 10. Long-Term Recovery/Emergency Housing

### 10.1. Long-Term Recovery/Disaster Housing Coordinator

The HCEM Director oversees the implementation of the County's long-term recovery and disaster housing program. The Hernando County State Housing Initiatives Partnership (SHIP) Coordinator acts as the County's Disaster Housing Coordinator. They are responsible for coordinating the placement of disaster victims in short- and long-term housing solutions following a disaster.

To accomplish this goal, a task force will convene that is comprised of the SHIP Coordinator, Executive Director of the Hernando County Housing Authority, Zoning Manager, Building Official, HCEM Director or designee, and Housing and Supportive Services Director.

As described in the County's Disaster Housing Plan, following a disaster, damage and unmet needs assessments will be conducted. Once a determination of need has been established, the Disaster Housing leader will assemble the Disaster Housing Task Force to assess viable alternate housing for displaced residents. This assessment includes evaluating existing housing stock for availability and potential permanent placement of residents within those units. The assessment further includes the evaluation of vacant land sites that can be used for temporary mobile home sites or existing but vacant mobile home pad sites. An expedited permitting process can be used to fast-track repairs and expedite a permanent housing solution for those residents that are able to repair and/or rebuild. A sample ordinance amending the land development regulations has been drafted that allows for the temporary use and placement of mobile homes, travel trailers and recreational vehicles.

## **11. Standard Operating Procedures**

Policies and SOPs for recovery functions are noted throughout this Annex and in other documents. Specific documents and references for specific functions are noted below:

- Debris Management
  - Hernando County Debris Management Plan
  - 2024 CEMP, Recovery Annex
- Initial Damage Assessment
  - 2024 CEMP, Recovery Annex
  - Hernando County Fire and Emergency Services Standard Operating Procedure
- Preliminary Damage Assessment

- 2024 CEMP, Recovery Annex
- Hernando County Damage Assessment Standard Operating Procedure
- Damage Assessment Category Guidelines FEMA 2016
- Infrastructure/Public Assistance
  - 2024 CEMP, Recovery Annex
- Community Relations
  - 2024 CEMP, Recovery Annex
  - Community Recovery Management Toolkit
- Unmet Needs Committee
  - 2024 CEMP, Recovery Annex
- Disaster Recovery Centers
  - 2024 CEMP, Recovery Annex
  - Hernando County Logistics Plan
- Long-Term Recovery/Emergency Housing
  - 2024 CEMP, Recovery Annex
  - Hernando County Local Mitigation Strategy (2025)

#### **11.1. Procedures for Requesting State Participation in the Establishment of a DRC**

Procedures for requesting and establishing a DRC are described in Section 3.11.4 of this Annex.

#### **11.2. Procedures and Criteria to Identify Disaster Recovery Center Sites**

Procedures and criteria to identify a Disaster Recovery Center site, pre-event and post-impact are described in Section 3.11.6.3 of this Annex.

### **11.3. Administrative Procedures**

1. Administrative procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll are described in Section 2 and the function-specific SOPs in this Plan.
2. Administrative procedures for ensuring that support staff capabilities to maintain correspondence and administrative files are described in Section 2 and the function-specific SOPs in this Plan.
3. Administrative procedures for employing temporary staff are described in Section 2 and the function-specific SOPs in this Plan.

### **11.4. Administrative and Notification Procedures for Pre-Identification of Potential Applicants for the Public Assistance and Hazard Mitigation Programs**

Administrative and notification procedures for pre-identifying potential applicants for these programs are described in Sections 2 and 3 of this Annex.

## **1. Introduction**

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high-hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards. Hurricanes, tornadoes, floods, hazardous material spills, fires, and sinkholes are some of the hazards experienced by Florida communities.

## **2. General**

Hazards cannot be eliminated, but it is possible to determine what the hazards are, where the hazards are most severe, and identify local actions that can be taken to reduce the severity of the hazard. For example, we know hurricanes are frequent in Florida; flooding, and wind damage are most severe along the coast; that low-intensity storms occur more frequently than high-intensity storms; and the level of coastal flooding is predictable for a given magnitude of storm. Given this knowledge, local as well as state and federal laws exist to limit the type and amount of development along the coast in areas that have been identified as high risk to coastal storms (Coastal High Hazard Areas and Velocity Zones are examples). Furthermore, there are incentives to live in lower-risk areas. Insurance rates and taxes are usually higher in coastal and riverine areas and lower in inland areas, which are less prone to flooding.

### **2.1. Costs to Communities**

Hazards have significant costs to businesses and residents. Businesses in high-hazard areas can suffer economically when damaged or isolated by storms. Residents who build in flood-prone areas are subject to evacuation, damage to their homes, lower home values, and higher insurance premiums. Critical facilities such as hospitals, schools, airports, utilities, and major government buildings should not be placed in high-hazard areas because the services these facilities provide are too valuable to be placed in jeopardy, especially during times of disaster. And of course, community health and safety are beyond price.

### **2.2. Costs to Local Government**

Community infrastructure such as roads, drainage structures, sewer lines, electric lines, and telephone lines that are built in high-hazard areas are subject to frequent damage and extremely costly repair. Also, if a local government belongs to the National Flood Insurance Program (NFIP) and

allows development in the floodplain without proper elevation and construction techniques, the federal government can withdraw the community's access to federal flood insurance for both public and private structures. Furthermore, local government is responsible for as much as 25 percent of their local public cost of a federally declared disaster and 100 percent of any damage from smaller events that are not declared disasters. These costs can put a significant strain on the local government budget.

### **2.2.1. Lead Agency for Coordinating Hazard Mitigation Activities**

Hernando County Emergency Management (HCEM) is the lead agency for all mitigation activities in the county. The Emergency Management Director and Local Mitigation Strategy (LMS) Coordinator have the responsibility for directing all pre- and post-disaster mitigation activities, and for coordinating mitigation activities with the LMS Workgroup.

### **2.2.2. Support Agencies for Coordinating Hazard Mitigation Activities**

HCEM is responsible for coordinating mitigation planning with operational assistance from several supporting agencies. Lead and support agencies for mitigation activities are described in **Exhibit 1**.

**Exhibit 1:** Agency Responsibilities for Hazard Mitigation

	Pre-Disaster Mitigation	Post-Disaster Mitigation
American Red Cross	S	S
Brookridge Community POA	S	S
Capital City Bank	S	S
Chick-fil-A	S	S
City of Brooksville	S	S
Coastal Engineering	S	S
Duke Energy	S	S
Florida Department of Transportation	S	S
Florida Forest Service	S	S
Hernando County Attorney's Office	S	S
Hernando County Board of County Commissioners	S	S
Hernando County Building Official		
Hernando County Chamber of Commerce	S	S
Hernando County Public Information	S	S
Hernando County Emergency Management	P	P
Hernando County Finance Department	S	S
Hernando County Fire and Emergency Services	S	S
Hernando County Health and Human Services Department	S	S
Hernando County Planning Department	S	S
Hernando County Property Appraiser	S	S
Hernando County Public Works and Engineering	S	S
Hernando County School District	S	S
Hernando County Sheriff's Office	S	S
Hernando County Utilities Department	S	S
Withlacoochee Electric Co-Op	S	S
Lifesouth Community Blood Center	S	S
Pasco-Hernando State College	S	S
Southwest Florida Water Management District	S	S
The Arc Nature Coast	S	S
The Salvation Army	S	S
United Communities of Hernando County	S	S
United Way of Hernando County	S	S
Tampa Bay Regional Planning Council	S	S

*P = Primary Agency*

*S = Support Agency*

### 3. Concept of Operations

This section of the plan provides an overview of the management and administration of pre- and post-disaster mitigation activities in Hernando County. The purpose of this information is to guide the organization, and



direction and control activities necessary for Hernando County to reduce the potential for damage and loss from future disasters affecting the county.

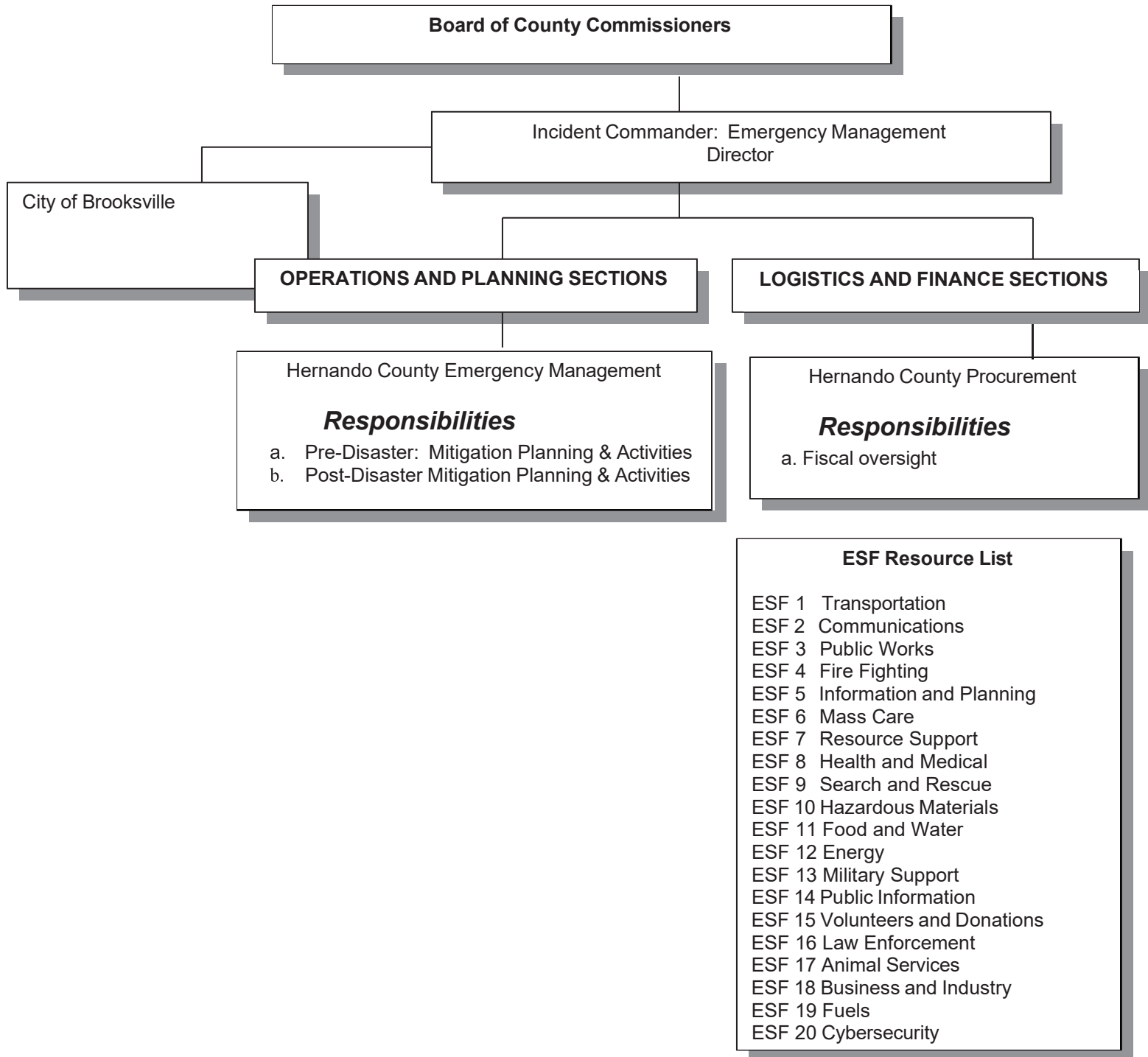
### **3.1. Pre- and Post-Disaster Mitigation Organization**

The organizational model employed during mitigation activities is streamlined in large part because HCEM has the primary responsibility for nearly all aspects of pre-and post-disaster mitigation. Although there are times when HCEM receives assistance from supporting agencies, most mitigation activities are carried out directly by HCEM staff. The organizational chart on the following page shows the relationship between HCEM and supporting agencies involved in mitigation operations.

The County Emergency Operations Center (EOC) operates under a hybrid Incident Command System (ICS) during emergency operations, integrating Emergency Support Functions (ESFs) into the ICS structure. This system is especially effective for managing response and recovery operations that involve multiple agencies, each working on different though interrelated tasks.

**Exhibit 2** illustrates the organizational structure used in Hernando County for response, recovery and mitigation.

**EXHIBIT 2: MITIGATION ANNEX – MAJOR SCENARIOS  
LEAD AGENCIES AND RESPONSIBILITIES**



### **3.2. Coordination of Mitigation Activities with Municipalities and the State**

The HCEM Director or designee and the LMS Chairperson are responsible for coordinating mitigation activities with all internal and external entities.

#### **3.2.1. Coordinate Mitigation Activities with Municipalities**

The Emergency Management Director and LMS Chairperson are responsible for the coordination of mitigation activities with the municipalities within Hernando County. In the pre-disaster preparedness phase, municipal representatives coordinate mitigation activities through their participation in and input to the LMS Work Group. Post-disaster, the City Manager or their designee for Brooksville is updated throughout the response, recovery, and mitigation phases of an incident or emergency. Response and recovery protocols for coordination with Municipal Liaisons are defined in the Hernando County EOC Standard Operating Guidelines (SOG).

#### **3.2.2. Coordinate Mitigation Activities with the State**

The Emergency Management Director or designee coordinates on an as-needed basis with the Bureau of Mitigation at the Florida Division of Emergency Management (FDEM). Pre-disaster coordination includes participation in workshops, seminars, and training for mitigation programs. Post-disaster coordination takes place through communication and participation in damage assessment and situation reports, funding workshops, technical assistance conferences, and other methods.

#### **3.2.3. Mitigation Memoranda of Understanding, Mutual Aid Agreements, and Inter-local Agreements**

HCEM does not maintain formal agreements with agencies to assist in post-disaster mitigation activities. Local agencies within the county have historically worked together as needed in the aftermath of disasters.

#### **3.2.4. Local Government Status in the National Flood Insurance Program**

Hernando County and the City of Brooksville participate in the NFIP. The NFIP identified 370 repetitive loss and 84 severe repetitive loss properties in Hernando County and the City of

Brooksville has 2 properties. Of the 454 properties, 16 have been mitigated and two of these are designated as severe repetitive loss properties. Additional information on this project is available in the LMS Plan and project documents. The county also actively supports public education regarding building and development-related policies in flood-prone areas.

Hernando County participates in the Community Rating System (CRS) program, resulting in a reduction of premiums for NFIP insured properties.

**Exhibit 3:** Status of Hernando County NFIP and CRS participation.

Community	Participate in NFIP	Number of Policies	Dates of FIRM Maps	Community Rating System Class
Hernando County (unincorporated)	Y	3,990	1/15/21	5
City of Brooksville	Y	65	1/15/21	N/A

### 3.3. Process for Identifying Mitigation Opportunities in a Disaster Environment

HCEM is responsible for coordinating all recovery operations in the County. As a result of this active role in the recovery process, HCEM is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood-prone structures, drainage improvement projects, and infrastructure enhancement projects. HCEM works closely with the damage assessment teams in the field and the building inspectors for Hernando County and the municipalities to identify potential mitigation opportunities.

The process of identifying potential mitigation opportunities during the damage assessment process generally includes the following steps:

- The Damage Assessment Team observes/notes potential mitigation issues during the preliminary damage assessment.
- Damage assessment data is provided to the Emergency Management Director, who reviews and provides appropriate data to the LMS Chairperson for follow-up.
- Follow-up includes assessment for consistency with existing projects, and identification of new initiatives, if appropriate.

- The LMS Chairperson presents potential mitigation issues and/or activities to the LMS Work Group and coordinates project development.

The damage assessment process will also serve as the mechanism for identifying damaged structures in Special Flood Hazard Areas for substantial damage determination. HCEM will activate and oversee this process and directly coordinate with Floodplain Managers in the Hernando County Building Division to identify these structures and share information.

Printed information related to mitigation is offered to the public at Disaster Recovery Centers and potential initiatives are followed up by HCEM staff. Information is also posted on the HCEM web page.

### **3.4. Process for Managing Federal, State, Regional and Local Mitigation Disaster Assistance Monies**

Most mitigation and recovery grants are applied for and administered by HCEM. HCEM has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program (HMGP) funds. Projects are administered by the appropriate agency, department, or organization in the jurisdiction responsible, according to the authorities and procedures of said agency and/or guidelines set by the applicable grant. (Reference: LMS, Section 6).

The County pursues all appropriate grant sources, including but not limited to Community Development Block Grants (CDBG) (standard program and disaster recovery initiatives), special disaster allocations, section 404 and 406 funding (Infrastructure Program), Flood Mitigation Assistance Program, Emergency Management Preparedness and Assistance (EMPA) Trust Fund, Florida Communities Trust (FCT), the Residential Reconstruction Mitigation Program (RCMP) and any other funding available from federal, state, local, private for-profit and non-profit sources. The County received HMGP funding following Hurricane Irma in 2017 for the acquisition and demolition of one flood-prone property, as well as the elevation and wind retrofit of an additional three properties. Hernando County has also pursued and utilized Section 1206 Building Code and Flood Plain Management Public Assistance. DRRRA 1206 helps administer and enforce building codes and floodplain regulations following a disaster declaration.

#### **3.4.1. Identification of Potential Match Opportunities for Funding**

HCEM continually assesses the opportunity for potential funding for mitigation projects and technical assistance from grants and other

sources. Potential funding sources include Public Assistance (post-disaster) mitigation funds, HMGP, Flood Mitigation Assistance Program, CDBG (standard program and disaster recovery initiatives) as well as other federal, state, and local sources. As a part of this process, HCEM staff explores potential match opportunities from multiple sources, including local general revenue and capital projects funding, and partnerships with other governmental and non-governmental entities, as well as the private sector.

#### **4. Pre-Disaster Hazard Mitigation Activities**

Pre-disaster hazard mitigation activities are described in detail in the Hernando County LMS. The LMS is a community-based plan intended to make the County and local communities safer and more resistant to natural and human-caused hazards. The Hernando County LMS has been approved by FDEM and the Federal Emergency Management Agency (FEMA) and became effective on August 26, 2025. This iteration of the Hernando County LMS is approved for a period of five years and will expire on September 14, 2030.

HCEM is responsible for maintaining the Hernando County LMS. The LMS is updated at least annually, after each major disaster, or on an as-needed basis. Participation by local agencies is coordinated by HCEM and involves the supporting agencies listed in **Exhibit 1**.

##### **4.1. Management of Hazard Mitigation Activities in Hernando County and Representative Participation in the LMS Work Group**

Mitigation activities in the *pre-disaster* environment are the responsibility of HCEM. HCEM coordinates pre-disaster mitigation activities through the LMS process. The Hernando County LMS identifies the hazards to which Hernando County is vulnerable; assesses the facilities, structures, and populations that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

Section 4 of the LMS details the process through which the LMS Work Group establishes goals and objectives, identifies mitigation activities and implements initiatives, and projects. Representatives from county and municipal departments and agencies, non-profit organizations, infrastructure, and private sector participate. (LMS, page 169-204)

Public input is obtained in the revision process through public workshops and presentations at the EOC and Brooksville City Hall, and dissemination of the LMS through the classified advertisements in the

local newspaper, press releases to the media, and the Hernando County and Sheriff's Office websites. Approved plans are made available to the public and advertised through multiple methods. (LMS, page 2.)

#### **4.2. Existing Municipal and County Programs, Plans and Policies Related to Mitigation Activities**

The Hernando County LMS includes a comprehensive analysis of existing County and municipal policies, plans and programs that support or inhibit mitigation activities in the jurisdiction. Section 4.2 (LMS, pages 190-204) links the identified activities by jurisdiction to specific hazards. The analysis process used to compile this table identifies potential conflicts, limitations and improvements to further hazard mitigation and forms the basis for the LMS guiding principles, goals and objectives.

#### **4.3. County Involvement in Hazard Mitigation Activities**

The LMS Projects List includes a Public Education and Outreach Program to educate and train the public and private sectors regarding mitigation actions that can be taken. This program focuses on community and individual vulnerabilities and methods to reduce them, including the Hurricane and Safety Expo, annual CRS outreach, annual public presentation by NWS/Ruskin, and various outreach activities during National Preparedness Month in September.

HCEM staff provides information related to mitigation at public presentations and meetings and through Community Emergency Response Teams (CERT). These presentations are advertised through announcements, newspaper articles, fliers on bulletin boards, television and radio public service ads, and other methods. Information is also presented periodically through the County's cable television provider. Additional information related to the County's public education and awareness program includes:

- Providing education and information to the public about potential hazards and property protection measures.
- Providing education and information to the business community to promote mitigation efforts.
- Utilization of print media, television, radio, and computer technology to educate the public on mitigation.
- Provide annual outreach specifically to properties immediately adjacent to the repetitive loss properties as part of the CRS outreach and Repetitive Loss Property Owner outreach programs.



- Provide public outreach at County events, including the HCEM Hurricane Expo and general presentations to community groups.
- HCEM solicits participation from numerous entities for the mitigation process, primarily through the LMS planning process. This process includes government, non-governmental, and private sector entities, as well as interested citizens. Public notices provide information to prospective participants to allow input into the development and implementation of mitigation initiatives, including policy issues, as well as the ongoing maintenance of the plan. Through this process, potential public policy issues are identified and prioritized.

#### 4.3.1. Public Involvement in Community Mitigation Activities

The public has in the past been solicited in area-specific mitigation involvement through the Flood Mitigation Assistance Program and the development of the Community Wildfire Protection Plan hosted by the Florida Forest Service, and Flood Mitigation meetings conducted through the State Flood Mitigation Office. Each entity focuses on specific areas threatened by these hazards and educated residents in respective areas about mitigation opportunities.

#### 4.3.2. Coordination of Mitigation Activities Between Governmental and Private Agencies

##### 4.3.2.1. Resource and Information Sharing

HCEM has the responsibility to coordinate the involvement of all entities, including governmental, non-governmental, and private sector, in all mitigation activities. The coordination process includes frequent communications regarding the planning process, mitigation funding opportunities, and project status.

##### 4.3.2.2. Development Trends

Hernando County coordinates activities related to development trends through the LMS planning process. The LMS and County Comprehensive Master Plan provides an assessment of current policies related to land use and development in Hernando County and its municipalities.

##### 4.3.2.3. Structural hazard mitigation initiatives

Hernando County has initiated and completed several structural hazard mitigation projects, including retrofitting lift stations, enhancing police stations, hardening critical infrastructure, retrofitting fire stations and community shelters as well as the acquisition and installation of numerous generators. These and other projects are detailed in the LMS (Mitigation Strategy, Completed Projects List (Mitigated)).

#### 4.3.2.4. Financial incentives

At the current time, Hernando County does not provide ad valorem tax breaks on retrofitting improvements or local financial incentives specific to mitigation by property owners. The County does, however, promote the participation of homeowners in the Residential Construction Mitigation Program (RCMP).

- Insurance Premium Reductions (CRS)

Hernando County participates in the CRS, which provides a reduction of insurance premium costs to property owners insured by the NFIP. The two municipalities within Hernando County do not currently participate in the voluntary CRS program.

- Financing for Structural Hardening

Multiple sources are used to finance structural hardening projects for mitigation, including the HMGP, the Pre-Disaster Mitigation Grant Program, and the Flood Mitigation Assistance Program. Additional funding sources that can support mitigation projects are identified in Section 4 of the Hernando County LMS.

#### 4.4. Identification of Structures and Infrastructure Vulnerable to Hazards

The Hazards Identification and Vulnerability Assessment in the Hernando County LMS identifies general vulnerability of structures and infrastructure specific to each hazard in Section 3. This section defines the estimated frequency associated with the hazards and level of vulnerability specific to structures, infrastructure and services.

Section 3 of the LMS defines the potential dollar loss estimate for structures within residential, commercial, industrial, agricultural,

institutional and government property categories. Critical facilities have been identified; the database is maintained in the HCEM office and is updated annually.

#### **4.5. Identification of Appropriate Mitigation Initiatives to Reduce Risks and Vulnerabilities**

The Hernando County LMS identifies 16 hazards to which Hernando County is vulnerable. Each hazard is profiled in Section 3 (pages 19-152) according to frequency/probability, vulnerability, and risk. The process for identifying and prioritizing mitigation initiatives to reduce risks and vulnerabilities based upon the vulnerability assessment and risk analysis are identified in the LMS, pages 15-19.

#### **4.6. Prioritization of Mitigation Initiatives to Reduce Risks and Vulnerabilities**

The County's process for prioritizing community mitigation initiatives, described in the LMS, pages 169-204, includes multiple decision factors such as percentage of affected population, percentage of benefited population, cost of implementing the project, cost impact of the project, benefit to cost ratio, probability of community acceptance, probability of funding, feasibility of implementation and environmental impact, timeframe for funding and implementation and consistency with other plans and policies.

#### **4.7. Identification of Funding Sources for Mitigation Initiatives**

Funding sources for mitigation initiatives are identified in the Hernando County LMS, page 188. Funding sources are linked to specific hazards addressed in the LMS and include:

- Assistance to Firefighters Grant
- Buffer Zone Protection Program
- Capitalization Grants for Clean Water State Revolving Funds
- Coastal Services Center Cooperative Agreements
- Community Assistance Program-State (CAP-SSEE)
- Community Development Block Grant
- Conservation and Recreation Lands
- Emergency Management Preparedness and Assistance Trust Fund/Municipal Competitive Grant Program
- Environmental Education Grant

- Federal Highway Administration, Planning & Environment, Intermodal and Statewide Programs
- Flood Mitigation Assistance Program
- Florida Communities Trust (FCT)
- Hazard Mitigation Grant Program
- Hurricane Loss Mitigation Program
- Nonpoint Source Implementation Grants
- Outdoor Recreation-Acquisition; Development and Planning (Land and Water Conservation Fund Grants)
- Pollution Prevention Grants Program
- Public Assistance (PA)
- Repetitive Flood Claims Program
- Residential Construction Mitigation Program
- Severe Repetitive Loss Program
- Special Economic Development and Adjustment Assistance Program-Sudden and Severe Economic Dislocation (SSED) and Long-Term Economic Deterioration (LTED)
- Transportation Equity Act for the 21st Century, Surface Transportation Program
- Water and Waste Disposal Loans and Grants
- Water Pollution Control
- Watershed Protection and Flood Prevention

## **5. Specific Disaster-Scenario Mitigation Functions**

The HCEM Director and LMS Chairperson are responsible for coordinating local agency participation in *post-disaster* mitigation activities. Local agencies involved in these operations vary according to the specifics of each event, and the authorities and responsibilities of the agencies. HCEM staff will contact all agencies for post-disaster mitigation activities and notify them to their role in these operations.

### **5.1. Mitigation Assessment**

In the post-impact phase of a disaster, it is crucial to conduct damage assessment and potential for post-disaster mitigation actions.

#### 5.1.1. Local Agency with Primary Responsibility for Providing Emergency Mitigation Assessment

HCEM is the primary agency charged with post-disaster mitigation assessment. The Emergency Management Director or designee has the primary responsibility for assessing mitigation needs in the post-disaster environment.

#### 5.1.2. Local Agencies with Support Roles in Mitigation Assessment

The Hernando County Property Appraiser, Hernando County Public Works Department, Hernando County Engineering Department, Hernando County Building Department, and Municipal Public Works/Building Departments are the supporting agencies that work closest with HCEM in post-disaster mitigation assessment. There are, however, several other local agencies that may indirectly support mitigation in Hernando County. These agencies are listed in Exhibit 1 of this Annex.

### 5.2. Roles and Responsibilities of Lead and Support Agencies

#### 5.2.1. Hernando County Emergency Management

HCEM serves as the coordinating organization for all post-disaster mitigation activities. In Hernando County, mitigation assessment is conducted as part of the impact and damage assessment process. Data is gathered by Damage Assessment Teams that capture the geographic areas of impact, and extent of damage to physical property and infrastructure. The Emergency Management Director or designee reviews all impact and damage assessment data gathered and refers information related to potential mitigation issues and opportunities to the LMS Chairperson.

The Emergency Management Director or designee; coordinates all activities required to identify potential mitigation projects and initiatives, coordinates the application process for mitigation related grants; and serves as the grant administrator for most mitigation grants. (Some grants may be administered by the jurisdiction and agency with governing authority, such as a municipal public works department, or school board.)

The Emergency Management Director or designee also serves as the point of contact for providing information to residents of the County to inform them as to how they can minimize damage from future disasters.

HCEM contacts members of the Damage/Mitigation Assessment Team when required with instructions to report for work in accordance with ICS operational procedures, utilizing telephone, pager, radio, and other means necessary, depending upon the situation.

HCEM is responsible for providing appropriate training to Damage Assessment Team members related to identifying mitigation opportunities during the damage assessment process.

#### 5.2.2. Hernando County Property Appraiser

The Hernando County Property Appraiser supports HCEM by providing technical expertise regarding property values, damages, and losses to properties because of a disaster.

#### 5.2.3. County and Municipal Building and Zoning Departments

Hernando County Building and Zoning Departments, and Municipal Building and Zoning Departments provide support to HCEM in identifying mitigation activities that could reduce the vulnerability of public infrastructure, businesses, and housing stock to damage and loss from natural and manmade disasters. As directed by the Board of County Commissioners, the Hernando County Building Division, in coordination with the municipal Building Departments, establishes procedures for post-disaster permitting processes.

#### 5.2.4. County and Municipal Public Works Departments and County Engineering

The Hernando County Public Works Department, County Engineering, and the Municipal Public Works Departments assist HCEM in identifying and developing potential road, bridge, culvert, water, and sewer mitigation projects.

### **5.3. Coordination of Missions and Resources Between Lead and Support Agencies**

HCEM serves as the organization responsible for coordinating mitigation activities for lead and support agencies. The HCEM Director or designee is the position responsible for this task. The process of coordination is straightforward given the rural nature of the county, and the small number of agencies actively involved in post-disaster mitigation activities.

In Hernando County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-

disaster mitigation phase (e.g. during the mitigation project identification process carried out by the Hernando County LMS Work Group. Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance process. The supporting agencies noted above document damage to public infrastructure, businesses, and residences working in conjunction with HCEM. HCEM then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects. Projects that are potentially feasible and appropriate are tasked to the LMS Work Group for development and follow-up.

#### **5.4. Responsibility for Maintaining Mitigation Assessment Resource Inventory**

- Resources used for mitigation assessment are those that are assigned to the damage assessment function. The HCEM Director or designee is responsible for ensuring all equipment and resources necessary for mitigation assessment are maintained in a current inventory and available when needed.
- Vehicles used for mitigation assessment include City and County government vehicles, volunteer fire department vehicles, and personal vehicles. The County and each municipality maintain vehicle inventories.
- HCEM provides the following equipment and supplies for use in mitigation assessments: office supplies, maps, safety supplies, and disposable cameras. Other resources may be through HCEM.
- HCEM is responsible for maintaining data related to damage and mitigation assessment. All data collected falls under the authority of the Florida Public Records law (Title X, Chapter 119, Florida Statutes), which defines the policies for access, retention, and exemptions.

#### **5.5. Location of Mitigation Assessment Inventory**

An inventory of personnel, data, equipment and vehicles that can be used for mitigation assessment is maintained by HCEM. The inventory is updated annually.

#### **5.6. Planning Assumptions Considered in the Development of Mitigation Assessment Activities**

Personnel resources for daily government operations in Hernando County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information



generated by the County and municipalities during the local damage assessment process, the prioritized project list from the Hernando County LMS, and overall guidance from the Emergency Management Director or designee in determining specific mitigation priorities following a disaster.

HCEM Director is responsible for deciding of the need for mutual aid or outside resources for equipment and/or personnel to perform mitigation assessments.

### **5.7. Training Procedures for Mitigation Personnel**

Personnel involved in mitigation activities receive ongoing training according to their individual needs. HCEM works with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is FDEM and FEMA (through the Emergency Management Institute and state-delivered courses).

### **5.8. Responsible Agency and Position for Federal and State Mitigation Funding Applications**

The HCEM Director is responsible for completing or causing applications to be completed for federal and state disaster mitigation funding. This may be accomplished in coordination with other jurisdictional agencies (i.e. municipalities) that have the governing authority for executing grant applications and contracts.

### **5.9. Responsible Agency and Position for Public Information**

HCEM is the agency responsible for providing information to citizens on how they can prevent or reduce the impact of hazards in the future. This is done through a variety of methods, including the pre-disaster dissemination of mitigation literature, to ensure that mitigation information is available for distribution at Disaster Recovery Centers, Joint Information Centers, county, and municipal offices and other public venues.

## **6. Standard Operating Procedures/Guidelines (SOPs/SOGs)**

SOPs/SOGs that support mitigation activities are stand-alone documents that implement functions and processes described in the CEMP. They are incorporated by reference in the “Reference and Authorities” section of the CEMP.

### **6.1. Procedures to Collect and Analyze Mitigation Information**

The Damage Assessment SOG contains procedures to collect and analyze information relating to vulnerabilities, damage and mitigation opportunities following impact from a hazard. The SOGs include forms to

document potential mitigation issues and follow-up for project development.

## **6.2. Procedures to Document Locations and Causes of Damages**

The Impact Assessment and Damage Assessment SOGs include procedures used to document the geographic location of disaster impact and the extent of damage to structures and infrastructure. Specific forms and checklists are included in the SOGs. Data gathered during this process is reviewed by the Emergency Management Director and referred to the LMS Chairperson for review to assess potential opportunities for mitigation. In addition, the documented information is incorporated into the mitigation planning process to update the hazard identification and vulnerability assessment activities in the LMS and CEMP.

## **6.3. Identification of Mitigation Initiatives in the Mitigation Assessment Process**

Mitigation assessment is conducted during the impact and damage assessment process, which begins with a comprehensive identification of the impacted areas (including severity and extent) and damage to physical structures and infrastructure. Data gathered during this process is reviewed by the Emergency Management Director and referred to the LMS Chairperson. The LMS Chairperson reviews the collected data, noting any potential consistency with current mitigation initiatives or the potential for new initiatives appropriate to mitigate the hazard. If mitigation initiatives are identified, the LMS Chairperson works with suitable agencies to develop proposed mitigation projects which are presented to the LMS Work Group for consideration. The Task Force reviews the current mitigation projects to identify the need to re-prioritize or revise the scope of current projects. In addition, the Task Force considers new proposed projects for inclusion on the list of initiatives.

## **6.4. Training for Mitigation Assessment Teams**

Training for Mitigation Assessment Teams is incorporated into Damage Assessment Team training and included in the Multi-Year Training and Exercise Plan. HCEM is responsible for coordinating with the Damage Assessment Coordinator to identify appropriate training needs for team members.

## **6.5. Procedure for Contacting Mitigation Assessment Personnel for Duty**

HCEM staff will contact all agencies for post-disaster mitigation activities and notify them of their role in these operations. Given the semi-rural

nature of the county and the relatively small number of agencies involved in mitigation activities, notifications can be made quickly via telephone, via email, or in person using the HCEM Notification Directory located in the EOC.

#### **6.6. Inventory of Mitigation Assessment Resources**

The resources used for mitigation assessment are those used for damage assessment. The resource inventory is a dynamic document that's managed by the Hernando County Finance Department and maintained in HCEM.

#### **6.7. Establish Procedures for Post-Disaster Permitting Process**

Although Hernando County has not established a post-disaster permitting process, the County Building Official is responsible for identifying the need to modify permitting procedures and coordinate any actions with the Emergency Management Director. Additional information regarding post-disaster permitting should be included in the Post-Disaster Redevelopment Plan.

## TRAINING and EXERCISE PROGRAM

### I. GENERAL

This section outlines a training program that will ensure that emergency responders and the public fully understand the overall concept of emergency management and their responsibilities before, during and after an emergency/disaster.

### II. CONCEPT OF OPERATIONS

#### A. General

1. Hernando County Emergency Management (HCEM) has prepared a training program to guide local governments to improve their capability for mitigation activities as well as respond effectively and recover from an emergency or disaster. The process for developing training and exercise priorities, identifying needs and scheduling selected courses and exercises is coordinated with other regional jurisdictions and documented in the **Integrated Preparedness Planning (IPP)**.
2. The training program has three dimensions:
  - a. Programs and courses available through the Federal Emergency Management Agency (FEMA), the State and other governmental/volunteer agencies.
  - b. Local departmental emergency response training.
  - c. Community-based awareness, self-help, population protection procedures, and public awareness training for the public.

#### B. Phases of Management

1. All Phases  
(Response, Recovery, Mitigation, Preparedness Training)
  - a. Division/agency heads designate Emergency Coordinators within their organization.
  - b. Division/agency heads and Emergency Coordinators participate in emergency management training to better prepare their organizations for responding to emergencies/disasters.

- c. Divisions/agencies identify needed emergency management and emergency response training and request it from HCEM.
- d. All divisions/agencies are encouraged to budget for training and exercise.

2. Preparedness and Mitigation

- a. Hernando County continuously reviews training courses and schedules coordinated by the Florida Division of Emergency Management and National Emergency Training Center, Emergency Management Institute (EMI) to identify appropriate preparedness and mitigation training for County responders.
- b. The focus of this training is primarily on conducting public education, developing plans and procedures, establishing coordination networks, and determining measures necessary to be better prepared to respond to, recover from, and mitigate future disasters.
- c. An assessment of training and exercise needs is conducted annually during the IPP development process to identify appropriate topics and issues.

3. Response

- a. EMI and the Florida Division of Emergency Management provide in-residence training for law enforcement, medical, fire services, health, public works/utilities, and emergency management personnel, local appointed officials, and their staff.
- b.
- c. The objectives of emergency management training are to develop team skills for the Hernando County Emergency Operations Center (EOC); field operations; information systems; technical information related to hazard mitigation, preparedness, response, and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.
- d. Group training is encouraged for the Hernando County EOC staff, individuals, information officers, all government division/department heads and their Emergency Coordinators, damage assessment teams, school district personnel,

medical/health, institutional personnel, volunteers, communications/dispatchers, etc.

- e. Internal training consists of the concepts of field operations and key components of the Hernando County Comprehensive Emergency Management Plan (CEMP). An overview of the CEMP and training is essential to departments/agencies in developing their department's emergency procedures.
- f. Internal training should be done onsite and in groups.
- g. Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency/disaster.
- h. Preparing citizens for protective action and self-help practices immediately following a disaster is part of the emergency management training program.
- i. The emergency management training program encourages members of all groups to take advantage of available training.

#### 4. Recovery

- a. Recovery exercises complete the process of exercising the CEMP. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.
- b. Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- c. Group and individual training on recovery-related courses should be scheduled routinely.

## C. Exercises

### (1) General

Exercising is the primary way to activate, test, and evaluate the components of the CEMP and to determine if the plan will work in an actual emergency/disaster situation.

### (2) There are four principal reasons for conducting exercises:

- (a) To detect deficiencies in a plan.
- (b) To detect deficiencies in the overall system.
- (c) To identify potential personnel and staff problems of divisions/agencies.
- (d) To detect problems related to functions and operations of equipment.

### (3) Progressive Exercising

- (a) Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities, and to achieve a certain level of familiarity with a plan.
- (b) Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision-making, warning, public information, or recovery.
- (c) Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period. It tests the major components and sub-components of the plan.

### (4) Exercise Requirements for Every Jurisdiction

Each of the municipalities in Hernando County is responsible by law for the safety and welfare of its citizens. Training and exercise should therefore involve the utilization of all municipal as well as county capabilities in a coordinated effort in accordance with individual plans and Standard Operating Guidelines (SOGs).



All exercises will be conducted under the guidelines and criteria of the Homeland Security Exercise and Evaluation Program (HSEEP).

- (a) HCEM will conduct an annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the County CEMP as a guide. The agencies participating include:

Hernando County Fire Rescue  
Hernando County HAZMAT  
Hernando County Emergency Management  
Hernando County Sheriff's Office  
Hernando County Health Department  
Hernando County School District

Municipalities  
The Salvation Army  
American Red Cross  
Amateur Radio Emergency Services  
All Emergency Support Functions (ESFs)

- (b) A functional exercise is to be conducted annually.
- (c) A full-scale exercise is required every four years.
- (d) A constructive evaluation of exercises will be to address operational deficiencies and revise plans and procedures.
- (e) All exercises and real-world EOC activations will be evaluated by HSEEP guidelines. This evaluation process will contribute to the development of After-Action Reports and Improvement Plans to document areas of deficiency and actions to be implemented for improvement. Once improvements are identified, each will be assigned for follow-up action and management until satisfactorily resolved.

### **III. RESPONSIBILITIES**

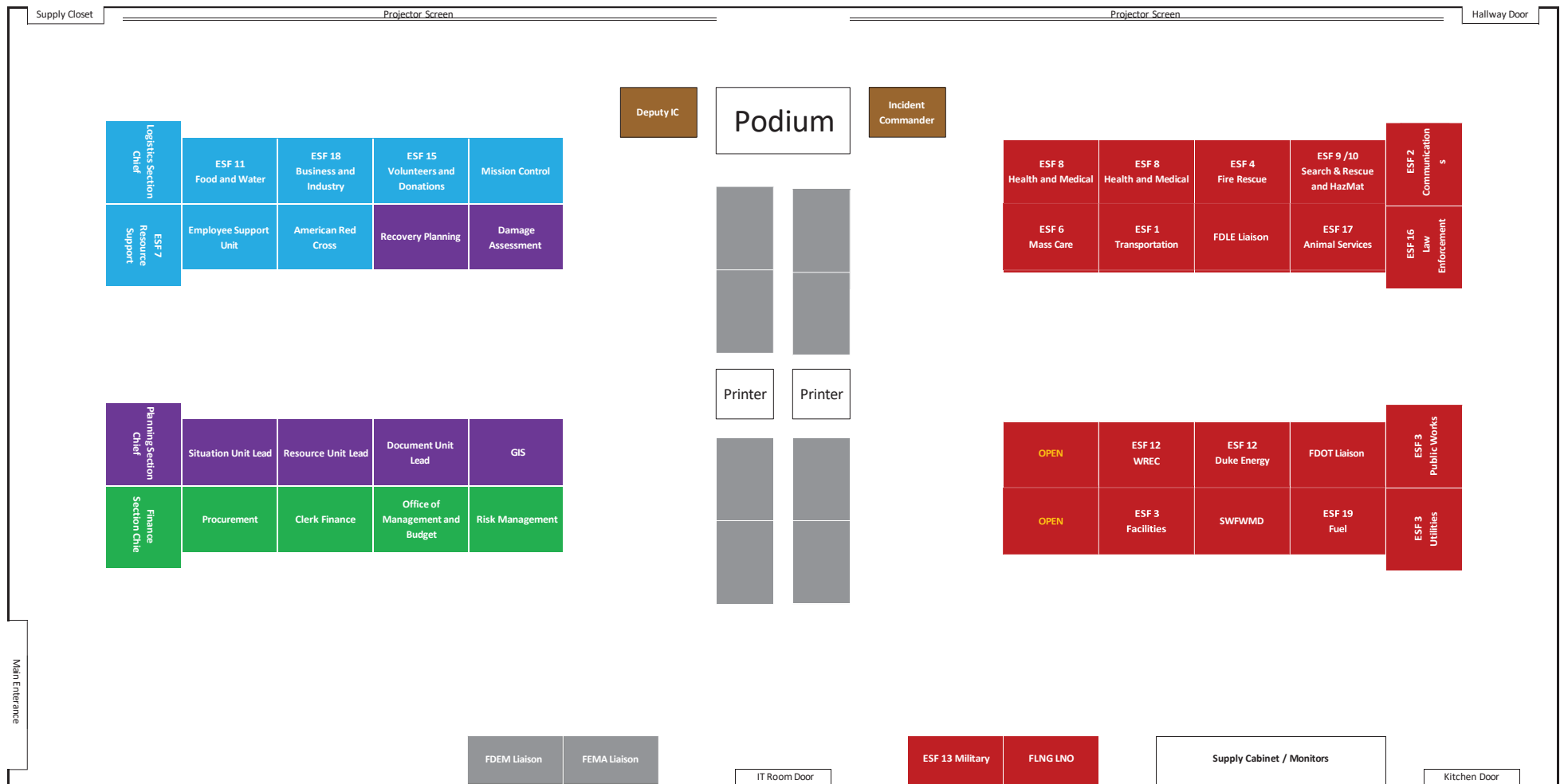
- A. The Emergency Management Director or designee is responsible for the coordination of the local training program. This training program serves to ensure that Hernando County EOC staff and operational responders fully understand plans and procedures related to their operational assignments and responsibilities, as outlined in the CEMP.

- B. Training and scheduling of training for emergency management purposes will be coordinated through HCEM and will be compiled in the IPP.
- C. Department/agency heads should budget for, and participate in, training activities related to emergency preparedness programs.
- D. Municipalities: The Mayor (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by federal, state, and local organizations whenever possible.
- E. HCEM will:
  - 1. Coordinate all training and exercise planning activities in conjunction with the IPP.
  - 2. Coordinate disaster-related training within the County to ensure that the overall objectives of the CEMP are being met. As an example:
    - Radiological monitoring
    - Shelter management
    - Handling of hazardous materials
    - Damage assessment
  - 3. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and education objectives.
  - 4. Fully utilize all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:
    - Booklets, pamphlets, and brochures for public distribution
    - Lectures and seminars relating to personal disaster preparation
    - Local public information spots on radio and television
  - 5. Conduct exercises to evaluate components of the CEMP. Upon completion of exercises, After Action Reports, Improvement Plans, and lessons learned will guide the modification of procedures and training to correct the deficiencies noted.
- F. Those agencies or departments having primary and support responsibilities for ESFs will establish training programs covering their respective responsibilities, by approved ESF Annexes and SOGs.

G. Further information is in the IPP.

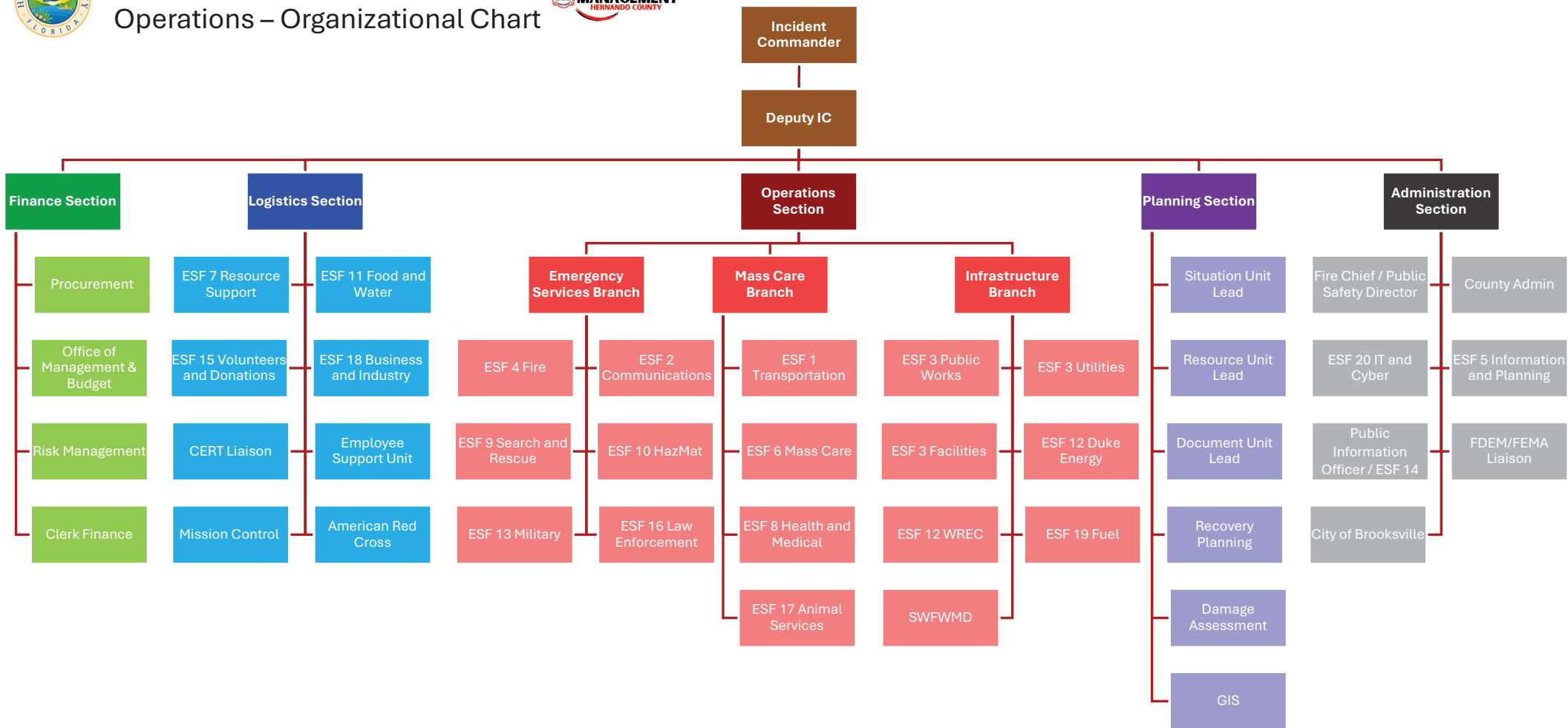


# Hernando County Emergency Operations Center



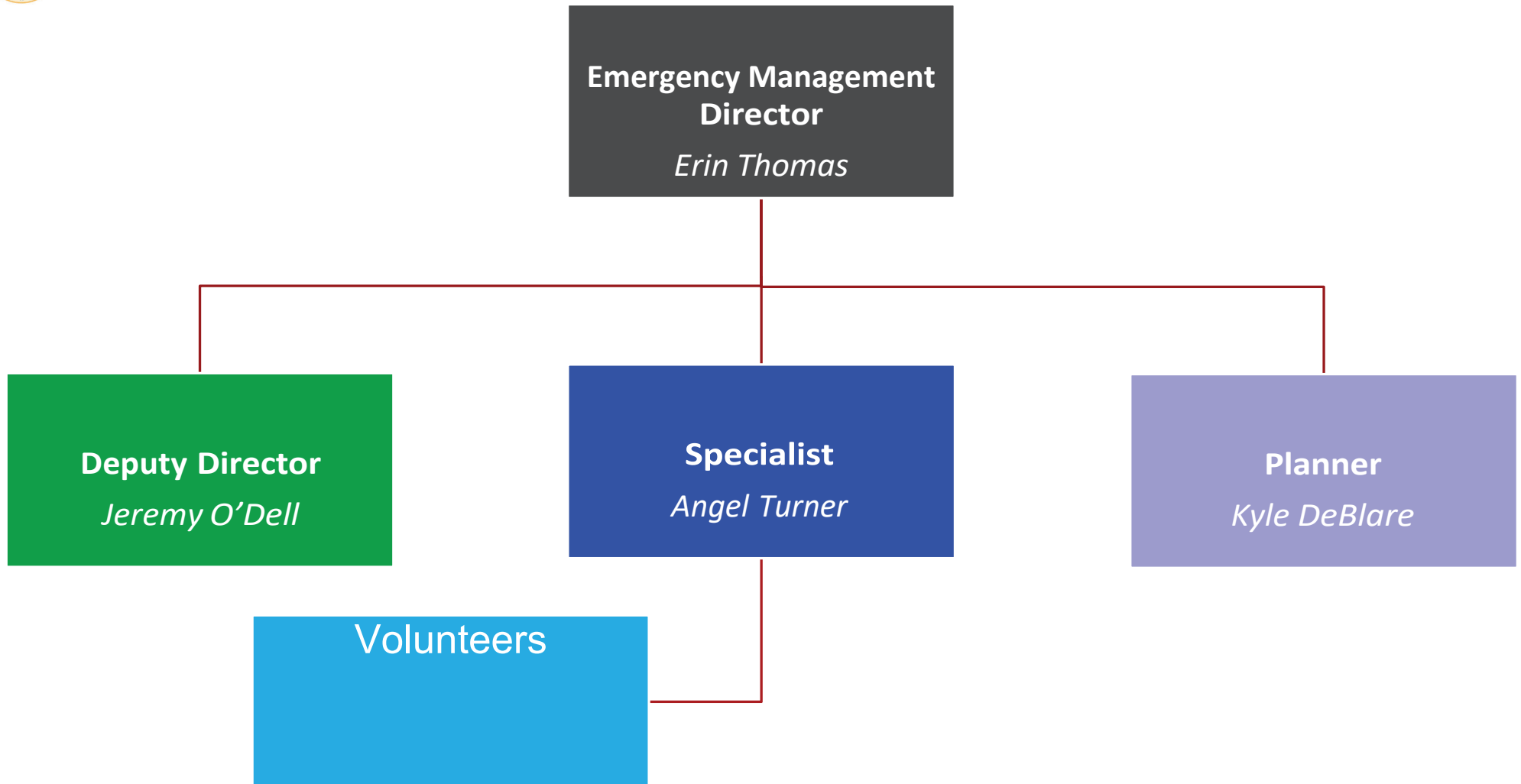


# Hernando County Emergency Operations – Organizational Chart





## Hernando County Emergency Management – Organizational Chart



## **EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION**

**LEAD AGENCY:**                **Hernando County School District (HCSD)**

**SUPPORT AGENCIES:**    **Hernando County Emergency Management**  
                                     **Hernando County Sheriff's Office**  
                                     **Hernando County Fire Rescue**  
                                     **Hernando County Department of Public Works**

### **1.0    INTRODUCTION**

#### **1.1    Purpose**

Many disasters such as floods, hurricanes, hazardous materials incidents, and tornadoes will require the evacuation of portions of the population of Hernando County. This annex of the Comprehensive Emergency Management Plan will aid in this process by giving a clear overview of the evacuation process, outlining the area of responsibilities, and creating written standard operating procedures. Hernando County will accomplish the task of evacuating both the general public and special needs residents to designated shelters in a safe and orderly fashion.

#### **1.2    Scope**

As of April 1, 2020, the U.S. Census Bureau estimates the population of Hernando County at 194,515, which is a 48% percent increase from 2000. Of this population, approximately 10,000 can be sheltered in approved hurricane shelters. During the worst disaster such as a severe hurricane approximately 1,000 people will need assistance to evacuate. Approximately 11,000 people will evacuate from mobile homes.

To accomplish this task, Hernando County School District (HCSD) has available:

- 127 – 77 passenger buses
- 9 – 83 passenger buses
- 2 – 65 passenger bus wheelchair lift
- 10 - 77 passenger bus wheelchair lift

In total, 148 buses are available to assist with evacuation. All of these resources would, if needed, be called into action to assist in the evacuation of the endangered population of the County.



## **2.0 SITUATION**

### **2.1 Planning Assumptions**

- It is assumed that the general public would both receive and understand official information related to evacuations and routes of travel.
- The public may act in its own interest and evacuate dangerous areas when advised to do so by local government authorities.
- If necessary, local government will order and carry out a mandatory evacuation. It should be expected that a small segment of the population would refuse to evacuate.
- Hernando County does not have local emergency traffic regulations that would be automatically implemented. Emergency workers will develop and implement any necessary traffic rules based on the need.

## **3.0 POLICIES**

### **3.1 Priorities**

- Transportation assets are assigned based on priorities established in the Incident Action Plan for the operational period.
- Residents, including those with special needs, evacuating the most hazardous area(s) will be given the highest priority.
- Residents living in mobile home communities may become a higher priority during evacuations involving tropical weather events.

### **3.2 Assignment of Responsibilities**

#### **HCSD Director of Transportation:**

- Acts as the Emergency Support Function (ESF) 1 representative in the Emergency Operations Center (EOC).
- Notify ESF 1 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 1 activity with the EOC staff.
- Furnishes all available buses, drivers, and driver assistants.
- Ensures all vehicles are fueled.
- Assigns drivers to routes and schedules.

#### **Hernando County Sheriff's Office:**

- Establishes perimeters, traffic, and access control.

- Assist in public information and evacuation.

#### **Hernando County Fire Rescue:**

- Provides non-emergency stretcher transports as available for stretcher evacuees.

### **3.3 Operating Facilities**

- The HCSD Transportation Department will be the dispatch and operations center for HCSD vehicles.

## **4.0 CONCEPT OF OPERATIONS**

### **4.1 General**

Hernando County Emergency Management (HCEM) or ESF 5 must make a determination as to the scope of the impending, or current, emergency situation and what type of evacuation should be ordered. The magnitude, intensity, speed of onset, and duration will all determine the areas and number of people to evacuate and the time and distance of travel to ensure safety.

Careful consideration will be given to the use of roads that are prone to flooding. Alternate routes of evacuation will be used when possible. If no other route is available, a determination will be made by the Sheriff's Office as to whether the road is passable by evacuation vehicles. Consideration will be given to the time it will take to pick up evacuees from an area and the rate at which the water is rising around the roads in question. Only when it can be assured adequate time exists to safely evacuate the area will vehicles be allowed to proceed.

### **4.2 Notification**

HCEM and/or EOC staff will notify the HCSD Director of Transportation through established notification procedures. He or she will in turn notify supporting agencies to this ESF. The HCSD Transportation Department. Will issue reporting instructions to their perspective bus drivers and assign them their route schedules.

### **4.3 Pre-Evacuation**

Public education will be used to assure the largest possible portion of the population affected by an evacuation will make plans to leave the area on their own before mandatory evacuations are ordered. This planning should include the following:

- Making arrangements with friends or relatives to stay with them in the event of an evacuation.
- Keep the required supplies in your home to protect your property before you leave.
- Plywood or other protective covers for windows.

- Plastic to cover valuables, i.e., TV, computers, and other electronics.
- Place furniture and appliances up on blocks if possible.
- Place clothing and other items as high as possible to protect them from water.
- Gather and take all important papers and documents with you.

HCSO will be the lead agency for ESF 1 in the event the chairperson of the Board of County Commissioners or his/her designee orders an evacuation of Hernando County residents. This role will require careful planning and the assistance of both HCEM and the Hernando County Sheriff's Office. The following will need to be coordinated between all agencies involved:

- HCEM will provide a list of Hernando County residents with special needs that have requested assistance in evacuation and sheltering. This list will be updated as new information becomes available or at least once a year on or before June 1st. This list will be forwarded to the HCSO Transportation Department.
- HCSO, HCEM, and Hernando County Sheriff's Office will work together to determine the scope of the evacuation and the priority of the areas to be evacuated.
- HCSO will coordinate with Fire Rescue/EMS, for the evacuation of non-emergency medical evacuees and evacuations that cannot be practically handled by HCSO staff and equipment.

HCSO, will ensure:

- Maintain an inventory of vehicles, their status, and locations. This inventory is located in the HCSO Transportation Department Offices.
- All of its vehicles will be pre-staged and ready for use during an evacuation.
- Adequate fuel is available with a backup power source to accomplish an evacuation of residents that require assistance.
- Staff will be available and ready to transport evacuees to shelters. Develop mechanisms to track costs, including fuel, for reimbursement.

#### **4.4 Response Actions**

Upon activation of the EOC, ESF 1 will coordinate the evacuation of residents with HCSO, HCEM, Hernando County Sheriff's Office, and the American Red Cross. The following actions will be taken:

- HCSO will, upon activation of the EOC and issuance of an evacuation order by HCEM, activate its support agencies and equipment and dispatch them to the

areas of the county that require evacuation. Staff will rely on Hernando County Sheriff's Office personnel to help maintain an orderly evacuation of the affected areas and provide security as needed.

- As the evacuation of each area is completed ESF 1 will be notified by the Hernando County Sheriff's Office and the area will be marked off on a map as completed so duplicate evacuation attempts do not occur.

HCEM, HCSD, Hernando County Sheriff's Office, will keep ESF 1 informed of changing road conditions and weather to ensure the safety of all staff and the evacuees.

HCEM, Hernando County Sheriff's Office, HCSD, and the American Red Cross staff will keep ESF 1 apprised of changes in evacuation priorities based on changing conditions in the county.

ESF 6 will keep ESF 1 apprised of shelters and their current capacities so evacuees can be properly distributed among the shelters.

At sustained winds of 35 MPH all evacuation vehicles will be ordered to proceed to their shelter area and secure their vehicles. When wind speeds reach 40 MPH all evacuation vehicles will be off the road and secured until after the storm. No evacuation vehicles shall move after tropical storm force winds have subsided until ESF 1 has authorized them to leave the shelter areas.

ESF 1 will keep the public information officer updated on the progress of the evacuation.

#### **4.5 Recovery Actions**

After the storm all HCSD, staff will immediately assess their vehicles for damage and report the condition of each vehicle to ESF 1.

Based on the reports received ESF 1 will report to HCEM the availability of evacuation vehicles to assist in the evacuation of survivors and/or the return of evacuees to their homes.

HCSD staff will take whatever action is necessary and available to protect their vehicles from further damage.

The Hernando County Sheriff's Office and HCEM shall apprise ESF 1 when the roads are safe for evacuation vehicles to travel them, and when evacuation vehicles will be needed for the evacuation of storm survivors or the return of evacuees to their homes.

HCSD upon notification of ESF 1, resume evacuating storm survivors to available shelters and to hospitals, or return evacuees from shelters to their homes. No

HCSO vehicles shall move after the storm until ESF 1 has authorized them to leave the shelter areas.

ESF 1 will keep ESF 5 updated on the progress of the evacuation of storm survivors or the return of evacuees to their homes.

## **5.0 ADDITIONAL RESOURCES**

Vehicles in the Hernando County Inventory may be used to support this ESF, if necessary. ESF 7 may contract other transportation services, as necessary.

### **Evacuation Task and Responsibility Matrix**

Organizations	Public HCSO	Public HCSO	Public ARC	Public BPD	Public HCEM	Public HCIO
Tasks						
Order evacuation					X	
Coordinate evacuation	X					
Provide public information						X
Coordinate evacuation into other jurisdictions	X				X	
Establish disaster assistance centers					X	
Designate evacuation coordinator	X					
Identify essential personnel	X					
Evacuation assistance for families of essential personnel	X					
Security and law enforcement in evacuated areas		X		X		
Perimeter and traffic control		X		X		
Coordinate road and service support	X					
Provide buses for evacuation	X					
Keep evacuation routes open		X		X		
Track and advise on shelter capacities			X			
Authorize vehicles to move after the storm	X					

## **EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS**

**PRIMARY AGENCY:**                    **Hernando County 911 Communications Division**

**SECONDARY AGENCIES:**        **Hernando County Sheriff's Office – Information Technology**  
   **Hernando County Radio System Operations Division**  
   **Hernando County Emergency Management**  
   **Hernando County Emergency Communications Services**  
   **AT&T Telephone Company**  
   **Spectrum**  
   **Century Link Telephone Company**  
   **Harris Radio**  
   **AT&T Wireless**  
   **Sprint Wireless**  
   **Verizon Wireless**

### **1.0    INTRODUCTION**

#### **1.1    Purpose**

The purpose of this Emergency Support Function (ESF) is to provide coordination of communications support to Hernando County Government, municipal government entities, other ESFs, voluntary relief organizations, mutual aid response agencies, and State or Federal agencies requiring communications to perform response, recovery, and disaster assistance missions. This ESF serves as the primary function for emergency 911 communications for Hernando County.

#### **1.2    Scope**

ESF 2 plans, coordinates, and assists in communications support to County and local emergency elements. This ESF will coordinate communications (both equipment and services) from State agencies, voluntary groups, County agencies, mutual aid response agencies, telecommunications industry, Federal agencies, and the U.S. Military. ESF 2 will be the focal point of all communications support activity at the County level before, during, and after activation of the Emergency Operations Center (EOC) for Hernando County 911 Emergency Communications.

## **2.0 POLICIES**

### **2.1 Priorities**

The assets available to ESF 2 will be used for primary support to County emergency operations agencies and other ESFs. The priorities for allocation of these assets will be as determined by this ESF, in consultation with Hernando County Emergency Management (HCEM).

### **2.2 Assignments of Responsibility**

#### **Primary Agency**

Responsibility for execution of ESF 2 will be that of the Hernando County Sheriff's Office.

#### **ESF 2 will:**

Establish communications at the EOC. (IT Department)

#### **Support Agencies**

1. ESF 2 support agencies must be aware of their organization's capability.
2. Government departments and agencies will provide support to the EOC.



## **2.3 Response Requirements**

### **Critical assets**

Assets critical for the initial 12-hour response:

- Mobile or transportable communications equipment
- Multi-channel radio systems
- Base station, mobile and portable radios
- Trained installation and operations personnel available for field deployment

## **2.4 Resource Coordination**

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs. This ESF will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, they will request assistance through the Incident Commander with the State Emergency Response Team (SERT) Liaison in the EOC, if one is available, or the corresponding ESF at the State EOC.

## **2.5 Response and Recovery Coordination**

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities.

Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC Incident Commander.

## **2.6 Operating Facilities**

Operating facilities are identified in the Basic Plan.

## **2.7 Coordination in Actions**

All agencies of this ESF shall coordinate all actions with the lead department and EOC representatives assigned by the primary agency of this ESF.

### **3.0 SITUATION**

#### **3.1 Disaster Conditions**

A disaster condition may result from a significant natural, technological, or man-made event. Disasters such as hurricanes or terrorist actions can cause widespread damage to commercial telecommunications and electric transmission facilities, which impacts communications.

#### **3.2 Planning Assumptions**

Initially, local emergency services organizations will focus on lifesaving activities. Local government officials will work toward reestablishing control in the disaster area. The EOC will become the central point of coordination and control for local rescue and relief activities.

Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.

Weather and other environmental factors may restrict mobile and transportable communications equipment access into the affected area.

The affected area's ability to communicate may be impaired.

The type of natural disaster may require the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city for centralized field communications.

The EOC will be operational or an alternate site will be activated.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1 General**

The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts. ESF 2, Communications, will report directly to the EOC Incident Commander or the EOC Coordinator.

## **4.2 Primary and Secondary Communication Systems**

Local EOC to the various departments and agencies of local government – County departments, including the EOC, will operate on a Cisco IP phone system and/or commercial telephone lines, radio system, and cellular phones.

Local EOC to the State EOC - commercial telephone lines and Everbridge.

Local EOC to municipal EOC's - commercial telephone lines, radio system, and cellular phones.

ESF/ICS field groups - radio system and cellular phones.

Local EOC – WebEOC will be used for entering in request for various ESFs in the EOC.

### **1. Commercial Telephone Lines (Land Line)**

The primary communication system during emergencies is the County's Cisco IP phone system. Spectrum is responsible for maintaining and restoring the County's PRI circuit for the Cisco IP phone system. AT&T is responsible for maintaining and restoring telephone service for some of the County, including but not limited to main lines, fax lines, and modem lines. Century Link is responsible for maintaining and restoring telephone service for the east side of the County.

During normal business hours, the assigned telephone company marketing representative or account representative would be called upon to assist in maintaining or restoring telephone service. After hours, the Spectrum and/or AT&T Repair Service would be called to restore and maintain telephone service.

During normal business hours or after hours, the Century Link Repair Service would be called to maintain and restore telephone service on the east side of the County.

### **2. Cellular Phones**

Currently there are several cellular companies serving Hernando County, including but not limited to AT&T Wireless, Sprint, Verizon Wireless, etc. These cellular companies would be contacted to provide cellular phones to this ESF, which will be deployed to the necessary agencies during disaster operations. Currently, this ESF has 50 25 phones provided by AT&T Wireless and 50 75 phones provided by Verizon Wireless in stock and ready for deployment at any given time. If additional cellular phones are needed, this ESF

would coordinate a resource request with ESF 7.

### 3. **P25 Radio System**

Hernando County maintains an **eight-site trunked simulcast 700MHz P25 radio system** as the primary communication system for daily operational use and emergency radio communications for the public safety and local government agencies within Hernando County. The Hernando County Sheriff's Office maintains control and security of the system to insure its proper maintenance and operation. The system is accessed by many other agencies through statements of understanding and financial support. The system currently has **eight** tower sites located for maximum coverage countywide.

**Stringer Hill Tower Site**  
**Progress Energy Tower Site**  
**Treiman Tower Site**  
**SBA-South Tower Site**  
**DOF Tower Site**  
**AT-Silverthorn Tower Site**  
**SBA-North Tower Site**  
**AT-Brooksville Tower Site**

The system currently operates on eight channels, with one designated as the control channel.

**P25 Trunked Simulcast** - is the main system consisting of an eight site 700MHz trunked, and microwave linked, simulcast system which receives and transmits at all sites simultaneously, allowing for countywide radio communications coverage.

**Interoperability Talk groups** - allows for pre-defined interop talk groups to be used by multiple agencies. There are currently ten interop talk groups pre-programmed in all of Hernando County's radios. The ten talk groups programmed in each radio are titled Hernando IO 1-10

**Conventional** - allows for "repeated" or "direct" radio to radio communication when necessary for incident ground communications or when the P25 system has experienced a failure. This system also allows units to communicate with other agencies outside our system on 800MHz conventional frequencies (i.e.: statewide mutual aid frequencies).

Each tower site is equipped with an emergency generator and UPS back-up power, and an alarm system which monitors all vital functions of the radio system, microwave system, electrical power and building alarms.

Each radio in the County will have the following channels in Zone C:

### **Hernando Interop Talk groups**

Hernando IO 1  
Hernando IO 2  
Hernando IO 3  
Hernando IO 4  
Hernando IO 5  
Hernando IO 6  
Hernando IO 7  
Hernando IO 8  
Hernando IO 9 – Encrypted Talk groups Only on Sheriff Radios  
Hernando IO 10– Encrypted Talk groups Only on Sheriff Radios

### **Conventional Repeaters**

Located at the Stringer Hill Tower Site

MA FLA - Florida Statewide Mutual Aid  
8CAL90 - Nationwide Mutual Aid Calling Channel  
8TAC92 - Nationwide Mutual Aid Tactical Channel  
8TAC93 - Nationwide Mutual Aid Tactical Channel  
8TAC94 - Nationwide Mutual Aid Tactical Channel

During normal operations, the various departments operate on the trunked simulcast system utilizing their own set of system talk groups. In the event any system user needs to communicate with a different department or agency, they can either change to another department talk group (if available in their radio) or can utilize one of eight common interoperability talk groups:

Hernando IO 1  
Hernando IO 2  
Hernando IO 3  
Hernando IO 4  
Hernando IO 5  
Hernando IO 6  
Hernando IO 7  
Hernando IO 8

All of these talk groups can be monitored by the communications center.

Any agency with 700MHz P25 radios that can operate on our system will be allowed to use the following talkgroups (as applicable).

Hernando IO 1  
Hernando IO 2  
Hernando IO 3  
Hernando IO 4  
Hernando IO 5  
Hernando IO 6  
Hernando IO 7  
Hernando IO 8

The System also has other important capabilities that are programmed on select radios.

**Emergency Alert** – (Sheriff’s Office and Fire Rescue only) allows the field user to press an “emergency” button on their radio in the event they are in distress and cannot transmit a message over the radio. This button will activate an emergency tone which will be received by the dispatcher along with the ID# of the radio unit.

**Priority Scan** - allows selected radios to “scan” or “monitor” several 700MHz talk groups while continuing to monitor the user’s primary talk group.

3. **Hernando County Emergency Communications Service (HCECS)**

HCECS provides a valuable source of communications during an emergency. Amateur radio operators provide communications between public shelters and the EOC as their primary mission. The HCECS control station at the EOC has access to several radio repeaters giving it a communication capability covering Hernando County and permitting contact with adjacent counties.

4. **Statewide Satellite Communications/Emergency Network (ESATCOM/EMnet)**

ESATCOM is a satellite based communications system with the ability to transmit voice, high speed data, facsimile, and video communications throughout the Florida state network. Beside the terminals located in the 67 counties, the system is located in all National Weather Service Offices in Florida, the National Hurricane Center in Miami, and the primary Emergency Alert Systems (EAS) radio stations in Florida. The new NAWAS Phones will replace the ESATCOM as the primary point-to-point voice communications system and ESATCOM will become its backup. The mission is the same for both, to provide reliable and effective means of

communications between all of the EOCs in the State, including the State EOC. The EMnet system is a proprietary e-mail system running on ESATCOM (and internet if so configured) to allow rapid and secure data transmissions between EOCs and to provide proof of delivery, etc.

EMnet is a satellite based messaging system designed specifically to meet the needs of the emergency management community. It allows users to send messages to individual stations, groups, or all stations, and provides confirmation of delivery in the form of a receipt. Messages are transmitted to our EMnet server in most instances via an internet connection utilizing the TCP/IP protocol, and are then delivered to the intended stations via satellite broadcast. This method allows for the simultaneous, almost instantaneous delivery of a message to multiple stations. Message receipts and acknowledgments if required by the sending station are transmitted via the internet or private network to the EMnet server.

EMnet is the official system Florida will use to transmit EAS messages. Most EAS messages will be generated by the National Weather Service for severe weather related messages, and the Florida Department of Law Enforcement (FDLE) originates AMBER and SILVER alert messages.

## **6. Back-up Radio Systems**

HCEM also has the availability of several low band, UHF portable and mobile radios, as well as a UHF repeater installed and operational at the Stringer Hill primary tower site. These radios are issued to CERT Commanders for communication back to the EOC during the response and recovery periods of the emergency situation. These radios may also serve as a limited back-up to the 800MHz trunked radio system. In addition, they can be used to communicate with shelters, feeding sites, distribution sites, staging areas, etc. ESF 2 or Emergency Management Office will assign, track, and demobilize these radios when needed.

The Florida Interoperability Network (FIN) - provides secure interagency and interoperable communications for Florida's entire community of public safety users with dissimilar systems, enabling more timely and effective emergency responses to critical events daily. More information can be obtained at the website listed below:

[http://dms.myflorida.com/eits/public\\_safety/radio\\_communications/florida\\_interoperability\\_network\\_fin](http://dms.myflorida.com/eits/public_safety/radio_communications/florida_interoperability_network_fin)

The Sheriff's Office also maintains a Mobile Command Center (MCC). The MCC is a 53' trailer that is self supporting with

generator power, heat and air conditioning, fresh water supply, small refrigerator, microwave, and restroom facilities.

Equipment installed in the MCC includes, six (6) 800MHz radios for use with the County 800MHz trunked radio system, one (1) each 800MHz, UHF, and VHF radios for communications with various state agencies, conventional repeaters for B/U 1, B/U 2, 8CALL90 MA, 8TAC92 MA, building amplifier for 800MHz and 900MHz Nextel phones, satellite connection for phone and computer access, DirecTV satellite and eight (8) computer workstations.

This unit can be used for Incident Command countywide or deployed out of county with limited area radio coverage.

Communications Trailers – The Sheriff’s Office maintains two (2) portable Communications Trailers with 100’ towers. Each one contains a gasoline generator and conventional repeaters for B/U 1, B/U 2, 8CALL90 MA, and 8TAC92 MA.

## **7. Communication Drills**

ESF 2 will participate in all drills deemed appropriate by HCEM. A test of communication systems will be incorporated into at least one annual exercise. The type of communication system tested will be determined during the exercise development phase.

### **4.3 Notification**

The IT Department, as the support agency for ESF 2, will notify for activation purposes each support agency and/or volunteer agency (as required), using commercial telephone lines, cellular phones, and/or pagers. As a primary agency, the Hernando County Sheriff’s Office 911 Division will use the 800MHz radio system as a mode of communication and/or notification.

### **4.4 Mobilization**

ESF 2 will have access to commercial telephone lines, cellular phones, pagers, and/or the 800MHz radio system as mobile communications.

### **4.5 Response Actions**

Assess the need for and obtain assistance from TERT (Telecommunicator



Emergency Response Taskforce) if needed or required.

Assess the need for and obtain telecommunications industry support as required.

#### **4.6 Recovery Actions**

ESF 2 will begin assisting in the recovery process by:

Accumulating damage information obtained from assessment teams, the telecommunications industry, EOC and other city and state agencies.

### **5.0 RESPONSIBILITIES**

The Hernando County Sheriff's Office 911 Communications and Information Technology Divisions (secondary agency) will make every attempt to ensure that the EOC and all communication efforts are operational on a 24 hour basis.

### **6.0 RESTORATION PRIORITIES**

Damaged communication systems will be given a high priority for restoration. The following list indicates some of the highest priorities identified to be restored. However, priorities will be determined by the Incident Management Team after an assessment of damage has been conducted.

- 800MHz Radio System
- EOC Telephones
- Critical Facility Landline Telephone Systems

### **7.0 TERMS AND DEFINITIONS**

TERT Telecommunicator Emergency Response Taskforce is a statewide and nationwide initiative for deployable emergency response dispatchers to be received by agencies as needed for recovery and continuity of operability.

Conventional Allows for "repeated" or "direct" radio to radio communication when necessary for specific incident communications or when the trunked system has experienced a failure. This feature also allows units to communicate with other agencies outside our system on 800MHz conventional frequencies (i.e.: statewide mutual-aid frequencies).

Emergency Alert	This feature allows the field user to press an “emergency” button on their radio in the event they are in distress and cannot transmit a message over the radio. This button will activate an emergency tone which will be received by the dispatcher along with the ID# of the radio unit. The location of the radio is NOT transmitted, however.
Failsoft	This feature allows the system to operate in a Conventional 800MHz simulcast mode during a trunked system failure.
HCECS	<b>H</b> ernando <b>C</b> ounty <b>E</b> mergency <b>C</b> ommunications <b>S</b> ervice provides a valuable source of communications during an emergency situation. HCECS operators provide communications between public shelters and the EOC as their primary mission.
Land Line	The main mode of telephone communication for disaster communications is the dial tone provided by the local telephone company (AT&T and Century Link).
Priority Scan	This feature allows selected radios to “scan” or “monitor” several 800MHz talkgroups while continuing to monitor the user’s primary talk group.
Private Call	This feature would allow selected radios to call other radios on the simulcast system and communicate directly to that radio user without other radios on the system being able to monitor the conversation. This feature is not used.
Trunked Simulcast	This is the primary radio system consisting of a three site 800MHz trunked, and microwave linked, simulcast system which receives and transmits at all sites simultaneously.
Talk Groups	This feature allows for pre-defined “emergency” talk groups to be used during catastrophic or major disasters (simulcast).

## **EMERGENCY SUPPORT FUNCTION #3 PUBLIC WORKS AND ENGINEERING**

**PRIMARY AGENCIES:**    **Hernando County Department of Public Works  
Hernando County Utilities Department**

**SUPPORT AGENCIES:**    **Hernando County Solid Waste and Recycling Division  
Hernando County Parks and Recreation Department  
Hernando County Purchasing and Contracts  
Hernando County Emergency Management  
Hernando County Sheriff's Office  
Hernando County Building Division**

**City of Brooksville Department of Public Works  
Southwest Florida Water Management District**

### **1.0    INTRODUCTION**

#### **1.1 Purpose**

The purpose of this Emergency Support Function (ESF) is to provide Public Works and Engineering support for assistance in life-saving and disaster relief through engineering services, technical evaluation, inspection, damage assessment, debris clearance and disposal, restoration of transportation facilities and traffic control devices, operation and restoration of public water and wastewater facilities, and emergency signage.

#### **1.2 Scope**

ESF #3 Public Works and Engineering support includes professional, technical and administrative services related to:

- Inspection, evaluation and emergency clearance of debris to allow for evacuations, on-going damage assessments and the safe passage of emergency personnel, supplies and equipment.
- Inspection, evaluation and emergency repair of local roads and bridges to facilitate the provision of assistance and the distribution of supplies and materials.
- Inspection, evaluation and emergency repair of public water and wastewater infrastructure.
- Coordination and logistical assistance for road and bridge closures, detours and

installation of temporary traffic control devices.

- Emergency demolition of damaged structures and facilities designated as immediate hazards to public health, safety and welfare.
- Technical assistance and drainage assessment.
- Provision of technical and logistical assistance to other ESFs as needed.

## **2.0   POLICIES**

- The Hernando County Department of Public Works (DPW) performs tasks under their authority in addition to missions assigned in this plan.
- The Hernando County Utilities Department (HCUD) performs tasks under their authority in addition to missions assigned to this plan.
- Hernando County and the City of Brooksville Public Works Directors may request assistance through Mutual Aid Agreements by forwarding requests to ESF 7 for processing.

## **3.0   SITUATION**

### **3.1 Disaster**

A major or catastrophic disaster will cause extensive and potentially severe property damage.

- Structures, houses, public buildings, and other facilities will be damaged or destroyed. Many may need to be reinforced, demolished or isolated for public safety reasons.
- Water and wastewater infrastructure may be damaged or destroyed resulting in partial or full disruption of a clean water supply, and/or health hazards in the environment due to sanitary sewer overflows.
- Streets, bridges, highways, airports, and other forms of transportation are expected to be damaged or unusable.
- Traffic control equipment may be damaged and rendered partially or fully inoperable.
- Resources may be limited or inadequate in the immediate disaster area.
- Emergency response personnel may be denied free access within the disaster area depending on the circumstances.

- Disaster assistance must begin immediately.

### **3.2 Planning Assumptions**

A major or catastrophic disaster will tax the ability of the local government to respond without outside assistance.

- Requests for assistance are expected to far exceed the resources of the Public Works Department.
- Requests for assistance are expected to far exceed the resources of the Hernando County Utilities Department.
- Damaged areas may be blocked by debris and not readily accessible to emergency response personnel.
- Roads may need to be reopened to allow access by emergency service personnel.
- Temporary signage and traffic control equipment may be required to identify streets, facilitate traffic flow and restrict public access to disaster areas.
- Water and sewer mains may be ruptured from tree roots or damage structures resulting in breaks and spills.
- Water treatment plants may be inoperable due to power loss or damaged equipment
- Wastewater pump stations may be inoperable or submerged with stormwater or coastal flooding resulting in sanitary sewer overflows.
- Water Reclamation Facilities may be partially or fully inoperable due to power loss or damaged equipment.
- Standard methods of communication may be disrupted or destroyed.
- Damage assessment will be necessary to identify and prioritize the use of resources to minimize risk to citizens and damage to property.
- Emergency procedures will be necessary for debris removal and disposal to protect public health and safety.
- Abbreviated purchasing procedures will be utilized to expedite the purchase of supplies and materials.
- Support services for all personnel and equipment may have to be provided from outside the disaster area.
- Secondary events after a disaster have an even greater potential for threatening

lives, property and infrastructure.

## **4.0 RESPONSIBILITIES**

### **4.1 Lead Agencies**

DPW functions as the lead agency for ESF 3 (Public Works):

- As the lead agency for ESF 3 (Public Works), DPW will coordinate and direct support agencies' resources for debris clearance and removal, access restoration, transportation facility damage assessment, and other related public works functions.
- DPW's resources will be deployed and utilized in conjunction with support agencies and local governments as needed.
- DPW will provide support to other ESFs in accordance with established priorities and as directed by the Emergency Operations Center (EOC).
- DPW will be responsible for the collection and disposal of debris.

HCUD functions as the lead agency for ESF 3 (Utilities):

- As the lead agency for ESF 3 (Utilities), HCUD will coordinate and direct support agencies' resources for operation and restoration of County public water and wastewater infrastructure, and other related functions.
- HCUD's resources will be deployed and utilized in conjunction with support agencies and local governments as needed.
- HCUD will provide support to other ESFs in accordance with established priorities and as directed by the Emergency Operations Center (EOC).

### **4.2 Support Agencies**

- **Hernando County Solid Waste and Recycling Division** will assist DPW with coordinating the collection and disposal of debris.
- **Hernando County Parks and Recreation Department** will assist in emergency debris clearing operations.
- **Hernando County Purchasing and Contracts** will implement emergency purchasing procedures and have the Fleet Maintenance contractor available for emergency repairs and fueling.

- **City of Brooksville Department of Public Works** will communicate their road clearance priorities and needs and make resources available for a coordinated response.
- **Hernando County Emergency Management (HCEM)** is responsible for receiving, processing and disseminating information as the primary agency for ESF 5.
- **Hernando County Sheriff's Office (HCSO)** is responsible for law enforcement functions as the primary agency for ESF 16. HCSO will take control of damaged areas, direct traffic around closed areas, facilitate evacuations, and provide enforcement and control in problem areas.
- **Hernando County Building Division** is responsible for identifying structures and facilities, which require demolition or stabilization due to damage that poses an immediate hazard to public health and safety. This authority is provided through Hernando County Code Chapter 8, Article II, Section 8-136 - Division 6: Standard Unsafe Building Abatement Code.
- **ESF 4 and ESF 16** are responsible for the identification of transportation routes to be cleared to allow emergency response vehicles to operate.
- **ESF 12** is responsible for coordinating the immediate restoration of power to public water and wastewater facilities to mitigate the public health risks associated with the loss of water and wastewater services.
- **Southwest Florida Water Management District** is responsible for various water-related activities including maintenance of rivers and canals under their jurisdiction, flood control, well permitting, drilling, and fill activities. The District also has boats, heavy equipment, maps, knowledge and control of surface water systems and control structures such as floodgates, as well as biologists, chemists, and other professionals that may have useful knowledge and expertise.

## 5.0 **CONCEPT OF OPERATIONS**

### 5.1 **General**

- DPW, as primary agency for ESF 3 (Public Works), will coordinate between federal, state and local agencies to restore access into the disaster area, provide damage assessment information, direct the rehabilitation of transportation and drainage infrastructure, and coordinate debris removal and disposal.
- HCUD, as primary agency for ESF 3 (Utilities), will coordinate between federal, state and local agencies to restore public supply water and wastewater services.

## **5.2 Organization**

- DPW and HCUD will provide 24-hour support at the EOC to ensure full coordination, deployment and utilization of available resources.
- Resources from various departments and agencies will be directed to designated sectors based on available information, planned assignments and weather conditions.
- Situation permitting, DPW may establish a triage team to be dispatched to residents reporting drainage and debris problems to assess the situation. DPW will assign staff to receive reports and log them. The triage team leader will establish priorities and dispatch team members.
- Situation permitting, HCUD may establish a triage team to assess damage to county water and wastewater facilities. HCUD will assign staff to receive reports, prioritize restoration activities, and dispatch team members to complete necessary tasks to restore water and wastewater services.

## **5.3 Notification**

- HCEM is charged with initial notification of potential or actual events.
- All departments and agencies will alert their personnel and ensure that equipment and supplies are ready for use or placed on standby.
- Designated staff will report to the EOC when activated.

## **5.4 Response Actions**

- At all times:
  - DPW will maintain a reference inventory and adequate stock of supplies for use during emergencies, at the DPW compound, such as Type II barricades, sign blanks, batteries, personal protective gear, etc.
  - Keep all mechanical equipment in good working order.
  - Provide safety training to all employees with major emphasis on dangers associated with disaster response.
  - Have maps available for tracking events and dispatching personnel.
  - Maintain updated employee home and cellular phone list.



- Test generator equipment.
- 48 hours prior to event (or upon occurrence):
  - DPW and HCUD will place all personnel on standby and cancel leaves as determined by the Department Director.
  - All equipment and vehicles will be inspected and necessary repairs made in advance of potential event.
  - All vehicles will be refueled at the end of each workday.
  - Personnel will be advised to take necessary steps to secure personal property and provide for protection of their families.
  - Inventories of emergency supplies and materials must be verified.
  - Contact local vendors to ascertain availability of equipment that may be needed after a major disaster.
  - Review situation with key management personnel and distribute periodic updates.
  - Review priorities established for roadway corridors.
  - Confirm that other ESF 3 agencies and departments are activating their emergency plans.
- 12 hours prior to potential event:
  - Meet with staff and supervisors to review schedules for office and field assignments.
  - Distribute equipment and supplies to designated staging areas, if appropriate.
- Six hours prior to potential event:
  - Have designated response personnel report to assigned duty stations.
  - Make final inspection to assure that all response equipment and materials are secured.
  - Send non-essential personnel home.
  - Test communications network.
- Initial actions during and after event:

- Commit available resources to pre-planned priorities.
- Respond to specific, emergency or life-threatened areas coordinated through the EOC.
- Assist other ESFs as needed.
- Conduct damage assessment of roads and bridges to ascertain degree of damage and resources required to restore services on an emergency basis. The prioritization of clearing, repair and restoration of damaged transportation facilities are to be coordinated through the EOC.
- Establish roadway clearing control plan from initial damage assessment reports. Emergency debris clearance efforts will focus on clearing major transportation routes to allow movement of emergency response vehicles and equipment and access to medical facilities.
- Restore traffic control devices and directional signage to assist in rescue efforts and/or evacuation.
- Begin primary operations as necessary and as directed.
- Continuing actions:
  - Assign resources on an as needed basis.
  - Provide support services for personnel and equipment in disaster area.
  - Maintain communication with all units.
  - Oversee the removal and disposal of debris from roadways in the disaster area.
  - Minimize the impact of debris disposal on the county landfill by utilizing alternative means of debris disposal. Vegetative debris should be burned or chipped. Burn sites should be located as far as possible from populated areas.
  - Be very vigilant of liquid petroleum tanks in delivery loads.
  - Construction and demolition debris as well as recyclables (such as white goods) should be separated and disposed of accordingly. Household garbage should be disposed of in the approved landfill.
  - The storage and disposal of hazardous materials must be done in an environmentally sound manner.
  - Enforce the Standard Unsafe Building Abatement Code and begin

stabilization and/or demolition of unsafe structures.

## **5.5 Stabilization or Demolition of Damaged Structures**

Stabilization or demolition of facilities posing an immediate health or safety threat will be accomplished when practical. Until stabilization can be accomplished, field personnel will secure and clearly mark unsafe structures. If necessary, guards will be posted to keep people away. Most demolition should be accomplished by contract when feasible. However, demolition will be conducted when conditions permit and on public facilities only. Demolition of private structures will be the responsibility of the building owner.

The County will make every effort to allow insurance adjusters into damaged areas expeditiously to survey client buildings. This will speed up the process for building owners to make repairs or vacate their buildings for demolition.

ESF 5 will provide a list of unsafe buildings to local law enforcement, fire and rescue services, and governmental agencies.

### **5.5.1 Public Structures**

During the initial impact assessment, damage inspectors will compile a list of those facilities the inspectors deem an immediate public hazard and that require immediate stabilization or demolition. The inspectors, in coordination with the County Engineer, will prioritize this list.

The inspectors will forward the list to DPW. DPW will dispatch the necessary heavy equipment and items to begin stabilization. If the required resources are not available, ESF 3 will coordinate with ESF 7 to obtain them.

DPW will coordinate the debris management aspect of the demolition operation. This will be contracted out when feasible. This will allow County resources to be used in other disaster operations.

### **5.5.2 Private Structures**

The Building Division will survey private structures and facilities while performing damage assessments. This will allow them to gather damage information and begin identifying those buildings that require permitting, condemnation, or other building code action. The building inspectors determine the need for demolition or stabilization according to procedures set forth in the Standard Unsafe Building Abatement Code as follows:

- The County Building Official will inspect any building/structure that may be unsafe, determine that such building is unsafe and initiate proceedings to

cause the abatement of the condition.

- A notice of unsafe building will be directed to the owner of record.
- If the notice is not complied with or an appeal is filed, the Building Official shall certify that the structure is unsafe and that the owner of record has been served.
- The building shall be ordered repaired or demolished at the owner's option. If the building poses an immediate hazard, it shall be ordered vacated immediately.
- Notices to vacate shall be posted at each entrance to the building.
- Appeals must be filed in writing with the Building Official within 30 days from the date of the servicing. Hearing dates shall not be more than 60 days from the date the appeal was filed.
- Repair/demolition of an unsafe building shall be performed in an expeditious manner per code.
- If the cost of repairs/demolition is borne by the County, procedures for the budgeting, expenditure and recovery of such funds shall be established.

## **6.0 ADDITIONAL RESOURCES**

During a large disaster, ESF 3 assets will be overtaxed. The ESF 3 Coordinator will identify resource shortfalls to the Logistics Section through the Operations Chief. The ESF Coordinator will identify the problem, what resource is needed, its specifications, and a likely source from which to obtain the resource. If necessary, the Logistics Section will transmit the information to the State Warning Point/EOC for additional support.

Additional resources will be requested using the standard resource request procedures listed in the ESF 7 Annex. ESF 3 will assist the Logistics Section and Finance Section on resource use and expenditure documentation.

## **EMERGENCY SUPPORT FUNCTION #4 FIRE FIGHTING**

**PRIMARY AGENCY:**      **Hernando County Fire and Emergency Services**

**SUPPORT AGENCIES:**    **Brooksville Fire Department**  
                                 **Florida Forest Service**  
                                 **Florida Fire Chiefs' Association**  
                                 **U.S. Coast Guard**

### **1.0    INTRODUCTION**

#### **1.1 Purpose**

The purpose of this Emergency Support Function (ESF) is to provide Hernando County with a firefighting capability to meet the demands of rural and urban fires, including wildland fires, resulting from or occurring coincidentally with a disaster condition or event.

#### **1.2 Scope**

This annex involves the management and coordination for firefighting support at the County level, consistent with the Florida Comprehensive Emergency Management Plan (CEMP). This includes mobilizing and providing the personnel, equipment, and supplies for the control and extinguishing of fires.

### **2.0    POLICIES**

#### **2.1 Priorities**

ESF 4 assets will be used to support County emergency operations and other ESFs with their emergency efforts. ESF 4 will interface with ESF 8, ESF 9, and ESF 10 to:

- Suppress urban, rural, and wildland fires.
- Assist in the evacuation of persons from immediate danger.
- Provide for the safety and health of all emergency personnel by providing logistical support, food/shelter, and medical care.
- Respond to and implement public safety and protective actions.
- Contain hazardous material releases while providing defensive operations.

## **2.2 Assignment of Responsibility**

It is the responsibility of each fire department to ensure its own operational capability. The Hernando County Fire Chief or designated representative will coordinate the planning, development, and maintenance for all fire services related to emergency management operations.

## **2.3 Response Requirements**

Federal and State assistance to this ESF will be provided under Public Law 93-288, and Florida Statute Chapter 252, and the Florida CEMP.

## **2.4 Resource Coordination**

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs, to support its mission.

All resources will be directed to a designated staging area determined during the initial operational periods. All other ESFs will coordinate with ESF 4 at the Emergency Operations Center (EOC) when requesting emergency support of disaster assistance from this ESF. In the case where a conflict of priorities develops, ESF 4 will work with the Operations Section Chief and the Incident Commander to resolve the situation.

The Hernando County Fire Chief or designated representative possesses and maintains a resource inventory showing vehicles, apparatus, equipment, and their locations that may be available for firefighting activities.

The Logistics Division will assist ESF 4 when requesting resources through the Florida Fire Chiefs' Association for firefighting support. ESF 4 will provide the Logistics Division the type of resource needed, amount, and period expected to be used.

## **3.0 SITUATION**

### **3.1 Disaster Conditions**

Fire prevention and control are everyday tasks faced by fire department personnel. Many hazards may present difficulties concerning fire protection such as hurricanes, tornadoes, riverine and coastal flooding, high winds, wildland fires, fire spread, hazardous material accidents and other conflagrations.

### **3.2 Planning Assumptions**

- Existing fire department personnel and equipment can probably control most emergency situations, given the normal training provided and availability of mutual aid.

- All available local fire department resources will be committed, and they will need additional help.
- Damaged areas will be blocked, inaccessible, and present secondary hazards.

## **4.0 CONCEPT OF OPERATIONS**

### **4.1 General**

The responsibilities of fire department personnel in emergency and disaster situations are basically the same as in their daily operations. Their primary area of responsibility is fire control. Fire services are also involved on a regular basis with rescue operation and hazardous materials incidents. Fire activities are identified below into four basic phases:

#### **4.1.1 Mitigation**

- Enforce fire codes.
- Conduct public safety and fire prevention programs.
- Request changes or upgrading of existing fire codes where deemed necessary.
- Ensure that all new construction conforms to fire codes.
- Conduct familiarization walk-through tours of high hazard or high life safety facilities on a regular basis.

#### **4.1.2. Preparedness**

- Maintain vehicles, equipment, and apparatus.
- Train personnel.
- Develop communications procedures.
- Develop and conduct periodic reviews of facility preplans.
- Exercise routinely.
- Periodically review and upgrade mutual aid agreements when necessary.

#### **4.1.3. Response**

- Control fires.
- Perform search and rescue operations.
- Assist in evacuation notifications.
- Control hazardous material releases.
- Request implementation of temporary fire codes or restrictions during an emergency. (Example: restrict open burning or recreational fires during a prolonged dry period.)

#### **4.1.4 Recovery**

- Maintain records, logs, and documentation of resources employed.
- Assist in fire investigation.
- Assist in public information and awareness.

### **4.2 Emergency Support Function Organization**

Hernando County Fire and Emergency Services is the primary agency for ESF 4. Pre-designated representatives from primary and support agencies of this ESF will be present in the EOC on a 24-hour basis.

The designated team leader for this ESF at the EOC is responsible for all activity of the ESF, subject only to the guidance and direction of the EOC Management Team and the policies of this plan. Elsewhere throughout the County and other designated recovery facilities, as described in the Basic Plan of this document, this ESF will be organized according to the Incident Command System.

### **4.3 Notification**

- Initial notification will be sent by Hernando County Emergency Management (HCEM) to the primary agencies of this ESF advising that a threat situation or an emergency has occurred which warrants, or may warrant, the implementation of this plan.
- The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.



#### **4.4 Mobilization**

Immediately following notification to activate this ESF, the primary agency will complete the following:

- Establish communications with the EOC and obtain situation reports.

#### **4.5 Direction and Control**

The ESF 4 representative in the EOC will be responsible for coordinating all fire services operations. Each fire agency will be responsible for operations within its respective jurisdiction. All emergency operations will be directed from the EOC by the Hernando County Fire Chief or their representatives. Using standard procedures, firefighters will be utilized to handle routine operations. State and federal support will be called upon as needed.

#### **4.6 Continuity of Government**

Lines of succession to each department head are defined according to the standard operating guidelines established by each department. The Continuity of Operations Plan may be activated.

#### **4.7 Communications**

Hernando County Consolidated Communications Dispatch will continue to receive, dispatch, and transmit fire information. Talk groups may be assigned as scene commands are established.

ESF 4 will operate a base station ~~in the 911 Communications Center~~ during response operations. However, field units are to continue to use normal radio protocols and communicate with Consolidated Communications Dispatch unless otherwise determined by ESF 4.

ARES operators may be assigned with field units if normal communications become impaired.

### **5.0 ADDITIONAL RESOURCES**

ESF 4 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 4 missions.

## **5.1 Request Procedures**

- All requests for additional fire resources will follow the standard resource request procedures listed in ESF 7 Annex.
- The request will include:
  - The fire related problem(s) to be solved.
  - County resources committed.
  - The number and type of single resources, strike teams, or task forces anticipated.
- Fire resources requested to support disaster operations will be approved by the EOC Manager and submitted to the State EOC through the State Emergency Response Team Liaison Officer and WebEOC.
- Requests will be forwarded to the State ESF 4 desk staffed by the Florida Fire Chiefs' Association.

## **5.2 Resource Coordination**

- At times, ESF 4 may need to coordinate directly with the Florida Fire Chiefs' Association.
- When outside fire resources are assigned to Hernando County, they will come under the operational control of the County's ESF 4 and/or Operations Section.
- The ESF 4 representative will brief any liaison officer assigned to the EOC on the operation of the EOC and give the necessary information on resource status.
- The fire liaison officer and the EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks only.
- Together, the EOC Team, including the liaison officer, will anticipate and identify future resource needs.

## **EMERGENCY SUPPORT FUNCTION #5 INFORMATION AND PLANNING**

**PRIMARY AGENCY:**                      **Hernando County Emergency Management**

**SUPPORT AGENCIES:**                **Hernando County Clerk of the Circuit Court**  
   **Hernando County Planning Department**  
   **Hernando County Property Appraiser**  
   **Florida Division of Emergency Management**

### **1.0 INTRODUCTION**

#### **1.1 Purpose**

The purpose of this Emergency Support Function (ESF) is to compile, analyze and coordinate overall information and planning activities in the Hernando County Emergency Operations Center (EOC).

#### **1.2 Scope**

- ESF 5 collects, processes, and disseminates information to be used in the response and recovery phases of a disaster. ESF 5 documents overall response activities and operations.
- ESF 5 coordinates with the Florida Division of Emergency Management and all ESFs to obtain and share all available information regarding the disaster.
- ESF 5 maintains displays of key information and facilitates briefings using maps, charts, and status boards in the EOC and by electronic means.

### **2.0 POLICIES**

- ESF 5 reports to the Incident Commander. ESF 5 manages the EOC, supervises message control and supports information flow for EOC activities.
- Information and planning are a continuous process. ESF 5 collects and monitors information from sources, which have already gathered and analyzed it. ESF 5, through message control, monitors all information to ensure all requests have been assigned appropriately.

### **3.0 SITUATION**

#### **3.1 Disaster**

Hernando County can be impacted by a major disaster that could be of such severity and magnitude as to require outside assistance from local, state, and federal agencies. In these instances, the information flow will range from sporadic and confusing, to overwhelming. Capturing this disaster information, is vital to resource support and incident action planning.

- The EOC will be activated in times of disaster depending upon its severity.
- Activations can be as simple as monitoring at Level 3 or Level 1 full staff activation.
- The purpose of the EOC is to ensure coordinated action for response and recovery.
- To coordinate effectively, communication must occur.

#### **3.2 Planning Assumptions**

- A communication system is used in the EOC due to the large volume of data being processed.
- Specific roles and responsibilities will be assigned to ensure the communication system work efficiently.
- All EOC participants must to be able to understand the implications of a catastrophic disaster. ESF 5 provides situational awareness by creating Incident Action Plans (IAPs), conducting briefings, and displaying data graphically and geographically.
- Local response agencies are the best available source of vital information regarding initial damages and unmet needs.

### **4.0 RESPONSIBILITIES**

#### **4.1 Primary Agency**

Hernando County Emergency Management (HCEM) is the primary agency for ESF 5 and will provide information and planning support to the EOC as part of the Planning Section. Included in this process are the following activities:

- Coordinate message flow and control within the EOC.
- Coordinate the overall efforts to collect, process, report and display essential

elements of information and to facilitate support for planning efforts in response and recovery operations.

- Distribute plans and reports to other ESFs, local, state, and federal agencies.
- Coordinate/establish EOC briefings.

**ESF 5 will:**

- Establish Planning Section Situation Unit.
  - Collect, process, and organize all incident information.
  - Prepare and update situation displays.
  - Prepare and update situation summaries. (IAPs, briefings, situation reports and any other pertinent informational forms)
- Establish Planning Section Documentation Unit.
  - Maintain all incident documentation, to include internal messages, external messages and logbooks.
  - Launch the message control system according to established standard operating guidelines. (cite where this is outlined?)
- Establish Planning Section Resource Unit.
  - Institute check-in procedures according to standard operating guidelines. (cite where these guidelines are located)
  - Maintain status of all personnel and equipment resources assigned to the incident according to standard operating guidelines. (cite where the standard operating guidelines are)

## **4.2 Support Agencies**

- All ESF 5 support agencies are responsible for providing support staff to the Planning Section.

## **5.0 CONCEPT OF OPERATIONS**

### **5.1 General**

- 5.1.1** Emergency responders at all levels of government will initially assess the situation to identify the need for response and recovery operations. A situation assessment will be conducted to determine:

- Disaster impacts, including the magnitude and severity, affected areas, status of critical facilities, damaged area boundaries, etc.
  - The status of local government operations and their unmet needs.
  - The resources required to support response and recovery operations.
- 5.1.2** In the initial period of the incident, ESF 5 gathers information from radio, telephone, e-mail, and other sources. ESF 5 will validate as much of the information as possible before dissemination.
- 5.1.3** ESF 5, through the Situation Unit, will display critical or Essential Elements of Information (EEI) in the EOC. This information may include but is not limited to:
- Date and time of the event.
  - Disaster area locations and boundaries.
  - Number of persons injured, dead, or missing.
  - Roads blocked, open, and closed.
  - EOC level of activation.
  - Status of critical facilities.
  - Weather data.
  - Security information.
  - Entry control points.
  - Shelter and mass care facilities.
  - Key personnel directory.
- 5.1.4** The methods to disseminate or display information will vary. ESF 5 will develop situation reports and IAPs to publicize official information. ESF 5, through the Situation Unit, will display information in the EOC using a combination of the following information:
- WebEOC.
  - EOC status boards and charts.
  - LCD projector with Power Point slides and Hurrevac software.
  - SMART board.

- White boards.
- Flip charts.
- Propositioned clip boards (IAPs and situation reports).
- Maps and status boards (cited in under “display processors”)

## 5.2 Organization

The planning section is comprised of three units--the Situation Unit, the Documentation Unit, and the Resources Unit. The following are recommended staffing levels per shift for a Level 1 Full Activation.

### 5.2.1 Situation Unit:

- Display Processors (2) Maintains incident status information obtained from other ESFs, internal messages, the National Weather Service, etc. Information is posted on maps and status boards as appropriate.

### 5.2.2 Documentation Unit:

- Supervisor (1) Provides oversight to the message control system, gathers all non-message type documentation, organizes all documentation of the incident.
- Message Control (2) Logs, assigns control number to, and makes note of response requirements for all messages flowing through the EOC. Maintains log and ensures timely responses.
- Runners (3) Picks up and delivers messages to message control, copies and distributes messages as needed, prompts ESFs to address overdue requests/responses.
- Duplication Services (1) Runs copies, re-supplies copier, etc.

### 5.2.3 Resources Unit:

- Vehicle/Equipment (1) Checks vehicles and equipment supplied

from outside agencies in and out, and monitors the missions during which these assets are used.

- Personnel (1) Checks personnel used in response and recovery activities in and out, and prepares demobilization plans.

### **5.3 Notification**

Upon EOC activation, the HCEM will implement the established notification procedure.

### **5.4 Response Actions**

- Level 2 Activation (Partial)
  - Implement notification procedures, place support staff on standby and request that personal emergency plans be finalized.
  - Develop staffing patterns (number of people needed per shift and hours worked per shift) to fulfill tasks as indicated in the current IAP.
  - Gather needed supplies.
  - Prepare to relocate to the EOC when notified.
- Level 1 Activation (Full)
  - Clear the EOC calendar and make notifications as needed.
  - Distribute supplies needed for the message system.
  - Prepare data displays.
  - Establish initial IAP, including briefing schedule, and continuously update throughout the event.
  - Gather data, process and disseminate information according to standard operating guidelines. (citation?)
  - Document information and maintain records required for reimbursement by the Federal Government.

### **5.5 Incident Action Planning (IAP) Process**



**5.5.1** ESF 5 prepares IAPs to support and document the incident. IAPs may be developed using ICS Forms 202, 203, and 204. ESF 5 uses the following steps to develop IAPs:

- 1) Gather EEI and assess the incident.
- 2) Establish incident objective and strategy for the operational period.
- 3) Develop tactical direction and assignments.
- 4) Implement the IAP.
- 5) Evaluate the IAP.

**5.5.2** The Incident Commander approves the IAP. The Planning Section Chief schedules periodic briefings, approximately every two hours initially, and will disseminate the IAP. The IAP is posted on a clipboard in the EOC each operational period and is available through WebEOC.

**5.5.3** ESF 5 develops a Situation Report for each operational period and transmits EEIs to the State ESF 5 representative. This may be done by e-mail, fax, or electronically through WebEOC.

## **5.6 Recovery Actions**

- Transmit damage assessment and unmet needs data to the Florida Division of Emergency Management via WebEOC.
- Gather all documents pertaining to the incident for historical record keeping.
- Continue response actions until deactivation of the EOC.
- Prepare damage assessment documentation for Initial Impact Assessments and Preliminary Damage Assessments.

## **6.0 ADDITIONAL RESOURCES**

During a catastrophic or long-term event, Hernando County may request an EOC Management Team from the State (through the Statewide Mutual Aid Agreement) to provide ESF 5 leadership and support. The Human Resources Department may fill vacant positions with non-critical county employees and/or volunteers who have been pre-screened by the department.

## **EMERGENCY SUPPORT FUNCTION #6 MASS CARE**

**PRIMARY AGENCY:**      **Hernando County School District**

**SUPPORT AGENCIES:**    **American Red Cross**  
                                 **Hernando County Health Department**  
                                 **Hernando County Sheriff's Office**  
                                 **The Salvation Army**  
                                 **Radio Amateurs**  
                                 **Hernando County Animal Services**  
                                 **Hernando County Housing Authority**  
                                 **Hernando County Emergency Communications Services**  
                                 **Jericho Road Ministries**

### **1.0    INTRODUCTION**

#### **1.1    Purpose**

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to provide emergency sheltering, temporary housing, mass feeding, first aid and bulk distribution of relief supplies for victims of disaster. ESF 6 will also facilitate a system to collect, receive and report information about the status of victims and assist families with reunification.

#### **1.2    Scope**

ESF 6 has a broad scope of responsibilities that include:

##### **1.2.1   Sheltering**

Coordinate and provide sheltering, using pre-identified shelter sites. This will include the designation of Special Needs Shelters as required.

##### **1.2.2   Feeding**

Coordinate the establishment and operation of mass feeding. This includes fixed sites, mobile feeding units and bulk food distribution sites.

##### **1.2.3   Emergency First Aid**

Coordinate the provision of emergency first aid in mass care facilities for disaster victims and workers.

##### **1.2.4   Disaster Welfare Information**

Coordinate the establishment of a system to provide shelter registration data to

appropriate authorities and to assist in locating family members in the affected area.

#### **1.2.5 Bulk Distribution of Relief Supplies**

Establish and coordinate sites for distribution of relief supplies within the affected area to meet the urgent needs of disaster victims.

#### **1.2.6 Temporary Housing**

Identify available temporary and rental housing resources. Provide emergency permitting, and zoning coordination for the placement of travel trailers or other temporary housing units and emergency repairs to existing homes and businesses.

## **2.0 POLICIES**

### **2.1 Priorities**

The primary focus of the ESF 6 function will be to provide refuge for evacuees displaced from their residences because of the threat or occurrence of an emergency.

### **2.2 Assignment of Responsibilities**

The Hernando County School District (HCSD) is designated as the lead agency for ESF 6 and will coordinate all activities of ESF 6. Support agencies of this ESF include American Red Cross, Health Department, Sheriff's Office, Animal Services, and The Salvation Army, among others.

### **2.3 Response Requirements**

The primary agency and the support agencies will provide staff at the Emergency Operations Center (EOC) 24 hours per day, for the duration of the ESF 6 activation.

### **2.4 Resource Coordination**

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs. This ESF will allocate available resources based on priorities identified in coordination with the EOC. If resources are unavailable within the ESF, they will be requested from the American Red Cross. All municipalities and other ESFs must coordinate with this ESFs representative at the EOC when requesting emergency support. In the case where a conflict of priorities develops, this ESF will request the EOC Management Team to resolve the situation.

### **2.5 Response and Recovery Coordination**

Emergency operations of this ESF will be initiated commensurate with the needs and emergency priorities as determined by Hernando County Emergency Management (HCEM), in consultation with the County Administration.

### **2.6 Operating Facilities**

The following are locations and descriptions of mass care facilities pre-identified to be utilized by this ESF:

#### **2.6.1 During Evacuation:**

For large shelter needs, i.e., hurricanes, facilities are listed in the Statewide Shelter Database consisting of public-school sites, updated annually (See Attachment 1). For smaller shelter needs, (i.e., tornadoes, floods, etc.) the Red Cross has agreements with churches and community buildings for use of these facilities as a shelter or feeding site.

#### **2.6.2 During Recovery:**

School shelters will be evaluated and, if possible, evacuees will be consolidated into more feasible facilities, to allow for schools to re-open as quickly as possible.

Mass care sites such as food and water distribution will be identified and staffed according to the need. Additional information is located in the Hernando County Logistics Plan.

### **2.7 Coordination of Actions**

All agencies assigned to this ESF function shall coordinate all actions in performance of emergency response and assistance missions with the ESF lead in the EOC.

## **3.0 SITUATION**

### **3.1 Disaster Conditions**

#### **3.1.1 Sudden Catastrophes**

Transportation accidents, flash floods, tornadoes, fires, or technological events may require the provision of immediate mass care to evacuees, victims and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly, with no advance notice.

#### **3.1.2 Slowly Developing Disasters**

Catastrophic disasters such as hurricanes and slow-rising floods provide warning and evacuation time but may cause extended displacement and damage to infrastructure. Shelters may be needed to accommodate evacuees for longer periods and into the recovery phase.

#### **3.1.3 Resource Limitations**

In the wake of a disaster, many local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

### **3.1.4 Short-Term Cold Weather Sheltering**

Shelters may need to be opened when temperatures are expected to drop low enough to create a life-threatening hazard. A cold weather event is described as a sustained forecast temperature of 32 F, without wind chill, for two or more hours. Jericho Road Ministries maintains facilities that can accommodate single men and women as well as a limited number of families in need of shelter during periods of extended cold weather. Additional information is in the Hernando County Cold Weather Shelter Plan.

## **3.2 Planning Assumptions**

The nature and extent of the disaster event requires a preplanned, immediate and automatic response from the primary and support agencies of this ESF. ESF planning is based on a worst-case scenario in which a disaster occurs without warning at the time of day that will produce maximum destruction to life and property.

The primary and support agencies of this ESF will provide mass care whenever feasibly possible. Agencies must plan to provide these services without outside support for at least 72 hours following the disaster.

A formal organizational structure for this ESF will be in place in the disaster area upon notification from the EOC.

## **4.0 RESPONSIBILITIES**

### **4.1 Lead Agency**

The Hernando County School District, as the lead agency, is responsible for the following:

- Develop and maintain staff for 24 hours per day during activation.
- Ensure the presence of resource materials to include:
  - Shelter listings (see Attachment 1).
  - Bulk food and vendor listings.
  - Listing of all ESF functions with contact names and numbers listing of all mass feeding and distribution sites.

- Notification, activation and mobilization of all agencies assigned to the ESF.
- Coordination, assignment and staffing of all the facilities.
- Coordination of all support agencies assigned to this ESF.
- Record incoming requests for assistance, who was assigned to respond, and the action taken.
- Be always prepared to provide status reports.

## **4.2 Support Agencies**

### **4.2.1 American Red Cross**

The American Red Cross can provide host shelters upon request using churches and community buildings for which they have agreements. In coordination with HCEM, the American Red Cross can provide the following support:

- Disaster assessment
- Mobile and fixed feeding
- Host sheltering
- Bulk distribution of disaster supplies

### **4.2.2 Hernando County Health Department**

The ESF 8 Coordinator will notify the Hernando County Health Department to notify staff and coordinate assignments to open the special needs shelter. ESF 8 will call the Home Health Agencies to activate agency nurses to the special needs shelter. The provision of first aid kits at each public shelter will be the responsibility of the Hernando County School District except at the special needs shelter. ESF 8 will coordinate the provision of medical supplies at the special needs shelter. ESF 8 will also coordinate the consultation of a physician for shelter residents if needed, the Health Department physician will be notified by the ESF 8 Coordinator.

### **4.2.3 Hernando County Sheriff's Department**

Assist, through ESF 16, in providing security at all shelter, feeding, or bulk distribution site locations.

### **4.2.4 Amateur Radio Emergency Service (ARES)**

Assist, through ESF 2, to staff and maintain radio communications between shelter sites and the EOC.

#### **4.2.5 Hernando County Animal Services**

Assist, through ESF 17, to assist special needs residents with pets by caring for the pets at the County Shelter. In addition, Animal Services will oversee the animal control aspect of the pet friendly shelter at D.S. Parrott Middle School.

#### **4.2.6 The Salvation Army**

Provide comfort stations and feeding activities.

#### **4.2.7 Jericho Road Ministries**

Open and operate a cold weather shelter as necessary, and provide blankets, cots and food for sheltered individuals.

### **5.0 CONCEPT OF OPERATIONS**

The Emergency Management Director or the EOC will request ESF 6 to begin mass care operations as soon it is apparent a disaster will produce displaced people or interrupt utilities for long periods of time. HC S D will provide a representative to the EOC during activation at the assigned station, and will identify which support agencies for the ESF are required, and take the steps necessary to assure that support agencies are activated or on alert as appropriate.

## **5.2 Emergency Support Function Organization**

### **5.2.1 Federal Level**

At the federal level, this ESF will be organized in accordance with the Federal Response Framework. This ESF will be directly represented at the Federal Disaster Field Office in or within proximity to the County.

### **5.2.3 State/Regional Level**

At the state/regional level, this ESF will be organized in accordance with the State Recovery Plan. This ESF will be present at the State EOC. In addition, when regional reception and staging areas have been established, representation of this ESF at those locations will be initiated.

### **5.2.4 County Level**

ESF 6 will organize under the leadership of the lead agency, HCSD. ESF 6 will establish liaison with other appropriate ESFs and maintain open communications in both the planning and operational phases.

Support agencies will be coordinated by the lead agency. However, each agency represented will be expected to maintain its operational capabilities and direct its resources in accordance with its agency's SOP.

HCSD will provide sufficient personnel to staff the ESF during activation, with qualified/trained persons able to facilitate decisions for the agency they represent.

The designated team leader for this ESF at the EOC is responsible for all activity of the ESF subject to the direction of the EOC Management Team.

#### **5.2.5 Municipal Level**

Municipal agencies that have been designed to perform or coordinate mass care functions may work directly with this ESF for resources and support. Those that have not designated specific agencies to perform mass care functions may coordinate with this ESF through their respective representative in the EOC for support.

### **5.3 Notification**

#### **5.3.1 Initial**

The Emergency Management Director will notify the HCSD Fire Official advising them that a threat situation exists or that a disaster has occurred which warrants, or may warrant, the implementation of this plan.

The Emergency Management Director will use the standard call down procedure as described in the Basic Plan.

#### **5.3.2 Hernando County School District**

HCSD will in turn notify all HCSD staff and those support agencies needed to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

#### **5.3.3 Support Agencies**

Each support agency will notify its staff using its internal notification procedures.

### **5.4 Mobilization**

#### **5.4.1 Lead Agency**

Immediately following notification to activate the ESF, HCSD will complete the following:

- Assure necessary emergency operating facilities and reporting systems are established.



- Establish communications with the EOC and obtain a status report. Notify the EOC when the ESF is prepared to staff the designated shelters.
- Provide appropriate supplies to the shelters.

#### **5.4.2 Support Agencies**

Immediately following notification of the lead agency to commence response actions, each agency will complete the following:

- Set up headquarters per agencies' individual disaster plan. Provide for call down of the agency's staff.
- Provide for ongoing needs relative to each agency's designated area of responsibility.

### **5.5 Response Actions**

Initially, mass care support efforts will be directed toward the following:

#### **5.5.1 Public Shelter Opening**

In an impending emergency where an evacuation is necessary and time is available, the Emergency Management Director will recommend to the Executive Policy Group to declare a local state of emergency and order shelters open. During emergencies when people are in immediate danger, either the Emergency Management Director or Incident Commander may order shelters open when directing an immediate evacuation to protect lives. The Emergency Management Director will brief the State on the decision to open shelters in either case.

When the decision is made to open shelters, the Emergency Management Director notifies ESF 6 (HCSD) to open the appropriate number and types of shelters. The type of disaster and number of displaced people will determine the number and types of shelters opened. ESF 6 will coordinate the activities of all public shelters in accordance with applicable Hernando County sheltering guidelines. The Emergency Management Director also notifies ESF 8 (Health Department) to activate its resources to open and staff the Special Needs Shelter.

It is Hernando County's intent to have shelters staffed and ready to accept people prior to the media announcement of an evacuation. This will prevent evacuees from waiting while the shelter staff prepares the shelter. However, this is not always possible. ESF 14 will prepare a news release with evacuation and sheltering information. The Emergency Management Director will approve the release before being disseminated. ESF 14 distributes the information using the procedures described in the ESF 14 Annex and standard operating guidelines.

Host shelters will be opened for evacuees from other areas when requested by the State EOC.

ESF 6 coordinates with other ESFs to ensure food, potable water, security, shelter supplies, and other necessities are provided. ESF 6 will work closely with the Operations Chief to ensure they coordinate the necessary activities with other EOC sections.

HCSD staffs shelters with management teams. These shelter management teams are responsible for registering evacuees, providing information, and monitoring shelter activities. Shelter management teams report daily census data and status reports to ESF 6 who in turn provides that information to ESF 5.

HCSD will coordinate shelter opening procedures with the School District Maintenance Director and the Disaster Action Team Leader, using HCSD standard procedures. General opening procedures include:

- Dispatch HCSD management teams to the shelters.
- Arrange for the transportation of shelter management kits to the shelters.
- Arrange for shelter security with ESF 16.
- Coordinate with ESF 2 to establish communications in the shelters.
- Establish and maintain communication with all shelter managers for shelter assessment and evaluation reports.
- Report to the EOC Manager when shelters are ready to receive people.
- Notify ESF 17 of animals being brought to the shelter.
- Continuously monitor occupancy levels and ongoing needs, and provide a daily listing of open and closed shelters to the appropriate ESFs.
- Facilitate a Disaster Welfare Information System.
- Evaluate information for additional needs and coordinate requests through appropriate ESFs in the EOC.
- Determine adequacy of food and water resources.
- Evaluate the need for additional staff and supplies to accomplish the mission of this ESF.

- Coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish.

### **5.5.2 Feeding Emergency Workers**

ESF 6 will coordinate its internal resources to provide food and water to emergency workers and disaster relief personnel. ESF 6 will work with other ESFs and liaisons in the EOC to develop a feeding plan identifying feeding sites, schedules, and tasked agencies.

### **5.5.3 Canteen Feeding Services**

Until outside mass care resources are in place at feeding sites, ESF 6 will coordinate the use of local American Red Cross Emergency Response Vehicles and The Salvation Army Canteens to provide mobile feeding to disaster sites.

Conduct a damage/needs assessment to determine the nature and extent of mass care needs.

Determine the food, nutritional, and water requirements of the disaster victims. Coordinate with ESF 11.

Develop a feeding plan identifying feeding sites, schedules, and tasked agencies.

Coordinate with ESF 14 for public service announcements of feeding places and times.

### **5.5.4. Emergency First Aid**

People may arrive at a shelter, feeding site, or distribution site with life threatening injuries. Nurses are staffed in the shelter to provide medical care to the shelter residents, however, feeding and distribution sites, may not have medically trained personnel. In any case, a staff member of the mass care operation will call 911 to report a medical problem. In turn, a rescue/ambulance will be dispatched. If telephone service is interrupted, the staff member will report the problem to the EOC via radio. ESF 2 or ESF 6, depending on the type of site, will report the problem to the Operations Section to dispatch a rescue/ambulance.

Staff members will provide basic first aid within their capability and training. ESF 6 may request ESF 8 establish triage and treatment procedures for larger events.

## **5.6 Recovery Actions**

### **5.6.1 Mass Feeding**

ESF 6 will work with ESF 5 and ESF 11 to coordinate the mass feeding sites established by the American Red Cross and The Salvation Army. Mass feeding will include feeding disaster victims and workers.

ESF 6 will coordinate mass feeding locations to ensure easy location and access.

ESF 6 will coordinate sanitation provisions, inspections, and garbage removal from mass feeding sites in coordination with ESF 3.

ESF 6 will coordinate the provision and delivery of food and water to mass feeding sites with ESF 11. This will include obtaining food from the USDA, donations and private vendors. Liaisons will be established with ESF 15 and ongoing with ESF 11 to ensure continued coordination of mass feeding.

ESF 6 in coordination with ESFs 7, 11, and 15 will assist in the identification of bulk supply staging areas.

ESF 6 will coordinate through ESF 14 to get information to the public as to where and when bulk human relief supplies will be issued and information as to how these supplies can be accessed.

ESF 6 will coordinate with ESF 14 to provide information to disaster victims about how to access disaster assistance program information and services through American Red Cross Service Centers and other programs available.

#### **5.6.2 Disaster Service Centers**

The American Red Cross may set up a Disaster Service Center within the County to provide direct services to disaster victims in the form of financial aid and other assistance. Clean up kits may be provided to victims to sanitize their homes.

Disaster Service Centers are established according to the Chapter and National ARC procedures.

#### **5.6.3 Public Shelter Closing**

The Emergency Management Director, in consultation with HCSD, decides when to close shelters. Ideally, the County closes shelters and demobilizes resources as the emergency situation is abated or temporary housing becomes available. However, shelter residents will leave shelters a few at a time. Shelter closing should be as methodical as the opening of a shelter. Closing a shelter abruptly can cause various problems including displacing people. The EOC Manager will set a date and time for the shelter closing allowing for a phase-down of shelter operations.

School facilities used as shelters are given the first priority to be closed. This provides the least impact to school operations. ESF 6 works closely with HCSD personnel in assessing closing priorities. Additional closing priorities will be established, based on the situation.

ESF 6 will coordinate with supplying agencies to pick up supplies and equipment items loaned to the shelter. The Emergency Management Director will brief key officials and the State on shelters closed.

ESF 6 will conduct these general procedures:

- Notify shelter management teams of the closing date and time.
- Coordinate with supporting ESFs to plan for returning supplies and equipment.
- Coordinate with ESF 14 the announcement of shelter closures.
- Work with social service agencies or FEMA to ensure placement of all remaining shelter occupants and to ensure that all disaster victims have access to independent feeding arrangements.
- Ensure that all actions taken are recorded appropriately.
- Ensure shelter managers conduct a joint inspection with the facility managers to document damages.
- Assess and determine extended sheltering needs.
- Work with appropriate agencies at the State and Federal level for the long-term placement of disaster victims who cannot move back into their normal living arrangements due to disaster damage.

## **6.0 ADDITIONAL RESOURCES**

ESF 6 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available from other ESFs may be coordinated and mobilized to support ESF 6 missions.

### **6.1 Request Procedures**

All requests for additional mass care resources will follow the standard resource request procedures listed in the ESF 7 Annex. However, the American Red Cross service center may request Chapter and National American Red Cross resources directly using internal standard procedures.

The request will include:

- The mass care related problem(s) to be solved. County resources committed.
- The number and type of resources or teams anticipated.

Mass care resources requested to support disaster operations will be approved by the EOC Manager and forwarded to the State EOC through the State Emergency Response Team Liaison.

The American Red Cross will forward the requests to the State ESF 6 Desk.

## **6.2 Resource Coordination**

When outside resources are assigned to Hernando County, they will come under the operational control of the County's ESF 6 and/or Operations Section.

The ESF 6 Leader will brief any liaison officer assigned to the EOC on the operation of the EOC and give the necessary information on resource status.

The EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks.

Together, the EOC Team including any liaison officer will evaluate current resources committed, anticipate unmet needs, and identify future resource requirements.

## **7.0 AUTHORITIES AND REFERENCES**

### **7.1 Authorities**

- American Red Cross Legal Authorities Title 36, Section 2 of the USC
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Chapter 252, Florida Statutes
- Hernando County Ordinance 97-07, Emergency Management

### **7.2 References**

- Federal Response Framework
- Florida Comprehensive Emergency Management Plan
- Mid Florida Region ARC Disaster Plan
- ARC 4496, Standards for Hurricane Shelters

## **8.0 TEMPORARY HOUSING**

### **8.1 Administration**

The government representative responsible for administering and maintaining this strategy prior to and during an event is the Director of the County Housing Authority. The Housing Authority Director will work as part of the EOC staff during an event to address temporary housing needs. The EOC will also address both short- and long-term housing needs as part of the County long term recovery strategy.

## **8.2 Temporary Placement**

Authorization for the temporary placement of housing resources such as travel trailers is coordinated through the Housing Authority Director and authorized by the County Building Official at the Building Division. In the city limits of Brooksville, this authority is granted by the City Manager.

Once the County is officially under a Local State of Emergency, EOC staff will submit a list of locations where temporary housing is being requested. Through the Housing Authority Director, the Building Division will coordinate with the Zoning and Utility Departments to authorize use of those sites. Electrical power at those sites will be coordinated through the EOC representatives staffing the ESF 12 desk position.

## **8.3 Emergency Building and Travel Trailer Permitting**

During a Local State of Emergency, the County Permitting Office will begin giving priority to emergency permits for home repairs and those for temporary travel trailer placement. Coordination with the Zoning Division will be handled on a priority basis as part of the permitting process.

## **8.4 Rental Resources**

Rental resources to include but not limited to apartments, single family homes, emergency shelter sites and mobile home group sites will be identified through coordination with the County Housing Authority Directors office. They will maintain and update a list of these resources annually.

**Attachment 1****Hernando County Risk Shelters**

<b>Risk &amp; Host Shelters</b>	<b>Address</b>	<b>Risk Capacity</b>
Central High School	14075 Ken Austin Pkwy. Brooksville, FL 34613	584
Challenger K-8 School (special needs)	13400 Elgin Blvd. Spring Hill, FL 34609	SPN 200 421 Gen Pop
Chocachatti Elementary School	4135 California St. Brooksville, FL 34604	294
Deltona Elementary School	2055 Deltona Blvd. Spring Hill, FL 34606	308
D.S. Parrott Middle School (pets)	19220 Youth Dr. Brooksville, FL 34601	346
Enrichment Center	800 John Gary Grubbs Blvd Brooksville, FL 34601	150
Explorer K-8 School	10252 Northcliffe Ave. Spring Hill, FL 34608	961
Fox Chapel Middle School	9412 Fox Chapel Ln. Spring Hill, FL 34606	195
Hernando High School	700 Bell Ave. Brooksville, FL 34601	500
Moton Elementary School	7175 Emerson Rd. Brooksville, FL 34601	322
Nature Coast Technical High School	4057 California St. Brooksville, FL 34604	607
Suncoast Elementary School	11135 Quality Dr. Spring Hill	465
Weeki Wachee High School	12150 Vespa Way Weeki Wachee, FL 34614	1,307
West Hernando Middle School (Back- up Special Needs Shelter)	14325 Ken Austin Pkwy. Brooksville, FL 34613	SPN 140 658 Gen Pop
Winding Waters K-8 School	12240 Vespa Way Weeki Wachee, FL 34614	377
	<b>Total</b>	<b>7835</b>



### Hernando County Host Shelters

Host Shelters	Address	Host Capacity
ARC Nature Coast Education Center	5283 Neff Lake Rd. Brooksville, FL 34601	66
Brooksville Elementary School	885 N. Broad St. Brooksville, FL 34601	415
Christian Church in the Wildwood	10051 Country Rd. Weeki Wachee, FL 34613	120
Eastside Elementary School	27151 Roper Rd. Brooksville, FL 34602	332
First United Methodist Church	18 S. Broad St. Brooksville, FL 34601	144
Floyd Elementary School	3139 Dumont Ave. Spring Hill, FL 34609	513
High Point Community Center	12249 Club House Rd. Brooksville, FL 34613	75
Moose Lodge 521	5214 Mariner Blvd. Spring Hill, FL 34609	108
Pine Grove Elementary School	14411 Ken Austin Pkwy. Brooksville, FL 34613	510
Powell Middle School	4100 Barclay Rd. Brooksville, FL 34609	620
Ridge Manor Community Center	34450 Cortez Blvd. Brooksville, FL 34604	132
Spring Hill Elementary School	6000 Roble Ave. Spring Hill, FL 34608	410
The Enrichment Center	800 John Gary Grubbs Blvd. Brooksville, FL 34601	80
Westside Elementary School	5400 Applegate Dr. Spring Hill, FL 34606	433
	<b>Totals</b>	11,790

## **EMERGENCY SUPPORT FUNCTION #7 RESOURCE SUPPORT**

**PRIMARY AGENCY:**      **Hernando County Procurement**  
**SUPPORT AGENCIES:**   **Hernando County Clerk of the Court & Comptroller**  
                                 **Finance Department (CCC-Finance)**  
                                 **Hernando County Office of Management and Budget**

### **1.0            INTRODUCTION**

#### **1.1      Purpose**

The purpose of this Emergency Support Function (ESF) is to provide resource support to those agencies involved in conducting emergency response activities during natural disasters and other catastrophic events.

This annex provides guidelines for resource management and record keeping procedures in the event a major disaster strikes Hernando County. Additionally, this annex provides a standardized resource request procedure mentioned in the Basic Plan. This includes emergency relief supplies, space, equipment, contracting services, transportation services and personnel required to support disaster operations. The ESF 7 staff at the Emergency Operations Center (EOC) will follow the outlined guidelines for accepting all requests for emergency supplies and services and assuring emergency requisitions are completed for each project.

#### **1.2      Scope**

ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the phases following a disaster. This support includes locating, procuring, Recovery and Mitigation funding opportunities and issuing resources, such as supplies, office equipment, contracting services, personnel, heavy equipment, generators and transportation.

### **2.0      POLICIES**

- Hernando County will commit available resources necessary to protect lives and property and to relieve suffering and hardship.  
Hernando County resources will not be used to repair private property or to compete with private companies.
- County resources will not replace a private property owner's responsibility to respond to and recover from disaster.
- ESF 7 will obtain a list of available resources to be used during an emergency.
- When possible, equipment and supplies will be drawn from current county inventory. When possible, advanced coordination with vendors will be made as needed.
- County departments and agencies will maintain records of all resources used or expended, such as personnel, vehicles, equipment, and supplies.
- Hernando County resources will be exhausted before requesting state assistance. See Diagram 7-1.

### **3.0 SITUATION**

#### **3.1 Disaster Conditions**

A natural disaster or a large technological accident will cause shortages of vitally needed supplies. These must be replaced or obtained in a timely manner.

#### **3.2 Planning Assumptions**

- Areas unaffected by the disaster will be requested to assist in meeting needs that cannot be fulfilled through other channels.
- Contract vendors and secondary support agencies will be available. Appropriate County vehicles will be used to the maximum extent possible to transport resources into affected areas.
- Some resources may not be accessible due to blocked, damaged, or destroyed roads.
- Staging areas will have to be identified in several locations to support countywide disaster operations.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1. General**

- Hernando County Procurement is responsible for planning, coordinating, and managing the resource support needed by ESF 7. County capabilities and resources committed to ESF 7 will be allocated and coordinated by Procurement. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided by these sources, will be obtained through mutual aid and commercial sources. Logistical support essential to saving lives will receive priority.
- All support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies that support the ESF 7 staffing must have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

#### **4.2 Organization**

- ESF 7 will operate under the direction of the Chief Procurement Officer (CPO) with the support of the Procurement and Grant Department staff.
- ESF 7 will continue to operate through the emergency, either in the EOC, or at a location designated by the CPO.
- Upon notification, the CPO will alert designated primary personnel of possible resource needs and to report to the EOC. ESF support operations will be coordinated through the Procurement in the EOC and/or at a location designated by the CPO.
- The CPO will maintain liaison with other ESFs and interested parties.
- If an incident command post is set up in the field, information about purchasing needs, which cannot be handled from the field, will be sent to the EOC.

#### **4.3 Notification**

- Hernando County Emergency Management (HCEM) will notify the CPO to activate ESF 7 using the standard call-down procedures.
- The CPO will implement an activation plan to notify appropriate personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agencies contact persons for ESF 7 will be

instructed to alert their contacts to ensure that all available resources are on standby.

- Inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.

#### **4.4 Actions**

##### **4.4.1 Mitigation**

- Analyze local resource requirements during various levels of emergencies.
- Identify and develop a list of local resource sources.
- Identify resource shortfalls and plan for requisition and workarounds.
- Plan and train the ESF 7 staff including supporting personnel.

##### **4.4.2 Preparedness**

- Develop ESF 7 standard operating guidelines.
- Develop pre-need and mutual aid agreements.
- ESF 7 personnel will be placed on standby or directed to staging areas with some facilities being staffed for immediate response.
- Some resources will be staged near emergency areas.
- Support agencies may be alerted.
- Identification and assessment of resources available for designation as emergency support, including facilities.

##### **4.4.3. Response**

###### **4.4.3.1 General**

- Activate ESF 7 resources based on the type and size of disaster.
- Some support agencies may be directed to deploy personnel and other resources.
- Buildings may be leased for staging areas, recovery centers, and warehouses or to replace damaged or destroyed facilities.
- Communication resources will be provided in coordination with ESF 2.
- Procurement will assist facilities and commercial sources to coordinate contractual services between the County, on behalf of the Board of County Commissioners (BOCC).
- Office furniture, equipment, and supplies will be provided from existing inventories, or will be procured.
- Food and water will be provided with the cooperation of ESF 11.
- Security for staging areas and facilities will be provided by ESF 16.
- ESF 7 shall provide a listing of those resources and supplies procured and their expected delivery times to the resource unit and staging area.
- ESF 7 will maintain records for all properties loaned to the County from outside agencies and/or jurisdictions.
- **Hernando County Fleet Operations/Central Fueling**– Acts as the lead agency for maintaining fuel inventory for county equipment, vehicles, and fuel tanks.

#### **4.4.3.2 Standard Resource Request Procedure**

County departments will use a standardized resource request procedure, which in turn ESF 7 will follow to obtain necessary resources. This is illustrated in Diagram 7-1.

- If WebEOC is operational, a mission task will be prepared and electronically delivered to the ESF 7 desk.
- If WebEOC is not operational, the manual process is as follows:
  - The requesting department/agency will contact their EOC representative and provide the information for the request.
  - The EOC representative will fill out a message form indicating the problem to solve, and the item or resource requested.
  - The message will be logged in message control's log and given a mission number. Message control will track the message and any replies.
  - Message Control will deliver the message to the ESF 7 desk.
- If the item is not available, ESF 7 will determine if the resource can be obtained through local mutual aid agreements with the Operations Section.
- If not, ESF 7 will determine if the resource can be procured through Procurement and generate an emergency request order.
- ESF 7 will forward requests they are unable to fill to the EOC Manager for his authorization to forward it to the State.

#### **4.4.3.3 Coordination of Transportation**

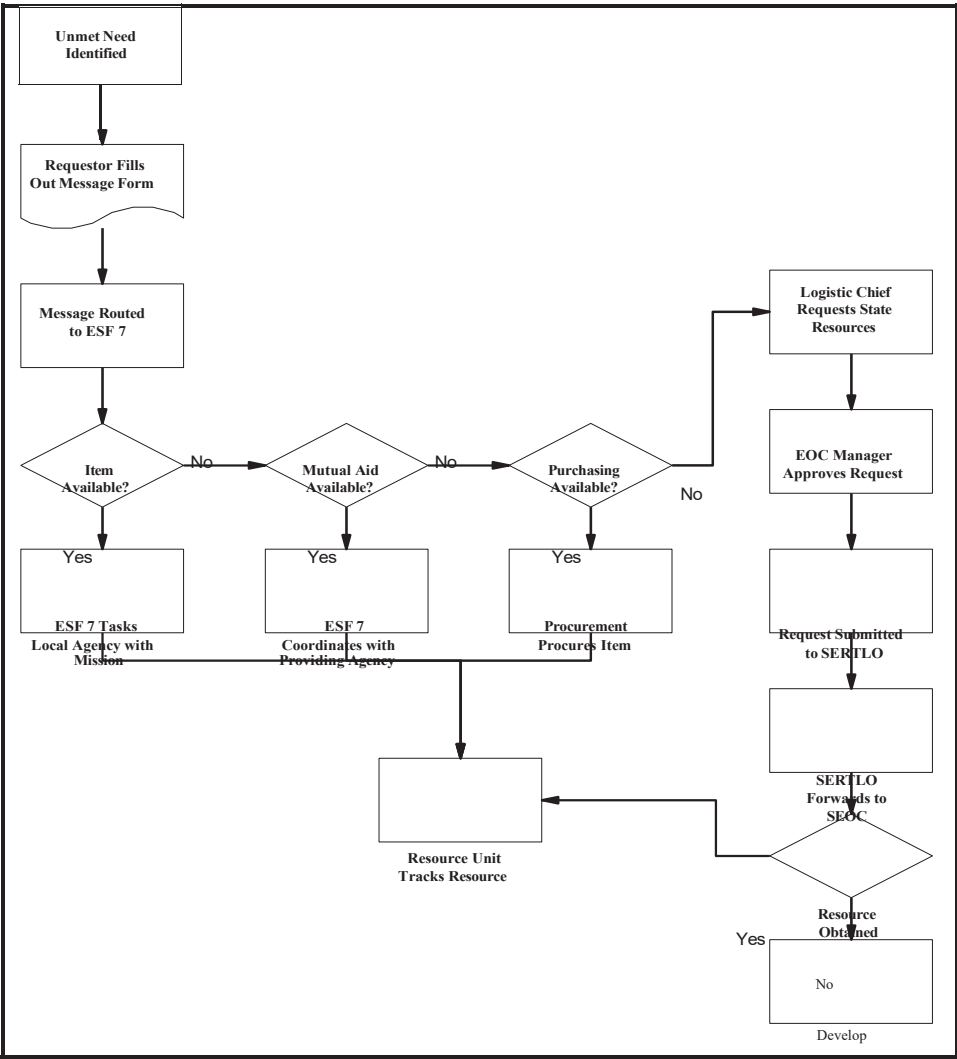
Transportation needs will be provided in coordination with ESF 1 and County departments.

- ESF 7 will poll the Logistics and Operation Sections, if necessary, to obtain the vehicle. Fleet Operations will provide County vehicles not assigned.
- If a vehicle cannot be obtained locally, it will be treated as a standard resource request following the same procedures as described in paragraph 4.4.3.2.

#### **4.4.4 Recovery**

- Assess resource needs for recovery operations.
- Coordinate grant funding and reimbursement opportunities for reimbursement.
- Maintain documentation and records.
- Coordinate estimated costs for providing resources with ESF 5.

Figure 7-1    Hernando County Standard Resource Request Procedure



#### **4.5 Direction and Control**

- The County Administrator is responsible to the BOCC for the effective use of County resources during normal operations and emergencies. The County Administrator has designated the Chief Procurement Officer, Procurement, as the primary agency leader for ESF 7. The Chief Procurement Officer is the County Administrator's designee for resource support and is authorized to act on behalf of the BOCC.
- The ESF 7 leader is a member of the EOC Team. In times of emergency, when the EOC is in operation, the CPO works directly with the senior County officials in the EOC to meet the needs of all ESFs.
- Emergency purchasing cards will be distributed by the CPO. Purchasing card limits will be increased by department director or designee.

### **5.0 RESPONSIBILITIES**

#### **5.1 Primary Agency**

- The primary agency for ESF 7 is Procurement, which is vested with the overall responsibility for allocating and coordinating resources and support activities. Procurement will provide support staff for resource management including procurement of commodities and services, leasing of buildings and facilities, and facilities management.
- Work closely with the Emergency Management Director to develop and maintain this annex, standard operating guidelines, and any other planning documents.
- Establish inventory, control, and delivery systems supporting response and recovery activities.
- Supplies and equipment will be provided from current County stocks, mutual aid agreements, or if necessary, from commercial sources.

#### **5.2 Support Agencies**

- Representatives from the support agencies will be present in the EOC or on-call at their designated work areas. A 24-hour staffing schedule will be provided, if necessary. Supporting Procurement will be representatives from the following agencies who provide the support indicated:
  - Department of Public Works - drivers, equipment operators, trucks, heavy equipment, and staging areas.
  - Fleet Operations/Central Fueling – Acts as the lead agency for maintaining fuel inventory for county equipment, vehicles, and fuel tanks.
  - Fleet Operations/Central Fueling- Acts as the lead in assessing maintenance and damage to county fleet vehicles/ equipment and fuel sites.
  - School District - facility use, shelter space, busses, and shelter food service.
  - CCC- Finance -paying vendors/contractors, processing County payroll, maintaining financial records using County's designated system.
- Inventory personnel, equipment, facilities, and supplies. Provide inventory lists to CPO when requested.
- Designated support agencies and ESFs will furnish resources as required. Such support will be terminated at the earliest practical time.
- ESF 7 must coordinate with supporting agencies and other ESFs to establish a formal information mechanism for mutual aid providers, vendors and volunteer groups supplementing local resources. During large disasters, separate telephone lines and dedicated staff may be necessary to establish a Resource Information Line. This will be a

cooperative effort within the Logistics Section, the Resource Unit and the SERT Liaison.

- Provisions have been established by the CCC – Finance to make payment of bills and process payroll.

## **6.0 FACILITIES**

### **6.1 Emergency Operations Center**

The ESF 7 desk is in the Logistics Section at the EOC. Support agencies may be in the EOC or at other predetermined locations.

### **6.2 Central Purchasing**

Procurement is located at the County Administration Building, 15470 Flight Path Drive, Brooksville, Florida 34604. During a disaster, Procurement may operate in the EOC or a designated facility if the building sustains damage.

### **6.3 Staging Areas**

- As an incident escalates additional resources are required. The EOC Manager, Logistics Chief, or a Deputy Logistics Chief may designate one or more staging areas to manage the convergence of resources. A staging area provides a place where personnel and equipment can be checked in, making it easier to control and dispatch. When possible, resources will be organized into strike teams, task forces, or individually, as appropriate.
  - The Department of Public Works Complex, 1525 E. Jefferson Street, Brooksville, Florida 34601, will be used as the central delivery point for most items.
  - The Hernando County Fairgrounds located on U.S. 41 south of Brooksville, if available, may be used as a staging area during large or catastrophic disasters.
  - The wastewater treatment plant in eastern Hernando County can be used as a staging area for the eastern side of the county or as an alternate site. The Hernando County Airport can be used as a staging area or base camp for air support operations involving both fixed wing and rotary aircraft.
- Each staging area will be named and identified by location, for example, Fairground Staging Area. Factors for selecting the location of staging areas are:
  - **Proximity to operation assignments.** Staging areas should be away from the disaster area but as close to probable operation assignments as possible.
  - **Proximity to possible hazards.** Staging areas should be located out of any possible direct hazard, e.g., wildfire.
  - **Access routes.** A staging area should have at least two access routes to accommodate incoming and outgoing resources. Public Works vehicles are the primary transportation method that will be utilized to transport resources into the affected areas. These vehicles tend to be large trucks and need adequate access routes.
  - **Space.** Staging areas must be large enough to accommodate available resources and should be large enough to expand if needed.
  - **Security.** Staging areas must offer security for resources.
- A staging area manager will be assigned to each staging area established. The manager:
  - Reports to the Operations Section Chief or his/her designee. This allows staged equipment to be dispatched based on operational requirements.



- Oversees check-in procedure. The Logistics Chief or a Deputy Logistics Chief will provide the manager a list of those resources expected to arrive.
- Responds to requests for resources by assigning available resources.
- Monitors the status of resources. He/she provide updates to the Resource Unit Manager.

#### **6.4 Other Facilities**

Other disaster facilities such as recovery centers, camps, bases, and warehouses will be in a similar fashion as staging areas. ESF 7 may use the Critical Facilities Inventory to determine appropriate locations.

#### **6.5 Leasing Facilities**

When a facility must be leased for recovery operations, or to replace a damaged building, standard procurement procedures will be utilized.

- The damage assessment team will provide a list to ESF 7 of suitable buildings to be used for recovery operations.
- ESF 7 staff will contact the building owner and negotiate a lease agreement.
- ESF 7 or the requesting department will assign a person to act as the facility manager.
- The facility manager must conduct an inspection of the facility with the owner to document existing damages and problems, if any.
- The facility manager will sign the lease and upon approval of ESF 7 and obtain a copy for ESF 7.
- The facility manager will take possession of the keys and make arrangements for electrical and utility hookups, if necessary.
- The facility manager will coordinate insurance requirements with Risk Management.
- The facility manager will provide the building owner, utility providers, and ESF 7 the proper notifications of intent to terminate the lease when the facility is no longer needed.
- Both the facility manager and building owner will conduct a final inspection documenting new damages, if any, and notify Risk Management of the results.
- Copies of bills, receipts and other documents will be maintained by the user department for inclusion in claims for reimbursement, if presidentially declared.

### **7.0 DOCUMENTATION**

In coordinating emergency response efforts, formalized documentation procedures must be followed:

- Departments or agencies requesting resources will contact their counterpart in the EOC who will fill out a mission task in WebEOC specifying the problem/mission and the needed resource size, amount, location, and type.
- Daily Activity Reports will be used in the field to keep a current record of all disaster-related funds expended during the pre-disaster and post-disaster period. These reports consist of a Daily Labor Report, a Daily Materials/Services Usage Report and a Daily Equipment Usage Report. Because many staff and supervisory personnel are quickly mobilized to perform a great number of disaster recovery tasks, a structured reporting system will be required. The Daily Activity Reports are intended as an accounting and supporting document to protect Hernando County's eligibility for Federal/State assistance.
- An Emergency Requisition must be filled out by the ESF 7 staff at the EOC, or by a Department/Division head in the field and brought to the EOC, requesting the expenditure of County funds or the procurement of emergency supplies and services.

- Two other forms have been developed to assist in capturing the information necessary to complete the above reports. The Employee Weekly Labor Report must be used to record all time worked by employees (i.e., both disaster- related work and non-disaster related work). It is necessary that all work be documented to allow a proper determination of overtime work eligible for FEMA reimbursement.
- The Weekly Equipment Usage Log should be completed for each piece of equipment used during an emergency. This log should be maintained for either County-owned or leased equipment.
- There is also the possibility that other agencies may lend equipment to the County for use in recovery efforts. Accordingly, it is essential that accurate records be maintained for this equipment. When this occurs, the custodian receiving the equipment should complete an Equipment Received from Other Agencies in Support of Emergency Operations Form. The responsible custodian should sign for all equipment received and maintain this documentation. Upon return of the equipment to the loaning agency, the date returned and to whom returned should be noted on the form. Further, the person to whom the equipment was returned should sign the form evidencing returns of the equipment.

## **8.0 FINANCIAL MANAGEMENT**

- Expenditures for costs are documented during and after the incident period. All expenditures relating to the disaster should be charged to the applicable disaster segment/s in the County's accounting system to track this activity.
- Each support agency is responsible for tracking its own costs associated with ESF 7 operations, using standard accounting and tracking procedures. In coordination with the Emergency Management Director, each support agency will file for reimbursement of costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with ESF 7 operations. HCEM will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.

## **9.0 FEMA GUIDELINES TO FOLLOW IN PROCUREMENT AND CONTRACTS**

Necessary contract provisions have already been included on the reverse side of the Emergency Purchase Order. Other FEMA guidelines to follow include:

- All records and reports required to support requests for reimbursement of Hernando County funds expended as a direct result of a disaster must be available for audit purposes and follow the County's records management procedures.
- Each purchase order or contract for emergency supplies or services should indicate the reason for the purchase, services provided, and/or site location(s), if known.
- Following a "Declaration of a Local State of Emergency," in the interest of expediency, the purchasing teams at the EOC will be exempt from bid/quote requirements. However, if time permits, a competitive environment shall be maintained.
- Renting and leasing equipment and materials shall have precedence over outright procurement. FEMA strongly prefers requests for reimbursement on rented items.
- Oral contracts can severely jeopardize the County's ability to receive reimbursement from FEMA. Specify quantities, prices and specific items being purchased in writing.
- Contracts for construction, removal of debris or wreckage should be based on fixed price or unit price (i.e., cubic yard). Term contracts have been established for debris removal.
- Contracting for construction work should be based whenever possible, on competitive pricing.
- To the extent feasible and practicable, contractors residing or, doing business primarily within Hernando County must

be engaged in disaster recovery work. FEMA wants to encourage contractors to support the local economy. All contracts entered which will involve FEMA claims should state that the contractors would use materials and supplies and hire laborers to the extent possible within the disaster area.

- Additional information on federal and state funding is in the FEMA Public

Assistance Program and Policy Guide (FP 104-009-2, June 2020 or current version).

## **10.0 REFERENCE AND AUTHORITIES**

Procurement will be made in accordance with current state and federal laws and regulations, which include emergency procedures under Florida Statutes as follows:

- State of Florida Emergency Support Function #7 - Resource Support Annex
- State and County - Procurement Policies and Procedures
- Chapter 252, Florida Statutes

## **Health and Medical**

### **ESF-8**

#### **I. GENERAL:**

**A. Primary Agency:** Department of Health in Hernando County

**B. Support Agencies and Organizations:**

1. American Red Cross
2. District 5 Medical Examiner
3. Hernando County Fire & Emergency Services
4. Florida Department of Agriculture and Consumer Services DACS – food / food outlets (grocery stores)
5. Florida Department of Business and Professional Regulation DBPR – food / restaurants
6. Florida Department of Environmental Protection F-DEP – Boil water notices
7. Hernando County Animal Services
8. Hernando County Mosquito Control
9. Hernando County School Board
10. Hernando County Sheriff's Office
11. Hernando County Solid Waste Division
12. Hernando County Utility Department
13. HPH Hospice
14. In Patient and Residential Facilities – Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities
15. Agencies that serve the needs of Vulnerable, Hard-to-Reach, Functional Needs, and Special Needs populations
16. Med-Fleet Transport Company
17. AMR Transportation Company
18. Tampa Bay Regional Health and Medical Preparedness Coalition

#### **II. INTRODUCTION:**

**A. Purpose:**

Emergency Support Function 8 Health and Medical (ESF-8) coordinates and manages response to health and medical needs following significant natural disasters or man-made events. Department of Health in Hernando County (DOH Hernando) directs the assistance provided under ESF-8.

A significant natural disaster or man-made event could make it necessary for county public health and medical assistance to be provided. In addition to direct assistance, the county would be required to provide leadership

and coordination in carrying out emergency response efforts in the areas of health and medical issues. The recovery and restoration of the health and medical infrastructure of the community is of paramount importance and ESF-8 will take the lead in that effort.

**B. Scope:**

Overall, manage, coordinate, and prioritize county-wide health services to support the health and medical needs of local governments, other emergency support functions, voluntary relief organizations, state and federal agencies, survivors and victims of a significant natural or man-made disaster.

This Annex conforms to Florida Department of Health's 11 Core Missions for response which are intended to support the health, medical and mental health system, monitor community and environmental health, provide information and technical assistance, and support resources that fill gaps and needs (Please Attachment #5, page 29).

**C. Planning Assumptions:**

1. Medical infrastructure will sustain some level of damage, disrupting normal medical and health services. The level of damage will influence both the level and accessibility of responding medical relief agencies / organizations.
2. Fatalities and injuries will occur among health and medical professions in about the same ratio as in the general population.
3. Assistance beyond local resources may take as much as 72 hours to become available. Primary and Support Agencies should plan to be self-sufficient during this time period.
4. Effective coordination of disaster response and health and medical assistance will be difficult during the immediate post-event time period due to damage or destruction of communication networks.
5. Immediate lifesaving needs caused by the event will exceed readily available resources.
6. There will be an immediate overload of requests for emergency medical aid. Individual rescue units may possibly be working as independent entities due to a loss of communications and medical control. The Emergency Medical Service (EMS) personnel will

sustain injury and fatigue, further lessening available personnel resources. EMS personnel may not be available for staging at all shelter locations.

7. Assistance from outside Hernando County will be required to maintain the continuity of health and medical services.
8. Incoming medical supplies may be delayed from hours or days, making strict conservation mandatory.
9. Damage to critical infrastructure, chemical and industrial plants, sewer lines and water distribution systems, and secondary hazards (fires) will result in environmental and public health hazards to the surviving population.
10. The damage and destruction will produce needs for mental health crisis counseling for disaster victims and response personnel.
11. Disruption of sanitation services and solid waste services, loss of power, and massing of people in shelters will increase the potential for disease and injury.
12. Numerous deaths will necessitate use of temporary morgues by the Medical Examiner's Office.

### **III. CONCEPT OF OPERATIONS:**

#### **A. General**

1. Provide medical command and control.
2. Provide health and medical situational awareness, objectives to the Incident Action Plan and updates.
3. Coordinate with other ESFs as needed.
4. Process requests, missions and status updates through ESF-8 at Hernando County Emergency Operations Center (Hernando County EOC) until a Recovery Operations Center (ROC) is activated. A ROC may not always be activated.

#### **B. Actions**

1. Identify, assess, and prioritize health and medical needs. To

include facility status, community impact, available resources and long-term recovery (Please Attachment #1, pages 22-25 for a list of resources available through FL Department of Health).

2. As needed, request State ESF-8 deploy assessment team(s) to determine specific health and medical needs and priorities (Please see Please Attachment #1, pages 22-25).
3. Maintain contact (phone, cellular, email, radio, fax) with health and medical facilities to ensure that staff, equipment and supplies are available (pharmaceuticals, biological products, blood and blood products).
4. Process requests for resources, to augment staff, and to restock equipment and supplies at the Special Needs Shelter, and at health and medical facilities (Please see Please Attachment #1, pages 22-25).
5. Process requests for health and medical services. To include the types of health and medical services needed, quantities, transportation, and destinations (Please see Please Attachment #1, pages 22-25).
6. Coordinate or support medical needs requiring emergency response. To support, care and move persons impacted by the event and those with Special or Functional Needs.
7. Ensure fatality management, victim identification and mortuary services are available.
8. Coordinate and support responder health and safety and crisis counseling, and mental healthcare for the public.
9. Provide public information on health, medical, public health, injury prevention and disease control. Ensure public messages related to Environmental Health protective and response actions are provided in quantity to Rapid Assessment Teams and Joint Information Center.
10. Support public health actions in epidemiology, environmental health and special needs sheltering (Please see Attachment #2 page 26; See Attachment #4 page 28).

**C. Organization:**

1. The Incident Command System and the National Incident Management System are utilized in all ESF-8 health and medical operations.
2. ESF-8 is staffed by DOH Hernando County (DOH-Hernando) with designated team members on a 24-hour schedule until notified of deactivation.
3. DOH Hernando is responsible to coordinate all activities of ESF-8, subject to guidance and direction from the Executive Policy Group, and the policies and authorities of this plan.
4. ESF-8 is implemented when the Hernando EOC is activated to a level II or greater. ESF-8 may be activated for a specific need, prior to an expected event or following an event.
5. ESF-8 Lead Agency, Support Agencies and Organizations are organized into a single ESF-8 coordinating structure led by the DOH Hernando staff members who are the lead representative for ESF-8.
6. ESF-8 Support Agencies and Organizations coordinate all actions in performance of disaster assistance missions with the ESF-8 lead representative.
7. Agencies, organizations or municipalities that perform similar functions must coordinate their activity directly with ESF-8. Similar functions include health and medical care, support, outreach, or treatment. Each entity provides ESF-8 with specifics on facility locations, operations, field sites or outreach.

**D. Notification:**

1. Hernando County Emergency Management (Hernando County EM) provides notification of potential or actual natural disasters or man-made events.
2. Hernando County EM notifies the ESF Lead Agencies and the Support Agencies of a pending event or activation. Notification may go to specific ESFs or to all ESFs as the situation requires.
3. DOH Hernando activates ESF-8 and then establishes contact with Support Agencies and Organizations to mobilize resources and



personnel, and to prepare to commence operations assigned to ESF-8.

#### **IV. Responsibilities**

##### **A. Primary Agency: Hernando County Health Department**

Responsibilities: Direct and control ESF-8, Special Needs Shelter, and public health response (Please see Attachment #3 page 27).

1. Annually review this document and related policies and references in consultation from Hernando County EM, Support Agencies and Organizations.
2. Participate in required ESF-8 meetings, trainings, and exercises.
3. Notify the designated DOH Hernando staff to work ESF-8 on a 24-hour schedule until notified of deactivation.
4. Activate and maintain ESF-8 staff members to work at the EOC or ROC.
5. Activate and manage the Special Needs Shelter with assigned staff, related ESFs, Support Agencies and community partners.
6. Activate and maintain DOH Hernando's internal Incident Command Teams, the Advance Teams, and the Special Needs Shelter Teams to work on a 24-hour schedule until notified of deactivation.
7. Activate and maintain response actions for disease control, environmental health and public information.
8. Maintain routine public health functions and services as much as possible given the nature of the event.

##### **B. Hernando County Health Department Administrator or Designee**

Responsibilities: Maintain command and control for health, medical and public health response and recovery.

1. Liaison with the Executive Policy Group; the Region 4 Domestic Security Task Force Co-Chair for Health and Medical, the Florida Department of Health, the state EOC, regional and state agencies,

and authorities.

2. Coordinate with Hernando County ESF-8 and the State EOC to deploy assessment team(s) to determine specific health and medical needs and priorities.
3. Coordinate supplemental assistance, mutual aid, and response teams with Hernando County ESF-8 and the State EOC.
4. Process requests from the Special Needs Shelter to augment staff, equipment and supplies and to manage staff and volunteers from health and medical providers and agencies.
5. Monitor and direct
  - a. Requests for assistance and resources to perform ESF-8 missions.
  - b. The provision of health and medical equipment and supplies such as blood, pharmaceuticals, biological products, etc.
  - c. Victim identification and mortuary services.
  - d. Mental health care and crisis counseling for the public, disaster victims and emergency workers.
  - e. Public information, environmental health information, and public warnings.
6. Establish disease control measures, medical countermeasures, non-medical intervention, surveillance, and epidemiology investigations.
  - a. Establish surveillance systems to monitor the general population and special high-risk groups, carry out field studies and investigations as indicated by need, and provide technical assistance on disease and injury control measures and precautions (Please see Attachment #2 page 26; Please see Attachment # 4 page 28).
  - b. Establish environmental health measures to monitor food and drug safety and related illnesses, and for radiological, chemical, and biological hazards; control and monitor vectors; monitor the potability of water; and the disposal of wastewater and solid

waste.

- c. During periods of extended operations, establish routine health inspections in accordance with regulated health procedures.
  - d. Coordinate the assessment of public and environmental health and medical effects of radiological, biological and chemical exposure of the general population and special high-risk populations.
  - e. Maintain primary responsibility to develop, maintain and implement the county's Strategic National Stockpile (SNS) Plan.
7. Monitor ESF-8 vendor and contractor provided services, procedures, or tests.

**C. DOH Hernando Environmental Health staff**

- 1. The Environmental Health Section (EHS) is statutorily obligated to regulate certain small water and onsite sewage disposal systems, all institutional facilities, mobile home parks, bars and lounges.
- 2. The EHS ensures clients of those regulated facilities are provided with, or have access to safe food and water supplies, appropriate Animal Services, and adequate sanitary facilities.
- 3. Evaluate the impact of vector borne diseases on potable water.
- 4. Assist local public and private utilities and designated support agencies with the assessment and disposition of food, potable water, wastewater, and solid waste disposal issues.
- 5. Assess the impact of the disaster on regulated facilities and provide technical guidance and information concerning these issues and proper disposition of these issues to the DOH Hernando at ESF-8.
- 6. Coordinate the assessment of the threat of vector-borne diseases.
- 7. Provide technical information and guidance concerning the above issues.
- 8. Conduct post-event assessments of health and medical facilities that are impacted by natural disasters, human accidents, technological failures, and intentional terror and violence. Report

impacts, unmet needs, and anticipated needs to DOH Hernando at ESF-8. For further details, refer to DOH Hernando's Standard operating procedure "Q -- HerCHD Facility Assessment SOP 01-2024."

**D. DOH Hernando Staff Manage the Special Needs Shelter (SpNS)**

1. DOH Hernando manages the SpNS and coordinates through ESF-8, ESF-1, ESF-4, Hernando County School District, Support Agencies, and partners. Staff members activate, operate, arrange transport, discharge, and demobilize residents with Special Needs or Functional Needs.
2. Coordinate with ESF-8, ESF-1, ESF-4 to alert and notify SpNS clients of shelter activation, and coordinate transportation or placement in appropriate health and medical facilities as needed.
3. Provide status updates to ESF-8 on staff and clients, and needs for equipment, supplies, consumables, food, fuel, water, and other items.
4. Consult with Physician, Subject Matter Experts or Technical Experts to manage client needs and shelter operations.

**E. Support Agencies: -- Pages 9-16**

1. American Red Cross
2. District 5 Medical Examiner
3. Hernando County Fire & Emergency Services
4. Florida Department of Agriculture and Consumer Services DACS – food / food outlets (grocery stores)
5. Florida Department of Business and Professional Regulation DBPR – food / restaurants
6. Florida Department of Environmental Protection F-DEP – Boil water notices
7. Hernando County Animal Services
8. Hernando County Mosquito Control
9. Hernando County School Board
10. Hernando County Sheriff's Office
11. Hernando County Solid Waste Division
12. Hernando County Utility Division
13. HPH Hospice
14. In Patient and Residential Facilities – Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities
15. Agencies that serve the needs of Vulnerable, Hard-to-reach, and

- Special Needs populations
- 16. Med-Fleet Transport Company
- 17. AMR Transportation Company
- 18. Tampa Bay Regional Health and Medical Preparedness Coalition

General Responsibilities (Please see Attachment #3 page 27):

1. Establish a command-and-control structure per the agency's individual disaster plan.
2. Provide for recall of personnel to staff command and control structure and to accomplish response actions.
3. Establish and maintain contact with ESF-8.
4. Designate and assign key contact personnel for ESF-8. Assure rapid response to ESF-8 during the staffing and operations of the Hernando County EOC and ROC.
5. Notify, activate and mobilize all personnel and equipment to perform or support assigned functions. Functions are designated within the Hernando County Comprehensive Emergency Management Plan (CEMP) or the response actions of this annex.
6. Ensure each agency's designated area of responsibility is maintained within available resources.
7. Provide personnel and associated resources for assessment, outreach and field team(s).
8. Provide Technical Experts and Subject Matter Experts to support ESF-8 health and medical operations and missions.
9. Coordinate all actions of the Support Agency in performing assigned ESF-8 missions with the DOH Hernando representative of ESF-8.
10. Identify all personnel and resources required to perform assigned missions which are more than the support agencies capabilities.

**F. Specific Responsibilities – Pages 10-16:**

1. Staff and operate General Population Shelters.
2. Provide Host Shelters with food and support.
3. Provide and coordinate behavioral health capabilities at mass care shelters, ARC service sites and airplane crash sites.
4. Assist in providing food and water to homebound special needs populations, vulnerable and hard-to-reach populations.
5. Coordinate with American Red Cross (ARC) on victim identification and mortuary protocol for family notification in accordance with established ARC procedures.
6. Provide case management services and support the Hernando Community Organizations Active in Disasters (Hernando COAD) in assessing, vetting, and fulfilling unmet recovery needs in the areas of human service, safety and shelter, and activities of daily living.

#### **District 5 Medical Examiners Office**

1. Coordinate with law enforcement, search and rescue, emergency responders and volunteers to secure the fatality site, preserve evidence, collect personal property, and protect the real property.
2. Assure the provision for decedent identification and mortuary services in accordance with established victim identification protocol. Coordinate victim identification with Subject Matter Experts and Technical Experts in pathology, anthropology, odontology, x-ray, fingerprint, and DNA.
3. Identify temporary morgue site, ensure transportation, preparation, and final disposition of remains in accordance with established protocols.
4. Operate temporary morgue services to prepare and arrange final disposition of remains in accordance with established protocols.
5. Coordinate with American Red Cross (ARC) on victim identification and mortuary protocol for family notification in accordance with established ARC procedures.

1. Coordinate EMS activity during immediate post-event time and as required during recovery operations.
2. Coordinate transport of victims to medical facilities outside the at-risk area in accordance with approved Trauma Transport Protocols.
3. Support patient movement from or between health and medical facilities.
4. Coordinate transport needs with ESF-1 for persons with Functional or Special Needs.
5. Coordinate the following resources:
  - ALS / BLS vehicles
  - Emergency Medical Technicians
  - Paramedics
  - Emergency Medical Equipment Procurement
  - Medical Evacuation / Transport Aircraft
  - Fire Corps
6. Assess disaster area for damage, and numbers of dead or injured.
7. Coordinate with the District 5 Medical Examiner's Office locations of mass fatalities.
8. Coordinate the provision of short-term medical care to those cut off from medical services.
9. Assist local, state, and federal authorities in the establishment of field medical units.
10. Provide technical assistance and consultation on worker health and safety measures.

#### **Florida Department of Agriculture and Consumer Services**

1. Provide aerial spraying for vector control.
2. Coordinate with DOH Hernando on food safety issues.
3. Coordinate with DOH Hernando on animal illnesses that have potential for human impact.

4. Augment laboratory surge.
5. Provide technical assistance in all agricultural and environmental issues relating to public health.

#### **Florida Department of Business & Professional Regulation**

1. Coordinate with DOH Hernando on human health issues identified during food establishment inspections following disasters.
2. Coordinate with DOH Hernando on food safety issues.

#### **Florida Department of Environmental Protection**

1. Coordinate with DOH Hernando on environmental response actions impacting human health.
2. Assess potable water systems.
3. Assist in response to surface and ground water contaminations.
4. Provide environmental sampling data to DOH Hernando for evaluation of human health impacts.
5. Augment laboratory surge.

#### **Hernando County Animal Services**

1. Coordinate investigations and responses to nuisance animals and for animal bites
2. Coordinate to determine the location(s) for disposal of dead animals.
3. Coordinate transportation of pets for Special Needs Shelter residents.

#### **Hernando County Mosquito Control**

1. Coordinate or support vector control.
2. Provide vector control equipment and supplies.



3. Provide technical assistance and consult on protective actions regarding vector-borne diseases.
4. Conduct field investigations and laboratory analysis of relevant samples.
5. Provide air and ground surveillance in the pre-event and post-event phases.
6. Provide guidance and information for public health and safety announcements.

#### **Hernando County Utilities Department**

1. Identify and correct problems associated with public water and sewer systems to include potability of water and wastewater treatment and solid waste.
2. May provide laboratory support to governmental agencies by bacteriological testing of potable water and environmental testing of sewage releases.
3. Provide technical and logistical support to collect and dispose of solid waste, contaminated food stuffs, household / commercial hazardous waste services; as well as the disposal of dead animals, which have the potential to create problems relating to public health and environmental issues.
4. Coordinate with outside facilities and generators of medical waste to assure proper storage/shipment, collection and disposition.
5. Provide technical information for public information on debris removal, disposal sites, and collection and disposal operations.
6. Assist other ESFs with determining the location(s) for disposal of dead animals.
7. Identify and coordinate the collection and disposal of waste from critical service areas, such as special need shelter locations, medical facilities, nursing homes, etc.

#### **Hernando County School Board**

1. Coordinate ESF-1 Transportation for persons with Functional and

#### Special Needs

2. Manage risk shelters located within school district facilities
3. Support general population shelterees, and support food service at shelters held in school locations (Challenger K8 or West Hernando Middle School) or community facilities (Brooksville Enrichment Center, The Lake House).
4. Support the set-up, delivery, retrieval, and return of equipment and supplies that are stored at from the School District warehouse.

#### Hernando County Sheriff Office

1. As lead agency for ESF-16, coordinate and provide security at all Special Needs Shelters, mass fatality sites, and Points of Dispensing sites.

#### HPH Hospice

1. Triage, treat, and care for persons with terminal disease
2. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate persons with terminal illness from disaster areas.
3. Provide equipment and medication for patient's life-limiting illness
4. Ensure counseling and bereavement services

#### In-Patient and Residential Facilities

1. Hospitals, rehabilitation hospitals, skilled nursing, assisted living, other residential facilities
2. Triage, treat and care for clients assigned to and living in health care facilities
3. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate clients from disaster areas
4. Ensure staff, resources, equipment and medication are available for in-patient facilities

**Agencies that serve the needs of Vulnerable, Hard-to-Reach, Functional Needs, and Special Needs populations**

1. Support the agencies that serve vulnerable populations as they triage, treat and care for clients
2. Coordinate with ESF-1 Transportation and with ESF-8 Health and Medical to evacuate or relocate vulnerable populations from disaster areas
3. Ensure staff, resources, equipment and medication are available for agencies that serve vulnerable populations

**Med-Fleet Transport Company and AMR Transportation Company**

1. Support patient movement from or between health and medical facilities.
2. Support transport needs with ESF-1 for persons with Functional or Special Needs.
3. Coordinate with EMS during immediate post-event time and as required during recovery operations.
4. Support transport of victims to medical facilities outside the at-risk area in accordance with approved Trauma Transport Protocols.

**Tampa Bay Regional Health and Medical Preparedness Coalition**

1. Healthcare Coalition Capability 2: Health Care and Medical Response Coordination
  - a. Plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events. To include, but not limited to;
  - b. Pre-During-Post Situation Updates / Common Operating Picture
  - c. Assist in coordination of Resources & Logistics with Lead ESF-8 agency
  - d. Provide stop gap response resources to the Health and Medical community with the coordination of our Lead ESF-8

agency

## **VII. ACTIONS**

### **A. Response Initial Actions:**

1. Conduct or direct the initial assessment of health and medical needs with input from emergency services, rapid impact, damage assessment and health assessment teams. Determine the need for health surveillance. Consider conditions that might worsen the situation and require additional resources.
2. Conduct or direct Initial impact assessment of health and medical infrastructure. Determine the extent of loss of critical health and medical human resources, facilities, and supplies on hand or needed.
3. Coordinate the restoration of critical utilities (water, sewer and power) with ESF-3 Public Works and ESF-12 Energy, to health and medical Critical Facilities.
4. Determine and coordinate need for additional personnel to include mass casualty incidents.
5. Determine the coordination needed with ESF-6 Mass Care for a Special Needs Shelter and Functional Needs.
6. Assist the management of hazardous materials, safety of food and drugs, radiological hazards, mental health, disaster behavioral health problems of victims and responders, public health information, vector control, potable water, wastewater, solid waste and victim identification and mortuary services.
7. If advance warning of an event is received, then determine the need to pre-position resources to safeguard them or in anticipation of the area of greatest need following the event.
8. Incidents that occur without notice can result in medical and health resources being inaccessible or overwhelmed. Assess the need for non-local resources and request assistance through the Regional health and medical advisors, the State EOC Statewide Mutual Aid Agreement or other agreements.
9. Determine the need to move or evacuate patients from residential

health care facilities. Coordinate with ESF-1, ESF-4, ESF-6, ESF-13, and ESF-16.

**B. Response Continuing Actions:**

1. Monitor the impacted area. Assess potential hazards to public health and the need for emergency medical response actions and resources.
2. Coordinate medical patient transport requests.
3. Direct or support the movement of supplies, equipment and support personnel to Staging Areas or direct target sites.
4. Coordinate requests from hospitals, health, medical and mental health facilities, and requests for medical evacuation and disaster behavioral health.
5. Establish financial reimbursement policies and establish communications.

**C. Recovery Actions:**

1. Monitor and support the restoration of health, medical, mental health, and disaster behavioral health infrastructure and the continuation of care.
2. Monitor and support reestablishment of primary health and medical care across the county.
3. Support long-term monitoring of the population's health status.
4. Primary Agency remains in place during the recovery phase, unless released. The Primary Agency designates the Support Agencies, and these may change to reflect available resources, area of impact and functional requirements.
5. Monitor and continue to gather information on resources used, anticipated length of recovery activities and resources required.
6. Coordinate with ESF-1, ESF-13, and ESF-16 to transport patients to facilities located outside of Hernando County. Airlifting may be required. Ambulance capability will have to be enhanced from outside the county. Multiple patients may be transported together.

7. Coordinate or support jurisdictions and entities to assure water quality, and to treat and dispose of wastewater and solid waste. In some instances, jurisdictions and entities have their own facilities and are responsible for testing and quality assurance programs.
8. Respond to shortages of qualified personnel, equipment, or assistance without regard to jurisdiction or entity. ESF-8's first priority is the safety and well-being of the public.
9. Request fatality management assistance through the Medical Examiners Commission, state, and federal resources to identify victims and provide mortuary services. Ensure notification of next of kin takes place using the accepted protocols of response agencies following accidental or traumatic deaths.
10. Coordinate with ESF-5 and through ESF-14 to issue public advisories on food and water contamination, disease threats and outbreaks, safety and injury prevention and other health and medical issues.
11. Primary and Support Agencies use appropriate state and federal rules, regulations, laws, and guidance to maintain records of staff utilization, obligations, expenditures and use of other resources. DOH Hernando augments its normal level of accountability and business controls to track resources and expenses.
12. Primary and Support Agencies conduct after-action evaluations and present recommendations on health and medical mitigation.

**D. Mitigation Actions**

1. Support public health measures to prevent widespread outbreaks.
2. Coordinate public information with ESF-14 to educate the public, mitigate the spread of disease, and to promote self-management of medical needs.
3. Pre-identify vulnerable facilities and populations, and their anticipated needs.
4. Identify, assess, prioritize, and protect critical infrastructure and key resources. Create the ability to detect, prevent, deter, devalue and mitigate deliberate efforts to destroy, incapacitate or exploit critical

infrastructure and key resources.

5. Maintain redundant communications with health and medical partners and public health responders.
  - a. Incidents and events are sized-up with general inquiries that build detailed and hazard-specific questions. Situational awareness and a common operating picture are established with information from local, state, government, private industry, and public sources. Incident goals, objectives and tactics are prioritized for the Incident Action Plan. Actions and results are summarized in Situation Reports produced each operational period or as the event dictates.
  - b. When working in Level III activation – Monitoring, ESF-8 utilizes routine communications methods (phone, fax, email) to receive, gather, analyze, summarize, respond, and report Elements of Essential Information.
  - c. When elevated to Level II Partial Activation or Level I Full Activation, ESF-8 uses WebEOC Missions and Task boards to receive, assess, collaborate, and respond to inquiries passed through from the Public Information Center (PIC).
  - d. The ESF-8 Desk phone (352-540-6931) is always active. In Level III Monitoring it rolls over to Emergency Management. In Level II or Level I activations the desk is staffed, and addresses calls from health and medical partners. The desk number is provided to health and medical partners as an Outlook Contact Card, in hard copy wallet cards, and palm cards.
  - e. In Level II and Level I activation, ESF-8 reports Elements of Essential Information in the county Incident Action Plan, the County Situation Report and at shift briefings. These coordinated methods streamline the process of giving and receiving situation / status reports, using geographical information systems, and managing resources and data.
6. Stockpile or ensure access to critical medical supplies, equipment, biologicals, and pharmaceuticals.
7. Develop and implement after action reports and improvement plans based on exercises and real incidents to improve preparedness.

**Acronym / Abbreviations**

ALS	Advanced Life Support
ARC	American Red Cross
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
DACS	Department of Agriculture and Community Services
DBPR	Department of Business and Professional Regulation
DEP	Department of Environmental Protection
DOH	Department of Health
EMS	Emergency Medical Services
ESF	Emergency Support Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Firefighting
ESF 5	Info and Planning
ESF 6	Mass Care
ESF 7	Unified Logistics
ESF 8	Health & Medical
ESF 9	Search & Rescue
ESF 10	Hazmat
ESF 11	Food & Water
ESF 12	Energy
ESF 13	Military Support
ESF 14	Public Information
ESF 15	Volunteers & Donations
ESF 16	Law Enforcement
ESF 17	Animal Services
ESF 18	Business, Industry and Economic Stabilization
EPG	Executive Policy Group
Functional	Functional Needs
DOH Hernando	Hernando County Health Department
Hernando County EM	Hernando County Emergency Management
Hernando County EOC	Hernando County Emergency Operations Center
ICS	Incident Command System
NIMS	National Incident Management System
ROC	Recovery Operations Center
SOP	Standard Operating Procedures
SpNS	Special Needs Shelter
State EOC	State Emergency Operations Center
TBHMPC	Tampa Bay Health and Medical Preparedness Coalition



## Attachment #1

### Florida Department of Health State Resources, Teams, Subject Matter Experts, and Technical Experts

- i. **Ambulance Strike Teams** – Provide emergency medical capability including patient triage and transport. These teams can be built from the 4032 ground ambulance units, air ambulances and 50 trained ambulance strike team leaders across the state. Deployment of ground ambulances is coordinated with ESFs 4&9 and the Florida Air Ambulance Association.
- ii. **Disaster Behavioral Health Assessment Teams** - Provides on-scene assessment of the need for behavioral support services to victims, survivors, responders and the public in communities impacted by traumatic incidents.
- iii. **Environmental Health Strike Teams** – At full capability this team is able to provide up to 80 environmental health services per day. Team includes a supervisor level position for liaison with local structure. Team has capacity to perform activities related to the following subject areas—food, water, sewage, indoor air, vectors, zoonotic, facilities, and chemicals and toxicology.
- iv. **Epidemiology Strike Teams** – At full capability this team is able to conduct surveillance and investigation efforts in a defined geographic area. Team has capacity to perform activities related to disease surveillance, outbreak investigation, quarantine and isolation, data analysis, and phlebotomy.
- v. **Fatality Management Teams** – Provide initial scene response and evaluation, processing the scene, temporary morgue operations and administration, and the roles of various forensic units within the morgue (e.g., pathologist, anthropologist, odontologist, radiologist, fingerprint specialist, DNA analyst, funeral director, and others), victim identification, disposition of human remains (embalming/casketing), personal effects, and evidence collection.
- vi. **Forward Advanced Surgical Team** - The Florida Advanced Surgical Transport Team (FAST) is designed to add clinical and surgical capacity to the existing State Medical Response Teams (SMRT). This additional capability would be brought in to enhance the clinical capacity of deployed SMRTs, specifically to provide emergent surgical, general anesthesia, critical care transport capability, and additional specialist equipment to a deployed SMRT or to augment a crippled medical care facility during a disaster.
- vii. **Health Care Assessment Teams** – HCATs inspect evacuated healthcare facilities that have sustained damage in accordance with the Health Care Facility Damage Assessment Guidelines. HCATs teams are composed of an architect and an electrical engineer.
- viii. **Medical Reserve Corps** – These individuals include government employees, volunteers, and private medical providers who can be integrated into response efforts for a variety of roles to address public health and medical workforce surge.
- ix. **Medical Supplies and Equipment Caches** – A broad range of medical supplies and equipment including pharmaceuticals, ventilators, and medical supplies strategically placed across the state.
- x. **Mobile Communications Units** - Enclosed custom utility trailers equipped with high-speed satellite (2Mb down and 1Mb upstream data speed) communications, self generated power, rooftop AC, and necessary infrastructure hardware pre-configured to

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- establish inter access. They include four VOIP phone lines and server hardware to restore data from valid back-ups. Units are supported by two disaster response technicians.
- xi. **Radiological Emergency Response Teams** - Radiation Control inspectors are located in the following areas: Jacksonville, Tampa, Orlando, Miami, Lantana, Pensacola, Ft. Myers, Tallahassee, and two county offices have radiation control programs: Polk and Broward. Each inspector has an emergency kit that contains: Thermo RadEye Alarming Personal Radiation Detector; Ludlum Model 2401-P beta gamma pancake; Canberra Model 213 Ultra Radiac; Thermo EPD Mark 2 Electronic personnel dosimeter.
  - xii. **Regional Emergency Response Advisors** – Can deploy as a team or individual resources to provide public health and medical response consultation to local ESF8 and County Health Departments and conduct post-impact assessments of the public health and medical infrastructure.
  - xiii. **RSS** (Receive, Stage, and Store) Management Team - An RSS operated by the Florida Department of Health is established to receive material from the Strategic National Stockpile. The RSS receives, stages, stores, and distributes pharmaceuticals, medical supplies and equipment to the affected area.
  - xiv. **Special Needs Shelter Discharge Planning Teams** – Coordinate with special needs shelters to discharge clients from shelters to appropriate facilities.
  - xv. **Special Needs Shelter Teams** – Team can perform a variety of management, operations, and augmentation functions for a special needs shelter.
  - xvi. **State Medical Response Teams** – Are a state-level version of the federal Disaster Medical Assistance Team. These teams can meet a broad range of medical missions, including hospital augmentation, medical triage, in-the-field patient care and first aid support.
  - xvii. Additional FL Dept. of Health resources (staff, equipment, supplies, updated 10/2019, FDOH ReadyOp)

Asset Name	Mission Areas
Alternate Care Site Team - International Medical Corps	Alternate Care Site, Field Operations, Hospital Augmentation, Med Surge, Patient Care / Triage, Sheltering
Applied Public Health Team (APHT)	CHD Augmentation, Disease Control, Environmental Health, Infectious Disease
C Bat - Box Truck	Assessment, Field Operations, Logistics
CHD Augmentation Team	CHD Augmentation, Recovery
Combination Light Tower Generator Water Trailer – Central, North, South	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support
Cot Cache - Beds	Field Operations, Responder Support, Sheltering
DMORT -- Disaster Mortuary Operations Team	Fatality Management
DMAT Disaster Med Assistance Team –Full, Task Force, Strike Team	Alternate Care Site, Field Operations, Hospital Augmentation, Mobile Facility, Patient Care / Triage, Responder Safety

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ESF8 Med Surge Cache – Central, North, South - Type I, II, III, IV	Alternate Care Site, Field Operations, Hospital Augmentation, MCI, Med Surge, Mobile Facility, Patient Care / Triage, Responder Safety
Fatality Search and Rescue Team (FSRT)	Fatality Management
Federal Medical Station	Alternate Care Site, Hospital Augmentation, Med Surge, Patient Care / Triage, Sheltering
FEMORS Team; Portable Morgue; Morgue ID Unit; Victim Info Unit	Fatality Management, Assessment, Communications, MCI
FL Infectious Dis Transport Network Response Teams	Disease Control, EMS, Infectious Disease, Med Surge, Patient Care / Triage, Patient Movement
FL Int'l Univ -FL Advanced Surgical Transport team (FIU-FAST)	Alternate Care Site, MCI, Med Surge, Patient Care / Triage, Patient Movement
Gatekeeper – North, South, Central	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support, Sheltering
Generator - Tow Behind 20 & 200 kW	Alternate Care Site, Field Operations, Logistics, Mobile Facility, Responder Support, Warehouse
Infectious Disease Cache - ID	Assessment, Infectious Disease, Logistics
Logistics Support Team	Field Operations, Logistics, Responder Safety
Medical Task Force - International Medical Corps	Alternate Care Site, Assessment, Field Operations, Hospital Augmentation, Med Surge, Patient Care / Triage, Responder Safety, Sheltering
National Ambulance Contract – Air, Ground, Personnel, Paratransit	EMS, Patient Movement
National Medical Response Team (NMRT):	Decon, Environmental Health, Infectious Disease, MCI, Patient Care / Triage, Radiological
National Veterinary Response Team (NVRT):	
Nurse Strike Team - International Medical Corps	Alternate Care Site, Hospital Augmentation, MCI, Med Surge, Patient Care / Triage, Responder Safety
Plum Case – Communication - North, BPR, South, Central	Alternate Care Site, Assessment, CHD Augmentation, Communication, EOC Ops, Field Operations, Incident Command, Logistics, Med Surge, Public Information, Recovery, Responder Support, Sheltering
Rapid Deployable Medical Isolation Chamber X 2	Alternate Care Site, Disease Control, Infectious Disease, MCI, Med Surge, Mobile Facility, Patient Care / Triage, Patient Movement
Rapid Deployment Force (RDF)	Alternate Care Site, Med Surge, Patient Care / Triage, Sheltering
S Bat - Box Truck	Assessment, Logistics

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Services Access Team (SAT)	Alternate Care Site, Behavioral Health, Discharge, Field Operations, Hospital Augmentation, Mobile Facility, Responder Safety, Sheltering
Special Needs Buddy Teams (SpNS)	Patient Care / Triage, Sheltering
Special Needs Shelter (SpNS) Admin Kit- Central, North, South,	Sheltering
Special Needs Shelter (SpNS) Cache	Discharge, Patient Care / Triage, Sheltering
SpNS Push Pack/Cache - Special Needs Shelter	Sheltering
Strategic National Stockpile	Disease Control, Infectious Disease, Medical Counter Measure, PPE
Strategic National Stockpile Receipt Stage Store Team	Logistics, Medical Counter Measure, NPI Resources
Tennessee Mobile Medical Unit	Alternate Care Site, EMS, Hospital Augmentation, MCI
Tent Systems - Portable structures, shelter, care site	Alternate Care Site, Field Operations, Mobile Facility, Recovery, Sheltering, Warehouse
Trailer - Enclosed box trailers	Field Operations, Logistics, Responder Support
Trailer - Mobile Command (enclosed)	Communication, EOC Ops, Field Operations, Incident Command, Logistics, Mobile Facility, Responder Support
Trauma Critical Care Team	Alternate Care Site, Field Operations, Hospital Augmentation, Med Surge, Mobile Facility, Patient Care / Triage, Responder Safety
Ventilator, Portable, LTV 1200 Central/SLRC, North, Southern	EMS, Hospital Augmentation, Infectious Disease, Medical Counter Measure, Med Surge, Patient Care / Triage, Patient Movement

## Attachment #2

### Florida Department of Health State Resources to Gather, Collect, Analyze, and Report Health and Medical Operational Information

- i. **BioWatch Detection System** –an environmental bio-surveillance system designed to detect the intentional release of select aerosolized biological organisms. The program focuses on early detection of a biological attack which is critical to treating affected populations. It also provides public health decision makers more time and options in responding to, mitigating, and recovering from a bioterrorist event.
- ii. **ESSENCE Syndromic Surveillance System** – Is a bio-surveillance system that collects emergency department chief complaint data, Florida Poison Information Center Network calls, all reportable disease data, and all mortality data from the Florida Office of Vital Statistics. ESSENCE provides epidemiologists with the data and analytic tools to identify outbreaks or unusual trends more rapidly, leading to a timelier public health response.
- iii. **Everbridge** -- is an electronic notification system able to rapidly alert preidentified responders and partners.
- iv. **Inventory Resource Management System** – IRMS is the inventory system used by the DOH Bureau of Pharmacy. Includes a centralized warehouse system, reports all pharmaceutical and emergency response assets.
- v. **Emergency Status System (ESS)** – Electronic reporting system managed by the Agency for Health Care Administration to collect and report status of licensed medical facilities. Information includes bed census, emergency power, generator usage, evacuation status, and facility damage.
- vi. **ReadyOp** – FDOH online system used to file incident action plans, situation reports, SpNS census, and to document resource requests, monitor health and medical facility status, to report local and regional CHD needs or gaps, to track requests and deployment of resources (staff, equipment, supplies) and to manage reviews of health and medical CEMPS.
- vii. **SERV-FL / FL-HAN** – Florida's online system to manage health and medical responders, volunteers, and deployable teams.

Hernando County Comprehensive Emergency Management Plan  
Emergency Support Function-8 Health and Medical

## Attachment #3

### State ESF-8 Primary and Support Agencies and Organizations

The following matrix depicts the role of primary and support agencies and organizations in carrying out the core missions of ESF-8. Details regarding the responsibilities of agencies follow the matrix.

State Emergency Support Function 8 Agency Level Responsibilities by Core Mission	Dept. of Health	Agency for Health Care Administration	Agency for Persons with Disabilities	Dept. of Elder Affairs	Dept. of Children & Families	Dept. of Agriculture & Consumer Services	Dept. of Business & Professional Reg. (ESF-4)	Dept. of Environmental Protection	Dept. of Veterans Affairs	Office of the Attorney General	State Fire Marshal	Medical Examiner Commission (FDE)	Univ. of FL, Maples Center for Forensic Medicine (FEMORS)	State University Labs	Florida Hospital Association	Florida Health Care Association	Florida Assisted Living Association	End-Stage Renal Disease Network	Poison Information Center Network	Florida Association of Community Health Centers	Florida Pharmacy Association	Florida Health Care Coalitions
Support local assessment and identification of public health and medical needs in impacted counties.	•	•	•	•	•	•		•		•					•	•		•	•			
Coordinate and support stabilization of the public health and medical system in impacted counties.	•	•	•	•	•	•			•		•	•	•		•	•	•	•	•	•	•	•
Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted counties.	•	•	•								•				•	•	•	•				
Support monitoring, investigating, and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures and non-medical interventions.	•					•		•						•	•	•			•		•	
Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.	•					•	•	•						•					•			
Support sheltering of persons with medical and functional needs.	•	•	•	•			•								•	•	•					
Develop, disseminate, and coordinate accurate and timely public health and medical information.	•	•	•	•	•	•	•	•				•			•	•	•	•	•	•	•	•
Monitor need for and coordinate resources to support fatality management services.	•											•	•									
Monitor need for and coordinate resources to support disaster behavioral health services.	•				•					•									•			
Support responder safety and health needs.	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	
Provide public health and medical technical assistance and support.	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•



## Attachment #4

### Definition of a Biological Product 21CFR 600.3 (h)

<http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcr/CFRSearch.cfm?fr=600.3>

***Biological product* means any virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, protein or analogous product applicable to the prevention, treatment or cure of diseases or injuries of man:**

- (1) A virus is interpreted to be a product containing the minute living cause of an infectious disease and includes but is not limited to filterable viruses, bacteria, rickettsia, fungi, and protozoa.
- (2) A therapeutic serum is a product obtained from blood by removing the clot or clot components and the blood cells.
- (3) A toxin is a product containing a soluble substance poisonous to laboratory animals or to man in doses of 1 milliliter or less (or equivalent in weight) of the product, and having the property, following the injection of non-fatal doses into an animal, of causing to be produced therein another soluble substance which specifically neutralizes the poisonous substance and which is demonstrable in the serum of the animal thus immunized.
- (4) An antitoxin is a product containing the soluble substance in serum or other body fluid of an immunized animal which specifically neutralizes the toxin against which the animal is immune.
- (5) A product is analogous:
  - (i) To a virus if prepared from or with a virus or agent actually or potentially infectious, without regard to the degree of virulence or toxicogenicity of the specific strain used.
  - (ii) To a therapeutic serum, if composed of whole blood or plasma or containing some organic constituent or product other than a hormone or an amino acid, derived from whole blood, plasma, or serum.
  - (iii) To a toxin or antitoxin, if intended, irrespective of its source of origin, to be applicable to the prevention, treatment, or cure of disease or injuries of man through a specific immune process.

## **Attachment #5**

### **11 Core Missions for public health and medical systems during a response:**

<http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/preparedness-planning/bprdocumentation.html>

**Core Mission 1:** Support local assessment and identification of public health and medical needs in impacted counties

**Core Mission 2:** Coordinate and support the stabilization of the public health and medical system in impacted counties

**Core Mission 3:** Support sheltering of person with medical and functional needs

**Core Mission 4:** Monitor and coordinate resources to support the care and movement of persons with medical and functional needs in impacted counties

**Core Mission 5:** Support monitoring, investigating and controlling potential or known threats and impact to human health through surveillance, deliver of medical countermeasure and non-medical interventions.

**Core Mission 6:** Support monitoring, investigating and controlling potential unknown threats to human health of environmental origin.

**Core Mission 7:** Develop, disseminate and coordinate accurate and timely public health and medical information

**Core Mission 8:** Monitor need for and coordinate resources to support fatality management services

**Core Mission 9:** Monitor need for and coordinate resources to support disaster behavioral health services

**Core Mission 10:** Support responder safety and health needs

**Core Mission 11:** Provide public health and medical technical assistance and support



## **EMERGENCY SUPPORT FUNCTION #9 URBAN SEARCH AND RESCUE**

**PRIMARY AGENCY:**       **Hernando County Fire Rescue**

**SUPPORT AGENCIES:**   **Hernando County Sheriff's Office**  
                                  **Hernando County Department of Public Works**  
                                  **Utilities (Duke Energy & Withlacoochee River Electric**  
                                  **Co-Op)**  
                                  **U.S. Coast Guard Auxiliary**

### **1. INTRODUCTION**

#### **1.1 Purpose**

Search and rescue operations after a major emergency/disaster consist of locating victims and removing them from the hazardous situation. All injured, deceased and stranded victims are provided proper assistance and/or transportation to an appropriate facility.

#### **1.2 Scope**

With limited resources available in Hernando County for search and rescue operations, it will take a coordinated effort among all affected agencies. Depending on the scope of the operation, it may be necessary to request assistance from the U.S. Coast Guard Auxiliary to gain access to flooded coastal areas. The Hernando County Sheriff's Office has a K-9 unit available for limited searches for missing people. Hernando County Fire Rescue (HCFR) has specialized training in confined space rescue, rope rescue operations, building collapse operations and VMR operations. HCFR does not currently have a diver rescue team.

### **2.0 POLICIES**

#### **2.1 Priorities**

The priority of search and rescue operations will vary, depending on the magnitude of the disaster. Highly populated areas will receive priority during a catastrophic event, with evacuated areas a secondary priority.

## **2.2 Assignment of Responsibility**

A Search and Rescue Group Commander will be assigned to act as the overall coordinator for search and rescue operations. Fire Department officers will serve as team leaders and be responsible for individual task force' safety. Each team member will be logged in at the command post or staging area prior to beginning operations, and task forces will maintain radio contact on the HCFR tactical channel assigned.

## **2.3 Response Requirements**

Each search and rescue task force should have a minimum of three fire personnel (one engine company), two emergency medical services personnel with one being a paramedic (one rescue company), and one law enforcement representative. Modifications may be necessary depending on the availability of resources.

## **2.4 Resource Coordination**

This Emergency Support Function (ESF) will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, this ESF will request assistance from either the State Emergency Response Team (SERT) Liaison in the EOC, if one is available or, the corresponding ESF at the State EOC.

The Hernando County Fire Chief, or the ESF 4 representative, maintains an inventory of potential resources that can be used in search and rescue activities. This inventory is maintained by HCFR and is updated annually through the Florida Fire Chiefs' Association Agreement.

## **2.5 Coordinating Actions**

All agencies assigned to this ESF will coordinate all actions in support of emergency response and assistance missions with the primary agency of this ESF in the EOC.

# **3.0 SITUATION**

## **3.1 Disaster Conditions**

A major disaster or catastrophic event may result in many search and rescue and/or technical rescue situations. Structural collapses, flooding, and other similar incidents are likely to occur under a disaster condition.

A minor, major, or catastrophic disaster may severely damage the fire services infrastructure. Local fire service technical rescue response activities may be hampered by insufficient resources, damaged fire and rescue equipment, and disrupted communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that fire department response-related decisions be made to facilitate the evacuation.

### **3.2 Planning Assumptions**

- All available local fire department resources will be committed, and additional help will be needed.
- Coordination with municipalities, critical facilities, other ESFs efforts, and other government agencies will be required.
- Damaged areas will be restricted and not readily accessible except, in some cases, by air.
- Secondary events or emergencies will threaten lives and property as well as fire service personnel.
- Hernando County does not have enough technical resources for heavy search and rescue and confined space entry.

## **4.0 CONCEPT OF OPERATIONS**

### **4.1 General**

During a declared local state of emergency, the primary agency of this ESF is responsible for implementing its functions. ESF 9 will respond to requests for local search and rescue assistance. It is anticipated that after evacuation efforts are completed, most of the requests for search and rescue resources will be initiated by HCFR.

### **4.2 Emergency Support Function Organization**

HCFR is the primary agency for ESF 9. Pre-designated representatives from primary and support agencies of this ESF will be present in the EOC on a 24-hour basis, if requested by HCFR.

The designated representative for this ESF at the EOC is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Management Team and the policies of this plan. Elsewhere throughout the County and other designated recovery facilities, as described in the Basic Plan of this document, this ESF will be organized according to the Incident Command System (ICS).

### **4.3 Notification**

Initial notification will be sent by Hernando County Emergency Management (HCEM) to the primary agency of this ESF advising that a threat situation or an emergency has occurred which warrants or may warrant the implementation of this plan.

The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

### **4.4 Mobilization**

Mobilization of ESF 9 resources will be determined by the disaster type, available resources, and type of search and rescue operations needed. ESF 9, under the ICS will coordinate with ESF 5 to ensure search and rescue teams are included in incident mobilization/demobilization plans.

### **4.5 Response Actions**

- Inventories and locations of available search and rescue resources will be verified and provided to ESF 5, Planning and Information.
- Each agency of the ESF will establish communications with its appropriate field personnel and ensure that they are ready for timely response.
- Coordination will be established with support agencies to prioritize and develop strategies for the initial response.
- Resources will be repositioned when it becomes apparent that fire department resources will be required.
- Any fire department resources that may be needed in recovery should be removed from the potentially vulnerable areas to a staging area.
- Equipment accessible to ESF 9 agencies will be committed when evacuation or re-entry of a designed area is authorized, and respective jurisdictional fire department resources are not sufficient to respond.
- ESF 9 will coordinate with ESF 4 to identify any known vulnerable structures that could be affected by the imminent disaster.
- State and other resources from outside the disaster area will be mobilized.

### **4.6 Recovery Actions**

- Provision of search and rescue resources to assist public safety, human relief and recovery efforts.

- Development of recovery actions and strategies.
- Search and rescue will continue to be provided for specific requests.

## **5.0 ADDITIONAL RESOURCES**

ESF 9 will utilize personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 9 missions. These additional resources will be obtained through the standard EOC resource request process, time permitting. When requests begin to exceed the ESF's capability to respond, requests will be forwarded by ESF 9 to the State EOC to mobilize additional resources. All personnel and resources mobilized by ESF 9 will remain under the direction and control of this ESF or to the respective agency to which they are assigned, unless otherwise notified.

## **EMERGENCY SUPPORT FUNCTION #10 HAZARDOUS MATERIALS**

**PRIMARY AGENCY:**                      **Hernando County Hazardous Materials Response Team**

**SUPPORT AGENCIES:**                **Hernando County Fire Rescue  
Hernando County Sheriff's Office  
Florida Forest Service**

### **1.0     INTRODUCTION**

#### **1.1     Purpose**

The purpose of this Emergency Support Function (ESF) is to coordinate response to actual or potential hazardous materials releases or spills which threaten public or emergency worker safety or pose a threat to the environment.

#### **1.2     Scope**

ESF 10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials.

This ESF establishes the lead coordination roles, the division and specification of responsibilities among its primary and support agencies that may be brought to bear in response actions. During its activation, this ESF will coordinate all county departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

Response to petroleum-based discharges and hazardous substances will be in accordance with the National Contingency Plan (NCP) and the Hernando County Hazardous Materials Response Team (HazMat Team) standard operating procedures.

The provision of hazardous material response support includes:

- Performing necessary actions to assist with emergency evacuation and re-entry to threatened/affected areas.
- Coordinating hazardous materials technical assistance requests.
- Coordinating, allocating and prioritizing additional public and private resources to include people, materials, goods, and services within the affected areas by the hazardous materials releases.

- Supporting ESF 3 and ESF 16 in hazard identification, safety, and mitigation.
- Performing necessary actions to assist with response and recovery operations.
- Managing and coordinating support for hazardous materials teams in the detection, identification, and containment of hazardous materials, and mobilizing and providing personnel, equipment and supplies to respond.

## **2.0 POLICIES**

It is the policy of Hernando County that responding agencies will only perform activities related to hazardous materials considered to be at the awareness or operations level, depending on the individuals' training levels. These activities are considered defensive and are defined in 29 CFR 1910.120 and state guidelines. Offensive actions will be performed by specially trained hazardous materials team members through mutual aid and/or private contract.

### **2.1 Priorities**

The assets available to ESF 10 will be used to support county emergency operations and other ESFs with their emergency efforts as necessary. The priorities for allocation of these assets will be:

- Providing direct warning to persons in imminent danger.
- Assisting in the evacuation of persons from immediate areas.
- Responding to and implementing public safety and protective actions.
- All operations will be conducted under the Incident Command System.
- ESF 10 will interface with ESF 4, ESF 6, ESF 8, ESF 9, and ESF 11 to provide for the safety and health of all emergency personnel by coordinating logistical support, food/shelter, and medical care.

### **2.2 Assignments of Responsibility**

#### **Primary Agency**

Responsibility for execution of ESF 10 will be that of the HazMat Team. As the lead department, it is responsible for:

- Notification, activation, and mobilization of all agencies assigned to the ESF.
- Organization, assignment and staffing of all facilities at which this ESF is required to be located.

- Coordination of all support agency actions in performance of missions assigned to this ESF.
- Coordinating requests for assistance and additional resources in performance of the mission of this ESF from all assigned agencies and forwarding them to the appropriate ESF or agency.
- Providing situation reports to ESF 5 for each operational period or upon request.

### **Support Agencies**

All support agencies of this ESF are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.
- The assignment and staffing of all support agency facilities and equipment is the responsibility of the designated support agency.
- Coordination of all actions of the support agency with the primary agency in performing assigned missions of the ESF.
- Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agencies capabilities.
- In accordance with the assignment of responsibilities in this annex, support agencies will provide resources and support in response to a release or threat of release of hazardous materials.

## **2.3 Response Requirements**

Hernando County has an organized hazardous materials response team that can handle most releases.

Federal and state assistance to this ESF will be provided under Public Law 93-288, and Florida Statute Chapter 252, and the Florida Comprehensive Emergency Management Plan (CEMP). However, during the emergency response and for the first hours after the occurrence of a catastrophic emergency there may be little, if any, assistance available. The primary and support agencies of the ESF must plan to be as self-sufficient as feasibly possible during this period.

The National Contingency Plan (NCP) serves as the basis for planning and utilization of federal resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this ESF will follow policies, procedures, directives, and guidance developed to carry out the provisions contained in the NCP,



and the HazMat SOP.

## **2.4 Resource Coordination**

This ESF will provide resources using its primary and support agency authorities and capabilities, in coordination with other ESFs, to support its missions. This ESF will allocate available resources to each mission based on priorities identified by the EOC. If resources are unavailable within this ESF, assistance will be requested from the State Emergency Response Team (SERT) Liaison in the EOC, if one is available, or the corresponding ESF at the State EOC.

All municipalities and all other ESFs will coordinate with this ESFs representation at the EOC when requesting support or disaster assistance from this ESF. In the case where a conflict of priorities develops, Fire Operations will work directly with the County EOC Management Team to resolve the situation.

## **2.5 Response and Recovery Coordination**

Although this annex addresses response and recovery activities of the agencies associated with this ESF, the EOC is responsible for coordinating all emergency activities. Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC Management Team.

ESF 10 may request assistance from State and Federal ESF 10 supporting agencies through ESF 5.

State assets will be coordinated by this ESF to assist and augment local agencies with their emergency fire service responsibilities and efforts.

Multi-jurisdictional fire service responses will be coordinated by ESF 10.

ESF 10 will interface with ESF 4 and ESF 8 as to medical assistance and transportation of survivor victims beyond initial collection points.

ESF 10 will support ESF 3, ESF 8 and ESF 16 in hazard identification, safety and mitigation.

## **2.6 Operating Facilities**

In addition to those operating facilities identified in the Basic Plan, ESF 10 may require use of area hospital decontamination facilities. Oak Hill Hospital, Bayfront Health Brooksville, and Bayfront Health Spring Hill have very limited decontamination facilities. Patients may have to be taken to a hospital in another county that can deal with extremely hazardous substances.

There is no pre-identified decontamination facility or site in Hernando County.

## **2.7 Coordinating Actions**

All agencies in this ESF shall coordinate all actions in support of emergency response and assistance missions with the lead department and representation assigned by the primary agency of this ESF in the EOC.

## **3.0 SITUATION**

### **3.1 Disaster Conditions**

A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of pipelines transporting materials that are hazardous if improperly released will present serious problems.

Under the best of circumstances, the management and coordination of large hazardous material response operations is complex and may involve multiple agencies. Emergency or hazardous conditions of potentially disastrous proportion, or which are coincident with any other emergency situation will place excessive requirements upon local response organizations.

In the wake of the disaster, many of the local resources will be unavailable due to damage or inaccessibility, or the local resources will not be sufficient to handle the response to major hazardous material incidents. This may require that a significant amount of resources will have to be obtained by ESF 10 from the state and federal level.

### **3.2 Planning Assumptions**

County hospitals have limited decontamination abilities and may not accept contaminated patients.

All available local hazardous materials response resources may be committed, and additional help will be needed.

The extent of the response effort necessary for proper cleanup and disposal of hazardous materials releases during disaster situations will overwhelm local response agencies.

There may be numerous incidents occurring simultaneously in separate locations.

Coordination with municipalities, critical facilities, other ESFs efforts, and other government agencies will be required.

Standard communications equipment and practices may be disrupted or destroyed.

Response personnel, cleanup crews and response equipment may have difficulty reaching the site of a hazardous materials release because of the damage sustained to transportation infrastructure.

Impacted areas will be restricted and not readily accessible except, in some cases, by air.

Fire Operations may need to coordinate air transportation for damage reconnaissance and to transport personnel and equipment to the site of a release.

Additional response/cleanup personnel and equipment may be needed to supplement existing capabilities and to provide backup or relief resources.

ESF 10 responders should expect to be self-sufficient in the early days of the response.

Emergency exemptions may be needed for disposal of contaminated material.

Even if the natural or other catastrophic disaster does not cause situations where there are actual releases, there will be considerable concern about facilities, which are located in or near the affected area. These facilities will need to be monitored by ESF 10.

## **4.0 CONCEPT OF OPERATIONS**

### **4.1 General**

ESF 10 will direct the efforts of the local emergency response actions, immediately following an emergency involving hazardous materials. Close coordination must be maintained by federal, state, and local officials. ESF 10 operations will coordinate the containment, removal, and disposal of hazardous materials from the disaster area.

During a declared local state of emergency, the primary agency of this ESF is responsible for implementing its functions. A representative of the primary agency will be available in the EOC during activation to respond to requests for support submitted to this ESF. This person will staff the workstation assigned to this ESF, and will identify which support agencies are required, and take steps to assure that support agencies are activated or on alert as appropriate.

ESF 10 will respond to requests from municipalities for assistance in hazardous materials responses.

### **4.2 Notification**

The County Warning Point will initially notify Hernando County Emergency

Management (HCEM) and the State Warning Point of the incident. The Emergency Management Director or the Incident Commander advises this ESF's primary agency that a threat situation or an emergency has occurred which warrants or may warrant implementation of this plan.

The primary agency will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

Emergency cleanup contractors are alerted in a standby mode.

#### **4.3 Mobilization**

Immediately following notification to activate this ESF, the primary agency will establish communications with the EOC and obtain status reports.

Support agencies will assure the appointed command staff report to their designated locations, review agencies' SOPs and checklists, and establish communication with the EOC.

One or more of the following Hazardous Materials Teams may be requested to assist Hernando County:

- Citrus County Hazardous Materials Team
- Pasco County Hazardous Materials Team
- Sumter County Hazardous Materials Team
- City of Tampa Hazardous Materials Team
- Hillsborough County Hazardous Materials Team
- Marion County Hazardous Materials Team
- Florida Department of Environmental Protection, Response Bureau
- Private Hazardous Materials Team

#### **4.4 Initial Response Actions**

- Commit responses to the disaster area.
- Assess and prioritize response actions necessary to mitigate hazardous materials releases, which include stabilizing, staging, categorizing, and disposal.
- Identify and notify a hazardous materials team as soon it is apparent that offensive actions are required.

- Inventories and locations of available resources will be verified and provided to ESF 5, Planning and Information.
- All agencies of the ESF will establish communications with its appropriate field personnel and ensure that they are ready for timely response.
- Coordination will be established with support agencies to prioritize and develop strategies for the initial response.
- Radiological monitoring equipment will be obtained in coordination with the Florida Department of Health.
- Resources will be repositioned when it becomes apparent that fire department resources will be required.
- Notify receiving hospital that contaminated patients are being or may be transported to the emergency room.
- Any hazardous materials response resources that may be needed in recovery should be removed from the potentially vulnerable areas to a staging area.
- ESF 10 will identify any known hazardous materials transports that could be affected by the imminent disaster.
- State and other resources from outside the disaster area will be mobilized.

#### **4.5 Continuing Actions**

- ESF 10 will coordinate hazardous materials assistance with requests from municipal fire service agencies.
- Priorities will continually be reassessed to address the most critical fire service needs and the development of strategies to meet them.
- Resources which are committed to specific missions will be tracked for redeployment if necessary. Updated information will be provided to ESF 5, Information and Planning.
- Resources will be re-staged as appropriate.
- ESF 10 will coordinate resources between state, municipal, and if requested, federal hazardous materials response agencies.

#### **4.6 Recovery Actions**

ESF 10 will ensure provision of resources to assist containment and cleanup efforts.

ESF 10 will coordinate the development of recovery actions and strategies, to include

identification of vehicle and equipment wash down stations and decontamination sites/facilities for personnel.

Hazardous materials response will continue to be provided for specific requests. ESF 10 will provide continued hazardous materials evaluations in cooperation with HCEM, the Florida Division of Emergency Management and the Florida Department of Environmental Protection.

## **5.0**     **RESPONSIBILITIES**

The primary agency will coordinate with the support agencies in directing fire department resources and prioritizing needs.

Coordination will be made with ESF 3 (Public Works and Engineering) for heavy equipment support for fire department responses.

ESF 7 (Resource Support) and ESF 15 (Volunteers and Donations) will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local hazardous material response resources.

Support agencies will assist the primary agency with emergency response actions identified in this plan.

As a support agency of ESF 10, the Florida Fire Chiefs' Association will forward requests for firefighting assistance to the five regional response zones designated in the State of Florida Fire - Disaster Response Plan through the State EOC.

The Florida Forest Service will serve as a support agency of ESF 10 and will provide kitchen and tent facilities for fire rescue personnel at designated staging areas. They will also provide available heavy equipment for search and rescue operations.

## **6.0**     **REFERENCES**

Hernando County CEMP

District VIII, Local Emergency Planning Committee Hazardous Materials Emergency Plan

State of Florida Radiological Emergency Management Plan

State of Florida Fire-Rescue, Disaster Response Plan - Florida Fire Chiefs' Association

Hernando County Hazardous Materials Response Team Standard Operating Procedures

**EMERGENCY SUPPORT FUNCTION ESF  
#11  
FOOD AND  
WATER**

**LEAD AGENCY:**               **Hernando County Housing and Supportive Services**

**SUPPORT AGENCIES:**   **American Red Cross  
The Salvation Army**

**1.0 INTRODUCTION**

**1.1  
Purpose**

The purpose of this ESF is to ensure the availability of adequate and safe food, water, and ice in the areas of Hernando County impacted by a disaster or emergency event. ESF 11 with the assistance of designated support agencies will identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain the resources necessary to satisfy such needs and provide them to the disaster area.

**1.2  
Scope**

The scope of this ESF includes addressing the operations and resources necessary to provide disaster victims, and the emergency response personnel assisting them, with adequate supplies of food, potable water and ice at locations of need throughout the impacted area. Emphasis of ESSF11 is on the coordination necessary within Hernando County Emergency Operation Center to define the food, water and ice requirements to obtain such resources and ensure their delivery to individuals in need ESF !! does not address the procedures or equipment to be utilized for actual distribution of food, water and ice at specific locations. To accomplish this function, activities will include:

- Identify the number of people without food and safe drinking water.
- Inventorying warehouse food products/quantities and identifying sources to obtain additional supplies.
- Obtain sufficient warehouse space to store food and water supplies.
- Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations.

- Solicit and/or purchase food and water supplies to sustain the disaster victims until local official agencies can manage operations.

## **2.0 POLICIES**

### **2.1 Priorities**

Services to disaster victims will be provided without regard for their race, ethnicity, or socio-economic status, and all political subdivisions of the County will be served equally in accord with the priorities established for the response. Allocation of resources will be based on meeting the needs in the most severely impacted areas of the community from which individuals have been evacuated to shelters. Priority for delivery of food, water and ice to these areas will be consistent with the priorities established by the county EOC policy group. Food, water, and ice services to designated evacuation areas will not be provided until lifting of the evacuation requirement or recommendation for that specific area.

ESF 11 will be responsible for the selection and coordination of organizations and individuals volunteering to support the activities of this ESF.

### **2.2 Assignment of Responsibility**

This ESF will provide for the procurement and delivery of food and water supplies suitable for household distribution or congregate feeding, as appropriate.

### **2.3 Response Requirements**

This ESF will be activated by the Emergency Operation Center upon notification of an occurrence or a potential major disaster or emergency. Upon direction by the EOC to activate contact information will be confirmed and ESF 7, and ESF 6 will be consulted to compile an up-to-date list of pre-designated vendors or supplies for food water, and ice. Vendors will be notified of activation and requested to remain on standby to fulfill requests for materials and services. Designated staff will be mobilized and be briefed on the situation by the Emergency Management Staff

### **2.4 Resource Coordination**

ESF 11 will arrange with logistics for the transportation and distribution of food and water supplies within the affected area.

ESF 11 will coordinate with the local Department of Children and Family Services, in conjunction with the U.S. Department of Agriculture (USDA), on the distribution of emergency food coupons.

ESF 11 will provide ESF 5 and ESF 14 with information on food suppliers, distribution



sites, length of service, eligibility requirements, etc.

ESF 11 will coordinate with Hernando County School Board and ESF 6 to determine the food and beverage supplies suppliers on hand at shelter. Establish the need for additional food, water, and ice at shelters activated or to be activated.

ESF 11 will contact the support agencies and obtain information regarding available on-hand food, water and ice, and establish a procedure for accessing these materials as well as resources support for their storage and distribution.

ESF 11 will consult with ESF 15, Volunteers and Donations, and identify the companies interested in volunteering food, water, and ice as well as transportation, warehousing, and food service equipment and personnel.

## **2.5 Response and Recovery Coordination**

ESF 11 will coordinate with logistics for the transportation and distribution of food and water supplies within the affected area.

## **2.6 Operating Facilities**

Depending on the situation ESF11 will encourage the use of congregate feeding arrangements as the primary outlet for disaster food, water, and ice supplies and/or coordinate with ESF6 to determine the location of feeding stations and community mass care facilities and to establish the need for food, water and ice at those locations.

## **2.7 Coordination in Actions**

Actions undertaken by this ESF will be guided and coordinated by Hernando County Emergency Management (HCEM) and other local disaster officials.

# **3.0 SITUATION**

## **3.1 Disaster Conditions**

A catastrophic hurricane or other major disaster or emergency will deprive substantial numbers of people of water and access to and/or the means to prepare food. In addition to substantial disruption to the commercial food and distribution network, a catastrophic hurricane or other disaster may destroy food products stored in the affected area. A portion of Hernando County may be destroyed or damaged by tornadoes, winds, fire or other disasters.

## **3.2 Planning Assumptions**

Following a major disaster, there can be widespread damage and destruction to infrastructure, homes/buildings, transportation routes, power grid, and drinking water supply throughout Hernando County.

Thousands of evacuees may be lodged in shelters within the disaster area. Normally utilized sources of food, water and refrigeration will not be available to many neighborhoods and disaster victims both within and outside the evacuated area. The affected areas could be within municipal boundaries and/or within the unincorporated areas of the county.

Food processing and distribution capabilities will be disrupted and because of power outages, many commercial cold/freezer storage facilities will be inoperable.

Public shelters and shelters for people with special needs must limit their services to individuals evacuated from designated areas at risk. Shelters must have food and water supplies to manage for 72 hours following the disaster.

An immediate human needs assessment (food, water, health/medical, housing) and the condition of the infrastructure (communication/utility systems, transportation) will be reported by Damage Assessment Teams.

Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated by this ESF. Donations of nonperishable food items will be sorted and palletized for distribution by this ESF.

#### **4.0     RESPONSIBILITIES**

##### **4.1     - Housing and Supportive Services**

Determine the availability of USDA and other governmental/private food supplies that are safe for human consumption.

Coordinate with the Hernando County Emergency Operations Center (EOC), ESF 6 (Mass Care), and local officials to determine food, water, and ice needs of the population in the affected areas.

Coordinate with ESF 3 and ESF8 to monitor water contamination in disaster areas and estimated water needs and quantities. Water samples will be analyzed for contamination on an as needed basis by the Hernando County Health Department.

Monitor power outages for estimated ice needs and the availability of potable water.

Make emergency food/water supplies available to households for take-home or bulk consumption.

Provide appropriate information to ESF 5 (Information and Planning) on a regular basis.

Develop a plan of operation that will ensure timely distribution of food and water

supplies to mass care locations.

Provide daily information to ESF 14 (Public Information) on the amount of food and water used and the types of foods needed.

When supplies become diminished or services inadequate, implement request for State ESF 11 of needs and request assistance, request ESF7 to purchase additional supplies and /or to contract for additional services, request ESF 15 to solicit for donated food, water, and ice and or needed services, establish criteria for the type or quality of the donations to be accepted to minimize receipt of unusable donation.

Maintain records on the cost of supplies, resources, and man-hours needed to respond to the disaster. This responsibility will be coordinated with ESF 7 (Resource Support).

Monitor the number of mass feeding sites, soup kitchens, and pantries providing food and water to disaster victims.

Monitor the condition of water/food supplies and determine the quality of the food and water needed. Unsafe water and food must be condemned and removed from possible consumption.

Monitor the sanitary conditions of mass care facilities and affect remedial actions when necessary to abate threats to public health.

## **4.2 Support Agencies**

Support Agencies will maintain listings of all available resources provided by the agency in emergency situations. These would include private sector vendors. Upon request, the list shall be transmitted to the ESF 11 workstation in the County EOC.

Deploy agency representatives to the County EOC or other locations as requested by the lead agency.

Work with ESF11 to coordinate the use of personnel, equipment, and supplies to provide food, water and ice to disaster victims and emergency workers.

Assist with the provision, procurement, storage, transportation and distributions of food, and ice as needed to include food soliciting and the purchasing of food supplies.

Provide couriers to pick up order forms, menus, meal counts and other support activities.

Assist with the distribution of bulk and/or household food and water supplies.

The lead and supports agencies may establish separate centers for coordination of specific operation conducted for this ESF function, such as warehousing or food distribution. If established, these centers will maintain ongoing communication and coordination with the lead agency at the County EOC.

Provide/obtain necessary transportation to move food and water supplies.

Provide administrative support to purchase/repair equipment.

Provide personnel when requested.

Participate in training exercise opportunities to ensure agency personnel are familiar with their responsibilities under this ESF.

Assist with the identification of special populations, facilities or locations that may require assistance in securing food, water, and ice after the disaster

## **5.0 CONCEPT OF OPERATIONS**

### **5.1 General**

ESF 11 will operate under existing federal, state and county law as specified in Public Law 93-288, as amended; to provide food supplies to designated staging areas and mass feeding sites.

#### **5.1.1 Mobile Feeding**

Mobile feeding is an effective way to feed disaster victims and emergency workers immediately after a disaster impact. Later in the event, other methods of feeding replace mobile feeding when food must be served to large numbers of people for longer periods of time.

The American Red Cross and The Salvation Army have mobile feeding capabilities that can be dispatched in a relatively short period of time. Both support agencies continuously maintain vendor agreements to provide needed food and water products.

#### **5.1.2 Shelter Feeding**

Most public shelters in Hernando County have feeding facilities (kitchens, pantries, etc.). The American Red Cross ensures feeding plans in shelters are developed immediately after the shelters open. Meals for the first 24 hours are usually light, consisting of ready-to-serve meals or those provided by local restaurants.

Feeding operations should expand as shelter operations expand. Volunteers and staff members may be assigned to support feeding operations.

### **5.1.2 Central Feeding Sites**

Central feeding sites are established when the number of disaster victims and/or workers is too large to be supported by other feeding methods. Central feeding sites can also be established when mass feeding is necessary, but shelters are not required or do not have feeding facilities.

Central feeding requires multi-agency support from local, state, and federal resources. Hernando County will most likely need the support of outside agencies in this type of situation.

## **5.2 Organization**

Upon activation of ESF 11, additional support agencies and organizations will be utilized and asked to provide a representative who will be immediately available via telecommunications means (telephone, fax, etc.), as needed

## **5.3 Notification**

Upon the threat or occurrence of a disaster, the Hernando County Emergency Management Director, or designee, will notify the Hernando County Housing and Supportive Services Director, the primary contact for ESF 11. Such notification could be to advise of the potential for a disaster, report to the EOC, or to update information. The primary contact will notify all support agencies.

## **5.4 Mobilization**

There is seldom a disaster relief operation that does not require some type of food service or emergency feeding. Food service is important psychologically in the relief of stress, tension, and fatigue. This ESF will make every effort to utilize traditional emergency feeding sources such as those of the American Red Cross and The Salvation Army prior to purchasing food stocks.

Following the notification of a major disaster or emergency, ESF 11 will be staffed at the Hernando County EOC on a 24-hour basis. At that time, requests for food, water, and ice will be processed through this ESF.

Information on the number of people in need of food and water will be obtained from ESF 6 (Mass Care) which is responsible for sheltering and mass feeding.

Mass feeding sites will use the food and water provided by this ESF. Special needs that require specific menus will be the responsibility of ESF 6, who will inform ESF 11 of the special foods needed. The menus will be designed around the food products provided by this ESF and availability. Quantity usage tables will be used in addressing serving sizes. These tables, combined with menus, will be used to order food; supply data; and to project needed food and water supplies. Other organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities, availability, and types.

Staff from ESF 11 will be sent into the disaster area to assess the effectiveness of the distribution network and to address problems. Staff will coordinate with county officials and ESF 6 (Mass Care) field staff to ensure ample and timely distribution of food and water supplies. ESF 11 will coordinate with the Public Utilities responsible for potable water.

## **5.5 Response Actions**

ESF 11 will work closely with ESF 7 in the acquisition, reception, and distribution of food, ice and water. These logistical services will use the same procedures as with other large resource requests and distribution. This will include setting up staging and base camp facilities, distribution sites and modes of transportation.

### **5.5.1 General**

The Hernando County Housing and Supportive Services Director will coordinate with other ESFs and assign personnel to:

- Assess mass care needs regarding food and water. ESF 8 will provide data concerning areas with contaminated wells and water systems.
- Inventory local food and water supplies. Review pre-need food arrangements with local vendors. This must be coordinated with the American Red Cross and The Salvation Army.

- Determine the need for food and water in shelters.
- Receive and evaluate requests for ice and determine local availability. Determine the availability of potable water supplies either piped or bottled.
- Monitor water contamination and estimate the number of systems capable of producing safe drinking water with ESF 8 and ESF 12.
- Determine the locations for all mass feeding and food distribution sites. Arrange for the purchase of food products that meet general and special nutritional needs.
- Condemn unsafe food and water supplies and have them properly stored and/or prepared for disposal.
- Assess warehouse space and needs for staging areas. Coordinate food/water donations.
- Monitor and coordinate with other ESFs the flow of food and water supplies into the disaster area.

### **5.5.2 Food and Water Product Reception**

ESF 7 or the Logistics Section will notify ESF 11 of any food and water enroute to Hernando County. Supporting agencies such as the Salvation Army must notify ESF 11 of any automatic resources being provided.

ESF 11 may coordinate with ESF 7 to obtain warehouse space to store food products, preferably with freezers and refrigerators. ESF 7 may find space from various food stores and/or procure refrigeration trailers.

ESF 11 will contact the providing agency and give the location, directions, and drop-off procedures.

ESF 11 will assign members to receive these products and inspect them. ESF 5 and ESF 7 will assist in developing check-in procedures. Additionally, the reception site should be equipped with freezers to store perishable products and ice.

Check-in staff will sign the provider's bill of lading or write a receipt to the provider, as necessary.

Volunteers and staff will separate perishable and nonperishable items.

ESF 11 through ESF 7 will provide the Resource Unit (ESF 5) with an updated status of incoming and distributed food supplies.

### **5.5.3 Transportation**

ESF 1, ESF 7, and ESF 11 coordinate transportation requirements. Hernando County vehicles may be used to transport food products provided they meet health and safety requirements. ESF 7 will procure specialized vehicles such as refrigerator vans/trailers to transport perishable items.

- The American Red Cross and The Salvation Army canteen units will be used to transport food and water supporting mobile feeding operations.
- When feasible, ESF 11 may request the food product provider to transport the products to the feeding site after check-in. ESF 11 should make special arrangements for the transportation of perishable foods and ice if the provider cannot transport the items beyond the central check-in.
- Public Works vehicles, any BOCC county asset, or donated vehicles, may be used to transport nonperishable food products to feeding sites provided these vehicles are not immediately needed for repair work.
- ESF 11 may request local bottled water companies to transport water directly to distributing sites.
- The Hernando County water trailer may be transported directly to a feeding site.
- Hernando County School Board buses and other vehicles may be used to transport nonperishable food items.
- ESF 11 will seek donations from local food stores and transportation companies. ESF 7 and ESF 11 will maintain lists of these companies.

### **5.5.4 Feeding Centers and Food Distribution**

ESF 11 must work closely with supporting agencies including ESF 16 to ensure food and water distribution is conducted in an orderly and secure manner. The Public Information Officer will release public service announcements detailing the location of central feeding and distribution sites, hours of operation, and procedures. If possible, feeding and distribution sites will be co-located with other services such as recovery centers. Feeding and distribution sites can be at the same locations.

ESF 11 will establish feeding centers and distribution sites utilizing volunteers provided by ESF 15. Each team will have a team leader assigned per shift.

The team members will develop a distribution plan and procedures before operation. This plan will include:

- Team member duties and scheduling.
- Hours of operation.
- Security instructions.



- Crowd management and queuing.
- Food ordering procedures.
- Health precautions and sanitation procedures.
- Special conditions.

ESF 2 will ensure each distribution site has communications with ESF 11 or the EOC.

Feeding centers should use cafeteria style service when possible. This is faster and takes fewer workers.

Food drops may be used in those extreme circumstances where people are isolated due to blocked roads. This method can be accomplished by boat or helicopter.

## **5.6 Recovery Actions**

### **5.6.1 Short-term Recovery Activities**

Continue to monitor food and water needs.

Assess special food concerns of the impacted residents (done with other support agencies).

Monitor the availability of power.

Coordinate with ESF 12 the activities of the various water plant operations to ensure prioritization of repairs and water delivery.

Establish logistical and communication links with local, state and federal agencies to ensure timely provision of safe food and water.

Each feeding and distribution site must maintain records showing the type and quantities of food served/delivered.

### **5.6.2 Long-term Recovery Activities**

When only a few victims require food, ESF 11 will normally feed them in restaurants. Upon approval, ESF 11 will provide the numbers and names to the American Red Cross and The Salvation Army to distribute food vouchers. If necessary, the Emergency Management Director will request the USDA to provide emergency food stamps to the victims.

The Public Information Officer will develop media releases detailing the

demobilization of feeding and distribution centers. He or she will provide instructions for victims to contact social services for long term food and water needs.

ESF 11 will coordinate the continuing supply and distribution of water to those areas without potable water sources. ESF 8 will continue well testing and inform ESF 11 of those areas still contaminated.

The Emergency Management Director will update FEMA/State Community Outreach Teams of unmet food and water needs.

Local food pantries such as The Salvation Army, Day Star, and Helping Hands may be established as disaster food distribution centers.

## **6.0 ADDITIONAL RESOURCES**

### **6.1 General**

The Bureau of Food Distribution has contracted with five commercial distributors around the state to deliver food to many state agencies, district school boards and private nonprofit organizations. Local officials will need to access the food and water provided by these distributors.

The Hernando County School Board maintains large inventories of food that can be used to support emergencies. If the county is threatened or impacted by a disaster, Hernando County Community Services Division and other ESF 11 support agencies will be responsible for coordinating with all available state, local and private groups to ensure ample food and water are available to meet the needs of the disaster victims. ESF 11 will also coordinate with ESF 7 and ESF 15 to ensure there is sufficient warehouse space to store these supplies.

ESF 11 will coordinate with ESF 6 (Mass Care) to identify the locations of mass feeding sites, and the number of people provided food. ESF 7 (Resource Support) will develop a database of vendors for purchasing food, water, trailers, warehouse space, condiments and other resources needed to address the needs of this ESF. ESF 1 (Transportation) will transport food/water supplies if needed. ESF 16 (Law Enforcement and Security) may be called upon to provide security for warehouses and to escort food shipments.

ESF 11 will use personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available from other ESFs may be coordinated and mobilized to support ESF 11 missions.

### **6.2 Request Procedures**

All requests for food, water, and ice will follow the standard resource request

procedures listed in the ESF 7 Annex. The request will include:

- Related problem(s) to be solved. County resources committed.
- Number and type of resources or teams needed.

Food, water, and ice requests will be approved by the EOC Manager and forwarded to the State EOC through the State Emergency Response Team Liaison Officer.

## **EMERGENCY SUPPORT FUNCTION # 12 ENERGY**

**PRIMARY AGENCY:**       **Hernando County Utilities Department**

**SUPPORT AGENCIES:**   **Withlacoochee River Electric Co-op, Inc. (WREC)**  
                                  **Duke Energy**  
                                  **Sumter Electric Cooperative, Inc.**  
                                  **TECO Peoples Gas**

### **1.0     INTRODUCTION**

#### **1.1     Purpose**

The mission of Emergency Support Function 12 (ESF 12), Energy, is to facilitate the restoration of electric service to affected areas, during, or following a disaster; and the distribution and maintenance of auxiliary electric generators to critical facilities until electric service can be restored.

#### **1.2     Scope**

To establish procedures for communication between ESF 12 staff and local electric utilities.

To establish procedures, in coordination with ESF 7 (Resource Support), for communication with petroleum distributors during an emergency.

To establish procedures for reporting and tracking electric outages and restoration during emergency operations.

To establish procedures, in coordination with ESF 6 (Mass Care), ESF 7 (Resource Support), and ESF 8 (Health and Medical) for acquiring and connecting emergency electric generators to critical public facilities such as hospitals, nursing homes, correctional facilities, and other institutions where evacuation is difficult or not desirable, and to wastewater and potable water treatment, collection and transmission facilities.

To establish procedures for assessing energy system damage and requirements for restoration of service as soon as possible following a disaster.

To establish procedures for prioritizing electrical restoration to critical public facilities, such as hospitals, nursing homes, correctional facilities, and other institutions where evacuation is difficult or not desirable, and to wastewater and potable water treatment, collection and transmission facilities.

To establish procedures for recovery from electric outages and shortages which

impact significant numbers of residents, visitors and/or businesses.

To establish procedures for providing public information to residents on the necessity of conserving energy, energy outages, estimated time of service restoration, and other related energy communication.

To establish procedures for coordinating recovery efforts between electric utilities and other ESF groups, i.e., ESF 3 (Public Works and Engineering).

To establish procedures, in coordination with ESF 7 (Resource Support), for storing and directing the transport of petroleum fuels to emergency transportation and electric generators during and following an emergency.

To establish procedures for coordinating with other local, state, and federal officials and energy suppliers regarding energy recovery assistance.

### **1.3 Priorities:**

Utility companies maintain a classification system for all utility customers, which is arranged and categorized according to the emergency response priority. When feasible, the County will attempt to maintain the same priorities. However, there may be times where situations require the County or the utility provider to change restoration priorities. The following is a general listing of customers ranked in order of priority:

- Hospitals and medical facilities, including the special needs shelter.
- Police, fire, and other essential public services.
- Water and wastewater facilities.
- Central food, cold storage, and distribution centers.
- Centralized communications systems, e.g., telephones.
- Public buildings used as general population shelters, schools, and colleges.

Duke Energy also maintains a general list of priority rankings as follows:

- Priority 1 – Feeders, lines and service drops for nuclear sirens, hospitals, municipal water and sewer treatment plants and emergency shelters. Industrial plants with public safety concerns.
- Priority 2 – Feeders, lines and service drops for EOCs, law enforcement, fire and rescue stations, military facilities, major airports or airports designated for response support, fuel distribution facilities, central communications centers and food distribution centers.
- Priority 3 – Feeders, lines and service drops for medical assistance facilities and commercial nursing homes identified by Large Account Management.
- Priority 4 – All other feeders, lines, service drops and equipment.

## **2.0 PROCEDURES:**

### **2.1. Phase I: Planning**

All division managers/section leaders are encouraged to maintain contact with Hernando County Emergency Management (HCEM) staff.

Lead and support agencies shall provide countywide GIS shape files showing their power service areas in the County. These shape files shall be updated annually in April of each year.

### **2.2 Phase II: Operations - Initial Response Procedures**

The support agency ensures 24-hour staffing in the Emergency Operations Center (EOC) for ESF 12, for the duration of the EOC activation.

During emergency activation Levels 1 and 2, the support agency verifies emergency telephone numbers for each electric utility (Exhibit 1). In coordination with ESF 7 (Resource Support), each petroleum distributor's telephone number(s) is/are verified and the availability of emergency fuel supplies determined.

After activation of the EOC and upon telephone installation at ESF 12, the person staffing ESF 12 calls all electric utilities, and in coordination with ESF 7 (Resource Support, the petroleum distributors, to:

- Announce the activation of the EOC and the nature of the disaster;
- Advise the electric utility contact person of the ESF 12 telephone number in the EOC, the name of the ESF 12 contact person(s), and other backup telephone numbers.
- Establish telephone reporting protocol with each electric utility.

Establish who will initiate routine telephone reports - the electric utility contact person or the ESF 12 staff person - and the time interval for calling, i.e., every hour, two hours, etc.

Log all calls to or from an electric utility on the Emergency Telephone Log (Exhibit 2).

Notify Hernando County Utilities field personnel of the ESF 12 telephone number and establish radio contact with units in affected area(s). Notify Hernando County Utilities in advance if power has to be disconnected due to storm surge or flooding within a specific region.

Notify other water/wastewater utilities and correctional facilities that the EOC has opened and inform them of the ESF 12 telephone number(s) should they lose electricity to any

of their facilities or require other assistance before, during or after the impending disaster.

### **2.3 Phase III: EOC Procedures**

Record all reported electric outages on the Electric Service Damage Report (Exhibit 3) for the appropriate electric utility. Request the electric utility provide an estimate of the extent of damage and the time of repair. Upon electric service restoration, log the time of restoration.

Receive and process all reports of electric outages received in the EOC. (Messages received by workers in the Public Information Center (PIC) or in other ESFs should be forwarded to ESF 12 on an EOC Message Form via WebEOC. Telephone calls should be transferred directly to the ESF 12 telephone line.)

Relay reports of electric outages to the appropriate electric utility and receive information from the electric utility as to the estimated time of restoration.

Receive reports of electric outages from energy contact persons to include an estimated time of restoration.

Determine if any facilities with priority for electric service restoration are affected by reported electric outages. Ensure electric utilities know when and where a priority facility has lost electricity and coordinate rapid electric restoration and/or mobilize emergency generating equipment to the facility. (Priority electric restoration facilities include emergency shelters, hospitals, nursing homes, correctional facilities, and water and wastewater facilities.)

Track the need for and use of auxiliary electric generators:

- Maintain communication with field units to determine electric outages at Utilities Department facilities and whether auxiliary electric generators are in use or are being transported to facilities, and the need for additional generators.
- Maintain communication with ESF 6 (Mass Care), ESF 8 (Health and Medical), correctional facilities and electric utilities to determine electric service outages at public shelters and health facilities, such as hospitals and nursing homes, and whether auxiliary electric generators are in use or are being transported to facilities, and the need for additional generators.

Determine the fuel type and quantity onsite for each auxiliary electric generator in use and estimate the fuel supply needed hourly for each generator. Project an estimated quantity of fuel (plus 20 percent), by type, required to continue emergency electric generation throughout the county. Update the fuel estimate as additional reports of auxiliary electric generating equipment use are received.

In coordination with ESF 7 (Resource Support), ensure timely acquisition and transportation of the appropriate type and quantity of fuel to each auxiliary electric generator in use. (If it is not possible to transport fuel to a generator in a timely manner advise the facility

manager of the situation and plan appropriate alternative actions. If communication with the facility manager is not possible, coordinate with the EOC Manager to advise appropriate emergency personnel of the problem and to take appropriate actions.)

Report all known electric outages and estimated time of restoration to the EOC manager for distribution to other ESF stations, the PIC, the Public Information Officer and/or appropriate news and broadcast media.

If the Health Department loses electricity with no assurance of timely restoration, arrange for utilities personnel to remove and transfer refrigerators containing vaccines to the Wisconsin Utilities Maintenance Compound or to another appropriate site where electric service and/or adequate auxiliary generating equipment is available.

## **2.4 Phase IV: Recovery Procedures**

After disaster conditions have cleared and response teams can enter affected area(s), determine the following:

- In coordination with ESF 6 (Mass Care), and ESF 8 (Health and Medical), ascertain electric outages or damage to public shelters and health facilities such as hospitals and nursing homes.
- From Utilities field maintenance teams, determine damages and electric outages to water and wastewater facilities.
- From reports received in the EOC by telephone and radio, compile and verify reports of electric outages at correctional institutions.

In each case determine:

- If temporary electric generating equipment is in place or enroute to the facility.
- The length of time the facility can be operated with auxiliary electricity based on the estimated fuel on hand.
- The type and quantity of fuel required to continue operation of the generator. (Calculate an additional 20 percent to ensure adequate fuel quantity.)

Determine the condition and safety of water supplies and sewer facilities:

- Report the availability of potable water and sewer service in the affected area(s) to the EOC Manager, the PIC, and the news media.
- If warranted, order signs regarding drinking water safety and/or water and sewer service outages for posting in the affected areas.

Contact electric utilities to compare and verify reports of electric outages and damage to electric facilities. Advise the electric utilities of the county's restoration priorities.



Determine each electric utility's preliminary restoration plan and estimated time of restoration. Report the initial power restoration plan to the EOC Manager for public dissemination. Provide the EOC Manager with updates to the restoration plan, as received.

Coordinate with electric utilities for the electric restoration of priority facilities. If required, in coordination with ESF 7 (Resource Support), ensure emergency electric generating equipment is delivered. Estimate the amount and type of fuel which will be needed at each facility (plus 20 percent) until electricity is restored and in coordination with ESF 7 (Resource Support), ensure transport of appropriate petroleum fuel to each facility to maintain auxiliary generator(s) until electric service is restored.

In coordination with ESF 3 (Public Works and Engineering), and other ESF teams reporting from the affected area(s), arrange with electric utilities to discontinue electricity in badly damaged areas and to downed electric lines, as needed, for public safety and safety of rescue/response teams.

Direct electric utilities to coordinate electric restoration in damaged areas with ESF 12 to ensure all emergency response teams, damage assessment teams, utilities repair teams, public works teams, and any other response teams working the area are clear of electric lines and/or damaged electric equipment. Determine when areas are safe for electric restoration.

Assist in the coordination of tree and debris removal efforts by ESF 3 (Public Works and Engineering), with electric repair teams to ensure downed electric lines are disconnected for the safety of work crews.

Assist in coordinating requests for disconnecting electricity to condemned buildings and dwellings by County building inspectors.

Continue to arrange transportation and fueling of emergency generating equipment in coordination with ESF 7 (Resource Support), as required.

Continue to assess daily need for fuels.

### **3.0 PHASE IV: Follow-up Activities and Reporting**

ESF 12 staff shall continue to assist in long-range recovery activities with other ESFs as required.

Complete and submit evaluation and summary reports requested by the EOC Manager.

**Exhibit 1**  
**Electric Utility Contacts**

<b>Utility</b>	<b>Phone Number</b>
Duke Energy	352-341-7518
Sumter Electric Co-Op	352-793-3801
Withlacoochee River Electric Co-Op	352-596-4000
TECO Peoples Gas	877-832-6747

## Exhibit 2

# ESF 12, ENERGY EMERGENCY TELEPHONE LOG

[illegible]

### Exhibit 3

## ESF 12, ENERGY

### ELECTRIC SERVICE DAMAGE REPORT

ELECTRIC PROVIDER \_\_\_\_\_ DATE STARTED \_\_\_\_\_

[illegible]

## **EMERGENCY SUPPORT FUNCTION #13 MILITARY SUPPORT**

**PRIMARY AGENCY:**      **Hernando County Emergency Management**

**SUPPORT AGENCIES:**    **Hernando County Sheriff's Office**  
                                 **Florida National Guard**

### **1.0      INTRODUCTION**

#### **1.1      Purpose**

The purpose of ESF 13 is to provide military support from the Florida National Guard (FLNG) or active-duty military, to Hernando County in times of a major or catastrophic disaster and/or civil unrest.

#### **1.2      Scope**

- The type, severity and magnitude of the disaster will determine the extent of military resources used.
- Typical missions will include rapid impact assessment, law enforcement functions, transportation, and humanitarian activities.

### **2.0      POLICIES**

- The Hernando County Emergency Operations Center (EOC) provides direction and control over County disaster activities. Military liaison officers will be incorporated in the EOC structure and become part of the command staff.
- The Emergency Management Director will annually review the FLNG Military Support to Civil Authorities Plan with the County's assigned area command representative.
- The EOC Manager, through the State Emergency Response Team Liaison Officer (SERTLO), will submit all disaster requests for military assistance to the State EOC. The Sheriff may directly request support in the event of civil unrest or disturbances.
- Military resources, when deployed to the County, will not replace local jurisdiction responsibilities. Military forces will remain under the command of their unit commander and perform missions in support of local needs.

### **3.0 SITUATION**

#### **3.1 Disaster Conditions**

Major and catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities. To fully determine the magnitude of the disaster on the population and provide an immediate and effective response, the County will conduct an impact assessment at the earliest possible time following a major or catastrophic disaster. Military resources may be:

- Used to provide disaster relief and humanitarian operations.
- Used in response to a national emergency.
- Staged in Hernando County as part of a larger regional response to a catastrophic event, e.g., National Disaster Medical System. (See paragraph 6.2)
- Provided as part of a specialized response to a unique incident such as a terrorist attack involving chemical, biological, or nuclear materials.

#### **3.2 Planning Assumptions**

- FLNG resources are under the control of the Governor with fewer restrictions than using federal resources.
- Military resources are subject to recall by their unit with little or no notification.
- Post-disaster impact assessments are a continuing activity, and needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
- Restoration and/or preservation of law and order will be a priority mission of the military immediately following a major or catastrophic disaster.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1 General**

- Military resources always remain under military control.
- During a declared local state of emergency, the Emergency Management Director is responsible for carrying out this ESF's coordination and reporting function.

- It is anticipated that the majority of requests to this ESF will be to assist in providing aid to those in need.

#### **4.2 Organization**

ESF 13 is part of the command staff and reports directly to the EOC Manager. The County may only activate ESF 13 when military or FLNG resources are deployed to Hernando County.

- The designated team leader for this ESF is responsible for all activity of the ESF subject only to the guidance and direction of the EOC Manager.
- The Military Liaison Officer will coordinate all law enforcement support related activities with the Hernando County Sheriff's Office.
- ESF 8 will coordinate National Disaster Medical System related activities with the Military Liaison Officer.

#### **4.3 Notification**

- The State EOC notifies the Hernando County EOC when FLNG or other military resources are assigned to the County, their mission objectives, limiting factors, and support services required. The State will also provide the mission number.
- The EOC Manager will in turn notify all support agencies to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

#### **4.4 Mobilization**

- ESF 13 will coordinate with ESF 5 to ensure military resources are included in the incident mobilization/demobilization plans.
- Immediately following notification to activate this ESF the primary agency will complete the following:
  - Allocate space in the EOC for the Military Liaison Officer.
  - Establish communications between the EOC and military units.
- The Military Liaison Officer will make recommendations regarding demobilization of military assets.

## **4.5 Actions**

### **4.5.1 Preparedness**

- Develop a standard operating guideline supporting this annex.
- Annually meet with FLNG representatives to update plans and procedures.
- Notify State and FLNG representatives of changes to landing zones (See paragraph 6.1).
- Participate in training and exercises.

### **4.5.2 Response**

- Coordinate with the State ESF 13 to set priorities and develop strategies for the initial response.
- Brief the EOC Manager on the military command structure (chain of command) deployed. The military command structure may be incorporated into the Incident Command System.
- Support agencies inventory and verify the location of available resources and will provide the information to ESF 5.
- Coordinate military resources with requests for personnel, goods, and services.
- If necessary, establish a Joint Public Information Center. This will most likely occur during an incident when military resources have been involved in an accident.
- ESF 2 will coordinate with the Liaison Officer to establish communications between the military unit and the EOC.

### **4.5.3 Recovery**

- Upon request, the state or federal government will provide military resources to help with recovery activities.
- Develop recovery actions and strategies.
- Allow the military liaison to participate in post-disaster critiques.



#### **4.5.4 Mitigation**

- Mitigation actions are not applicable to ESF 13.

#### **4.6 Direction and Control**

- Florida National Guard's Gulf Area Command is responsible for planning and executing military support operations within Hernando County. The command headquarters is located at the 53rd Infantry Brigade, 2801 Grand Avenue, Pinellas Park, FL 33783.
- Command of the FLNG is exercised through the Adjutant General of Florida (TAG) or his designated military representative. Command and control is administered through TAG's EOC. Mission assignments are received, staffed and approved by the TAG. Mission tasking is through normal military channels to the appropriate units' organization for mission execution.
- A Military Liaison Officer will work with the EOC Incident Management Team when military resources are deployed to Hernando County. The Military Liaison Officer will be provided a place in the EOC and on the Incident Management Team.
- The Liaison Officer will coordinate directly with the EOC Manager or Sheriff.
- All agencies assigned with this ESF will coordinate all actions in performance of emergency response and assistance missions with the EOC Manager.

#### **4.7 Resource Request and Coordination**

##### **4.7.1 Request Procedures**

- All requests for military resources will follow the standard resource request procedures listed in the ESF 7 Annex.
- Military resources requested to support humanitarian and disaster operations would be approved by the EOC Manager and submitted to the State EOC through the SERTLO.
- Military resources requested to support law enforcement and security operations will be approved by the Hernando County Sheriff and submitted to the State EOC, Florida Department of Law Enforcement (FDLE).

#### **4.7.2 Resource Coordination**

- When military resources are assigned to Hernando County, the EOC Manager will formally request for a Military Liaison Officer to report to the EOC if not already assigned.
- The EOC Manager will brief the Military Liaison Officer on the operation of the EOC and give the necessary information on resource status.
- The Military Liaison Officer and the EOC Team will review and coordinate policies, procedures and agreements as necessary. Resources will only be committed to mission assigned tasks only.
- The EOC Manager will make requests for military resources to be diverted from current missions to the Military Liaison Officer and await approval.
- Together, the EOC Team including the Military Liaison Officer will anticipate and identify future resource needs.

### **5.0 RESPONSIBILITIES**

#### **5.1 State Emergency Management**

- The SERTLO forwards military request from the Hernando EOC to the State EOC.
- Determines the appropriateness of using FLNG resources.
- Makes requests for federal military resources to support Hernando County disaster operations.
- Assigns a Liaison Officer to the Hernando County EOC.

#### **5.2 FLNG Liaison Officer**

- Understands the State Comprehensive Emergency Management Plan (CEMP) and the ESFs.
- Participates as a member of the EOC Team.
- Obtains a copy of the Hernando County CEMP and any necessary guidelines.
- Expects to work the same shifts established by the EOC Team or this ESF.
- Provides the mission assignments to the EOC Manager of military resources deployed in Hernando County. Keep the EOC Team informed of mission

progress.

- Ensures County resource requests flow through the proper channels.

### **5.3 Hernando County Emergency Management**

- Maintains a copy of the Headquarter FLNG Operation Plan for Military Support to Civil Authorities. Latest Plan Date: 1 March 96, with Change 1.
- Meets with FLNG representatives annually to update plans and information.
- Identifies resource shortfalls and transmits them to the State.
- Provides intelligence information to military units upon request.
- Includes the Military Liaison Officer into the County's EOC/ICS organization as part of the command staff.
- Develops reception plans for FLNG or other military resources, when needed.
- Provides support services as needed.

### **5.4 Hernando County Sheriff's Office**

- Coordinates law enforcement activities with FLNG troops providing security operations.
- Ensures the request and use of military resources does not violate the Posse Comitatus Act.

## **6.0 FACILITIES**

### **6.1 Landing Zones**

- Hernando County has identified two landing zones for military aircraft:
  1. Primary (fixed wing and helicopter): Hernando County Airport
  2. Secondary (helicopter only): Hernando High School Parking Lot

### **6.2 Assembly Point and National Guard Armory**

- The National Guard Armory located at 16386 Spring Hill Drive,

Brooksville, FL 34609 is the primary assembly point for local FLNG personnel.

- FLNG may use the Pasco-Hernando State College campus on U.S. 98 as an alternate assembly point if needed.

## **7.0 REFERENCES AND AUTHORITIES**

### **7.1 References**

- DOD Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., its Territories and Possessions.
- National Guard Regulation 500-1, Defense Support to Civil Authorities (NGR-DSCA).
- Headquarters, Florida National Guard Operation Plan for Defense Support to Civil Authorities (FLNG-DSCA).
- Chapter 23, F.S., Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Air Act.

### **7.2. Authorities**

- President's Executive Order.
- Governor's Executive Order.
- Chapter 250, Florida Statutes, Military Code.
- Chapter 252, Florida Statutes, Emergency Management.
- Hernando County Ordinance #97-07

## **EMERGENCY SUPPORT FUNCTION #14**

### **PUBLIC INFORMATION**

**PRIMARY AGENCY:**      **Hernando County Government**

**SUPPORT AGENCIES:**    **Hernando County Emergency Management**  
                                 **Hernando County Fire Rescue**  
                                 **Hernando County Tourism Department**  
                                 **Hernando County Sheriff's Office**  
                                 **Hernando County Health Department**  
                                 **Hernando County School District**  
                                 **Florida Forest Service**  
                                 **Southwest Florida Water Management District**  
                                 **American Red Cross**

## **1.0      INTRODUCTION**

### **1.1 Purpose**

The purpose of this Emergency Support Function (ESF) is to establish a mechanism that efficiently provides vital information to the public in the event or threat of a major disaster or emergency.

### **1.2 Scope**

This ESF applies to all emergencies that affect Hernando County or when the need for the coordination of public information arises.

The scope of information to be provided to the public before, during and after an actual or potential emergency includes the following:

- Specific protective actions to be taken.
- Status of conditions concerning the emergency.
- Shelters and human services availability.
- Identification of a specific point of contact for the news media and public.
- Guidelines for media access to the Emergency Operations Center (EOC).
- Public information concerning needed volunteer goods and services.

## **2.0      POLICIES**

It is Hernando County's intent to provide timely, accurate, and up-to-date information regarding the incident, emergency, and/or specific disaster without delay.

Media Releases will be provided as soon as possible, once the need arises for information to be disseminated.

## **2.1 Priorities**

To establish a central point to distribute information concerning a specific disaster.

To specify an area for media briefings at the EOC, when activated.

To establish a format for the release of information to the public and the media during an actual or potential disaster.

Create a media pool, if applicable.

Send out media releases and create back ups in case of a cyber security event.

Work as a liaison with any third-party contracts and the Incident Commander regarding the distribution of public information, when applicable. i.e., cyber security, scheduling a sign language interpreter for press conferences, etc.

## **2.2 Assignment of Responsibility**

### **2.2.1 Emergency Management Director**

Provide materials for a public information program before, during, and after emergencies.

Evaluate the effectiveness of public information programs.

Assign staff to make presentations to community groups, associations, and business organizations.

### **2.2.2 Hernando County Government Public Information Officer**

Act as Public Information Officer (PIO) in emergencies.

Prepare and disseminate media releases and social media content.

Utilize the newsletter to share pertinent information for pre-storm and post-storm and emergency events.

Stay current on all aspects of disaster activity and sort out pertinent

information that should be released to the public.

Update the Public Information Center (PIC) with timely and accurate information.

Coordinate media briefings.

Provide a liaison to the Joint Information Center (JIC), if established.

Share tools such as Canva and OneDrive Hurricane Go-Kit with the JIC.

Maintain hard copies of Go-Kit information such as media releases, templates, social media posts, etc. for back up to reference during a cyber event when digital outreach is not accessible.

### **2.2.3 Hernando County Sheriff's Office Public Information Officer**

Assign employees not working in critical functions to the PIO.

## **2.3 Resource Coordination**

A list of radio and television stations that can be used to provide public information is maintained electronically and is available through the Hernando County Government PIO.

## **2.4 Operating Facilities**

The area established for the media is the Media Room of the EOC.

The JIC will be in a room near the EOC. When multiple jurisdictions are involved, JIC operations will be established. Its location will be determined based on available facilities and accommodations needed by the media.

# **3.0 SITUATION**

## **3.1 Disaster Conditions**

A major or catastrophic emergency or other significant incident could be of such a magnitude that the means of dispersing public information in the disaster area might be severely affected.

## **3.2 Planning Assumptions**

Hernando County has a full time PIO.

There exist large media gaps within Hernando County making it difficult to

reach all residents with one media source.

Rumors and misinformation will be prevalent during a disaster.

Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.

Demand for public information from outside the disaster area may exceed the capabilities of the County.

In the aftermath of a disaster, there will be a significant demand to know what volunteer resources the County needs and what resources are available.

## **4.0 CONCEPT OF OPERATIONS**

### **4.1 General**

The Hernando County Government PIO will respond to requests for local public information support and will act as Lead PIO and the primary agency for ESF 14. He or she will coordinate the media advisories and releases with ESF 5 and will handle requests from reporters and news organizations.

Disaster information will filter to ESF 5 from various sources. This information will be in the form of telephone calls, radio transmissions, and message forms. ESF 5 will evaluate the information to determine if it should be released to the public.

ESF 5 will then pass this information to ESF 14. ESF 14 will format information appropriately and disseminate.

The electric companies serving Hernando County provide, once a year, contact information if special assistance is required.

The following public information activities are conducted throughout the year:

- Presentations to civic organizations
- Presentations to the schools
- Hurricane Expos and Summer Camps
- Promotion of Hazardous Weather Awareness Week
- Training of response personnel
- Article submissions to the print media
- Radio interviews with WWJB
- Community disaster education

Maps of evacuation routes, zones, and shelters are published annually in the hurricane editions of local newspapers. The County also publishes them in the



*All-Hazards Guide Disaster Planning Guide*, distributed to the public through the Public Library System, grocery stores, retail outlets, the County website, and Chamber of Commerce.

## **4.2 Emergency Support Function Organization**

ESF 14 is part of the incident command staff.

ESF 14 is provided with a PIO Assistant whose duties are:

- Act as liaison between PIO and JIC.
- Provide technical assistance in disseminating information.

Public Information Center (PIC)

- Provides a conduit for information flow between EOC and the public.
- The HCEM telephone number, 352-754-4083, will be forwarded to the PIC by Hernando County Information Technology.

## **4.3 Notification**

ESF 14 is notified of activation through the Emergency call down list. In the event of a JIC activation, the PIO will coordinate with the Hernando County Human Resources Manager to establish staffing patterns.

## **4.4 Mobilization**

Immediately following notification from the Emergency Management Director to activate this ESF, the following will be completed:

- Assure necessary emergency operating facilities and reporting systems are established.
- Establish communications with the EOC and obtain status reports. Provide appropriate representation to the EOC.

## **4.5 Response Actions**

### **4.5.1 General**

Emergency information efforts should focus on specific, event-related information. Disaster workers will refer media representatives to the Hernando County Government PIO or the Emergency Management Director for official information. The EOC Manager may establish a JIC for the media when several jurisdictions are providing disaster information.

## **4.5.2 On-Scene Public Information**

When an accident occurs and response is limited to the scene of the accident, the Incident Commander will appoint an Information Officer. Often, this may be the Emergency Management Director. The Information Officer will coordinate public news releases and media inquiries using standard procedures. If necessary, a JIC may be established. The Incident Commander may request a PIO through the Florida Fire Chiefs' Association to augment the Information Officer.

## **4.5.3 Emergency Information Dissemination**

It is Hernando County's intent to provide timely, accurate, and up-to-date information regarding the incident, emergency, and/or specific disaster without delay. Official information will be provided as soon as possible and periodically afterwards, depending on the type of event. ESF 14 will provide public alert and warning information using any means available. The following systems are available to disseminate information to the general public:

- Alert Hernando
- National Weather Radio (Ruskin Office)
- County internet web page
- Media Alert 8
- WWJB radio station
- Tampa Bay television stations
- Public address systems on police and fire vehicles
- ARES (Amateur Radio Emergency Service)
- Computer notification system, Alert Hernando and e-mails;
- Commercial telephone via facsimile;
- Neighborhood walks
- Hernando County Emergency Management, Fire Rescue, Government and HCSO social media platforms (Facebook, Instagram, X, YouTube, etc.) utilizing HootSuite

Upon a disaster or emergency notification, ESF 14 will:

- Staff the ESF 14 desk in the EOC.
- Schedule an initial press briefing.
- Assist the PIC and information lines. Designate assignment of support agencies' staff and equipment.
- Continue to provide updates to the news media concerning disaster conditions and actions taken pursuant to those conditions.

- Regularly disseminate information from summary reports to the news media. Continue to coordinate with other ESFs to provide public information pertinent to the disaster.
- Hernando County may provide emergency information to seasonal and transient population through the Tourist Development Department and the Chamber of Commerce.
- Coordinate with boots on the ground staff to post flyers at neighborhood bulletin boards, community centers, and churches. To organize this effort, a list of mobile home parks and community buildings will be obtained from the Property Appraiser. In addition, other appropriate locations will be identified in the affected areas. The GIS group will map all the locations in order to facilitate updated postings.
- The following information is available for the hearing impaired, visually impaired, and non-English speaking populations.

Visual	Hearing	Language
Lighthouse for the Visually Impaired and Blind	Deaf and Hard of Hearing Services Pasco/Hernando	American Red Cross
	TDD telephone at HCEM and HCSO	AT&T Language services
	Sign Language Interpreter	Printed Spanish language materials

*Table 14-1*

- In addition, the communities of High Point, Brookridge, Cloverleaf, and any other Mobile Home Park may be called directly and provided evacuation information.

#### **4.5.4 The National Weather Radio**

The Emergency Management Officer is authorized to request the Ruskin Weather Office (NOAA) to activate the National Weather Radio for any event that requires immediate public notice. This includes non-weather-related emergencies. The Emergency Management Director will fax/e-mail a written public information release to the Warning Coordination Manager for immediate release.

#### **4.5.5 EOC Media Access Restrictions**

Hernando County's EOC cannot accommodate media representatives due to its size. ESF 14 will open the media room next to the EOC where reporters can assemble and receive updated information. With the EOC Manager's approval, ESF 14 may

escort reporters into the EOC in small groups. The EOC Manager will provide ESF 14 the conditions of allowing access. The Emergency Management Director may provide official information to the media if time permits and upon request for an interview.

## **4.6 Recovery Actions**

### **4.6.1 Health and Welfare Inquires**

The JIC or disaster workers may receive calls from family or friends concerned about the welfare of a Hernando County resident or visitor after a disaster. Staff members should not respond directly to these inquiries due to their sensitive nature. A disaster victim's health status needs to be properly verified during a confirmation process before that information can be released. The person receiving a health and welfare inquiry will fill out a message form with the following information:

- Requester's full name
- Requester's physical address and telephone number
- Victim's full name
- Victim's physical address and telephone number
- Victim's employer's name, address and telephone number
- Victim's spouse full name
- Any other identifying information

The staff member will forward this message to ESF 6 for initial screening of shelter lists. ESF 14 will not release a disaster victim's name to the media until the American Red Cross or HCSO has confirmed the victim's status.

#### **4.6.1.1 American Red Cross Disaster Welfare Inquiries Procedures**

In the event of a large disaster, family members outside the affected area will seek information on family members the disaster may have impacted. This information is called a Disaster Welfare Inquiry. In Hernando County, the inquiries are processed by the American Red Cross. Their office is staffed by trained volunteers to process inquiries. All American Red Cross shelters have a registration process to locate evacuees in shelters. Staff members use shelter registrations to initially screen for the person being sought. Additionally, local volunteers are also utilized to do field searches to local addresses. Once the location of the evacuee has been determined, the local Chapter will contact the outside requesting Chapter to relay the information back to the family members. American Red Cross members do not do notifications of death or injury. If a person being sought

has been injured or killed by the disaster, the American Red Cross will pass that information to the HCSO to process.

#### **4.6.1.2 ARES Welfare Inquires**

Hernando County amateur radio operators also have a network to help in disaster welfare inquiries. ARES operators may receive a request via radio. ARES members use standard procedures to conduct welfare checks. Those welfare inquiries which cannot be confirmed will be passed on to the American Red Cross for action. ARES members can help the American Red Cross in notifying family members of their loved one's status. However, ARES members do not make notifications of fatalities or persons injured. They will pass on that information to the HCSO to process.

#### **4.6.1.3 Death and Injury Notifications**

HCSO will handle all death and injury notifications. They will release no names of disaster victims until the victim's status has been confirmed and they have notified the next-of-kin. Law enforcement officers will only notify family members in person. No notifications will be done by telephone.

ESF 16 will develop a list of victims who are dead or injured and update this list daily. This list will only have those victims' names and personal information if family members have not been notified. ESF 5, ESF 8, and ESF 14 will work together to compile a complete list for public release of those whose family members the County has notified.

Once HCSO has been notified of the death of a victim, either by the Coroner's Office or medical facility, it will add the person's name to a list for notification. If the victim's family is in Hernando County, a deputy will be dispatched to their location and make the proper notification. If the victim's family resides outside the area, the HCSO Communications Center will request that local law enforcement agency via teletype make the proper notification. Once they have made the notification, HCSO may provide the victim's name to the PIO and to ESF 14 for release.

Any event that produces mass casualties and/or fatalities will overwhelm Hernando County's ability to properly notify family members. The Emergency Management Director may request the state assemble and dispatch mutual aid to the County to assist in the notification process.

#### **4.6.2 Community Outreach Program**

During the recovery phase of a presidentially declared disaster, the Federal Emergency Management Agency will assign Disaster Assistance Employees to

establish a community outreach program. The intent of this program is to assess the community's needs and to publicize disaster assistance information.

## **EMERGENCY SUPPORT FUNCTION # 15 VOLUNTEERS AND DONATIONS**

**PRIMARY AGENCY:**      **Hernando County Health and Human Services**

**SUPPORT AGENCIES:**    **United Way of Hernando County**  
                                 **The Salvation Army**  
                                 **YouThrive**  
                                 **American Red Cross**  
                                 **Hernando County Community Emergency Response Team**  
                                 **(CERT) Program**

### **1.0 INTRODUCTION**

#### **1.1. Purpose**

The purpose of the Volunteers and Donations Emergency Support Function (ESF) is to provide a network of volunteers to assess disaster needs, disseminate information regarding those needs, identify resources, and help mobilize donated goods and services to support the disaster relief effort. ESF 15 provides a forum of collaboration, coordination and cooperation between the public and private sector to assure the most effective and efficient uses of available resources.

#### **1.2 Scope**

ESF 15 has a two-fold mission: 1) to coordinate the reception, registration, and assignment of volunteers and 2) to ensure the expeditious reception, inventory, and dispersal of donated goods. To accomplish this, activities may include but are not limited to:

##### **1.2.1. Volunteers**

- a. Establish reception and staging areas or process for incoming unaffiliated volunteers.
- b. Register volunteers and assign duties.
- c. Monitor volunteer working conditions.

##### **1.2.2 Donations**

- a. Identify warehouse space for donated items.

- b. Receive and store donated goods.
- c. Separate items and inventory when possible.
- d. Transport donated goods to impacted areas.
- e. Distribute donated goods.
- f. Monetary and In-Kind Donations

## **2.0 POLICIES**

**2.1** Hernando County recognizes that volunteers and donations are valuable resources during times of crisis and every effort will be made to fully utilize these resources possible. The county will use human or material resources without regard to race, religion, gender or ethnic origins. However, Hernando County reserves the right to refuse volunteers or donations if there is no need, if there is not a match between the need and the resource, the volunteer or resource is deemed to be a public hazard, or if any other circumstance in which the volunteer or donation is considered a liability.

**2.2** All volunteers and donated materials will be processed at designated check-in sites before being utilized. Hernando County will recognize volunteers and donors for their contributions.

**2.3** Community Emergency Response Teams (CERT) will be used to supplement emergency services, to provide first aid for life threatening injuries, suppress small fires, perform light search and rescue operations, and provide damage reports and situation reports to the Emergency Operations Center (EOC).

### **2.4 Priorities**

**2.4.1** Volunteers may be used in evacuation, sheltering, resource preparations, and public information before a disaster impact.

**2.4.2** Volunteers can assist with public information and incident planning during disaster impact.

**2.4.3** The greatest need for volunteers and donations will be during the recovery and reconstruction phases. Priorities will be established through incident planning for each operation period.

### **2.5 Resource Coordination**

**2.5.1** The Housing and Supportive Director or agency identified will act as the



ESF 15 liaison at the EOC. This representative will function under the Logistics Chief.

**2.5.2** Resource requests will be made through the Logistics Branch Chief to the ESF 15 representative to the United Way, Lend A Hand, or The Salvation Army.

**2.5.3** Human Resources activates a voice messaging system on an unpublished telephone line where volunteer team leaders will receive messages and will be able to leave messages on volunteer capabilities. General volunteer and donation information will be available by calling the Public Information Line (352) 754-4083.

**2.5.4** ESF 15 will continue to develop networking partnerships on a local, regional, state, and national level.

## **2.6 Operating Facilities**

**2.6.1** The primary Volunteer Reception Center (VRC) is The Lake House located at 1202 Kenlake Avenue, Spring Hill.

**2.6.2** The secondary VRC is Kennedy Park located at 1000 Kennedy Blvd, Brooksville.

**2.6.3** Other staging areas will be identified as the situation dictates. The Hernando County Fairgrounds have been identified for the reception of large quantities of materials or personnel.

**2.6.4** Donation reception, warehousing, and distribution locations will be established as the situation warrants. Hernando County will attempt to make full use of abandoned stores, hangars, parking lots, and other large areas as agreed upon by the property owner; however, every effort will be made to utilize County property first.

## **3.0 SITUATION**

### **3.1 Disaster Conditions**

**3.1.1** Hernando County does not have enough trained or available personnel to prepare for, respond to, and recover from disasters. The need for volunteers increases with the severity of the disaster. Hernando County does have several CERT members trained and is in the process of training additional volunteers.

**3.1.2** Disasters will create the need for basic comfort items, sanitation, and physiological support goods. Many of these items may not be readily available or accessible after a disaster.

## **3.2 Planning Assumptions**

The following statements are considered when planning for volunteer activities and donation of resources:

### **3.2.1 Volunteers**

- a. Volunteers will come from a variety of social, economic, political, and ethnic backgrounds.
- b. Volunteers will vary in knowledge, skills, and abilities.
- c. Volunteers need to be organized in groups and teams.
- d. Single, free-lance volunteers will arrive unsolicited.
- e. Many volunteers will not have a place to stay, not have food, and will not be self-sustaining.
- f. Volunteers affiliated with national organizations may lose contact with their sponsoring organization.

g. Many volunteers will be victims of the disaster.

A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Hernando County. Type and location of the damage sustained during the event will influence the and type of assistance required.

i. In planning for the potential impact of a major or catastrophic disaster event, local volunteers may be registered and pre-assigned to specific duties to meet anticipated needs. Immediately following the disaster, a system must be in place to solicit, receive, and coordinate the deployment of convergent volunteers from areas outside the impacted area.

### **3.2.2 Donation of Goods**

- a. There is a lack of warehouse space in Hernando County for donated items.
- b. Hernando County may receive large amounts of solicited and unsolicited donated items.
- c. Transporters of donated items will drop off items and not take shipments back.

- d. Donated materials may be exposed to weather elements.

#### **4.0     RESPONSIBILITIES**

- 4.1**     Housing and Supportive Services is the responsible agency for the planning and implementation of ESF 15. Duties will include:

- 4.1.1 Act as or assign a representative to ESF 15 at the Hernando County EOC.
- 4.1.2 Assist the Logistics and Planning Sections with identifying and requesting needed resources.
- 4.1.3 Oversee the management of volunteer resources and the processing of donated items.
- 4.1.4 Prepare a demobilization plan and schedule for volunteer resources ensuring the orderly, safe and efficient return of volunteers after their services are no longer needed.
- 4.1.5 Assist the Operations and Planning Sections in identifying facilities for the reception, storage, and distribution of donated items.
- 4.1.6 Coordinate with other ESFs to determine needs and available resources.

## 4.2 Supporting Agencies

- 4.2.1 United Way of Hernando County will fill a liaison role at the EOC to assist in coordination of all activities under ESF 15, if available. manage volunteer reception, check-in, staging, assignment, and demobilization.
  - a. Staff Volunteer Reception Center(s).
  - b. Provide preliminary screening of volunteer resources.
  - c. Match volunteer needs with requests.
  - d. Track volunteer resources awaiting assignments and performing work.
  - e. Receives monetary donations and manages them using the FEMA Advisory Board. A separate bank account must be established, and/or categorized as restricted funds.
  - f. Demobilize and debrief volunteer resources departing from the disaster response.
  - g. Throughout the response and recovery period, information regarding the availability of volunteers will be evaluated.
  - h. Documenta volunteer registration and time.
- 4.2.2 The Salvation Army will fill a liaison role at the EOC to assist with the reception, management, and distribution of donated

items, if available.

- a. Staff reception and warehousing areas to received, sort inventory and redistribute donated goods.
- b. . Manage the distribution of donated items to affected areas.
- c. Throughout the response and recovery period, information regarding needed supplies and donations will be evaluated
- d. Transportation of supplies will be coordinated with

Hernando County Logistics and other available resources.

- e, Prioritization of needs will be established following the Assessment Team Reports

- f. Document donations and donating agencies or persons.

- c. Assist ESF 11 with the reception and distribution of food, water, and ice.

**4.2.3** Other supporting agencies assisting ESF 15 will be responsible for carrying out their assigned duties to the best of their abilities. They will coordinate information with the ESF 15 liaison or the primary supporting agency they are assisting. Volunteer groups will oversee their own personnel and materials.

## **5.0 CONCEPT OF OPERATION**

### **5.1 General**

The primary function of ESF 15 is to assess the needs of the impacted area and to coordinate the provisions of donated goods and services to meet those needs. A county coordination group comprised of not-for-profit organizations, for-profit businesses and county government will be activated to facilitate the provision of volunteers and donations based on assessed needs. ESF 15 will not be activated in all disasters. Activation will be determined based on verifiable need. This effort will be in cooperation with, and in support of, all ESFs and all local, state, and federal agencies.

### **5.2 Notification**

ESF 15 may be notified in a variety of methods to include telephone, pager, physical contact, and e-mail. Generally, a call for volunteers or donations through the media will not occur until systems are in place to manage volunteer reception.

**5.2.1 H e r n a n d o** County Emergency Management (HCEM) will notify the ESF 15 representative when the EOC is activated during the County's call down process. HCEM will activate CERT Teams as needed to respond to affected areas of the county.

**5.2.2** The ESF 15 representative, in turn, will notify the United Way and The Salvation Army.

**5.2.3 If activated,** The United Way will continue the call down to the supporting agencies for status information while The Salvation Army notifies its supporting members. Upon full activation of the EOC. All participating voluntary and donation agencies will be notified. Some will come to the EOC as needed, while others will not but still play a vital part of the County's response.

**5.2.4** Other volunteer groups will call down their own members.

5.2.5 ESF 15 will work with County PIO to coordinate the dissemination of media information related to volunteers and donations. Supporting agencies will work with ESF15 to get relative information to Hernando County PIO.

### **5.3 Mobilization**

When ESF 15 is activated, the United Way will conduct a call up survey of all Health and Human Service agencies to determine the ability to provide services and support capabilities. The VRC will be the primary check-in location where volunteers will be sorted and given information. The ESF 15 representative will brief volunteer agencies on the extent of mobilization and objectives.

There may be several locations and or avenues for volunteers to check-in. Check-in officially logs the person in at the incident and provides important information. Check-in is only to be performed once per incident. Once checked in, the volunteer will be tracked as assigned, available, or non-available. Check-in recorders may be found at the EOC, VRC, base camp, staging area, or at the work site.

## **5.5 Emergency Management Actions**

### **5.5.1 Preparedness**

- a. ESF 15 should frequently schedule meetings for the continuing development of SOPs.
- b. Develop systems to identify and register volunteers.
- c. Develop systems to receive and distribute donated items.
- d. Utilize local and state exercises and workshops as opportunities to train new participants and to review existing and emerging procedures with trained participants.
- e. Procure or develop and provide training for a database for the tracking of donated goods and services.
- f. ESF 15 must provide identification to key participants.
- g. HCEM will continue to provide training and establish new CERT Teams across the county.

### **5.5.2. Response**

- a. Once the VRC is operational, the United Way will manage the center and coordinate its activities. Volunteers will be briefed on the crisis-affected area and the type of work the volunteers may

expect to perform. Maps should be made available. The United Way, Salvation Army, and other supporting agencies will update, inventory and maintain a database/inventory/account of office or services, goods and monetary donation.

- b. The Public Information Center (PIC) will advise those wishing to volunteer to check-in at the VRC, its location, and what to bring. The PIC will inform those wishing to donate items that are needed how to donate, and where to send the items.
- c. Volunteers will be screened as they arrive at the center. Each will complete the appropriate forms.
- d. Supporting agencies will maintain a daily log of activities and actions plans, including scheduling staff and submitting reports
- e. Supporting agencies shall ensure appropriate information intended for public distribution is provided to the ESF15 for dissemination by Hernando County PIO.
- f. The United Way and Salvation Army will participated in EOC briefings, Incident Action Plans and situation reports and meeting with ESF 15
- g. ESF15 shall Catalog and update local unmet needs and communicate those need to ESF 15 supporting agencies staff



- h. Hernando County's use of volunteers will be planned and prioritized during each operational period. These plans will be briefed to each ESF 15 agency. The following are the anticipated priorities for the first three days of a disaster:

<b><u>0-24 hrs</u></b>	<b><u>24-72 hrs</u></b>	<b><u>72 hrs+</u></b>
Mobilization	Light Search and Rescue	Food and Water
Evacuation	Impact Assessments	Distribution
Sheltering	Debris Removal	Supply and Material
VRC Staff	Clean-up	Distribution
Check-in	Food and Water	Day Care
Clerical	Distribution	Basic Carpentry
Runners	Transportation	
Public Information	Stress Counseling	

Figure 15-1 Anticipated Priorities

### 5.5.3. Recovery

- a. At the direction of EM, ESF 15 should attempt to contact truck weigh stations (I-75 in Wildwood and U.S. 98 in Brooksville) to distribute information to heavy vehicles bringing supplies, materials, and donated items to Hernando County. The information should contain what is needed, where to go, access routes, and who to contact. Citizen band radios will also be used to disseminate this information.
- b. Social Media posts will be made on the Hernando County social media platforms. Flyers will be printed with information regarding volunteers and donations as approved by Hernando County PIO. These flyers will be distributed to hotels, restaurants, or other public places where incoming personnel are likely to visit.
- c. ESF 15 should coordinate with the business community through the Chamber of Commerce, Hernando County Economic Development Department, or other avenues to organize the business community's volunteer efforts.
- d. ESF 15 will continue to assess needs. Unmet needs with specific request will be received by the PIC through a message log and provided to ESF15 to try and fill the need. ESF 15 may delegate request to supporting agency.
- e. ESF 15 will continue to track donated goods and services.

- f. ESF 15 may assist in outreach activities.
- g. ESF 15 will provide ESF 5 the necessary information needed to coordinate with state officials on volunteer needs and drivers bringing donations. This information includes:
  - Type and number of volunteers needed.
  - Reception areas for volunteer and donations.
  - Points of contact for specific activities.
  - Unmet needs.
- h. Every attempt will be made to distribute donated items to disaster victims. However, when items become unwanted or not needed, the items will be re-donated to the COAD members to further serve impacted residents. An account of how used will be kept.

#### **5.5.4 Mitigation**

ESF 15 will be involved in the development of a community redevelopment plan for the use of volunteers, specifically licensed volunteers, in redevelopment.

## **EMERGENCY SUPPORT FUNCTION #16 LAW ENFORCEMENT AND SECURITY**

**PRIMARY AGENCY:**       **Hernando County Sheriff's Office**

**SUPPORT AGENCIES:**  
                                 **Florida Department of Law Enforcement**  
                                 **Florida Highway Patrol**

### **1.0    INTRODUCTION**

#### **1.1    Purpose**

The purpose of this Emergency Support Function (ESF) is to establish procedures for the command, control, and coordination of law enforcement resources in case of a disaster or situation that would require the activation of all assigned personnel.

#### **1.2    Scope**

During an emergency or disaster, the primary goal of ESF 16 is to protect lives and property while maintaining peace and order. The type of law enforcement services ESF 16 may provide shall include, but is not limited to:

- Maintain law and order to include the enforcement of curfew orders; protecting specifically designated facilities, businesses or buildings to prevent looting; suppressing civil disorder; and carrying out other order maintenance functions as deemed necessary.
- Coordinate search and rescue operations for missing persons and downed aircraft.
- Assist in urban search and rescue operations, when requested.
- In coordination with the Florida Highway Patrol and the Sheriff's Offices of surrounding counties, select evacuation routes, establish traffic control points at critical intersections, and provide traffic control during any hurricane evacuation, as well as ensuring the ingress and egress to disaster scenes.
- Execute any evacuation order issued by or through the Board of County Commissioners.
- Control access and monitor reentry into impacted areas and provide security and protection of property in areas evacuated, as requested.

- Provide site security to ensure evidentiary scene protection for a disaster scene.
- Provide security in public shelters, staging areas, and distribution points.
- Provide initial damage assessment reports from disaster scene and submit to the Emergency Operations Center (EOC) during localized disasters.
- Be prepared to assume command and control in any disaster when requested by the appropriate authorities.
- Death investigations resulting from a disaster shall be conducted in cooperation with the Medical Examiner's Office.
- Assume command and control during civil disorders and events involving criminal activities, to include acts of terrorism.

## **2.0 POLICIES**

- The Sheriff of Hernando County shall coordinate law enforcement operations in the event of a disaster, according to the Florida Constitution, Article VII, Section 1(d), and as set forth in Chapter 30, Florida Statutes.
- The Sheriff may request assistance from other law enforcement agencies according to the Florida Sheriff's Statewide Mutual Aid Agreement.
- According to the Florida Comprehensive Emergency Management Plan, the Sheriff may request the assistance of the Florida National Guard and the Florida Department of Law Enforcement.

## **3.0 SITUATION**

### **3.1 Disaster Conditions**

- Whenever a natural or manmade emergency affecting Hernando County reaches proportions not covered by routine measures, prompt law enforcement attention will be required to maintain or reestablish law and order.
- During emergencies the Sheriff's Office must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state, and county law enforcement agencies are available to support this function in Hernando County.

### **3.2 Planning Assumptions**

- County law enforcement resources will quickly be overwhelmed during a major disaster and will require the support of mutual aid.
- Communications between local, state, and federal law enforcement agencies will

be inadequate.

- Law enforcement must respond to the impact created by evacuation traffic and a displaced population.
- Law enforcement must respond to the significant increase and intensity of the calls for service to ensure the security of life and property.

#### **4.0 CONCEPT OF OPERATIONS**

The Sheriff's Office will follow the procedures outlined in the *Unusual Occurrences Policy*.

##### **4.1 General**

- Routine law enforcement procedures will be followed where feasible.
- The Hernando County Sheriff's Office (HCSO) shall be the primary agency for ESF 16 and shall coordinate law enforcement and security resources for any disaster or emergency condition, based on prearranged planning with other area law enforcement agencies. (Refer to the Unusual Occurrences Policy, Section X)
- The Sheriff, or his designee, will retain responsibility for planning, organizing and directing all law enforcement activity during an emergency occurring within Hernando County.
- In the event of a major incident within a municipal jurisdiction, the Sheriff or his designee will liaison with the affected law enforcement agency(ies).
- The Florida Department of Law Enforcement will have responsibility for the coordination of dispatch and use of state Law Enforcement and the National Guard resources as described in Part I of Chapter 23, Florida Statutes.

##### **4.2 Organization**

ESF 16 is organized in the EOC Incident Management System under the Operations Section. ESF 16 reports directly to the Operations Section Chief.

- The Chief Deputy, and/or selected staff will report to the EOC to coordinate the activities of ESF 16 and provide necessary assistance to other ESFs.
- There will be separate emergency management assignments for each of the following HCSO activities: (refer to Unusual Occurrences Policy, Section II, H.)
  - Policy Group
  - Policy Support Group
  - Operations Group

- Investigations Group
- Services Group
- In addition, the HCSO is listed as a support agency for the following ESFs:
  - ESF 2: Communications: Provides support to the County Information Services Department in the transmission of disaster information and communication.
  - ESF 4: Firefighting: Provides law enforcement support to firefighting efforts, to include the protection of personnel.
  - ESF 5: Planning and Information: Provides information and intelligence relating to the disaster or other emergency.
  - ESF 6: Mass Care: Provides security for all public shelters.
  - ESF 9: Search and Rescue: Provides law enforcement support to search and rescue efforts.
  - ESF 10: Hazardous Materials: Provides traffic and crowd control, evacuation announcements, and law enforcement support at hazardous materials scenes.
  - ESF 14: Public Information: Aids in the dissemination of disaster information to the news media and the public.
  - ESF 17: Animal Response: Provides support in the capture and handling of large animals which are loose and are posing a danger to human life during a disaster or emergency condition.

#### **4.3 Notification**

- The Communications Center will notify the Sheriff's command staff and the Emergency Management Director of any emergency or disaster that occurs without warning.
- The Emergency Management Director will notify the Sheriff and Chief Deputy, or a designee, and recommend an appropriate response to the emergency, including the activation of the EOC.
- The Sheriff or his designee will notify Command Staff of the activation of the EOC.
- When applicable, ESF 16 support agencies will be notified to place necessary personnel on alert.

## **4.4 General Actions**

### **4.4.1 Preparedness**

- Prepare and maintain this annex, the Unusual Occurrence Policy and associated standard operating guidelines.
- Develop and coordinate plans for traffic control for regional and county evacuations.
- Participate in training and exercises.
- Maintain a resource inventory of personnel, vehicles, and equipment including their availability for law enforcement services.
- Consider alerting and/or recalling off duty personnel.
- Prepare an emergency work schedule and staffing patterns (e.g., Alpha/Bravo Shifts).
- Assess the necessity of specialized resources and their availability. Forward a resource status report including shortfalls to ESF 5.
- Preposition and stage resources as appropriate.

### **4.4.2 Response**

- During EOC activation, the ESF 16 Coordinator receives periodic briefings from the ESF 5 Coordinator. Law enforcement activities will be made part of the Incident Action Plan. ESFs 16 and 5 will work closely together to ensure disaster related information is shared.
- ESF 16 will conduct an assessment to determine long range measures to take and to appropriately deal with the situation. Duty hours will be adjusted, and relief provided when necessary. Plans for order maintenance, looting prevention and other requisite law enforcement measures will be placed into effect.
- Services available to the EOC Staff:
  - Kitchen Services
  - Laundry Service
  - Housing, Shelters and Showers
  - Location for secure warehousing/delivery/storage of goods

- Medical Staff (approximately 14 nurses)
- In coordination with the Operations Section:
  - Establish a perimeter to isolate impacted areas.
  - Control access to impacted areas, restricting access as appropriate.
  - Provide security for evacuated areas as appropriate.
  - Provide support for filling of sandbags.
  - Provide support for debris removal and clean up.
  - Provide support to the construction of a temporary dispensing site.
  - Provide support at the distribution centers (delivery, load, unload)
  - Provide the use of a refrigerator truck.
- For evacuations:
  - Identify safe evacuation routes.
  - Implement pre-identified traffic control patterns and procedures ensuring they are coordinated with the County Engineer and Public Works.
  - Dispatch units to affected areas to notify residents of the evacuation order.
  - Provide security for public shelters.
- Provide for crowd control at accident sites.
- Provide security for critical and key facilities when required.
- Provide damage reports and disaster intelligence from the field.

#### **4.4.3. Recovery**

- Continue to provide security to impacted areas and prevent looting.
- Coordinate casualty and death notifications to family members.
- Phase down law enforcement activities as appropriate.
- Coordinate the demobilization of mutual aid resources.

#### **4.4.4 Mitigation**

- Identify mitigation measures to be taken for law enforcement facilities.



- Assist the Emergency Management Director to determine risks and vulnerabilities to previously impacted areas based on field reports.

## **4.5 Specific Actions**

### **4.5.1 Evacuations**

- Dispatch patrol units to critical intersections to control traffic.
- For hurricane evacuations, request support from the Highway Patrol Troop Commander to cover critical intersections on U.S. 19 and at the I-75 and S.R. 50 intersection. Refer to the FDOT Evacuation Route Map.
- Coordinate with the County Engineer to adjust traffic lights.
- Coordinate with Public Works Traffic Division for placement of road signs.
- Set up roadblocks as required to provide an orderly flow of traffic to shelters.
- Coordinate with the fire service to dispatch public address system equipped vehicles to canvass the neighborhoods being evacuated. Place evacuation notices on doors of homes and businesses.
- Report disabled vehicles blocking traffic routes to the Communications Center for dispatch of tow trucks.
- Terminate evacuations upon notification by the EOC before hurricane landfall (gale force winds) and divert traffic to the nearest shelter or protective refuge.

### **4.5.2 Shelter Security**

- Coordinate with the American Red Cross (ESF 6) to determine the number of shelters opened.
- Assign one Sworn Law Enforcement Officer to each shelter per shift.
- Develop a staffing pattern if needed.
- Advise tenants not to bring prohibited items considered weapons into the shelter.
- Assist the shelter management team to develop a parking plan.

#### **4.5.3 Intelligence Gathering**

- Field units will report damage or other significant information to the Communications Center. This information may include:
  - Routes blocked by debris, water, etc.
  - Fires burning.
  - Location of persons injured.
  - Location and number of damaged homes and facilities.
  - Water levels and tide information.
  - Location of congregating crowds
  - Locations of possible staging areas, distribution sites, etc.
- The Communications supervisor will forward the information to the ESF 16 desk that will in turn forward to ESF 5 via a message form.
- Patrols may be dispatched to certain areas to ascertain specific information.
- ESF 5 will identify what information will be needed.

#### **4.5.4 Reentry to Impacted Areas**

- After a disaster impact, law enforcement officers will secure a perimeter around the area. This perimeter may be expanded or retracted as needed.
- ESF 16 will develop a staffing plan to ensure all check/access points are staffed with a law enforcement officer.
- Law enforcement officers may need to deny all access to an area until damage assessment and search teams have completed their assessments. ESF 16 will ensure all field personnel are updated on progress and vice versa.
- Once re-entry into an area has been authorized, ESF 16 will allocate personnel and resources to control access based on the conditions cited by the Executive Policy Group and EOC Team.
- Additional resources will be requested using the standard resource request procedures.
- Outside law enforcement officers posted at checkpoints will be briefed on the local

access procedures and the types of identification the County will recognize to allow access. ESF 2 will ensure these officers have communication with the 911 Communications Center or to the EOC.

- Coordinate with the Department of Public Works Traffic Division to make and post signs on access routes.
- Coordinate with ESF 14 to inform the public on re-entry procedures.
- Develop a system and procedures for residents inside the impacted area to alert law enforcement officers of suspicious activities. This primarily applies to those areas where telephone service is interrupted.

#### **4.5.5 Site Security**

- Coordinate with the Operations Section ESFs to determine the types and number of sites that they will establish.
- Assign a sworn law enforcement officer to each site per shift. Develop a staffing pattern if needed.
- The law enforcement officer will coordinate with the site/facility manager to develop specific security procedures based on the type of operation. These procedures should be documented, and a copy maintained by the ESF 16 desk.

### **4.6 Resource Coordination**

- All requests for law enforcement resources will follow the standard resource request procedures listed in the ESF 7 Annex. ESF 16 will submit requests to the Operations Chief, who will forward it to ESF 7.
- The Operations Section as a unit may coordinate initial response activities internally with those participating ESFs.
- HCSO is a signatory to the Florida Sheriff's Association Mutual Aid Agreement. The State EOC through the Florida Department of Law Enforcement (FDLE) coordinates mutual aid assignments. FDLE and the Sheriff may coordinate resource employment directly if the situation warrants.
- When multiple law enforcement agencies are supporting County law enforcement activities, each agency will assign liaisons to coordinate with the EOC or Sheriff, as appropriate. The liaisons may be incorporated into the liaison group of the EOC Team, or the Incident Commander may establish a Unified Command structure.
- Security activities that do not require a certified law enforcement officer may be assigned to the owner/using activity, supplemented by the Florida National Guard,

or contracted for professional services.

## **5.0 RESPONSIBILITY**

### **5.1 Lead Agency**

The Sheriff is ultimately responsible for this ESF and for coordination of all emergency management activities involving Sheriff's Office personnel.

- Acts as the primary agency for coordination of law enforcement services.
- Aids municipalities as required.
- Executes evacuation orders when issued by the Board of County Commissioners.
- Enforces the provisions of any emergency orders, resolutions, or ordinances enacted.
- Provides for security of evacuated areas, incident facilities, and disaster personnel.
- Acts as the coordinating agency to other federal, state, and local law enforcement agencies.

### **5.2 Support Agencies**

- Participate in planning and coordination procedures.
- Provide manpower and resources as required to support disaster operations.
- Inform the Sheriff on changes to resource status, operations, and personnel.
- Provide law enforcement services as required.

## **6.0 DIRECTION AND CONTROL**

- HCSO is responsible for coordinating law enforcement activities within the County.
- The Chief Deputy, or his/her designee, is the Sheriff's Emergency Management Coordinator and the representative in the EOC at the ESF 16 desk.
- Outside law enforcement agencies, including the National Guard, supporting emergency law enforcement activities in the County will be included in the EOC Team, as appropriate.

## **7.0 REFERENCES AND AUTHORITIES**

### **References**

- Unusual Occurrence Policy
- Florida Sheriff's Association Mutual Aid Agreement
- Florida Constitution, Article VII, Section 1(d)
- Chapter 30, Florida Statutes
- Chapter 23, Florida Statutes
- Chapter 252, Florida Statutes
- Chapter 870, Florida Statutes
- BOCC Ordinance 97-07

### **Authorities**

- President's Executive Order
- Governor's Executive Order
- BOCC Emergency Resolution

## **EMERGENCY SUPPORT FUNCTION #17 ANIMAL ISSUES**

**PRIMARY AGENCY:**      **Hernando County Sheriff's Office**

**SUPPORT AGENCIES:**    **Hernando County Veterinarians**

Animal issues are generally overlooked in the planning for disasters because of the mistaken belief that animals can fend for themselves. Developing operational animal-care procedures prior to a disaster will reduce inherent public health and safety risks and lessen a significant resource drain on other County Emergency Support Functions (ESFs).

### **1. INTRODUCTION**

#### **1.1 PURPOSE**

Provide for the care of domestic, agricultural and exotic animals before and after a significant natural or man-made disaster.

#### **1.2 SCOPE**

Provide overall management, coordination and prioritization of Animal Services and assets and coordinate local resources in response to animal care needs.

- Hernando County Sheriff's Office (HCSO) will address animal care and problems caused by wild animal displacement.
- Animal-related services are categorized in the following pre- and post-disaster functions:
  - Procure appropriate equipment and resources.
  - Provide immediate and long-term humane care and handling of injured and displaced animals.
  - Assist emergency response personnel with animal-related problems.
  - Assist in capturing animals.
  - Investigate animal bites and provide rabies control.
  - Remove and properly dispose of carcasses.
  - Release information to the public.
  - Reunite animals with their verified owners.

### **2. POLICIES**

- Animal assistance will be provided through primary and support agencies and coordination with other ESFs.

- Resource allocation priorities will be based upon a pre-disaster estimate of:
  - The sizes and locations of the county's large and small animal populations.
  - The location of the county's animal-related facilities, suppliers, and services.
  - The sizes and locations of the county's vulnerable animal residential concentrations.
- Primary and support agencies must plan to be self-sufficient during the first 72 hours following a disaster.
- Due to the expected complexity of injured, dead and nuisance animal problems, special expert advisory groups will review health, medical, sustenance and safety information and advise specific responses to each situation. (Detailed in standard operating procedures.)
- Resources unavailable locally will be requested from the State Emergency Operations Center (EOC) through the County EOC.

### **3. SITUATION**

#### **3.1 DISASTER**

- Significant animal-related public health and safety threats will severely tax response capabilities and resources.
- Potential animal-related threats are injured, displaced and dead animals; rabies and other animal-related diseases; animal care and sheltering.
- Pre-Impact Planning Phase
  - Determine types and locations of animal concentrations for post-disaster search and rescue operations.
  - Determine the types and locations of animal related facilities, suppliers and services.
  - Conduct public education for animal owners.
  - Assist animal owners in finding a sheltering location for their animals.
  - Inform large animal owners of the dangers of flying debris and building collapse and of the safest means to protect their animals.
  - Inform owners of the necessity of proper identification for their animals.
  - Inform owners on the absolute necessity for proof of ownership to reclaim an animal from ESF 17 care.
- Post-Impact Response Phase

- Animal-related services will become more generalized.
- Assessment/rescue teams will be dispersed to pre-assigned areas of known animal concentrations.
- Recovery Phase
  - Return of animals to verified owners or the environment.
  - Care for injured animals.
  - Adoption or relocation of unclaimed animals.
  - Proper disposal of carcasses.

### **3.2 PLANNING ASSUMPTIONS**

- Human lives may be lost due to the refusal of owners to evacuate without their pets or large animals.
- The public health and safety threat created by large number of homeless/injured pets, large animals and exotic animals requires the immediate capture and caging of these animals.
- Triage and treatment of sick and injured animals will be provided by veterinarians and qualified volunteer assistants.
- The veterinarian will provide written guidelines for search and rescue personnel on large-animal euthanasia in situations where a licensed veterinarian cannot get to the scene or cannot be reached by available communication systems.
- Small animals will be handled by a licensed veterinarian or HCSO personnel certified in small-animal euthanasia.
- Commercial medical and animal-care supplies will be pre-positioned in the County by prior arrangement with vendors.
- Food drops for wild animals will be organized by county and state agencies.
- Sheltered animal waste and carcasses will be removed daily to approved solid waste dumping sites.
- The accumulation of animal carcasses throughout the County will be removed to an approved solid waste dumping site and/or burned on site.
- Sheltered animals will be reunited with their owners as soon as possible after the disaster. Owners must be educated before any disaster that no animals will be released without absolute proof of ownership.



## **4. CONCEPT OF OPERATIONS**

### **4.1 ORGANIZATION**

- HCSO supervisor, or designee, at the EOC is responsible for all activity of ESF 17.
- All requests for Animal Services assistance will be channeled through the representative in the EOC.
- ESF 17 in the EOC will be staffed on a 24-hour schedule as needed by animal-knowledgeable individuals capable of prioritizing assistance requests and of communicating with support agencies.
- Initial activation notification will be from the EOC to HCSO.
- HCSO will notify volunteer support services to initiate their response actions.

### **4.2 PRE-PLANNING AND PUBLIC EDUCATION**

- The main priorities are public education, volunteer recruitment and training.
- Animal problems compounded the human disaster after Hurricane Andrew.
  - Residents died after refusing to evacuate without their pets.
  - Injured, dying and stray animals were a significant public health and safety threat.
  - Significant number of resources were diverted from other operations to meet animal needs and problems.
  - The same problems occurred on a localized scale during the March Storm of 1993 in Hernando County.
- Attempt to determine types and locations of animal concentrations for post-disaster search and rescue planning.
- Attempt to determine the types and locations of animal-related facilities, suppliers, and services.
- Because of limited personnel and resources, HCSO may form a volunteer animal protection planning group including:

- Hernando County Emergency Management
  - Hernando County Sheriff's Office
  - Florida Highway Patrol
  - UF/IFAS Extension Hernando County
  - Hernando County Health Department
  - Hernando County Humane Society
  - Local veterinarians, kennel operators, and stable operators.
  - Local large animal breeders and ranchers.
  - Wildlife rescue and rehabilitation groups.
  - Concerned volunteer residents.
- Areas of concern:
    - Public education of owners.
    - Available sheltering options.
    - Post-impact medical services.
  - Volunteers will be divided into specific animal-support groups:
    - Companion animals
    - Agricultural animals
    - Exotic animals
    - Wildlife

#### **4.3 PRE-IMPACT PLANNING PHASE**

- Owners' responsibilities:
  - Provide safe shelter for their animals.
  - Encourage those who must evacuate to make prior arrangements for their animals.
- HCSO must make provisions for animals brought to public shelters by their owners.
- People needing assistance to evacuate their animals must register with Animal Services prior to any disaster.
- Establish a list of people willing to shelter animals for people needing assistance during evacuations. These volunteers will receive annual orientations and will be matched with animals of pre-registered evacuees.

- Coordinate with ESF 1 (Transportation) and ESF 6 (Mass Care) for support in transporting and sheltering animals of owners who have not made prior arrangements.
  - Companion animals will be sheltered at the County facility and other kennels as space permits.
  - Agricultural animals will be transported to veterinary holding areas.
  - Exotic animals will be placed with volunteers experienced in their care.

#### **4.4 POST-IMPACT RESPONSE PHASE**

- General animal assessment/rescue teams will mobilize and deploy to the disaster area to identify and prioritize animal-related health and safety needs.
- Agricultural animal assessment/rescue teams will deploy to pre-determined agricultural animal concentrations to identify and prioritize large animal needs.
- Exotic animal assessment/rescue teams will deploy to pre-determined exotic animal concentrations to identify and prioritize exotic animal needs.
- Coordinate with other ESFs in the EOC to support the relief of animal-related health, safety, nuisance problems and their impact on human relief efforts.

#### **4.5 RECOVERY PHASE**

- Make every effort to return animals to their verified owners.
- Continue care of sheltered animals and provide an extended network for the adoption of unclaimed animals.
- Relocate unclaimed sick and injured animals to long-term care facilities.
- Return to normal operations.

### **5. RESPONSIBILITIES**

#### **5.1 PRIMARY AGENCY**

- HCSO is designated the lead agency for ESF 17.
- Volunteers may provide administrative and operational support as needed.

#### **5.2 SUPPORT AGENCIES**

- All support agencies are responsible for ensuring their readiness to support the primary agency upon notification of activation of ESF 17.

## **EMERGENCY SUPPORT FUNCTION #18 BUSINESS AND INDUSTRY**

**PRIMARY AGENCY:**       **Hernando County Economic Development**

**SUPPORT AGENCIES:**   **Hernando County Tourism**  
                                  **Hernando County Business Advisory Committee**

### **1.0    INTRODUCTION**

#### **1.1    Purpose**

The purpose of this Emergency Support Function (ESF) is a unified, orderly effort directed to speed business/economic recovery, provide a flow of accurate and timely information, link the business community and emergency management officials, and assist in damage assessments.

#### **1.2    Scope**

ESF 18 provides management, coordination, and resource linkages between support agencies, businesses, and emergency management officials for the purposes of providing business continuity and recovery assistance in the event of a disaster.

ESF 18 will serve as the direct communication link with the Emergency Operations Center (EOC) in times of crisis to allow businesses to keep apprised of crisis information and expected government actions that affect business operations and to gather business damage assessment information.

### **2.0    SITUATION**

#### **2.1    Planning Assumptions**

- Many businesses are not adequately insured and a significant natural or manmade catastrophic event will result in the loss of numerous businesses. Approximately 25 percent of small businesses that close because of a disaster do not reopen after a major disaster.
- There will be an urgent need by small businesses for ‘gap’ or ‘bridge’ financing to assist in assessment, clean-out, and rebuilding of damaged property, and means to preserve their employee base. (Gap/bridge financing refers to gap presented between the occurrence of the event and the anticipated funding from insurance, FEMA, Small Business Administration or other resources).
- For those able to rebuild and reopen, the second most urgent need is cash flow

to cover rent/mortgage, payroll, inventory and other medium-term expenses.

- Workforce housing may be critical to business recovery depending on the extent of damages to housing and availability of transportation.
- In the long term, equity and other long-term financing is critical as businesses adapt to a new environment, sometimes changing their business models. Entrepreneurship should also be supported during this phase as community needs and opportunities evolve.
- Lack of communication, utilities, transportation, and access to a workforce will have a significant impact on those businesses that have escaped physical damage but are unable to operate at capacity.
- It is important that the business and industrial community reestablish normalcy as soon as possible in order to deliver goods and services to the population, return the workforce to gainful employment and maintain revenue stream.
- There will be an overwhelming response, both locally and from locations outside Hernando County from well-intentioned businesses and individuals and those who are trying to profit from the disaster.
- It may be necessary to activate a Business Assistance Center that provides a waiting area, conference room and private counseling offices, telephone/fax/internet services, where county, state and federal response staff will provide services to the business community countywide.
- Enterprise Florida, the State economic development organization, will serve as a liaison for federal or state agencies in the Business Assistance Center.
- Damage assessments need be completed as soon as possible to ascertain the extent of need, provide realistic expectations of limited amount of recovery resources available, and to effectively leverage the limited amount of recovery resources.
- Some businesses may sustain substantial damage or destruction, while others may sustain minimal or no destruction.
- Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.
- Those businesses with critical services (banks, food stores, building materials, etc.) will have (or need to have) continuity plans in place and be prepared to move in with supplies for their operations.
- Business / industry owners / representatives / work force will not be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.

- Advance knowledge on the arrival or amount of business resources will not always be possible due to problems with communications systems and individuals arriving without prior coordination.

### **3.0 POLICIES**

#### **3.1 Priorities**

- To be determined.

#### **3.2 Assignment of Responsibilities**

##### **Primary Agency:**

- Acts as the ESF 18 representative in the EOC.
- Notify ESF 18 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 18 activities with the EOC staff.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1 General**

The primary function of ESF 18 is to restore and maintain economic stability after an emergency or disaster by coordinating the local, state, federal, and private organizations/agencies directed at economic recovery.

#### **4.2 Notification**

Hernando County Emergency Management (HCEM) will notify Hernando County Economic Development through established notification procedures. They will in turn notify supporting agencies to this ESF.

#### **4.3 Preparedness and Mitigation Phases**

##### **Primary Agency:**

- Orient/train representatives of support agencies as to ESF 18 activities, roles, and resources.
- Prior to hurricane season, coordinate with the Florida Office of Tourism, Trade and Economic Development to conduct Bridge Loan training with area banks.
- Participate in appropriate emergency management exercises.

- Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down, due to physical damage or loss of power for a sustained period of time. (See HAZMAT 302 Sites Map within the Hernando County Local Mitigation Strategy (LMS).
- Coordinate efforts with support agencies to identify companies that supply food and water, lodging, debris removal equipment, logistics or transportation support, vacant building or land sites that could be used for staging areas, disaster recovery centers, etc., and update annually.
- Identify potential location(s) appropriate to function as Business Assistance Center(s). The sites should have some or all of the following amenities: reception, waiting area, conference room; private counseling offices if possible; telephone/fax/internet services; and update annually.

#### **4.4 Response Actions**

##### **Primary Agency:**

- Act as the primary point of contact for business and supporting agencies during and after the event.
- Notify all support agencies of full ESF 18 activation.
- Establish a Business Assistance Center, and work with Enterprise Florida, Workforce Florida, Small Business Administration and others to staff the center.
- Assist with Damage Assessment of individual businesses, and encourage reporting of damages to the EOC.
- Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down, due to physical damage or loss of power for a sustained period of time.
- With the assistance of supporting organizations, identify businesses that might be prepared to resume operations and employment quickly with a minimal amount of debris removal, damage repair, or a temporary “emergency” waiver of some permitting or other County regulation.
- Assist EOC personnel with assessing available business resources as needed.
- Assist in coordination of business and industry response, recovery and restoration efforts.



- Work with supporting agencies to locate available hotel rooms, condominiums or other properties to house temporary emergency workers who relocate to the area.

## **4.5 Recovery Actions**

### **Primary Agency:**

- Assist area businesses with coordination through required governmental approvals to hasten their ability to re-open and start providing jobs again.
- Identify and communicate business and industry resources available for community wide relief/recovery efforts.
- If warranted, contact local legislators to request their assistance in petitioning the Governor, Speaker of the House and President of the Senate to activate the Florida Small Business Emergency Bridge Loan Program.
- If funds are made available, activate and coordinate the Bridge Loan Committee and program.
- Publicize resources available to businesses that need assistance through the County website, links from supporting agency websites, and the media.

### **Support Agencies:**

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 18 primary agency to execute a unified, orderly effort directed at maintaining economic stability and expediting the business recovery efforts following a major disaster.

## **EMERGENCY SUPPORT FUNCTION #19**

### **Fuels**

**PRIMARY AGENCY:**      **Hernando County Fleet**

**SUPPORT AGENCIES:**    **Hernando County Procurement**  
                                 **Hernando County Emergency Management**

## **1.0 INTRODUCTION**

### **1.1 Purpose**

The purpose of this Emergency Support Function (ESF) is to coordinate the county responses with transportation fuel. Fleet will have the primary responsibility to monitor and communicate with Hernando County Emergency Management (HCEM), suppliers, and distributors of fuel and ensure an adequate amount of fuel is delivered to support an emergency response.

### **1.2 Scope**

ESF 19 provides management, coordination, and resource linkages between support agencies for the purposes of providing fuel in the event of a disaster.

ESF 19 will serve as the direct communication link with the Emergency Operations Center (EOC) in times of crisis to allow emergency operations to continue during an incident.

## **2.0 SITUATION**

### **2.1 Planning Assumptions**

- Large portions of the transportation infrastructure are likely to be damaged or destroyed, leaving only the fuel available in storage and vehicles.
- Surface transportation damages across Hernando County may isolate some portions of the county from supporting response.
- Electrical power and related communication outages will limit the ability to pump fuel from underground tanks and impede ordering fuel to the county.
- Due to widespread power outages, the use of emergency generators, which require fuel to operate, will place further demands on fuel supply.
- It will take weeks for the state or FEMA to arrange for and initially deliver limited quantities of fuel to the county.

### **3.0 POLICIES**

#### **3.1 Priorities**

- To be determined.

#### **3.2 Assignment of Responsibilities**

##### **Primary Agency:**

- Acts as the ESF 19 representative in the EOC.
- Notify ESF 19 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 19 activities with the EOC staff.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1 General**

The primary function of ESF 19 is to monitor and communicate fuel levels and capacities across Hernando County to ensure an efficient and effective continuous response.

#### **4.2 Notification**

Hernando County Emergency Management (HCEM) will notify Hernando County Fleet through established notification procedures. They will in turn notify supporting agencies to this ESF.

#### **4.3 Preparedness and Mitigation Phases**

##### **Primary Agency:**

- Reviewing past events and AAR's to reduce the response time and felt effects of a no-notice event.
- Facilitating County personnel being trained and familiar with current industry regulations and laws.

#### **4.4 Response Actions**

##### **Primary Agency:**

- Provide sufficient fuel supplies to county agencies.
- Bridge communication between government and major fuel providers to

enhance overall situational awareness.

- Provide accurate and current fuel shortages and supply information to EOC.
- Assist the county with identifying fuel providers.
- Forecast impact on Essential Services if the fuel shortage situation worsens.
- Inform the public of the fuel situation.
- Establish fuel points of distribution across the county where emergency fuel supplies will be delivered.
- Establish fuel allocation priorities.

## **4.5 Recovery Actions**

### **Primary Agency:**

- Continue to keep accurate logs and other records of emergency response activities and their costs.

### **Support Agencies:**

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 19 primary agency.

## **EMERGENCY SUPPORT FUNCTION #20**

### **Cybersecurity**

**PRIMARY AGENCY:**       **Hernando County Information and Technology Department**

**SUPPORT AGENCIES:**   **Hernando County Emergency Management**  
                                  **Florida National Guard**  
                                  **Hernando County 911 Communication Division**  
                                  **Hernando County Sheriff's Office- Information and Technology**  
                                  **Hernando County Emergency Communications Services**

## **1.0    INTRODUCTION**

### **1.1    Purpose**

The purpose of this Emergency Support Function (ESF) is to identify the countywide capability to respond effectively during an imminent or actual emergency, such as a cyber security event that necessitates the expanded coordination of services. During such an event, the Cybersecurity ESF will provide guidance on management, oversight, and coordination of communications.

### **1.2    Scope**

ESF 20 provides a centralized entity for responding to cyber incidents affecting Hernando County. It defines, specifies, and maintains the functions and resources required to ensure timely and consistent actions, communications, and response efforts. Additionally, it provides appropriate coordination and inclusion of necessary state, federal, and local agencies to minimize the impact of a cybersecurity incident. Significant cybersecurity incidents may occur independently or in conjunction with disaster emergency response operations, potentially impacting public health, safety, or critical infrastructure security.

ESF 20 stakeholders coordinate in accordance with relevant statutory and regulatory authorities during all phases of emergency management. ESF 20 stakeholders coordinate with applicable local, state, and federal entities during the response.

## **2.0    SITUATION**

### **2.1    Planning Assumptions**

- Management of multiple cyber incidents.
- Availability and security of communications
- Availability of expertise and surge capacity

- Coordination with the public sector.
- The need to provide critical information and updates to the public is vital and requires a coordinated and consistent message.
- Catastrophic incidents could impede on communications for response and recovery.

### **3.0 POLICIES**

#### **3.1 Priorities**

- Collaborate with the affected departments or organizations on cybersecurity activities.

#### **3.2 Assignment of Responsibilities**

##### **Primary Agency:**

- Acts as the ESF 20 representative in the EOC.
- Notify ESF 20 support agencies of an actual or potential activation of this ESF.
- Coordinate ESF 20 activities with the EOC staff.

### **4.0 CONCEPT OF OPERATIONS**

#### **4.1 General**

The primary function of ESF 20 is to activate the Cybersecurity ESF during an impending or actual emergency that threatens the integrity of the Hernando County information system.

#### **4.2 Notification**

Hernando County Emergency Management (HCEM) will notify the Information Technology Department through established notification procedures. They will in turn notify supporting agencies to this ESF.

#### **4.3 Preparedness and Mitigation Phases**

##### **Primary Agency:**

- Ensure there is coordination for cybersecurity
- Serve as ESF 20 lead
- Provide stand by contractor support

- Coordinate and assess vulnerability of computer networks, telecommunication systems, radio, and internet services.
- Annually assess current capabilities of the ESF as it relates to emergency management.

#### **4.4 Response Actions**

##### **Primary Agency:**

- Act as the primary point of contact for cybersecurity and supporting agencies during and after the event.
- Provide at least one liaison to staff ESF 20.
- Managing resources required to address impacts of a cyber security incident
- Ensure situational awareness for EOC
- Coordinate and prepare information for dissemination to government and critical infrastructure partners.
- Collect and analyze information
- Integrate ESF 20 information sharing structure
- Provide subject matter expertise on county systems

#### **4.5 Recovery Actions**

##### **Primary Agency:**

- Continue to provide subject matter expertise.
- Coordinate entities on reimbursement for operational expenses
- Coordinate staffing for recovery operations

##### **Support Agencies:**

- Supporting agencies will perform specific functions in line with their agency's mission and coordinate their resources with the ESF 20 primary agency to execute a unified, orderly effort directed at maintaining economic stability and expediting the business recovery efforts following a major disaster.