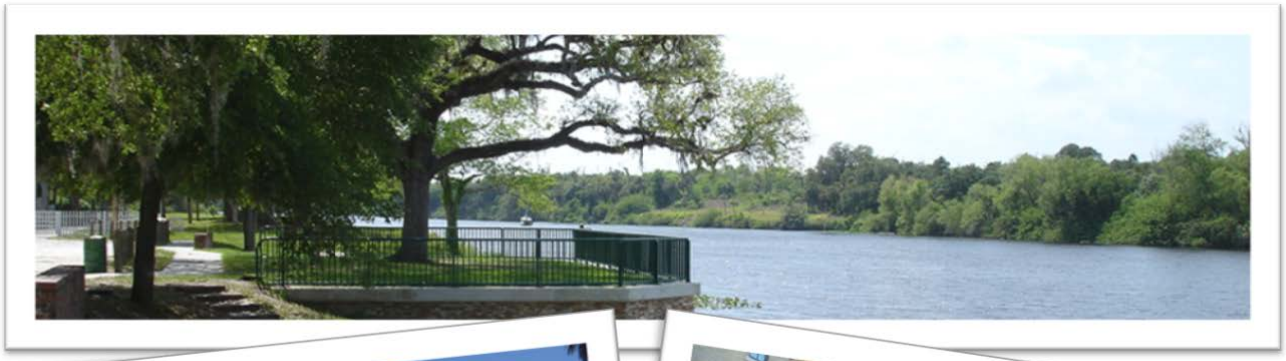





Hendry County, Florida

Comprehensive Emergency Management Plan

2019

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Jared Moskowitz
Director

March 11, 2020

Richard Lehmkuhl, Director
Hendry County Emergency Management
PO Box 2340
LaBelle, FL 33975

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Dear Director Lehmkuhl:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Hendry County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Glen Hammers, at (850) 591-9947 or by email: Glen.Hammers@em.myflorida.com.

Sincerely,

Linda McWhorter, Chief
Bureau of Preparedness

LM/RL/gh/

cc: Mitchell Wills, BOCC Chair, Hendry County
Jim Roberts, DEM Regional Coordination Team Manager
Jodie Fiske, DEM Regional Coordinator
Charles Kammerer, RPC Representative
Amanda Campen, DEM - Recovery
Miles Anderson, DEM - Mitigation
Ryan Lock, DEM – Plans Manager
Glen Hammers, DEM – CEMP Planner

COUNTY OF HENDRY, STATE OF FLORIDA
RESOLUTION NO. 2020- 20
RECORDED IN RESOLUTION BOOK XXXII, **PAGE** 39.

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HENDRY COUNTY FLORIDA, ADOPTING THE COMPREHENSIVE EMERGENCY PLAN AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Rule Chapter 27P-6, Florida Administrative Code, provides for each County Emergency Management agency to prepare a comprehensive local emergency management plan as a precaution for protecting the citizens of the state from emergencies; and

WHEREAS, the Hendry County Comprehensive Emergency Management Plan has been prepared in accordance with the requirements of Rule Chapter 27P-6, Florida Administrative Code; and

WHEREAS, this plan establishes a framework consistent with the National incident Management System (NIMS), which Hendry County may realistically prevent or mitigate the impact of, prepare for, effectively respond to, and recover from a wide variety of emergencies which may occur either naturally or as a result of manmade causes; and

WHEREAS, Rule Chapter 27P-6.006(11), Florida Administrative Code, requires the governing body of Hendry County to adopt by resolution, the Hendry County Comprehensive Emergency Management Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Hendry County, that the Hendry County Comprehensive Emergency Management Plan is hereby adopted with authority granted to the County Administrator or County Emergency Management Director to make those administrative revisions to the plan as necessary or as conditions warrant.

Duly passed and adopted this 14th day of April , 2020

BOARD OF COUNTY COMMISSIONERS
OF HENDRY COUNTY, FLORIDA

ATTEST:

Kimberley Barineau, Clerk

Mitchell Wills, Chairman

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Hendry County, Florida

640 South Main Street
LaBelle, Florida 33935
863.675.5304

Hendry County
"Sweet, Friendly…Country"

Disclaimer

The Hendry County Comprehensive Emergency Management Plan (CEMP) defines the scope of preparedness, mitigation, incident management activities and recovery. The CEMP describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. It is designed to be consistent with Presidential Policy Directive (PPD-8), the National Preparedness Goal, the National Incident Management System (NIMS), the National Response Framework (NRF), the Incident Command System (ICS) guidelines, and the Florida Comprehensive Emergency Management. The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. This is a working document that will be continually updated when new requirements or conditions are developed.

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ACRONYMS

This list is not designed to be an authoritative source nor is it designed to be all-inclusive. This listing is merely a reference. Certain organizations listed herein are obsolete, but are included for the use of persons who may be referring to this page for definitions.

ARES	Amateur Radio Emergency Services
ARL	Advanced Recovery Liaison
BOCC	Board of County Commissioners
CAP	Civil Air Patrol
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
DACS	Florida Department of Agriculture and Consumer Services
DBPR	Florida Department of Business and Professional Regulations
DCA	Florida Department of Community Affairs
DCF	Florida Department of Children and Families
DEM	Florida Division of Emergency Management
DEP	Florida Department of Environmental Protection
DFO	Disaster Field Office
DMA	Florida Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DOC	Department of Corrections
DOEA	Florida Department of Elder Affairs
DOH	Florida Department of Health
DOI	Florida Department of Insurance
DOT	Florida Department of Transportation
DRC	Disaster Recovery Center
DSR	Disaster Survey Report
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPA	Emergency Management Preparedness and Assistance Fund
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESATCOM	Emergency Satellite Communications System
ESF	Emergency Support Function
FAC	Florida Administrative Code
FBI	Federal Bureau of Investigation
FDLE	Florida Department of Law Enforcement
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FFCA	Florida Fire Chiefs Association
FWC	Florida Fish and Wildlife Conservation Commission
FHP	Florida Highway Patrol
FLNG	Florida National Guard Flood Mitigation Assistance Program (FMAP)
FOG	Field Operations Guide
FP&L	Florida Power and Light
FRP	Florida Response Plan

GIS	Geographic Information System
HAZMAT	Hazardous Material
HMGP	Hazard and Mitigation Grants Program
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC/UC	Incident Command or Unified Command
IMT	Incident Management Team
IFG	Individual and Family Grant Program
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LNO	Liaison Officer
LSA	Logistical Staging Area
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation Program
PIO	Public Information Officer
POLREP	Pollution Report
PSN	Persons with Special Needs
PVO	Private Voluntary Organizations
R&D	Research and Development
RACES	Radio Amateurs in Civil Emergency Services
RIAT	Rapid Impact Assessment Team
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
RRT	Rapid Response Team
SAR	Search and Rescue
SBA	Small Business Administration
SDO	Standards Development Organizations
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWP	State Watch Office
UC	Unified Command
US&R	Urban Search and Rescue
USCG	United States Coast Guard
VOAD	Voluntary Organizations Active in Disasters

EXECUTIVE SUMMARY

Hendry County is vulnerable to a variety of hazards that can potentially threaten the citizens, businesses, and environment of the county. The Hendry County Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure that Hendry County and its municipalities of the cities of Clewiston and LaBelle will be adequately prepared to respond to these hazards. The CEMP outlines the general roles and responsibilities of County and municipal agencies when preparing for, responding to, or recovering from a large-scale emergency or disaster. The CEMP also coordinates the emergency and disaster activities of volunteer organizations and businesses that serve Hendry County.

The CEMP addresses the four phases of emergency management (mitigation, preparedness, response, and recovery). These phases' parallel activities set forth in the State Comprehensive Emergency Management Plan and the National Response Framework (NRF). The CEMP also describes how federal, state, and other resources will be coordinated under the National Incident Management System (NIMS) to supplement County resources in response to a disaster.

The CEMP is divided into the following sections: The Basic Plan, Emergency Support Function appendices, and operational and/or hazard specific annexes. The following is a brief description of the Plan.

A. The Basic Plan

The Basic Plan section of the CEMP describes, in general terms, how Hendry County will mitigate, prepare for, respond to, and recover from the impacts of a large-scale emergency or disaster. The Basic Plan contains sections that address areas such as: the responsibilities of the county and city governments, method of operations, financial policies that will be adhered to during times of emergency or disaster, and continuity of government. The Basic Plan also contains a section that addresses recovery issues in order to ensure a rapid and orderly implementation of rehabilitation and restoration programs for persons and areas affected by an emergency or disaster, and lastly it contains a section addressing mitigation issues, so that Hendry County has a framework that will be used to minimize the effects of potential emergencies or disasters before they occur.

B. The Emergency Support Function (ESF) Annexes

The Basic Plan Annex section organizes the County into Emergency Support Functions, or ESFs. In conjunction with the State of Florida CEMP and the NRF, Hendry County has identified an initial 18 ESFs as described in the annexes. Each of the 18 annexes to the Basic Plan, at a minimum, contain a method of operation and the responsibilities of the primary and support agencies that will respond in support of County government.

I. INTRODUCTION

The Hendry County CEMP is based on the principle of local governments bearing the initial responsibility for response to an emergency. The significance of this principle means that each level of government will accomplish the functions for which it is responsible, requesting assistance from the next higher level of government, only after resources at that level are clearly inadequate to cope with the effects of the situation. It follows, the assumption, that local government authorities should know where and how to obtain assistance, if it is needed. This will be accomplished through the Logistics and the Administration/Finance Sections under the NIMS structure.

Chapter 252, Florida Statutes (State Emergency Management Act), requires political subdivisions to develop emergency plans which are consistent and coordinated with the emergency planning of the State government. This CEMP fulfills this requirement and establishes a framework through which the governments and agencies of Hendry County will prepare for, respond to, recover from, and mitigate the impacts of a major or catastrophic emergency that would adversely affect the health, safety and general welfare of its populace.

The CEMP is strategically oriented, and addresses the operational concepts and responsibilities of coordinated county emergency response, relief, and recovery. The CEMP describes the basic strategies, assumptions and mechanisms through which the county government and agencies will mobilize resources and conduct activities to guide and support efforts for emergency response and recovery. This is done in harmony with the State of Florida's CEMP and the Federal Government's National Response Framework (NRF) in order to establish a level of operational continuity. The CEMP is functional in a multi-jurisdictional setting where cross-jurisdiction coordination is required. This is achieved through the use of the National Incident Management System (NIMS) as explained below.

To facilitate effective intergovernmental operations, the CEMP adopts a functional approach that groups emergency response organizations according to roles and responsibilities. These groups are called Emergency Support Functions (ESF). Each ESF is headed by a lead or co-lead agency, which has been selected based on its authorities, resources, and capabilities in the functional area. These functional groupings among County, municipal, and other agencies will serve as the primary mechanism through which Hendry County government and agencies will respond to a major or catastrophic emergency. The overall coordination will be provided by the Emergency Management Director on behalf of the County Administrator under the authority and auspices of this plan. Each ESF will be required to use the National Incident Management System (NIMS)/Incident Command System (ICS) within each of their groups. For overall operations, Hendry County will use the NIMS structure.

For consistency with federal, state, and local response structures the CEMP follows the framework of the National Incident Management System (NIMS). Should an incident occur in Hendry County that requires multiple jurisdictions, functional agencies, and emergency responder disciplines, it is critical that the operations of the incident be coordinated effectively and efficiently across public, private, and volunteer agencies on the local, state, and federal levels of government. The NIMS uses a systematic approach to integrate all emergency agencies into a unified framework for incident management from an all-hazards approach. This framework forms the basis for interoperability and compatibility that will enable a diverse set of public, private, and volunteer agencies to conduct well-integrated and effective incident management operations. This framework also allows for the integration of improved technologies and concepts to enhance overall response capabilities and coordination. The use of NIMS is a nationwide effort that is federally mandated for local, state and federal government agencies per Homeland Security Presidential Directive 5 (HSPD-5).

In Hendry County, ICS/NIMS is used for single agency responses on a daily basis. If multiple agencies are required to respond to an incident, the ICS/NIMS structure can be expanded into a Unified Command. If multiple incidents occur simultaneously which require multi-agency response, an Area Command can be set up to ensure efficient prioritization and use of resources. Hendry County's ICS structure is flexible and can integrate into any of the above scenarios.

Emergencies may happen at the same time as County or City prepares for, responds to, and recovers from a major event that is of such proportions that full activation of the EOC is required. All pre-existing emergencies must be integrated into management of the overall event through a Unified Command, or in some instances an Area Command, which establishes priorities, allocates resources, analyzes the impact of the emergencies, and informs the public.

CEMP MAINTENANCE

The CEMP was produced through the collaborative efforts of Emergency Management (EM) staff, in conjunction with County and municipal agencies, and public and private organizations. Our partner agencies are engaged informally, on an as needed basis, and formally in the capacity of Advisory Committees to inform the CEMP, companion documents, and legislative and strategic initiatives that impact emergency management activities. The Advisory Committees that provide guidance are multiagency and multidiscipline in nature.

Those portions of the plan addressing local emergency response capabilities were developed by the respective Emergency Support Function (ESF) with input from all the appropriate primary and support agencies. The Emergency Services Council meets quarterly to discuss planning, training, and operational needs to support emergency management activities. The Basic Plan was initially developed by the central steering committee for the ESF's and contains input from local government officials and representatives of volunteer agencies. The Director of Emergency Management has the overall responsibility for the development and continued maintenance of this plan; assuring that prompt and effective actions can and will be taken to respond and recover from the effects of a major or catastrophic emergency.

This plan is based on certain assumptions and the existence of specific resources and capabilities which may be subject to frequent change. Actual measures taken by Hendry County to respond to each situation will be tailored to each emergency situation. As such, a great deal of flexibility is built into the implementation of this plan. Some deviation in the implementation of the operational concepts identified in this plan may be necessary to protect the public.

The development and fine tuning of this plan will be an ongoing responsibility of the Emergency Management Department, and will be reviewed by the Emergency Management Director and updated annually. Plan revisions could reflect changes in implementing procedures, improved emergency management capabilities, correcting deficiencies identified in exercises, etc. This plan will be reviewed and adopted under the provisions of the Florida Statute Chapter 252, and Rules 9g-6 and 9g-7 of the Florida Administrative Code as the Hendry County Comprehensive Emergency Management Plan. The Director of Emergency Management will annually certify to the State of Florida that this plan is current and up to date.

ADVISORY COMMITTEE'S

Local Mitigation Strategy Working Group - The Local Mitigation Strategy (LMS) Working Group and Steering Committee are made up of a broad spectrum of both stakeholders and partners, including federal, state, and local government; private enterprise; private and public schools, colleges, and universities; hospitals; and not-for-profits. The LMS Working Group members submit projects to track mitigation, be eligible for funding and promote resiliency of the community.

Heartland Healthcare Coalition – The Region 6 Heartland Healthcare Coalition is made up of representatives from the healthcare community and emergency management. The Coalition was created in order to provide a coordinated effort in dealing with healthcare emergency preparedness and response capabilities of hospitals and community stakeholders within the region.

Regional Domestic Security Task Force (RDSTF) - The RDSTF EM Working Group is comprised of emergency managers from all of Region 6; which includes Collier, Lee, Hendry, Charlotte, Desoto, Glades, Manatee, Sarasota, Highlands and Okeechobee Counties. Their objective is to ensure the EM programs work effectively by open discussion and evaluations. Task force members include first responders from the disciplines of fire/rescue, emergency management, public health and hospitals, as well as law enforcement. The task force also works in partnership with schools, businesses and private industries. By utilizing a multi-disciplinary approach, the RDSTF's provide support to impacted communities by serving as a force multiplier for local agencies, and working in conjunction with emergency management professionals.

Whole Community Engagement Group – Hendry County EM hosts quarterly meetings for the representatives of the 2 municipalities, universities/colleges and other county partners. The purpose of these meetings is to discuss current issues, best practices and upcoming training and exercises. EM also utilizes these meetings to review current plans, policies and procedures, both to inform stakeholders and to solicit feedback..

HSEEP COMPLIANCE AND PLAN IMPROVEMENT

Hendry County EM conducts tabletop and functional exercises as well as annual full-scale exercises (e.g. Statewide Hurricane Exercise, Radiological Emergency Preparedness Exercises, etc.) to test the responsiveness and capability of Hendry County and its political subdivisions. Each exercise will test all or critical portions of the CEMP, including capabilities of equipment and the personnel to operate such equipment. Each exercise is evaluated through interviews of participating partner organizations following the exercise and adopted into an After Action Report (AAR). Revisions will be made to the appropriate plans based on the AAR findings.

Hendry County EM is compliant with the requirements of the Homeland Security Exercise and Evaluation Program (HSEEP) which is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP compliance is defined as adherence to specific processes and practices for exercise program management and exercise design, development, conduct, evaluation, and improvement planning. EM complies with the four HSEEP performance requirements.

These requirements are as follows:

- Conduct an annual Training and Exercise Planning Workshop and maintain a Multiyear Training and Exercise Plan.
- Plan and conduct exercises in accordance with the guidelines set forth in HSEEP policy.
- Develop and submit properly formatted After Action Report/Improvement Plans (AAR/IP).
- Track and implement corrective actions identified in the AAR/IP.

A. Purpose

The plan establishes the organizational concepts for an effective system of comprehensive emergency management. The purpose of the plan is to:

- Reduce the vulnerability of the people and communities of the county to damage, injury, and loss of life and property resulting from major or catastrophic emergencies.
- Prepare for a prompt and efficient response and recovery, to protect lives and property affected by emergencies.
- Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of persons affected by the emergency.
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.

B. Scope

This plan encompasses the following:

- Describes the various types of events which are considered likely to occur.
- Establishes the concepts under which the governments and agencies of Hendry County will operate in response to major or catastrophic emergencies by defining the responsibilities of each functional area of response
- Defines the emergency response organization and structure.
- Establishes the framework for detailed supportive planning by county agencies, municipalities, private and voluntary organizations, and provides for expeditious, effective, and coordinated employment of available resources before, during and after a major or catastrophic emergency.
- Identifies actions required by county and municipal governments to obtain assistance and relief from the state, non-governmental and private organizations, and the federal government.
- Establishes fundamental policies, program strategies and assumptions.
- Establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
- Defines an interagency coordination mechanism to facilitate delivery of immediate assistance, and direction and control of response and recovery resources.
- Assigns specific functional areas of responsibilities to appropriate County and municipal departments and agencies, as well as private sector groups and volunteer organizations.
- Addresses the various types of emergencies which are likely to occur, from minor to major or catastrophic.
- Identifies actions that county response and recovery organizations will take, in coordination with their state and federal counterparts.

C. AUTHORITIES AND REFERENCES

The applicable administrative rules that apply to local emergency management activities are:

1. Florida Statutes

- Chapter 1, Definitions
- Chapter 7, County Boundaries
- Chapter 14, Title IV, Executive Branch, Governor
- Chapter 22, Emergency Continuity of Government
- Chapter 30, Sheriffs
- Chapter 73, Eminent Domain
- Chapter 74, Proceedings Supplemental to Eminent Domain
- Chapter 125, County Government
- Chapter 154, Public Health Facilities
- Chapter 163, Intergovernmental Programs, PartIII, Community Redevelopment
- Chapter 165, Title XII, Municipalities, Formation of Local Governments
- Chapter 166, Municipalities
- Chapter 252, Emergency Management
- Chapter 321, Highway Patrol
- 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

2. Florida Constitution

- Article VIII S. 1, Establishment of County Government
- Article VIII S.2 (b), Municipalities, Powers and Duties

3. Federal Authorities

- Public Law 93-288, Federal Response Plan Authority
- Public Law 103-337, Federal Civil Defense Act, conversion to the Stafford Act
- Public Law 93-234, Flood Disaster Protection Act of 1973
- Public Law 94-499, Superfund Amendments and Re-Authorization Act of 1986
- Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)
- National Flood Insurance Act of 1968, 42 USC 4001 et seq.
- 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
- Homeland Security Presidential Directive/HSPD-5

4. Florida Administrative Codes

- Florida Department of Community Affairs Rules 9G 2, 6, 7, 11, 12, 14, 1 6, and 17
- Florida Department of Community Affairs Administrative Rules 92 and 5

5. Other Plans that Supplement this CEMP

- State of Florida, Governor's Executive Order 80-29, April 14, 1980 Disaster Preparedness
- State of Florida, Governor's Executive Order 92-242, September 1992, Governor's Disaster Planning and Response Review Committee
- Hendry County Local Mitigation Strategy
- Army Corps of Engineers Herbert Hoover Dike Emergency Action Plan
- Security Plans for Labelle and Airglades Airports

6. Mutual Aid Agreements and Memorandum of Understanding (These agreements are automatically renewed annually unless terminated in writing by the signing parties)

- FDEM-Alert Flroida 2019
- FDEM – Statewide Mutual Aid Agreement (SMAA) 2019
- Grace Healthcare Center Agreement
- Lincare Agreement: Oxygen Provider
- Oakbrook Manor of Labelle Agreement
- John Boy Auditorium of Clewiston: Evacuation Agreement (PSN)
- Hendry County School Board Agreement: Evacuation Agreement (general)
- Harlem Community Civic Center: Evacuation Agreement (general)
- Amercian Red Cross with the City of Labelle Civic Center Agreement w/ ARC: Recovery Shelter (general)
- Dept of Health / Hendry Regional Medical Center: Evacuation Agreement (PSN)
- Hendry County School Board Activation System Procedures Agreement.
- Good Wheels Transportation Agreement
- High School Shelter Agreement
- City of Clewiston Emergency Command Post Agreement

D. METHODOLOGY

CEMP development is a continuous process that involves all levels and departments in County and Municipal government and many in the private and volunteer sectors of Hendry County. A listing of the agencies and departments participating in the CEMP development are available for reference in the Hendry County Emergency Management Office.

The CEMP is comprised of several elements. All elements share a common format to facilitate inter-agency use and to provide compatibility with the State CEMP. All pages of the County CEMP; Basic Plan, Annexes, SOP, and Appendices/Tabs are dated and numbered to facilitate subsequent updating of Plan elements.

1. The Basic Plan

The Basic Plan section of the CEMP describes, in general terms, how Hendry County will mitigate, prepare for, respond to, and recover from the impacts of a large-scale emergency or disaster. The Basic Plan contains sections that address areas such as: the responsibilities of the county and city governments, method of operations, financial policies that will be adhered to during times of emergency or disaster, and continuity of government. The Basic Plan also describes how Hendry County will manage large scale emergencies and disasters in accordance with the National Incident Management System (NIMS). The Basic Plan contains a section that addresses recovery issues in order to ensure a rapid and orderly implementation of rehabilitation and restoration programs for persons and property affected by an emergency or disaster, and contains a section addressing mitigation issues so that Hendry County has a framework that will be used to reduce the effects of potential emergencies or disasters before they occur.

2. The Emergency Support Function (ESF) Annex

The Basic Plan Annex section organizes the County into Emergency Support Functions, or ESFs. In conjunction with the State of Florida Comprehensive Emergency Management Plan and the National Response Framework, Hendry County has identified an initial 18 Emergency Support Functions as described in the appendices. Each of the 18 appendixes to the Basic Plan, at a minimum, contains a method of operation and the responsibilities of the primary and support agencies that will respond in support of County government. Each ESF will have descriptions of their roles under the Hendry County NIMS/EOC Interface.

3. The Operational and Hazard Specific Annexes

The CEMP contains annexes that are specific to particular operational issues and hazards that require special action.

4. Appendices and TABS:

These devices, generically identified as “addenda”, are used to append fragile information such as: telephone lists/personnel rosters; large/bulky items such as maps or critical facilities listings, instructional materials such as checklists and for selective inclusion of restricted-access materials in the Basic Plan, its Annexes, or any SOP.

Plan development and maintenance is a primary functional responsibility of the County Emergency Management Director. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan execution. This process involves a team of participants from all sectors of the community, and at all levels of authorities in those sectors, in a set of interrelated and reiterative activities as described in the following:

The Emergency Management Director leads an emergency management team consisting of designated representatives of government agencies having operations in the county, critical businesses and industries, and volunteer and other concerned private groups. The organizations providing key members of this long-standing, broadly based multi-purpose team are more formally identified in the Hendry County ESF matrix located in the Organizational section of this plan. Those identified with ESF primary and support responsibilities comprise the core emergency management planning team. Those on the core team also have key roles in planning, training, and evaluation activities. This team meets quarterly to discuss planning, training, and operational needs to support their emergency management activities. In consultation with the core team, the Emergency Management Planner drafts the basic plan and revisions thereto, defining the Plan purpose and scope, providing analysis of hazards and financial and resource management issues as well as the other elements of the basic plan. Changes are subsequently made in order to keep the plan current and functional.

Based upon contents of the draft Basic Plan, the Lead Agency for each ESF drafts an Annex for that ESF. This is done in coordination with the agencies that have support roles in that ESF. Each draft ESF Annex is reviewed by all affected ESFs to advance overall coordination and understanding. In the ESF drafting and review process, the Basic Plan, too, undergoes scrutiny for adequacy of policy, content, coverage, and concepts. The result of this reiterative draft-and-review activity is production of a final draft Basic Plan with Annexes. The Lead Agency for ESF is responsible for making changes to the annex, when needed.

Standard Operating Procedures (SOP) will be developed by participants as necessary to support the Plan. Some SOP will be developed concurrently with development of the Basic Plan and the Annexes; others will follow its formal adoption. SOPs that pertain solely to internal department or agency operations in execution of ESF responsibilities are not included in distributed copies of the Plan.

Appendices/Tabs and other Plan Addenda are developed to support elements of the Basic Plan, Annexes, or SOP, generally concurrent with development of each element. Since the data in Appendices/Tabs may be short-lived, identification of effective date/expiration date must be stated clearly and procedures set to ensure updating is done at the appropriate time.

After all issues have been addressed by the Emergency Management Director in the last State review process, the final draft of the Plan is then submitted to the County attorney and then to the Board of County Commissioners for adoption. Upon adoption of this plan by the Board of County Commissioners, copies are distributed for official record, for users, and for limited public access. Obsolete Plans and Plan elements are recovered in exchange for new editions. A signature of the Department Head or Agency Representative on the signature sheet, located in this Plan, indicates receipt of the new Plan. Any changes to the Plan after initial distribution will be sent to all parties on the distribution list/signature sheet.

Recognizing that the planning process is unending, Plan adoption may be undertaken even though some elements may be incomplete. Letters of acceptance to planning principles and plan responsibilities can be found in the Hendry County Emergency Management office. Rosters of training and orientation seminars that cover ESF and Plan operations can also be found in the Hendry County EM office.

A complete revision and reprinting of the CEMP, as well as submission to the Board of County Commissioners for formal adoption is done every 4 years unless it is adopted by exception. Interim adjustments to the plan are done by the Emergency Management Director in order to keep the plan current after the draft, coordination, and review processes outlined in the preceding are completed. Changes are affected by the County Emergency Management Directors distribution of changes with requirements that obsolete pages be returned to Emergency Management.

The signature list reflecting distribution of plan copies is in the References section of this CEMP. The matrix used indicates which elements of the CEMP were distributed to each distribution point. Copies of CEMP elements are available for limited public viewing at the county library. Copies may be made upon request to the Clerk of Courts for the cost of reproduction set by the Clerk. Copy machines in the library can be used to copy desired portions of the Plan at reasonable cost.

II. SITUATION

A. ASSUMPTIONS

A major or catastrophic emergency will overwhelm the ability of Hendry County to provide prompt and effective emergency response and short term recovery measures. The transportation infrastructure may be damaged or disrupted. Widespread damage to commercial telecommunications facilities could be experienced and the ability of governmental response and emergency response agencies to communicate could be impaired.

Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources might be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Many County and municipal emergency personnel may be casualties of the emergency, thus preventing them from performing their assigned emergency duties. Separate hazardous conditions and other emergencies as a result of the major event can be anticipated.

Thousands of survivors may be forced from their homes and large numbers of dead and injured could be expected. Many people may be in life-threatening situations requiring immediate rescue and medical care. There may be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that do remain in operation could easily be overwhelmed by the number of people requiring medical attention. Medical supplies and equipment could be in short supply.

Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution facilities may be severely damaged or destroyed. There may be near-total disruption of energy sources and prolonged electric power failures.

B. VULNERABILITY ANALYSIS

Hendry County could easily experience a loss of life and property of catastrophic proportion from a series of potential hazards. The following statistics from 2018 are provided relative to the County's vulnerable population:

- Forty-one (41) percent (5124) of the County's housing units are mobile homes.
- Forty-two (42) percent (16,438) of the County's total population over five years of age speak a language in the home other than English.
- Eleven and a half (11.5) percent (4491) of the County's total population is 65 years of age and over.
- In 2019, there were 11 individuals registered as people with special needs for assistance throughout the county. It is anticipated that there will be many more actually requiring assistance than are currently registered.

C. HAZARDS ANALYSIS

Hendry County is exposed to a wide array of natural hazards that threaten both human life and property. This section includes a general description of types of natural hazards that could possibly affect Hendry County and a discussion of their potential impact to the area. There is also a statement made about whether or not the hazard is analyzed and a reason for that decision.

Many other hazards were initially eliminated from the scope of the analysis of the LMS because of Hendry County's location, climate, and/or topography. Hazards that are not likely to occur include: earthquakes, tsunamis, coastal erosion, and landslides/sinkholes/other seismic events. Due to the frequency of thunderstorms/high wind events, exotic pest/disease disasters, and tornadoes throughout Hendry County, the LMS will analyze these effects as well. Table 1 at the end of this section identifies the vulnerabilities and probability of each hazard occurring in Hendry County. The Hazard Analysis section of this plan is from the Local Mitigation Strategy.

1. Earthquakes

Due to the historically low probability that the Hendry County area will experience an earthquake, the potential damages caused by earthquakes has not been analyzed.

2. Tsunamis

Due to the historically low probability that the Hendry County area will experience a tsunami and its location beyond the boundary of the 500 year tsunami risk zone (MEMPHIS); the potential damages caused by tsunamis have not been analyzed.

3. Coastal Erosion

Since Hendry County is an inland county with no coastline, there is no vulnerability to coastal erosion. Therefore, coastal erosion has not been analyzed.

4. Landslides, Sinkholes, Subsidence and Other Seismic Events

Due to the historically low probability that the Hendry County area will experience a landslide, sinkhole, or soil subsidence, the potential damages caused by landslides and/or sinkholes have not been analyzed in the risk assessment portion of this document.

5. Hurricanes and Coastal Storms

Hendry County and its municipalities have a potential vulnerability to hurricanes; which may approach from either the Atlantic Ocean or the Gulf of Mexico. Although Hendry County is not likely to experience storm surge flooding from hurricanes or tropical storms, the county could experience freshwater flooding if heavy rains proceed or accompany the storm. The county and its jurisdictions are potentially very vulnerable to wind damage from a hurricane, as the housing stock contains a high percentage of manufactured homes, travel trailers, and recreational vehicles. Residents of these types of dwellings will require public

sheltering, and the county has a public shelter deficit in major hurricane (Category 3, 4, 5) events. A third vulnerability factor is that the road system in Hendry County contains evacuation routes which are used by evacuees from both east and west coasts. In a bi-coastal evacuation such as Irma, county roads could quickly become clogged, creating delays and potential hazards for both local residents and pass-through evacuees. Information and data regarding potential hurricane problems in Hendry County, including the Cities of Clewiston and LaBelle are contained in the Regional Hurricane Evacuation Study Update.

ANALYSIS

In the event of a Hurricane or Coastal Storm the entire population of 41,566 residents may be affected. Due to the probability and the location of the Hendry County area, the potential damages caused by coastal storms have been analyzed in the Risk Assessment portion of the LMS document.

6. Tornadoes

Many tornadoes and water spouts have been sighted in Hendry County, with only a few causing significant damage. Clewiston, LaBelle, and Hendry County as a whole are generally of low relief, as is the remainder of southern Florida. Extensive areas of the county have been cleared for agricultural activities, such as grazing, citrus groves, row crops or sugarcane. This combination of low relief and land surface exposure can result in an increased likelihood for the formation of funnel clouds and tornadoes. Tornado formation is a concern for all three jurisdictions anytime a hurricane or severe thunderstorm is expected in the area. Additionally, the presence in all three jurisdictions of large numbers of manufactured homes, travel trailers, and RVs increases the potential that residences will be severely damaged or destroyed by these storms.

ANALYSIS

In the event of tornadoes, the entire population, of 41,566 residents, of the County can be affected. Due to the high occurrence of tornadoes in Florida, the potential damages caused by tornadoes have been analyzed in the Risk Assessment portion of the LMS document.

7. Floods

In Hendry County, rainfall, or freshwater, flooding can accompany hurricanes or severe thunderstorms, or occur as a result of long periods of rain. Such flooding occurs when soils become saturated and cannot accept water seeping in from the surface or from water bodies. Like much of Southwest Florida, Hendry County is low lying and contains numerous streams, lakes, and wetlands. These natural systems can overflow into their adjacent floodplains, causing widespread property and agricultural damage, and sometimes loss of life.

Flooding conditions may be contributed to, or aggravated by improperly constructed or maintained manmade flow ways, such as culverts, bridges, ditches, and canals. Two areas of LaBelle: Bridge Street (S.R. 29), between Washington and Oklahoma Streets; and the Pinewood Area, in the southwest portion of the City, experience frequent flooding problems. Fortunately, the drainage system in and around the City of Clewiston appears to be adequate to

contain and control most extreme rainfall events. However, City officials have expressed concern regarding the possibility of electrical outages or mechanical failures at the city's wastewater treatment plant, in conjunction with heavy rainfall. Such an incident could cause overflow of the effluent holding areas into the city drainage-ways. This creates a potential health hazard from human contact with the effluent.

A secondary problem related to flooding in the unincorporated areas of the County concerns the prevalence of septic systems for household wastewater disposal. Ground saturation can force septic effluent to the surface where it can be carried into streams, wells, and residences by floodwater. This creates a potential health hazard from drinking water contamination. Finally, long-term (more than three days) flood conditions can allow mosquito breeding, with a subsequent increase in the incidence of insect-borne diseases. Major concerns from the effects of flooding are: crop loss, structural and infrastructure damage, loss of life, and damage or loss to agricultural animals.

ANALYSIS

The entire population of 41,566 residents of Hendry County is at risk for flooding. The potential impact floods can have on Hendry County is examined in the Risk Assessment portion of the LMS document.

8. Wildfires

In Hendry County, many of the wild land fires are started by lightning, and their most likely occurrence is during the annual late winter/early spring dry season. The primary threat in such instances is to natural areas, wildlife, agricultural properties, or scattered homes. The fact that the City of Clewiston is largely surrounded by cleared agricultural land tends to prevent wildfire encroachment into the city. The City of LaBelle is surrounded by relatively open areas, and has not had a recent problem with wildfires spreading across the city boundaries.

ANALYSIS

The entire population of 41,566 residents of Hendry County may be affected by wildfires. The potential impacts wildfires can cause are analyzed in the Risk Assessment portion of the Local Mitigation Strategy. It is also discussed further in the Wildfire Annex provided by the Florida Division of Forestry. The DOF's Wildfire Plan is considered a planning mechanism.

9. Nuclear Power Plant

Hendry County is not within the Exposure Planning Zone or Ingestion Pathway of any nuclear facility; however, the County road system could be used by evacuees from other counties.

10. Armed Violence (Civil Disturbance, Terrorism, or Military Conflict)

There is no history of civil disturbance in Hendry County. The County has a very diverse population with a wide variety of perceptions and issues that could result in misunderstandings leading to limited and localized incidents.

Emergency Management's attention to threats of armed violence is growing. Terrorism is a serious issue in Florida; and the State is particularly vulnerable, due to its close proximity to Latin America, Cuba and the Caribbean Nations. Although potential targets are unpredictable, high density population centers and military installations are the most likely. Terrorism increases the likelihood of mass casualty and mass evacuation from a target area.

ANALYSIS

Approximately 10% of the population of Hendry County's 41,566 residents may be affected by civil disturbance, while the entire population of Hendry County may be indirectly affected by terrorism.

11. Hazardous Materials

Hendry County is not a major user of significant amounts of hazardous materials, relative to large industrial communities. However, as an agriculture based community, there are high amounts of hazardous materials used for this purpose. The most significant threat exists on the State Road 80, the State Road 29, and the US 27 corridors. Hendry County Emergency Management conducts an analysis of the Sara Title III facilities in the County each year.

Numerous ammonia, chlorine, natural gas and bulk fuel storage facilities are located in Hendry County. Some of the storage facilities are: the municipal airport, Hendry County Engineering, County Courthouse, the Emergency Operations Center, School District Administrative Offices, Sheriff's Office and Jail.

ANALYSIS

Hazardous materials incidents can occur anywhere there is a road, rail line, or fixed facility storing hazardous materials. Virtually the entire county population of 39,140 residents may be affected by an unpredictable incident of some type.

12. Dam/Levee Failure

Appendix F of the Risk Analysis section of the LMS contains a map of the Herbert Hoover Dike System (Army Corp of Engineers). Recently, only as-needed repairs have been made to the HHD. However, signs of instability such as boils and piping have occurred during recent years which indicate that major renovations are underway, especially along the southeastern portion of the HHD (Army Corp of Engineers). While there is no history of failure for this dike in the Hendry County area, the threat from dike failure is real, especially as the dike structure ages.

ANALYSIS

The potential damages caused by dam/levee failure have been analyzed in the risk assessment portion of the LMS document. In the event of a Dam/Levee failure of the HHD, the 7,985 residents of the City of Clewiston may be affected.

13. Thunderstorms/High Winds

In Hendry County (including Clewiston and LaBelle), severe thunderstorms can appear in either the winter, as part of passing cold fronts; or during the summer, when the afternoon shower pattern can sometimes produce locally severe storms.

Thunderstorms can produce dangerous lightning strikes and Florida receives more lightning strikes per storm event than any other area of the U.S. Historically, the LaBelle and Clewiston areas receive a somewhat greater number of lightning strikes, per storm, than most other parts of the Region. This may be another aspect of the county's overall openness and low relief. The increased lightning activity may also be related to the County's location on the boundary between the temperate and sub-tropical climatic zones. Lightning damage can be either direct or indirect. Direct damage is caused when lightning actually strikes the ground, a structure or a person. Indirect damage can be caused by lightning-sparked fires (particularly in the dry season), or by secondary electrical power surges. In these ways, a single lightning strike can create damage over a relatively large area.

ANALYSIS

Due to the high frequency of thunderstorm occurrences in Hendry County, the potential impacts of thunderstorms and high wind events is analyzed in the Risk Analysis section of the LMS document. The entire population of 41,566 residents in Hendry County may be affected by thunderstorms.

14. Drought/Heat Wave

In Hendry County, drought most often occurs toward the end of the annual dry season, when significant rainfall may not have occurred for several months. Drought can also refer to periods when normally expected rainfall is absent (such as an unusually dry summer). Because Hendry County, and therefore Clewiston and LaBelle, are within the South Florida Water Management District, drought can initiate a series of declared water shortages and water use restrictions, with widespread impacts to agricultural production, the economy, and human welfare as a whole. Drought may also impact navigation and fishing activities in the Caloosahatchee River, Lake Okeechobee, and their tributaries, through lowering of water levels.

ANALYSIS

The potential impacts associated with droughts and heat waves are analyzed in the Risk Assessment portion of the LMS document. The effects of drought/heat wave can affect the entire population of 41,566 Hendry County residents.

15. Winter Storms and Freezes

As a whole, Hendry County is one of the State's leading agricultural producers, with regard to cattle, row crops, sugarcane, and citrus. The Clewiston area is the State's "sugarcane capital", and the area's major employer is a sugarcane processing industry. Thus freezes, which might damage the sugarcane crop, are of major economic and personal concern to City and area residents. Other crops, such as citrus or vegetables, can also be damaged by freezes. The area generally receives one to three freezes a year; most often in January or February. Freezes which occur for periods of two successive nights, or longer, can damage or kill row crops or citrus, and may destroy a year's production for certain commodities. The cold temperatures accompanying freezes can also pose a direct threat to homeless persons, or individuals living in sub-standard housing, in that these persons may be endangered by exposure to the extreme cold. Hendry County and its jurisdictions attract many such persons due to the generally warm winter weather and, for some, the possibility of winter work. Therefore, public and private shelters are usually opened prior to an expected freeze event to accommodate the aforementioned populace.

ANALYSIS

While Hendry County does not experience winter storms and freezes of the magnitude in other states, the freezes that do occur impact the county greatly. The potential risks associated with freezes are discussed in the Risk Analysis section of the LMS document. The entire population of 41,566 Hendry County residents may be affected by winter storms and freezes.

16. Exotic Pests and Diseases

Agriculture in Hendry County is susceptible to exotic pests and diseases just like all other agricultural entities on a continuous basis. Significant pests to affect Florida's agriculture have included the Mediterranean fly, the brown citrus aphid, plant feeding snails, chrysanthemum white rust, the golden nematode, red ring disease of coconut, citrus canker, citrus greening, pine bark beetle, and the Asian gypsy moth.

Aside from a loss of agricultural crops to pests and diseases, exotic pests have other costs associated with them. There is a loss of county funds that get used up to attempt to control invasive species. There is a loss of biodiversity that occurs as a new species takes over. Unchecked, diseases can severely adversely impact the natural environment and/or economic production. Some animal-borne diseases of wildlife, such as rabies or distemper can infect human beings or their domesticated animals. Occurrence of such diseases is not restricted to any particular time of year, but may in some cases be tied to other natural disasters (such as floods or fires) which place stress on the area's natural systems.

ANALYSIS

The potential impact of exotic pests and disease is discussed further in the Risk Assessment section of the LMS document. The entire population of Hendry County's 41,566 residents may be affected by exotic pests and diseases, whether directly or indirectly.

17. Mass Migration/Coastal Oil Spills

Coastal oil spills do not apply to Hendry County. Hendry County is not a coastal county; and thereby is not concerned with costal oil spills.

Mass migration, whether permanent or temporary, has always been a traditional response or survival strategy of people facing the prospect, impact or aftermath of disasters (Hugo 1996). However, today more than ever, the complex nature of disasters brings with them enormous potential for the uprooting of large numbers of people. Hendry County is unique in its geographical location in that it is a small rural county surrounded by large urban counties with large populations of people.

When Hurricane Andrew hit Miami- Dade County in 1992, it inflicted nearly thirty billion dollars worth of damage and displaced roughly 353,000 people temporarily. Forty thousand of the displaced (roughly 11%) permanently migrated, but of the 40,000 that migrated about half (20,000) moved only about a half an hour's drive North, sparking a population boom in Plantation and other Broward County communities.

ANALYSIS

The impacts of a Mass migration of people to Hendry County after a catastrophic event, can affect all areas of the County infrastructure (roads, Fire, EMS, Law Enforcement etc.) as well as local private businesses and housing. Many businesses may not be able to maintain adequate supplies for the increased number of customers. The local motels and RV parks could become overrun and the limited number of housing could become inundated, causing families to open their homes to family and friends for extended periods of time. This increased number of people would require a greater response from the local law enforcement agencies, as well as the local Fire Departments and Emergency Medical Services (EMS). The entire population of Hendry County's 41,566 residents may be affected by Mass Migration, whether directly or indirectly. While the probability and frequency is low the impact could be moderate for a time.

18. Major Transportation Incidents

Hendry County has various major roadway arteries, which cross into the county. This warrants a constant vulnerability to transportation accidents. The main concern for transportation accidents includes mass casualty events and hazardous material accidents. Due to the close proximity to the airport in Fort Myers and the number of privately operated landing strips, Hendry County may also be vulnerable to plane crashes.

ANALYSIS

The impacts of a major traffic incident on State Road 29 North to South can affect an average of 8,988 vehicles daily. A major incident on State Road 80 running east and west from the Lee County line to the Palm Beach County line would be an impact to an average of 14,687 vehicles on a daily basis.

19. Pandemic Outbreak

Hendry County is vulnerable to epidemic on a constant basis. Although the threat is minimal, an epidemic is still possible. With tourists coming in from all over the world during the months of October through April, there is an increased vulnerability during this time. The environment is monitored for diseases and pathogens on a regular basis by local and state agencies. The age-specific morbidity and mortality may be quite different from the normal annual epidemics, with a higher proportion of deaths in persons under 65 years of age. Historically the largest periods during which community outbreaks transpire across the country have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

ANALYSIS

The impact of a pandemic within Hendry County is presently undeterminable due to the virulence of virus, how rapidly it spreads among humans, and the effectiveness of prevention and response efforts. A pandemic is likely to occur in waves, each lasting 6 to 8 weeks and may be separated by many weeks of relative inactivity. Multiple waves of illness may occur with each wave lasting two to three months.

A pandemic will place great strains on existing health care resources, including space, personnel, and supplies. Infection may occur in up to 30-40% of the population. Infection rates may be highest in school-aged children (40%) and decline with age. An average of 20% of working adults may become ill. Current mortality trends rates are highest among school children ages 10-18 and among adults ages 18-39. It is possible that some individuals may become infected, and not develop clinical symptoms. Those with full blown symptoms will be most infectious. School aged children usually shed the greatest amount of such a virus and therefore are likely to pose the greatest risk for disease transmission. Approximately 75% of those who become ill with influenza (an estimated 35% of the general population) will seek outpatient medical care (an estimated 25% of the general population) and 11% will be hospitalized. (These estimates may differ greatly, depending on the severity of the outbreak.) The number of hospitalizations and deaths will depend on the virulence of the pandemic virus.

20. Critical Infrastructure Disruption

Hendry County has a moderate vulnerability to Critical Infrastructure Disruption. Hendry County is served by four different power companies: Florida Power and Light, Glades Electric Cooperative, Lee County Electric Cooperative and also Clewiston Utilities. There are various resources that depend upon electricity.

ANALYSIS

Power disruptions may cause economic loss to Government, businesses and residents of Hendry County in many ways. This loss could be economic through loss of business, or tangible through loss of inventory (food, artifacts, etc). Loss of power could also result in impacts to airports, security systems, water and waste water facilities, telecommunications, banking, transportation maintenance (traffic signals and street lighting, etc.), healthcare, flood water control systems and cyber infrastructure.

21. Special Events

Hendry County has a low vulnerability to special events. The County has 3 major events. The Swamp Cabbage Festival, which lasts for one weekend if February, and has been known to receive over 15,000 spectators. The Brown Sugar Festival is a two day event that is held on the first weekend of May. The Brown Sugar Festival is known to draw approximately 10,000 people. The Sugar Festival is a one day event that is held the third weekend in April. This event may draw up to 15,000 people. Hendry County has very limited hotel space, and normally receives the spectators as daily visitors to the County.

TABLE 1

Hazards Vulnerability Matrix				
Hazard	Probability	Impact	Frequency	Distribution
Earthquake	Low	Moderate	Unknown	County-Wide
Tsunami	Low	Moderate	>500 years	N/A
Coastal Erosion	None	None	N/A	N/A
Landslides Sinkholes	Low	Minimal	50 Years	County-Wide
Hurricane	High	Major	3 years	County-Wide
Tornado	Moderate	Major	1 or 2 a year	County-Wide
Flood	Moderate	Moderate	0 – 1 a year	County Wide
Wildfire	High	Moderate	1 or 2 a year	County-Wide
Dam/Levee Failure	Low-Moderate	Major	Unknown	Clewiston
Thunderstorm/High Wind Event	High	Minor-Moderate	Several a year	County-Wide
Drought/Heat Wave	High	Major	Several a year	County-Wide
Winter Storms/Freezes	Moderate	Minor	5 Years	County-Wide
Exotic Pests/Diseases	Moderate	Moderate	1 or 2 a year	County-Wide
Mass Migration	Low	Moderate	Unknown	County-Wide
Civil Disturbance	Low	Minimal	Unknown	County-Wide
Terrorism	Low	Minimal	Unknown	County-Wide`
Critical Infrastructure	Moderate	Major	Several a year	County-Wide

D. GEOGRAPHIC INFORMATION

All of the geographical areas of Hendry County are susceptible to the effects of the Hazards listed in the Hazards Analysis. The matrix below from the Local Mitigation Strategy identifies the vulnerability of each hazard.

1. Area in Square Miles

As a part of Southwest, Florida, Hendry County is the eighth largest county in Florida in size, with 1,187 square miles. Hendry County shares land boundaries with Broward, Charlotte, Collier, Glades, Lee and Palm Beach Counties.

2. Topography of the Land

The county's flat topography is characterized by the Caloosahatchee River, an inter-coastal system that runs from the Gulf of Mexico, to Lake Okeechobee, and finally to the Atlantic Ocean. The Caloosahatchee River runs 9.5 miles through Hendry County.

3. Land Use Patterns

The County is generally a rural and agriculturally based community, with scattered residential subdivisions and limited commercial and industrial development. The agriculture industry is predominantly comprised of citrus and sugarcane, with some cattle ranches and specialty crops.

TABLE 2

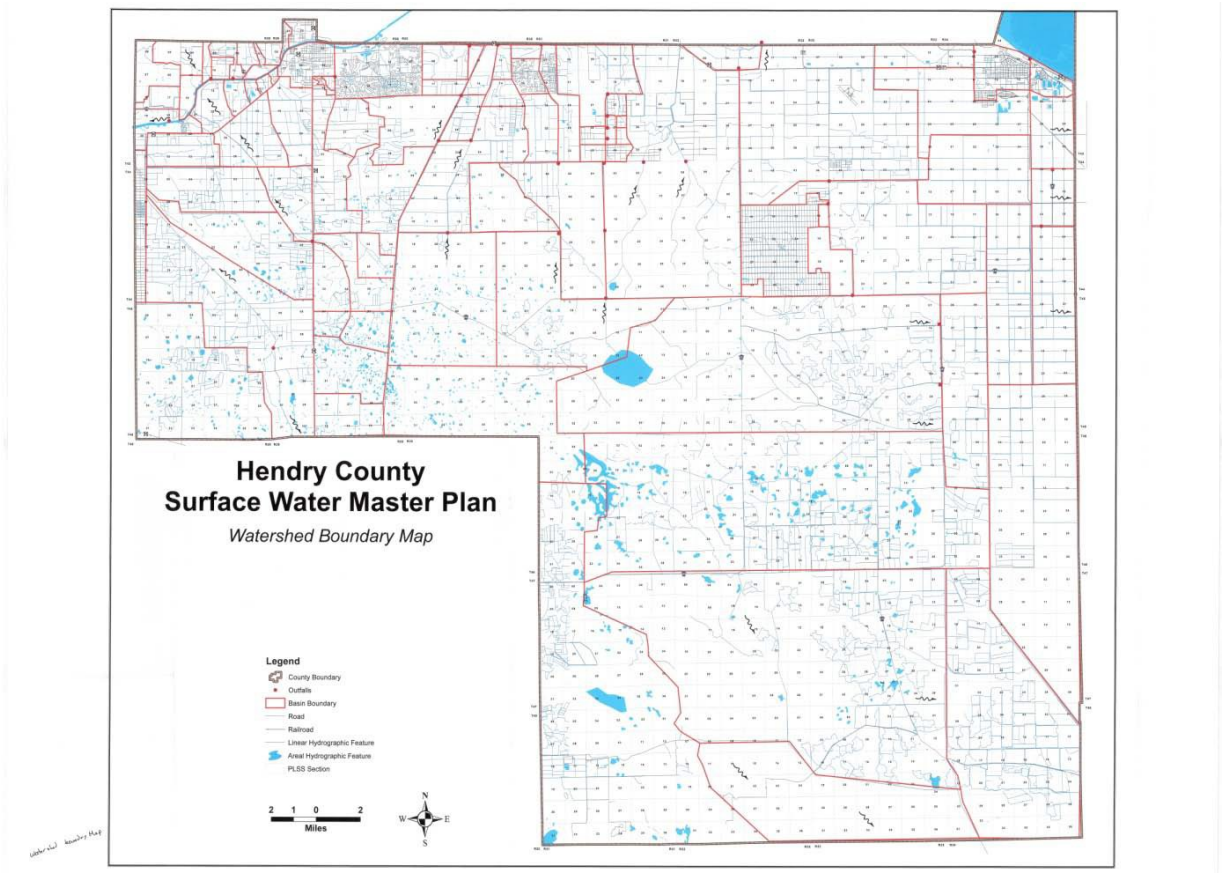
Vacant and Developable Lands in Hendry County		
Land Use	*Acreage*	*% of County Area*
Agriculture	466,936	61.33%
Vacant Acreage Non Agricultural	46,544.18	6.11%
Vacant Commercial	399.20	.05%
Vacant Industrial	195.49	.03%
Vacant Institutional	40.74	.01%
Vacant Residential	16,235.01	2.13%
Total Developable/Vacant	*530,360.62*	*69.66%*
Railroads		
Conservation Total	34,033	4.47%
Government and Water	171,593	22.54%
Developed	24,521.50	3.22%
Right of Ways	342.59	.04
Waste Areas	423.15	.06
Non Developable	*231,035.50*	*30.34%*
Total Land Area	*761,396.12*	*100 %*
Source: Hendry County Property Appraiser's Office		

4. Water Area in Square Miles

Fifteen percent of the County is considered to be wetlands, and Hendry County has approximately 37.2 square miles of water.

5. Drainage Patterns

The major wetlands system serve as drainage and retention basins for surface water flows generated by rainfall and channeled drainage from development. See the Watershed Boundary Map below. The river systems, Lake Okeechobee, and the wetlands (3.11% of the land mass) are all categorized as environmentally sensitive areas. All federal and state lands are considered environmentally sensitive by the Florida Department of Environmental Protection.



6. Flood Prone Areas

Due to the extent of standing and flowing water systems within the County, and its low elevation, the entire county may be considered flood prone.

E. DEMOGRAPHICS

The Demographics of Hendry County are very diverse. The following are a part of the population of Hendry County and are susceptible to the hazards listed in the Hazards Analysis. The descriptions and the matrix below identify the hazard probabilities by geographical area, and the populations that could be affected.

TABLE 3

Overall Hazard Probabilities Matrix			
Hazards	**Jurisdictions**		
	Hendry County	***Clewiston***	***Labelle***
Earthquake	L	L	L
Tsunami	L	L	L
Coastal Erosion	N	N	N
Landslides, Sinkhole	L	L	L
Hurricane	H	H	H
Tornado	M	M	M
Flood	M	M	M
Wildfire	H	H	H
Nuclear Power	L	L	L
Armed Violence	L	L	L
Haz-Mat	M	M	M
Dam/Levee Failure	L	H	L
Thunderstorm	H	H	H
Drought/Heat Wave	H	H	H
Winter Storm/Freeze	M	M	M
Exotic Pests & Disease	M	M	M
Mass Immigration	L	L	L
Major Traffic Incident	M	M	M
Epidemic	M	M	M
Critical Infrastructure Disruption	M	M	M
Special Events	L	L	L
Legend			
High hazard risk: Likely to experience threat, effect, or reoccurrence of event. Most of the population affected (including but not limited to, special needs, seasonal, migrant population). Major damage to old, poorly maintained, and mobile home structures and some newer structures impacted.	**M**oderate hazard risk: Average to better than average likelihood of experiencing threat, effect or reoccurrence of event. Around 50% of population affected (including but not limited to special needs, seasonal and migrant population), mobile homes, and poorly built or maintained structures damaged/impacted.	**L**ow hazard risk: Below average likelihood of experiencing threat, effect or reoccurrence of event. Special portions of the population affected (including but not limited to special needs, seasonal and migrant population); day to day operations not affected, minor cosmetic damage/impacts.	**N**o hazard risk: Very little or no likelihood that the threat will occur. No effect on the population.

1. **Total Population**
   The population of Hendry County according to the 2018 Census is 41,566. Included in this number is the estimated population of the City of Clewiston (7,985) and the City of LaBelle (5,226).

2. **Population Density and Distribution**
   Hendry County has an estimated 34 persons per square mile. One third of the population resides in the two incorporated cities of Clewiston and LaBelle.

3. **Distribution of Population by Age**
   As of February 2019 the median age of Hendry County residents is 32.8 years, with 59% of the population between the ages of 18 and 64.

4. **Special Needs Population**
   In 2019, 11 people were registered for assistance with the Special Needs Program. It is expected that many more will require assistance in an actual event.

5. **Migrant Population**
   The migrant farm worker population in Hendry County varies with the season. The number of migrants ranges from several hundred to several thousand at any given time.

6. **Areas of Large Tourist Population**
   The tourist population in Hendry County is mostly boaters and fishing enthusiasts on the rivers and in Lake Okeechobee.

7. **Non English Speaking Population**
   Hendry County's non English speaking population and the hearing impaired vary seasonally, with the influx of migrant farm workers and the winter residents. The population can range from several hundred to several thousand, and will reside mostly in sparsely populated agricultural areas and in and around the City of LaBelle. According to the US Census Bureau and the County's Economic Development office the population that speaks only English in the home is roughly 55.20% of the County's total population. Those who speak a language other than English in the home make up 44.80% of Hendry County's population.

8. **Seasonal (Transient) Population**
   Hendry County's population increases October through April. This is considered seasonal population, or winter residents. The agricultural populations increase during harvesting seasons of the local farms. The seasonal population could increase by approximately 4,700 during the winter months due to an influx of winter residents, as well as seasonal employees.

9. **Mobile Home Parks and Population**
   According to the Hendry County Property Appraisers office Hendry County currently has 47 Mobile Home Parks. Many more residents live in mobile homes that are not located in official parks. The estimated mobile home population in Hendry County for 2018 is 17,849. There are 14,670 housing units in Hendry County, 51% are single family units, and 7% multi-family units. 41% of the units are mobile homes which is double the rate for the rest of the State.

10. **Inmate Population**
    The Hendry County Jail is located at 101 S, Bridge Street in LaBelle. The average population for the County Jail ranges from 180 to 270 people.

F. ECONOMIC PROFILE

1. Employment by Major Employment Sector

The major employment sectors of the county's 23,170 workers are Agriculture, Natural Resource and Mining, Trade, transportation and Utilities, and Government.

2. Employment by Major Industry

Employment by major industry in Hendry County includes:

- Agriculture, Natural Resource and Mining 35.7 % of the work force.
- Manufacturing 834 workers or 3.6 % of the work force.
- Trade 2,965 workers or 12.8 % of the work force.
- Professional Business services 1,343 workers or 5.8 % of the workforce.
- Education and Health services 1,575 workers or 6.8 % of the workforce.
- Government 4,425 workers or 19.1 % of the work force, this includes Municipal, County, State and Federal.
- Unemployment rate for Hendry County as of December 2018 was 8.4%.

3. Average Property Value

According to the latest census information, the median property value is $79,700. The homeownership rate of Hendry County, FL is 67.7%, which is higher than the national average of 63.6%.

4. Per Capita Income

The median household income as of the latest census is $37,966, with the per capita income of $18,426, which is about two-thirds of the amount in the State of Florida. 25.5% of the residents live below the poverty level, more than 1.5 time the rate in the State.

5. Economic Impact

The economy of Hendry County, FL employs 16.3k people. The largest industries in Hendry County, FL are Agriculture, Forestry, Fishing & Hunting (3,725 people), Construction (1,641 people), and Retail Trade (1,492 people), and the highest paying industries are Utilities ($40,625), Information ($36,250), and Public Administration ($35,104). The most common job groups, by number of people living in Hendry County, FL, are Farming, Fishing, & Forestry Occupations (3,052 people), Office & Administrative Support Occupations (1,654 people), and Sales & Related Occupations (1,451 people).

G. EMERGENCY MANAGEMENT SUPPORT FACILITIES

1. Critical Facilities

A list of critical facilities is located in the Appendix section of this document. This is a standalone document and is updated annually by Hendry County Emergency Management. The critical facilities are identified as government and response facilities, public service and utilities and transportation facilities.

2. Staging Areas

Hendry County Emergency Management will identify potential sites for receiving, inventorying and distributing donated items. Possible sites include, but are not limited to:

- LaBelle Municipal Airport
- Airglades Airport
- Hendry County Agriculture Extension Agency
- Sav-A-Lot in Labelle
- Sugarland Park in Clewiston

3. Landing Zones

Hendry County EMS maintains a book of all of the Landing Zones throughout the county. Below is an index of all the landing zones in the county.

TABLE 4

East District Landing Zone Index		
Location	Longitude	Latitude
Clewiston Fire Department District		
HEN 1) US 27 & SR 80	W 81 04.900	N 26 45.250
HEN 2) Airglades	W 81 02.882	N 26 44.151
HEN 3) Clewiston Airport	W 80 57.026	N 26 44.756
HEN 4) Hendry Regional Medical Center	W 80 56.494	N 26 45.210
HEN 5) US 27 & CR 835	W 80 54.100	N 26 45.017
HEN 6) CR 835 @ 2nd Railroad Track	W 80 54.135	N 26 40.022
HEN 7) CR 835 @ Mutt Thomas Curve	W 80 54.138	N 26 39.197
HEN 8) CR 835@ Saunders Curve	W 80 55.113	N 26 39.148
HEN 9) CR 835 @ Blumberg Curve	W 80 55.132	N 26 37.451
HEN 10) CR 835 @ Jackman Curve	W 80 58.885	N 26 37.405
HEN 11) CR 835@ Southern Div. Curve	W 80 58.865	N 26 25.994
HEN 12) SR 80 & CR 833	W 81 07.750	N 26 45.150
Montura-Flaghole Fire Department District		
HEN 13) Southern Gardens	W 81 07.724	N 26 44.523
HEN 14) CR 833 & CR 832(Keri Rd)	W 81 07.645	N 26 36.402
HEN 15) Keri Rd @ Tri-Britton	W81 13.485	N 26 36.329
HEN 16) CR 833@ Alico Fire Tower	W 81 07.664	N 26 36.131
HEN 17) CR 833 @ Dooley Grade	W 81 07.587	N 26 32.003
HEN 18) CR 833 & CR 846 (the "Y")	W 81 07.467	N 26 27.433
HEN 19) Margarita's Curve	W 81 01.683	N 26 27.583
HEN 20) CR 846 @ Duck Curve	W 81 07.502	N 26 25.862
HEN 21) CR 846 @ Powerline Curve	W 81 13.326	N 26 25.662
Big Cypress Fire-Rescue District		
HEN 22) Big Cypress	W 80 59.765	N 26 19.588
West District Landing Zone Index		
Pioneer Fire Department District		
HEN 23) SR 80 @ Ladeca	W 81 10.201	N 26 45.978
HEN 24) Pioneer Shell	W 81 12.754	N 26 46.040
LaBelle Fire Department District		
HEN 25) SR 80 @ Ortona Lock Rd	W 81 18.381	N 26 46.115
HEN 26) SR 80 @ Cowboy Way	W 81 21.527	N 26 46.113
HEN 27) SR 80 @ Birchwood Pkwy	W 81 23.407	N 26 45.837
HEN 28) LaBelle High School	W 81 21.078	N 26 44.868
HEN 29) EMS Station 2:19	W 81 25.632	N 26 44.751
HEN 30) LaBelle Airport	W 81 25.867	N 26 44.700
HEN 31) SR 80 @ Grandma's Grove	W 81 28.410	N 26 44.146
HEN 32) Hendry County EOC	W 81 30.412	N 26 42.521
HEN 33) SR 80 & CR 78 A	W 81 31.075	N 26 42.597
Felda Fire Department District		
HEN 34) SR 29 S & CR 832 (Keri Rd)	W 81 26.200	N 26 35.750
HEN 35) Keri Fire Tower	W 81 20.067	N 26 35.700
HEN 36) CR 832 @ Last Chance Cowpens	W 81 17.883	N 26 34.875
HEN 37) Felda Fire Station	W 81 25.058	N 26 32.646
HEN 38) SR 29 S & SR 82	W 81 26.083	N 26 29.117
HEN 39) Hendry Correctional (HCI)	W 81 14.951	N 26 18.662
Alva Fire Department District		
HEN 40) Alva Fire Dept.	W 81 36.480	N 26 42.381

III. POLICIES

A. EXECUTION

Utilizing the concepts of operations expressed within, this plan will be activated based on the scope of a particular emergency situation and the determination by the County Administrator for partial or total mobilization of County Emergency Government.

The Emergency Management Director will coordinate the preparedness aspects of this plan, to include information and coordination on a continuous basis. The Director will recommend activation of the plan during threats of emergency, coordinate operational procedures; and implement emergency response actions as necessary for the immediate protection of life and property prior to a declaration of a Local State of Emergency by the Board of County Commissioners.

Working in cooperation with the Hendry County School Board, a decision will be made concerning the closing and opening of public schools in Hendry County.

Activation of the plan and/or proclamation of an emergency shall be reported to the State Division of Emergency Management; indicating the nature of the emergency, the area or areas threatened, and the conditions creating the emergency or threat.

B. RESOLUTION OF POLICY ISSUES

Policy issues will be addressed with the County Administrator and the County Attorney under the Administration/Finance Section. Any issues shall be resolved in writing in order to ensure documentation for future reference.

C. LEVELS OF EMERGENCIES

1. Minor Emergency = Level III Enhanced Monitoring EOC Activation

A minor emergency is any emergency that is likely to be within the normal response capabilities of local government and results in only a minimal need for state or federal assistance. Operationally, this definition translates into a Level III monitoring activation of the EOC.

2. Major Emergency = Level II Partial EOC Activation

A major emergency is any emergency that will likely exceed local capabilities and require a broad range of county, state and federal assistance. Operationally, this definition translates into a Level II partial activation of the EOC. The State will be notified through Web EOC that state and potentially federal assistance may be required.

3. Catastrophic Emergency = Level I Full EOC Activation

A catastrophic emergency is any emergency that will require massive state and federal assistance, including immediate military involvement. Operationally, this definition translates into a Level I full activation of the EOC. The State will be notified through Web EOC and will be pre- deployed to the Hendry County EOC. Potential federal assistance will involve response as well as recovery needs.

D. REENTRY INTO EMERGENCY AREAS

1. Priorities

The number one priority for reentry will be the mobilization and dispatch of search and rescue teams, as well as damage assessment teams, into the impacted areas to search for survivors and provide assessments of the damage. These operations will be the first response elements programmed for reentry and they will consist of representatives from law enforcement, fire, EMS, public works, utility providers, and municipal government. No other government or private sector activity will be allowed to reenter the evacuated areas until these operations have been completed. After these actions have been completed, other government and private sector emergency response operations (i.e. debris clearance, utility restoration) will be allowed to commence.

2. Reentry

Because of the effects of the emergency, some areas of the County may sustain damage of such a magnitude that access into these locations by the general public would require significant limitation. Emergency operations such as search and rescue, damage assessment, preliminary debris clearance, and other tasks will need to be performed in order to assure some degree of stability in these areas. Premature reentry by the general public into these locations would complicate emergency response operations and leave the returning population vulnerable with no services to support them. Reentry into evacuated areas of Hendry County shall be restricted until sufficient levels of services and infrastructure are available to support the returning population.

3. Interdiction

Due to the severe damage inflicted by a major emergency, many areas will be left devastated and unprotected. In addition, numerous high priority emergency operations will be performed during the humanitarian relief phase of emergency response. As a result of these activities, there will be a need to tightly control access, ingress, and egress of the affected areas in order to limit the security risk to the damaged locations, and to minimize the impact on emergency operations by reducing unnecessary traffic on the County's major roads. A very strict interdiction and control policy will be implemented in the immediate aftermath of a major emergency, and control will be maintained until sufficient levels of

services and infrastructure are available to support the returning population.

4. Emergency Management Ordinances

During emergency response, certain additional regulatory controls may become necessary to protect health and safety, and to limit activity which otherwise would be permitted. These emergency ordinances would address such things as curfews, sale of certain items, and the pricing by vendors of essential commodities. An ongoing policy of emergency response planning will be to identify specific ordinances required to achieve these objectives, and ordinances that would be required to further define and support the executive orders of the Governor in these matters.

5. Coordination of Emergency Assistance

Much of the county will be extremely damaged in the event of a major emergency. Affected areas will be competing for many of the same resources. Relief supplies and assistance during the first few days will be at a premium, and will need to be prioritized and directed to the most needed areas. Pursuant to the requirements of F.S. 252, all emergency relief assistance will be coordinated through the Hendry County EOC which will serve as the central point of contact for all relief efforts within the County.

***6.* Coordination of Emergency Information**

The release of non-conflicting emergency information to the affected population such as clearance to return to evacuated areas, water potability, the availability and location for relief assistance is vital to assure goods and services reach the people who need them. A central point of dissemination for this type of information will resolve problems associated with the release of information by multiple organizations or governments. All emergency public information announcements from all agencies for public release will be made through the Hendry County EOC Public Information Officer and the Joint Information Center if activated.

7. Catastrophic Mutual Aid

The possibility exists that a hurricane could make landfall but leave Henry County relatively unscathed, however, due to the proximity of the landfall, all or a portion of the emergency support functions of the emergency operations plan would require activation. A need could arise to assist one or more neighboring counties. In addition, the rendering of mutual aid to the affected areas could entail the activation of emergency response facilities within the county, such as the EOC or Staging Areas. If relief assistance to another county requires the activation of the EOC all mutual aid to the affected county will be coordinated through the State EOC using Web EOC. If coordination of assistance does not require activation of the EOC, then mutual aid will be coordinated through the County Emergency Management Director and the State EOC.

IV. DIRECTION AND CONTROL

A. GOVERNOR

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for mitigating 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:

1. Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
2. Activate the response, recovery and mitigation components of existing State and local emergency plans.
3. Serve as Commander in Chief to the organized and voluntary militia and of all other forces available for emergency duty.
4. Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
5. 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.
6. Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
7. Transfer the direction, personnel and functions of state agencies to assist in emergency operations.
8. Commandeer or utilize any private property necessary to cope with the emergency.
9. Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
10. Prescribe routes, modes of transportation, and destinations for evacuees.
11. Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
12. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.
13. Make provisions for the availability of temporary emergency housing.

B. 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 his Chief of Staff and/or the State Director of Emergency Management as his authorized representatives, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

C. 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 Hendry County, and provide for the effective and orderly governmental control and coordination of emergency operations. The Board of County Commissioners is responsible for the overall direction and control of emergency management activities in Hendry County, for adopting ordinances which mitigate the effects of identified hazards, issue evacuation orders, when conditions warrant and/or time permits, and approve the release of information to the public. The Board of County Commissioners will analyze the countywide social and economic impact of the situation and provide policy and guidance to the Incident Commander/Unified Command. The Board of County Commissioners may request the activation of mutual aid agreements when specific aid is required, request assistance from state and federal governments through the state DEM when local resources are fully committed or found to be inadequate, participate in federal and state efforts to accomplish post-disaster hazard mitigation plans and studies, and apply for Federal Disaster Assistance, if needed. For the purpose of effectively carrying out these emergency responsibilities the Board has delegated these authorities to the County Administrator.

D. County Administrator

Section 252.38, Florida Statutes, authorizes the Board of County Commissioners to delegate or otherwise assign their command authority and emergency powers as deemed prudent. Hendry County commission policy has delegated to the County Administrator the executive authority for all emergency operations and the powers of emergency government. If the County Administrator is unable to perform these duties, the powers are then delegated to the County Attorney. These powers include the ability to:

1. Appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes.
2. Provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management programs in accordance with the policies and plans set by the federal and state emergency management agencies.
3. Appoint, employ, remove or provide, with or without

compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.

4. Establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and control of emergency operations.
5. Assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to fire- fighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision. Prepare for 24 hour staffing of the EOC.
6. Request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to seven days; it may be extended, as necessary, in seven day increments.
7. Work within the structure of NIMS as directed by the federal mandate HSPD5.
8. Ensure all agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.

Further, the Board of County Commissioners or as delegated to the County Administrator, has the power and authority to waive the procedures and formalities otherwise required by law pertaining to:

- Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- Entering into contracts.
- Incurring obligations.
- Employment of permanent and temporary workers.
- Utilization of volunteer workers.
- Rental of equipment.
- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- Appropriation and expenditure of public funds

E. 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 Section 252.31 - 252.60. The Hendry County Emergency Management Director is the designated emergency manager for the County. In this capacity, the Director is directly and solely responsible for:

1. Organization, administration, and operation of the emergency management agency, the EOC, and other related operational facilities.
2. Coordination of activities, services, and programs for emergency planning and emergency response throughout Hendry County.
3. Maintaining liaison with state, federal, and other local emergency management agencies.
4. Development and maintenance of operations for emergency response.
5. Ascertaining the requirements of the County in order to implement emergency response operations.
6. Instituting training programs and public information programs.
7. Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of County and municipal governments in advance.
8. Cooperating with the GAR, the State Division of Emergency Management, and the heads of all other federal and relief agencies in matters pertaining to emergency management and emergency response.
9. Taking measures to carry out any request from municipalities, agencies, the State Division of Emergency Management, or federal agencies for any appropriate emergency management activity.
10. Be the lead agency for the Mitigation Assessment and coordinate the PDA in the aftermath of a disaster (See Annex III – Mitigation pg 11)
11. Carrying out and implementing actions deemed necessary by the County Administrator pursuant to his emergency powers and authorities.

F. Hendry County Emergency Management Team

The organizational structure depicted in Table 7 is established to ensure the effective coordination of County resources during emergency response operations and collectively represents the Hendry County Emergency Management Team.

1. **County Administrator:**
   The County Administrator or designee serves as the authorized representative of the Board of County Commissioners and is the chief executive responsible for the overall coordination of County emergency response operations.

2. **Director of Emergency Management:**
   The Director of Emergency Management serves as the principal manager for emergency operations assisting the County Administrator in the performance of those duties as specified in this plan.

3. **Emergency Support Function (ESF) Primary Agency Representative:**
   ESF Primary Agency Representatives will be assigned from key staff and will report to the Emergency Management Director and are responsible for coordinating respective ESFs, or NIMS/ICS sections or functions.

4. **ESF Support Agency Representatives:**
   ESF Support Agency Representatives will be staff representatives of the support agency for each ESF in the EOC, and will report to the Primary Agency Representative. ESF Support Agency Representatives are responsible for working with all agencies assigned to their ESF to ensure that county resources are used efficiently, and that missions assigned to their ESF are executed.

5. **Emergency Public Information Officer (PIO):**
   The Emergency Public Information Officer (PIO) is responsible for coordinating with the Emergency Management Director and the ESF 5/Planning Unit on the release of information and instructions to the media and public.

   The PIO will coordinate and get authorization on press releases with the Incident Commander in accordance with the Hendry County NIMS/EOC interface, and will work within the Hendry County NIMS/EOC interface in the performance of all duties.

6. **State Emergency Response Team (SERT):**
   The State Emergency Response Team (SERT) Liaison will coordinate with the Director of Emergency Management, and is responsible for establishing contact from the County EOC to keep them apprised of the status of emergency operations and requests for support.

7. **Municipalities:**
   Pursuant to F.S. Chapter 252.38, legally constituted municipalities may establish emergency management programs and develop emergency management plans in conformance with federal, state, and county plans. Municipalities establishing command operations pursuant to these authorities will submit periodic status reports of their activities, provide damage assessment estimates for their jurisdictions, and coordinate all requests for state and federal assistance with the Hendry

County EOC. Municipalities who do not have emergency management plans will conform to plans developed by Hendry County. Municipalities unable to perform command and control operations will be supported directly by the Hendry County EOC for those functions.

8. **Private Utilities:**
   For the purposes of emergency response and assurance of the health and safety of persons threatened or impacted by an emergency situation, the emergency activity of private utility providers will be coordinated and supported by the EOC.

G. County Emergency Operations Center

An Emergency Operations Center (EOC) is a physical location from which centralized emergency management can be performed during a major emergency or disaster. An EOC makes possible a coordinated response by the EOC Commander, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. While the Incident Command Post (ICP) is closer to the main scene of the emergency, the EOC supports and coordinates the response during an escalating incident by relieving the burden of external coordination and securing additional resources. ***The EOC does not command the on-scene level of the incident (NIMS, 2008-NIMS, 2017).***

All major emergencies in Hendry County entail a multijurisdictional response with the two (2) City and three (3) County Fire Rescue, the Hendry County Sheriff's Office, Clewiston Police Department and other agencies. Multiagency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, across jurisdictional lines, or across levels of government. The two most commonly used elements of the Multiagency Coordination System are EOCs and MAC Groups.

To facilitate the response, the Hendry County EOC references NIMS principles and defines specific functional responsibilities and actions. The EOC has position-based checklists for expected to staff the EOC such as public works, building, law enforcement, and others. When the County exhausts its resources, it may call upon the assistance of the State EOC in Tallahassee, or rely on local Memorandum's of Agreements with regional partners.

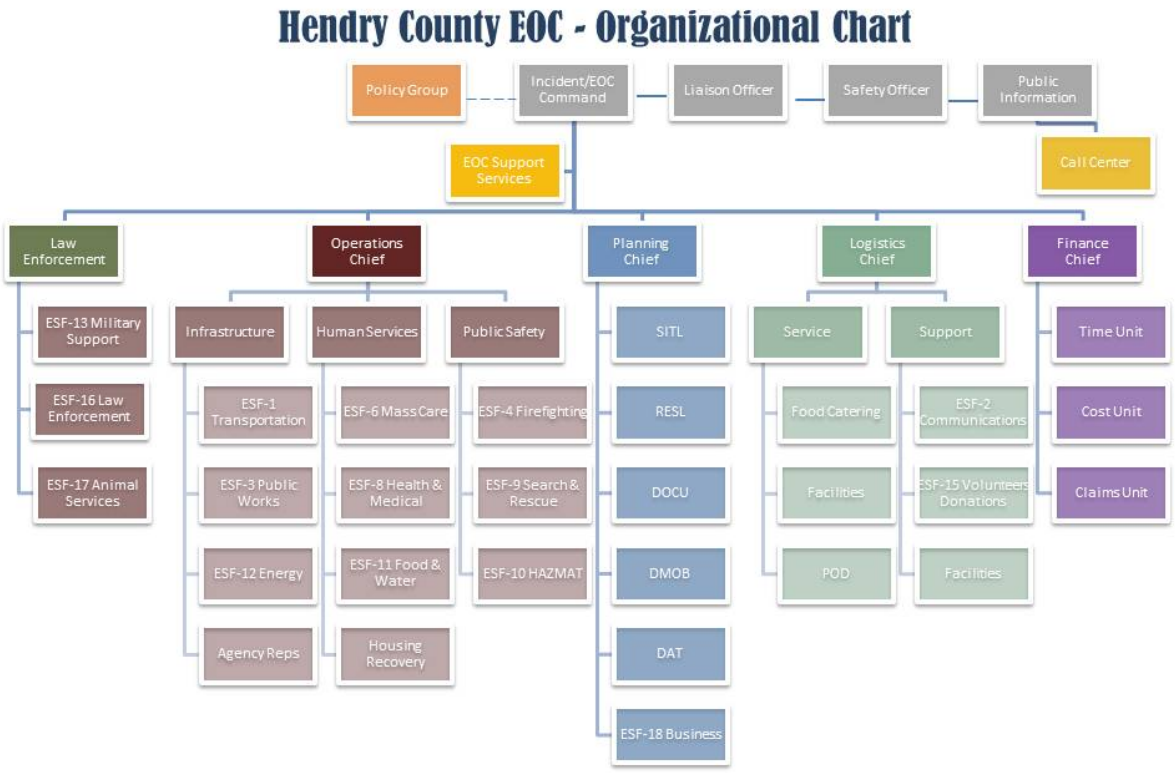
An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The level of EOC staffing will vary with the specific emergency situation. The following functions are performed in the Hendry County EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.

- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County, State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situational reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Directing, controlling and coordinating, within established policy, the operational and logistical support of area resources committed to the emergency.
- Maintaining contact and coordination with support from the local governments EOCs, and the State.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section. The components will be determined according to the size of the emergency and the anticipated incident management workload. Branches and consequent units may be added to each section. Not all emergencies require a full scale system and may only require the operations, planning, logistics and finance/administration posts to be staffed.

TABLE 5



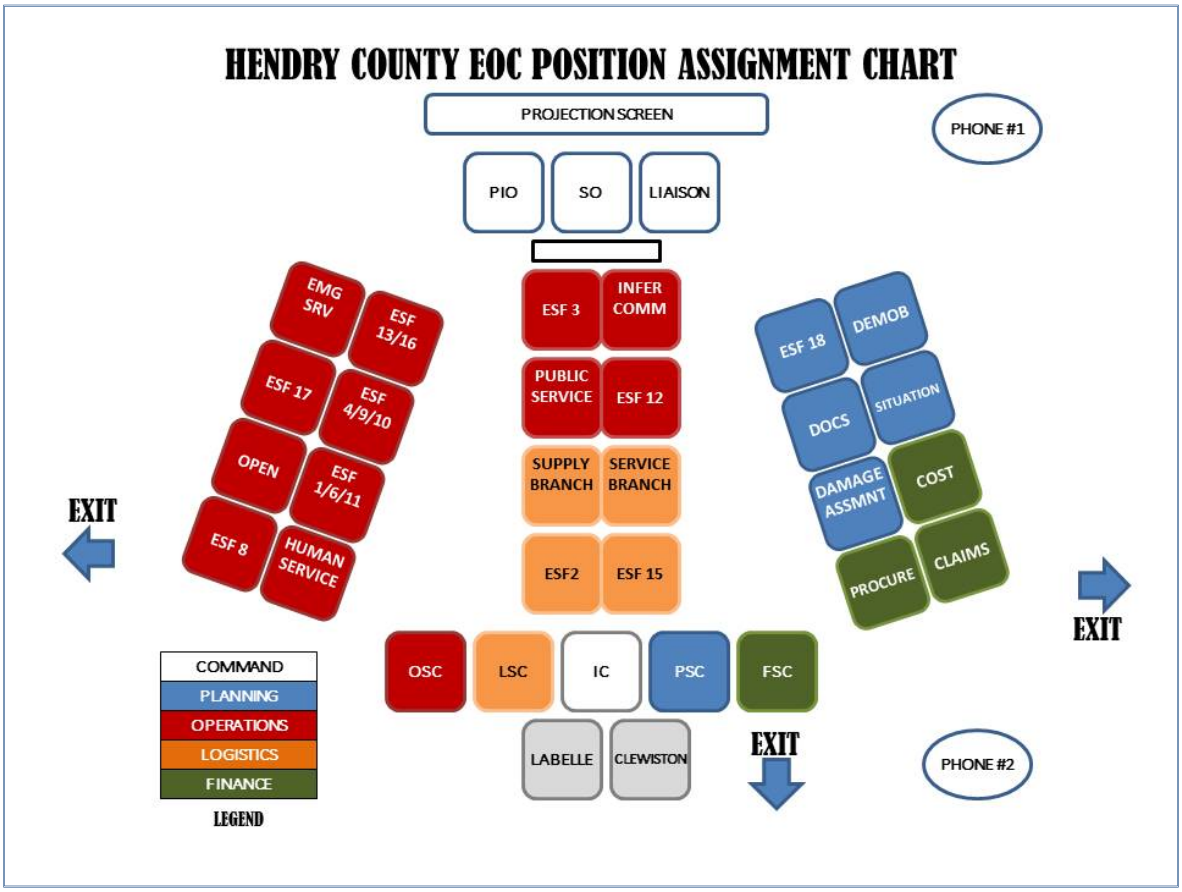
EOC Location and Description

The EOC is a standalone facility located at 4425 West State Road 80 in LaBelle, Florida. The EOC will be activated in the pre-emergency response phase upon the direction of the Director of Emergency Management, in order to support NIMS on a local or regional basis. The EOC will continue to be activated on a 24 hour basis throughout the emergency response period until such time as a reduced working schedule is deemed appropriate. The EOC is well supplied with a computer network, including telephones, dedicated lines, television monitors, communication systems, and a high definition projector. Hendry County Sheriff's Communications Unit operators may be called for service and are located adjacent to the situation room of the EOC.

The EOC will provide the primary direction and control functions for emergency response and immediate relief following an emergency. The primary activities and functions of local government during this period of emergency response operations will be supported by a declaration of a State of Local Emergency which provides the legal basis for necessary emergency operations.

Because of space limitations, some restrictions will be placed on the size and number of ESF support agency staff being represented in the EOC, however, staffing must include all members necessary to staff the County NIMS/ICS structure. Upon arrival, members of the SERT and/or federal Emergency Response Team/Advanced (ERT/A) will be provided space in the County EOC.

Table 6 **Primary EOC Diagram**



ALTERNATE EOC LOCATION AND DESCRIPTION

Should the EOC suffer damage or be unable to operate adequately, operations will be shifted to the alternate EOC, which is located at the Special Districts Office located at, 3300 Utility Drive in Labelle, Florida.

The operational capabilities of the alternate EOC are somewhat less than those of the primary EOC in that computer functionality would need to be supplied from the primary EOC or other locations. Pre-positioned stocks of equipment and supplies are currently stored at the Primary EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when deemed necessary by the Director of Emergency Management or designee. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC if needed. All Section Chiefs will advise their emergency response field forces of the transition to the alternate EOC.

Emergency response coordination may be conducted from the EOC or from other locations depending on the situation. The EOC may be partially or fully staffed to meet the demands of the situation.

WHEN TO ACTIVATE:

The purpose of activating the EOC as a result of a disaster is to centralize response and recovery decisions, plans, and operational activities in order to maximize the efficiency, quality, and quantity of resources. Following are examples of when to activate:

- During the threat of an emergency as necessary for the immediate protection of life and property prior to a Local State of Emergency (LSE).
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County Departments over an extended period of time. Examples include:
    - Major hazardous material incident,
    - Civil disturbance,
    - Significant flooding,
    - Aircraft disaster,
    - Major fire, and
    - Severe weather conditions.

WHO CAN ACTIVATE/DEACTIVATE:

The following individuals are authorized to activate any portion of this plan:

- County Administrator or designee
- Emergency Management Director or designee

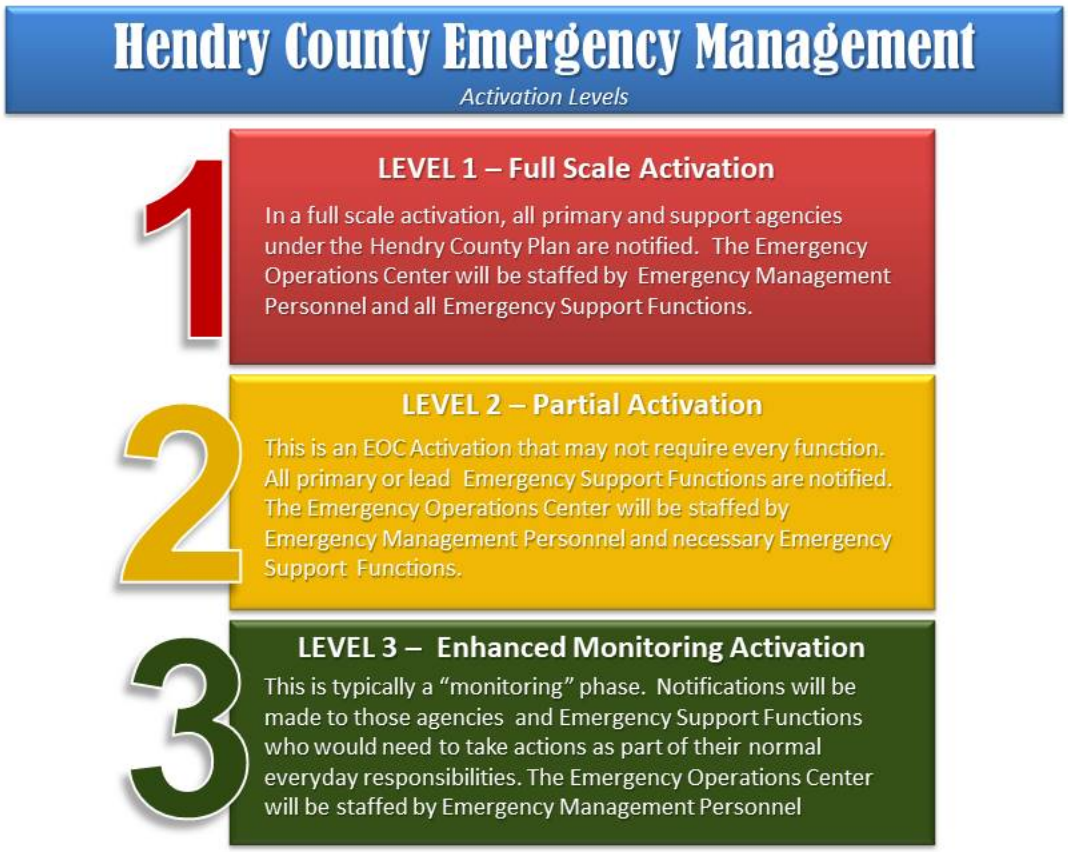
EOC Activation and Setup Procedures

1) Notification of activation will be accomplished via the Alert Hendry (Everbridge) alerting system, and the Incident Alert Roster phone tree system. Activation alerts are sent out via this system to specifically designed groups designated for assignment to the EOC. All notifications are sent out via landline phones, cellular phones, text (SMS) messaging and email. Emergency Management staff will begin the listed procedures immediately upon notification of an emergency, and all other County staff assigned to EOC duties shall report to the EOC within one-hour of notification either in person or via telephone.
2) Service coordinators and support staff will report to the EOC upon alert notifications and EOC activation.
3) Check in with Emergency Manager to determine level of EOC activation.
4) Set up a table inside the door of the EOC for sign in sheet and put a sign in sheet on the table. Distribute 214's with instructions.
5) Turn on the audio-visual system at the chief's section table in the Situation Room, adjust the projector and the televisions/monitors as necessary and required for the stated emergency.
   Note: Different emergencies and different levels of activation will govern the IT needs of the Situation Room.
6) Adjust the television monitors inside the situation room and throughout the EOC to monitor weather and news stations.
7) If necessary, set up a computer on the EOC/IC Commander Desk to display conference calls, weather information or other information on the projection screen.
8) Turn on all of the computer terminals located within the Situation Room, and make sure they are booted up and ready for connection to the EOC Server. Computer login and other computer operational information are provided at each workstation. WebEOC (Townsquare version) will be available from these terminals.
9) Turn on computer in the break out room, and set the television monitors to the desired channels (weather or news etc...).
10) The PIO will set up headquarters in the EOC for the collection of all information and for rumor control through the use of the United Way 211 system, and the EOC local call center.
11) Briefings for the EOC staff and for the media will be held at regular intervals according to need, but not less than twice a day, at a time specifically determined by the Emergency Management Director or the incident commander.

EOC Activation Levels

Activation of the Hendry County EOC means that the Director of Emergency Management implements NIMS as appropriate to the scope of the emergency. The EOC is activated when routine use of resources needs support and/or augmentation.

The EOC operates at one of three levels of readiness in order to carry out its mission. These levels are patterned to closely match the Florida Division of Emergency Management (FDEM) EOC activation levels to maintain consistent definitions. Hendry County Emergency Management constantly monitors the County for threats, unusual events, or situations.



Activation criteria are as follows:

LEVEL III: ENHANCED MONITORING

Monitoring & Assessment Level III is typically a monitoring and assessment phase where a specific threat, unusual event, or situation, is actively monitored. A Level III activation is an internal process for the HCEM and involves little, if any, inter-agency direction or coordination. The threat, unusual event, or situation simply warrants observation, verification of appropriate action, and follow-up by HCEM staff. Events or incidents that occur during Level III activation can generally be resolved in a brief period of time by using a very small number of resources. Level III activation does not require the County to significantly alter its day-to-day operations or management structure. Upon notification of the existence of a threat, unusual event, or situation, HCEM evaluates the situation, and, if conditions warrant, notifies the County Administrator or designee. Appropriate agencies are alerted, advised of the situation, and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, the Emergency Manager verifies completion of the actions taken and documents the incident. At times, it is appropriate to hold briefings or staff meetings to respond to, or mitigate the situation, but no Incident Action Plan (IAP) is developed and distributed. Other staff may become involved but the Director of Emergency Management or designee will remain the primary point of contact for Hendry County Emergency Management.

LEVEL II: PARTIAL ACTIVATION

Partial Level II activation is typically a limited agency activation. County staff with a role in the incident response are activated and required to report to the EOC. The purpose of Level II activation is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster. During Level II activation, the EOC may be operational 24 hours a day. During Level II activation, the County disseminates information to, and begins to coordinate preparation and response actions with, external agencies, County and Municipal Branch Representatives, and departments tasked in emergency response. The incident command system (ICS) is implemented and the five (5) sections along with the branches if needed are activated. The EOC Command Staff develops and implements an Incident Action Plan (IAP). The Incident Action Plan is the work plan for everyone, including the Manager and his/her staff. The EOC personnel are briefed on the IAP and pertinent items are posted on the EOC status boards. In most cases the Mission Tracking & Message Control Center, Geographic Information Systems (GIS) services, and the Public Information (ESF 14) are also activated. Depending upon the event, any appropriate logistical support elements such as security, food unit, 211, etc. are also activated.

LEVEL I: FULL-SCALE ACTIVATION

In a full-scale activation, the EOC is activated on a 24-hour schedule due to an imminent threat or occurrence of a disaster. Assigned County and other staff are activated and required to report to the EOC. A Hendry County Sheriff's representative is also in place along with Municipal representatives. The ICS is implemented and all sections and branches are activated. As in Level II activation, the IAP establishes the operational objectives and priorities of the incident. Additionally, all logistical support elements are activated. At this level response, relief, and recovery operations are expected to last for an extended period of time. Additional support or back-up staff, including representatives from, the State of Florida Division of Emergency Management (FDEM) and/or the Federal Emergency Management Agency (FEMA), is notified and available to assist should the response escalate and exceed local capability.

EOC CLOSEOUT CHECKLIST

1) Notify appropriate departments and individual sites that EOC will demobilize, Incrementally and prudently demobilize staff. All staff will demobilize through the Planning Section.
2) The Documents Unit and Planning Section will collect data, logs, situation reports, message forms, and other significant documentation (turn in all 214's to the EM Staff). Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
3) Deliver the information to the Finance Section Chief.
4) Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
5) Return vest and identification credentials to Emergency Management staff.
6) Log out of computer terminals, leave the EOC in good operating order.

EOC Action Plans

At local, county, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction, and provide a basis for measuring achievement of objectives and overall system performance.

Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of priorities and objectives, tasks and personnel assignments
- Emergency Management and other EOC elements, and other agency representatives, as needed. The Planning Section and the Emergency Manager develop the action plan and facilitate the action planning meetings
- Developing a plan for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

Incident Status Summary

Since accumulating and sharing information to ensure coordinated and timely emergency response is a primary EOC function, incident status for tracking emergency activities will be made available for use in both the primary and alternate EOC locations. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage in the affected or impacted area. New display technology may be developed and used to provide this information in the EOC. The Planning Section is responsible for coordinating the display of information. All display charts, boards, and materials are stored in the EOC.

At the onset of any disaster, a log will also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; e.g., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the log is the responsibility of the Planning Section staff.

Communications

Because different radio frequencies are in use among most agencies, Florida has spent $36.5 million in DHS funds to develop a system called the Florida Interoperability Network (FIN), which establishes network connections between federal, state, and local dispatch centers across Florida and provides mutual aid channels throughout the state.

As a result, the level of interoperability across the state has improved significantly. First responders are now able to have their communications patched to each other as needed via the network. Hendry County law enforcement and Fire Dispatch radio frequencies have transmitting and receiving capabilities that are compatible with all local and municipal police and fire frequencies

Hendry County Sheriff's Office Dispatch (HCSO) will have primary responsibility for two-way radio and telecommunications. EOC owned radio systems will be the responsibility of the County's IT Department along with EOC computers, network and wireless capability. In the event of an emergency, all first responders, regardless of their radio frequency or cellular provider, can interoperate with each other, enabling the quickest resolution of dangerous situations.

The Hendry County EOC has redundant communications systems including an analog and VOIP telephone system, a satellite communications link with the State's EOC, SLERS, and amateur radio systems capable of communicating with outside agencies.

EOC Coordination With Volunteers And Private Agencies

The Hendry County EOC will also be a focal point for coordination of response activities with many non-governmental agencies. The County's EOC should establish communication with private and volunteer agencies providing services with the County.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Coordination with volunteer, faith-based organizations and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

H. EMERGENCY SUPPORT FUNCTIONS (ESFs)

The personnel and resources involved in emergency response operations will be grouped into Emergency Support Functions. Each ESF will be headed by a primary agency which has been selected based on its authorities, resources and capabilities in that particular functional area. Other agencies have been designated as support agencies for one or more ESFs, based on their resources and capabilities to support the ESF. The designated primary agency will be responsible for coordinating the activities of each respective ESF. Each ESF will provide resources using its primary and

support agency authorities and capabilities, in coordination with other ESFs, to support its missions. ESFs will allocate resources based on priorities and needs identified in conjunction with the County Administrator and the Director of Emergency Management. In cases where a conflict of priorities develops as a result of more than one ESF needing the same resource, the affected ESFs will work with the Director of Emergency Management or the incident commander to resolve the conflict.

The following is a matrix of the Hendry County Emergency Support (ESF) Function Lead Agencies and their Support Agencies:

TABLE 8 ***ESF LEAD AND SUPPORT MATRIX FOR HENDRY COUNT***

Emergency Support Function	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18
ARC						S		S			S				S			
Amateur Radio (ARES)		S												S				
American Legion/VFW															S			
City of Clewiston		S	S				S			S		S		S				
City of LaBelle		S	S				S			S		S		S	S		S	
Century Link		S																
Clewiston Police Dept.														S		S	S	
Clewiston VFD			S	S					S	S	S							
Department of Corrections									S									
Felda VFD				S	S				S	S	S							
FDOT										S								
Florida Power & Light			S									S		S				
Florida Forestry/FWC				S					S							S	S	
Glades County Emergency Management								S										
Glades County Sheriff								S										
Glades Electric COOP												S						
Good Wheels	S																	
HC Administration					S		P							S				
HC Agricultural Extension																	P	
HC Building			S		S													
HC Clerk of Courts																		
HC Economic Development					S										S			P
HC Emergency Medical Services				S			P	S		S				S				
HC Engineering			P		S					S	S	S						
HC Environmental Health						S												
HC Personnel					S		S							S	S			
HC Planning & Zoning					P	S	S											
HC Public Works	S		S				S											
HC Recreation Department						S											S	
HC Road & Bridge			S		S		S											
HC School District	P				S	P					P			S			S	
HC Sheriff's Office		P			S			S	S	S			P	S		P	S	
HC SHIP (Housing)															P			
HC Strategic Initiatives					S									P				
HC Tourism																		S
HC Veterans Services					S													
HC Emergency Management					S		S	S			P		S	P				
Health Department					S	S		P			S			S				
Hendry Regional Medical Center								S										
Human Society/Veterinarians																	S	
LaBelle Fire Department				P					P	P	S							
Lee County Electric COOP												S						
Montura-Flaghole VFD				S					S	S	S							
Converge 1		S																
Pioneer Plantation VFD				S	S				S	S	S			S				
Port LaBelle Utilities			S									P						
RACES		S			S	S			S					S				
Salvation Army					S	S								S	S			
Telecommunications (Sprint, AT&T etc…)		S																
United Way															S			
Urban Search & Rescue									S									
Volunteer Services & Local Chambers															S			S

P=Primary Agency
S=Secondary Agency

ESF 1	**Transportation Unit**	**ESF 2**	**Communications Unit**	**ESF 3**	**Public Works Unit**
ESF 4	**Firefighting Unit**	**ESF 5**	**Planning Unit**	**ESF 6**	**Mass Care Unit**
ESF 7	**Procurement Unit**	**ESF 8**	**Health & Medical Unit**	**ESF 9**	**Search & Rescue Unit**
ESF 10	**Hazardous Materials Unit**	**ESF 11**	**Food & Water Unit**	**ESF 12**	**Energy Unit**
ESF 13	**Military Support Unit**	**ESF 14**	**Public Information**	**ESF 15**	**Volunteers & Donation Unit**
ESF 16	**Law Enforcement Unit**	**ESF 17**	**Animal Protection Unit**	**ESF 18**	**Business & Industry**

Hendry County will use the National Incident Management System (NIMS) in all areas of response. A chart showing the ESFs and how they fit into the overall Hendry County NIMS/ICS structure, as used in the EOC is located in the Appendix section of this document. The forms to be used by each position are also located in the Appendix section of the document.

1. **ESF-1/Transportation Unit – The primary support agency is Hendry County School District.**
   The ESF 1/Transportation Unit is responsible for coordinating county wide transportation support to local government and voluntary organizations. Support includes, but is not limited to:

   a. Overall coordination of transportation assistance to other emergency support functions, local government, and voluntary agencies requiring transportation capacity to perform emergency response missions.
   b. Prioritization and/or allocation of all government transportation resources.
   c. Processing all transportation requests from county, municipal, and voluntary agencies.
   d. Operational coordination of ground, air, rail, and marine traffic.

2. **ESF-2/Communications Unit – The primary support agency is the Hendry County Sheriff's Office.**
   The ESF 2/Communications Unit is responsible for coordinating all communications support to other emergency support functions within the county emergency response team and agencies as required. Support includes, but is not limited to:

   a. Providing communications equipment and capabilities including telephone (wireless and landline), 911, public safety radio, and data, and amateur radio.
   b. Identification of communications facilities and resources available for use.
   c. Coordination of operation, installation, and restoration of commercial communications services.
   d. Coordination, acquisition, and deployment of additional resources, equipment, and personnel to establish point to point communications as required.
   e. Prioritization and coordination of restoration activities with public utility communications providers.

3. **ESF-3/Public Works Unit – The primary support agency is Hendry County Engineering**
   The ESF 3/Public Works Unit is responsible for providing technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, facilities management, emergency road and debris clearance, emergency traffic signalization, flood control and solid waste facilities. Support includes, but is not limited to:

   a. Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.
   b. Temporary construction of emergency access routes which include damaged streets, roads, bridges, waterways, airfields and any other acilities necessary for passage of rescue personnel.
   c. Emergency preparation and restoration of critical public services and facilities.
   d. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations.

4. **ESF 4/Firefighting Unit –The primary support agency is the LaBelle Fire Department.**
   The ESF 4/Firefighting Unit is responsible for managing and coordinating local fire services operations, and the coordination of personnel, equipment, and resources to support other emergency support functions in hazard response and search and rescue operations. Support includes, but is not limited to:

   a. Fire detection and suppression.
   b. Mobilization of personnel, equipment, and supplies to support fire services, search and rescue, and prevention operations.

5. **ESF-5/Planning Unit – The primary support agency is Hendry County Planning and Zoning.**
   The ESF 5/Planning Unit is responsible for collecting, processing, and disseminating information to facilitate emergency response efforts and the preparation of special operations plans. Support includes, but is not limited to:

   a. Collection, processing, and dissemination of essential elements of information for use by response operations and input for reports, briefings, displays, and plans. This information is used to establish the EOP
   b. Consolidation of information into reports and other materials which describe and document the overall response activities and keep the EOC and other emergency support functions apprised of overall operations. Examples include situation reports and incident action plans.
   c. Resource tracking
   d. The maintenance of displays of pertinent information for use in briefings.
   e. Gather process and share technical information research.
   f. Collection and management of information from all sources.
   g. Preliminary damage and impact assessment statements.
   h. Coordination of damage assessment operations, and technical assistance, including structural inspections.

6. **ESF-6/Mass Care Unit – The primary support agency is the Hendry County School District.**
   The ESF 6/Mass Care Unit is responsible for coordinating efforts to provide sheltering, feeding, and emergency relief, and for coordinating bulk distribution of supplies to victims. Support includes, but is not limited to:

   a. Establish and operate mass care and coordinate with ESF-8 Health and Medical about special needs shelters.
   b. Coordinate relief efforts with any and all volunteer organizations actively engaged in providing assistance.
   c. Establish and administer a system to provide casualty information and shelter registration lists to human service agencies.
   d. Establish mass feeding facilities.

7. **ESF-7/Procurement Unit – The primary support agency is Hendry County Emergency Medical Services**
   The ESF 7/Procurement Unit is responsible for providing logistical management and resource support to all emergency support functions in response and recovery efforts to include emergency relief supplies, facilities, equipment, office supplies, contracting services, and all other resources which may be required. Support includes, but is not limited to:

   a. Maintain inventories of resources available locally;
   b. Identify the location and identification of necessary logistical support and resources.
   c. Establish and administer depot and distribution facilities such as logistics staging area and points of distribution.
   d. Coordinate state and federal resources.
   e. Negotiate contracts for support of emergency actions.
   f. Provide requested resources to all other emergency support functions and other agencies and governments active in emergency response.

8. **ESF-8/Health & Medical Unit – The primary support agency is the Health Department.**
   The ESF 8/Health & Medical Unit is responsible for providing supplemental assistance in identifying and meeting the general health and welfare of victims of a major emergency or disaster, and for providing emergency first aid and pre-hospital emergency medical services to the affected population. Support includes, but is not limited to:

   a. Operate and manage special needs shelter.
   b. Assessment of general health and medical needs of the affected population.
   c. Surveillance and monitoring of conditions which could impact general health.
   d. Evaluation of food, drug, or medical safety.
   e. Assessment of worker health and safety.
   f. Identification of biological, chemical, or radiological physiological hazards.
   g. Evaluation of the mental health of victims.
   h. Implementation of vector controls.
   i. Advise on potability of water sources and the disposition of solid waste and waste water.
   j. Victim identification and mortuary services.
   k. Emergency public health information.
   l. Pre-hospital and hospital emergency medical care.
   m. Identification, coordination, and mobilization of medical equipment, supplies, and personnel.

9. **ESF-9/Search & Rescue Unit – The primary support agency is the LaBelle Fire Department.**
   The ESF 9/Search & Rescue Unit is responsible for conducting urban search and rescue operations, including locating, extricating, and providing disaster medical treatment for victims. Support includes, but is not limited to:

   a. Mobilization and management of search and rescue teams.
   b. Initiation of a search for victims throughout the impacted area.
   c. Strategic command and control of emergency rescue teams.

10. **ESF-10/Hazardous Materials Unit – The primary support agency is the LaBelle Fire Department, secondary agency is FDEP.**
    The ESF 10/Hazardous Materials Unit is responsible for providing a coordinated response to major releases or spills of hazardous materials. Support includes, but is not limited to:

    a. Detection and identification of hazardous materials discharges.
    b. Coordination of initial incident command at the scene of a release.
    c. Support of protective action decisions by field command.
    d. Coordination of the overall containment and cleanup.
    e. Providing equipment, personnel, and technical assistance.

11. **ESF-11/Food & Water Unit - The primary support agency is the Hendry County School District.**
    The ESF 11/Food & Water Unit is responsible for identifying, securing, and arranging the transportation of food assistance to the affected areas. Support includes, but is not limited to:

    a. Maintain an inventory of warehoused food products/quantities and identification of sources to obtain additional supplies.
    b. Coordination of warehouse space for storage of food supplies.
    c. Coordination of transportation of food supplies to designated distribution or mass feeding sites.
    d. Preparation and segregation of food for mass bulk distribution.
    e. Coordination of the issuance of emergency food stamps and vouchers.

12. **ESF-12/Energy Unit – The primary support agency is Port LaBelle Utilities.**
    The ESF 12/Energy Unit is responsible for the coordination, prioritization, and restoration of public utilities and services to include emergency water and waste water, flood control, emergency power, fuel and gas. Support includes, but is not limited to:

    a. Assessing system damages and requirements to restore such systems.
    b. Emergency preparation and restoration of potable water, temporary restoration of water and waste water, and providing water for fire-fighting.
    c. Prioritizing restoration of services using critical infrastructure list.
    d. Coordinating public utility equipment and personnel as required.
    e. Providing guidance for utility information and conservation.

13. **ESF-13/Military Support Unit – The primary support agency is the Florida National Guard.**
    The ESF 13/Military Support Unit is responsible for the coordination of both state and federal military support to local governments. Support includes, but is not limited to:

    a. Coordination of military Rapid Impact Assessment Teams.
    b. Overall management and prioritization of military support.
    c. Processing mission requests for military assistance from other emergency support functions.

14. **ESF-14/Public Information – The primary support agency is Hendry County Legislative Affairs Office and PIO.**
    ESF 14/Public Information is responsible for the coordination and dissemination of emergency public information. Support includes, but is not limited to:

    a. Coordination of information gathering, production, and editing.
    b. Dissemination of response and recovery information to the general public. Manages social media.
    c. Management of media personnel and press releases.
    d. Scheduling of press briefings and interviews.
    e. Providing designated spokes persons.
    f. Management of EOC call center and United Way 211 information.

15. **ESF-15/Volunteers & Donations Unit – The primary support agency is Hendry County SHIP Officer.**
    The ESF 15/Volunteers & Donations Unit is responsible for the overall management and coordination of volunteers and donated goods. Support includes, but is not limited to:

    a. Receipt and management of donations to the disaster relief effort.
    b. Screening, evaluation, and assignment or referral of volunteers.
    c. Operation of reception facilities for donations and volunteers.
    d. Coordination of distribution of donated goods.

16. **ESF-16/Law Enforcement and Security Unit –The primary support agency is the Hendry County Sheriff's Office**
    The ESF 16/Law Enforcement and Security Unit is responsible for coordinating all law enforcement response and recovery actions. Support includes, but is not limited to:

    a. Coordination of resource requests to and from law enforcement agencies.
    b. Coordination and consolidation of information to and from law enforcement agencies.
    c. Coordination of the implementation of the Florida Law Enforcement Mutual Aid Plan.

17. **ESF-17/Animal Issues Unit – The primary support agency is the Hendry County Agriculture Extension Office.**
    The ESF 17/Animal Issues Unit is responsible for the coordination of local resources in response to pet, farm, and wild animal care needs before, during, and after a significant emergency. Support includes, but is not limited to:

    a. Assessment of animal needs.
    b. Overall management of animal care services.
    c. Coordinate with Florida S.A.R.T.
    d. Coordination of pet, farm, and wild animal needs.
    e. Identification of local facilities and resources available for animal concerns.
    f. Coordination of animal care services volunteers.

18. ESF-18/Business and Industry – The primary support agency is Hendry County Economic Development Office.

The responsibility of the ESF-18/Business and Industry Unit is to coordinate local, State and Federal agency actions that will provide immediate and short-term assistance to businesses, industry, and economic stabilization after a disaster. Support includes but is not limited to:

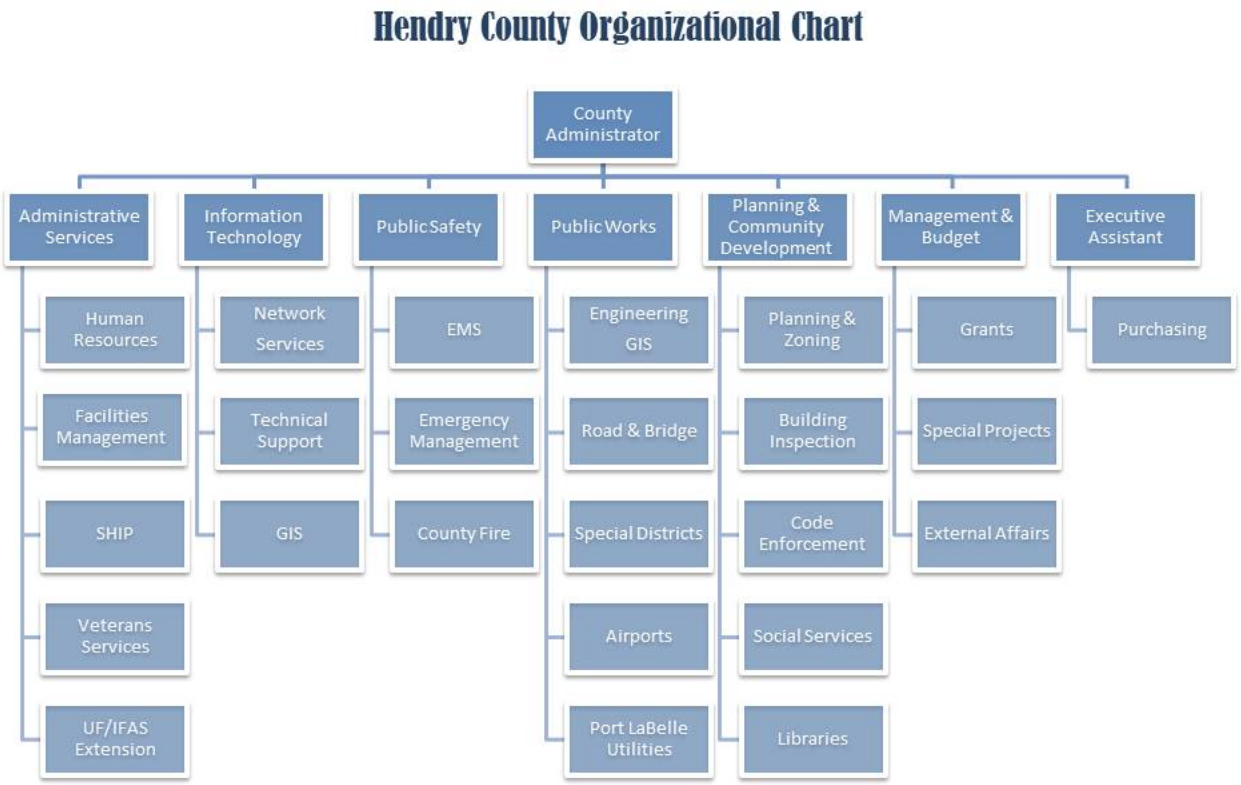
a. Assessment of business and industry needs.
b. Provide critical information to neighborhood businesses and various industries throughout the County during an emergency event
c. Coordinate local, State and Federal business assistance services.
d. Assisting in aiding the business and industry recovery process**.**

V. CONCEPT OF OPERATIONS

A. GENERAL

The Hendry County Board of Commissioners (BOCC) is responsible for making decisions regarding the day-to-day governance of the County. The responsibility for emergency management activities resides with the Emergency Management Director. The Hendry County Emergency Management Director is responsible for emergency preparedness, response, recovery and mitigation activities throughout the County.

TABLE 9



Hendry County has established a line of succession to ensure continuous leadership during emergency situations. The following list shows the lines of succession:

- **Board of County Commissioners**: Chair - Vice Chair –Other Board Members
- **County Administrator**
- **County Attorney/Public Safety Director**
- **Director of Emergency Management**

Emergency operations span three separate but contiguous phases: emergency response, relief, and recovery. The Concept of Operations will focus 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. The Operational system utilized will be hybrid ESF/ICS structure, with coordination among local agencies and their state and federal counterparts. ESFs will be utilized to designated roles of responsibility, while the Incident Command System will be utilized to handle and complete specific tasks and missions.

During the onset of any emergency activity, ICS/NIMS should be instituted in order to achieve efficient organization of duties during the event(s). In all instances, the Incident Commander (IC) shall decide to what level it is necessary to staff the ICS/NIMS structure. This also must be monitored throughout the event, for the incident may warrant the expansion or contraction of the overall ICS/NIMS structure. When possible, the IC, or designee shall notify Emergency Management of any potential for escalation of the event. In these cases, Emergency Management will make appropriate notifications to agencies who may become involved in the event should it escalate. This shall be done to minimize disruption to other agency functions by alerting them and putting them on standby for the event. In some instances, such alerting may not be possible due to the magnitude of the event and its needed response. However, when possible, the appropriate agencies in the NIMS/ICS structure will be notified in advance to allow for incident-specific response planning.

The Hendry County EOC serves as the central command and control point for emergency-related operations and activities, and requests for deployment of resources. In the event the EOC is endangered, the Alternate EOC will be activated. The EOC will use the local instance of WebEOC along with the FDEM WebEOC account to document all incident related tasks and missions.

Hendry County will use the Incident Action Plan (IAP), and SITREPS, to provide a coherent means of communicating the overall incident objectives in the context of operational and support activities. This will be coordinated through the ESF 5/Planning Section. All agencies participating in the NIMS structure are required to provide appropriate situation awareness and resource status updates to the Planning Section in order for the IAP to remain updated and current. The IAP will be developed using the WebEOC or standard ICS forms.

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC will initiate a Level III activation (enhanced monitoring). Communications will be maintained between the County EOC and the State EOC.

While emergency response actions necessary to protect public health and safety are being implemented, the Director of Emergency Management or designee will work with the ESFs to make preparations to facilitate the rapid deployment of resources, establish the EOC, and implement this plan.

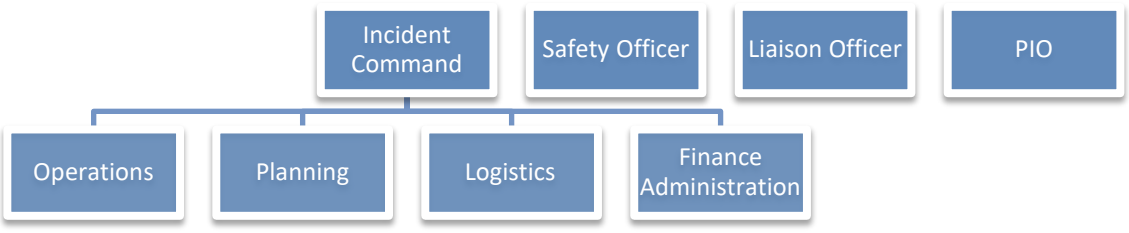
Operations Officers and ESF representatives in the EOC will contact the designated emergency coordinators in affected municipalities to identify needed and anticipated resources and contact persons. Resource requests which exceed the capability of the county will be forwarded to the State and Federal ESFs, through the ESF 7/Procurement Unit and Web EOC.

B. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Hendry County will use the Incident Command System and the National Incident Management System (NIMS) to organize its responses to, recovery from, and the mitigation of emergencies and disasters. County agencies and organizations have been trained and will continue to be trained in the implementation of NIMS/ICS. While many organizations have differing levels of training in NIMS, all agencies will be required to integrate their management system into the overall Hendry County NIMS/ICS system to prevent fragmentation and duplicating the use of resources during an emergency or disaster. The use of NIMS is mandated through Homeland Security and by Presidential Directive/HSPD-5.

IOThe following is a description of each of the NIMS Sections and a summary of the responsibilities of each section. Some positions may or may not be needed, depending on the size and complexity of the incident. The ICS/UC is designed to expand and contract depending on the incident needs. The Span of Control for any Commander, Director, or Unit Leader should only be 3 – 5 people. If the number of direct reports is higher, Branch Leaders shall be assigned to consolidate reporting for similar operational groups. The Incident Commander/Unified Command is responsible for assigning personnel to each position as warranted per SOG. Checklists outlining the specific responsibilities for all of these positions can be found in the Appendix section of this document.

TABLE 10



1. Command Section

a. Incident Commander (IC)

The Incident Commander is responsible for the overall management of all incident activities, including the development and implementation of strategy, and for approving the ordering and release of resources. In multi-jurisdictional incidents, the duties of the Incident Commander may be carried out by a unified command established jointly by the agencies that have direct jurisdictional or functional responsibility for the incident. In those single-jurisdiction incidents where assisting agencies have significant resources committed, the responsible agency may establish a Unified Command at the Incident Command level, or place assisting agency personnel in key positions within the organizational structure. The Incident Commander may have a deputy. The deputy's responsibilities will be as delegated by the Incident Commander.

b. Public Information Officer (PIO)

The Public Information Officer is a member of the command staff and reports directly to the Incident Commander. The Public Information Officer is responsible for the collection and release of information about the incident to the news media and other appropriate agencies and organizations.

c. Safety Officer

The Safety Officer, is a member of the command staff, and reports directly to the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each Incident Action Plan.

d. Liaison Officer

The Liaison Officer, a member of the command staff and reports directly to the Incident Commander. The Liaison Officer is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, etc. When agencies assign representatives to the incident, the Liaison Officer will coordinate their activities.

e. Agency Representative

An Agency Representative is assigned to an incident from an assisting or cooperating agency with full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one Agency Representative from each agency assigned to the incident.

In small incidents, the Agency Representatives will answer to the Incident Commander. In larger incidents, agency representatives will answer to their respective Section Chiefs, who will in turn answer to the Incident Commander.

2. Planning Section

a. Planning Section Chief

The Planning Section Chief, a member of the Incident Commander's general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict the probable course of incident events, including the identification of future resource requirements.
- Prepare alternative strategies and control operations for the incident.

The Planning Section Chief reports directly to the Incident Commander. The Planning Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Planning Section Chief. Unit functions may be combined if workload permits.

b. Situation Unit Leader (ESF-5/Planning Section)

The Situation Unit is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis, and display of that information for use by ICS personnel. The Situational Unit Leader will answer to the Planning Section Chief.

c. Resources Unit Leader (ESF-5 and ESF-7/Procurement Unit)

The Resources Unit Leader will answer directly to the Planning Section Chief, but coordinates with the Logistics Section Chief. The Resources Unit is primarily responsible for:

- Ensuring that incident resources are properly checked in from the staging areas throughout the county.
- The preparation and processing of resource status change information.
- The preparation and maintenance of displays, charts, and lists which reflect the current status and location of operational resources, transportation, and support vehicles.
- Maintaining a file or check-in list of resources assigned to the incident.

d. Documentation Unit Leader (ESF-5/Planning Section)

The Documentation Unit Leader will answer directly to the Planning Section Chief who is ultimately responsible for the preservation of vital records/documents deemed essential for continuing governmental functions and conducting post-disaster operations. The Documentation Unit is responsible for:

- Maintaining accurate and complete incident files.
- Providing duplication service to incident personnel.
- Packing and storing incident files for legal, analytical, and historical purposes.

e. Demobilization Unit Leader (ESF-5/Planning Section)

The demobilization of resources and personnel from a major incident is a team effort involving all elements of the incident command organization. The Demobilization Unit develops the demobilization plan and coordinates and supports the implementation of that plan throughout the incident command organization. Several units of the incident command organization—primarily in logistics—are responsible for assisting in the demobilization effort. These units also should participate in the preparation of the plan.

The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting sections and/or units in ensuring that an orderly, safe, and cost-effective movement of personnel and equipment is accomplished from the incident.

Individual agencies and/or contractors may have additional specific procedures to follow in the process of incident demobilization. The Demobilization Unit Leader will answer directly to the Planning Section Chief.

3. Operations Section

a. Operations Section Chief

The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the Incident Action Plan (IAP). The Operations Section Chief also assists in the formulation of the IAP and directs its execution, directs the formulation and execution of subordinate unit operational plans, requests or releases resources and recommends these to the IC. He or she makes expedient changes to the IAP (as necessary) and reports such to the Incident Commander.

The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period.

The Operations Section Chief reports directly to the Incident Commander.

b. Staging Area Manager

The Staging Area Manager is responsible for overseeing the staging area(s).

The Staging Area Manager reports to the Operations Section Chief.

c. Branch Director

The Operations Branch Director is responsible for the implementation of the IAP within the branch. This includes the direction and execution of branch planning for the assignment of resources within the branch. Branch directors will be activated only when needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Operations Section Chief. The deputy, if activated, must serve in the same operational period as the director.

The Operations Branch Director reports to the Operations Section Chief.

d. Division / Group Supervisor (Operations)

Divisions divide an incident into natural separations where resources can be effectively managed under span-of-control guidelines. Examples of divisions are floors of a building or segments of a line. Groups are functional and describe activity. Examples of groups are ventilation, salvage, or secondary line construction.

The Division or Group Supervisor is responsible for:

- The implementation of the assigned portion of the incident action plan.
- The assignment of resources within the division or group.
- Reporting on the progress of control operations.
- The status of resources within the division or group.

The Division/Group Supervisor reports to the Branch Director or, in the event that Branch Directors are not activated, to the Operations Section Chief.

e. Strike Team/Task Force Leader

The Strike Team or Task Force Leader is responsible for performing operations assigned to a strike team or task force. The leader reports work progress, resource status, and other important information to a division supervisor and maintains work records on assigned personnel.

The Strike Team/Task Force Leader reports to a Division/Group Supervisor.

f. Medical Unit Leader (ESF-8/Health and Medical Unit)

The Medical Unit Leader is primarily responsible for the development of the medical emergency plan, obtaining medical aid and transportation for injured and ill incident personnel, and the preparation of reports and records. The Medical Unit may also assist operations in supplying medical care and assistance to civilian casualties at the incident. The Medical Unit Leader may require the services of a Welfare Officer to assist in resolving personal matters or to support the general well-being of personnel assigned to the incident.

The Medical Unit Leader reports to the Service Branch Director in large incidents and directly to the Operations Section Chief in smaller incidents when a Service Branch Director is not assigned.

4. Logistics Section

a. Logistics Section Chief

The Logistics Section Chief, a member of the general staff, is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in the development of the IAP and activates and supervises the branches and units within the Logistics Section.

The Logistics Chief reports to the Incident Commander.

b. Logistics Support Branch Director

The Support Branch Director is responsible for the management of all support activities at the incident.

The Support Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief.

The Support Branch Director reports to the Logistics Section Chief.

c. Ground Support Unit Leader

The Ground Support Unit Leader is primarily responsible for:

- Providing the transportation of personnel, supplies, food, and equipment.
- Providing for the fueling, service, maintenance, and repair of vehicles and other ground support equipment.
- Collecting and recording information about the use of rental equipment and services initiated and requested.
- Implementing the traffic plan for the incident.

The Ground Support Unit Leader reports to the Logistics Section Chief.

d. Food Unit Leader (Food and Water Unit)

The Food Unit Leader is responsible for determining feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas.

The Food Unit Leader reports to the Service Branch Director (if activated) or the Logistics Section Chief.

e. Communications Unit Leader (ESF-2/Communications Unit)

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities. These include:

- Installation and testing communications equipment.
- Supervision of the incident communications center.
- Distribution of communications equipment to incident personnel.
- Maintenance and repair of communications equipment.

Incident communications for notification and warning will be dictated by and through the IAP.

f. Logistics Service Branch Director

The Service Branch Director is responsible for the management of all service activities at the incident. The Service Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief.

The Service Branch Director reports to the Logistics Section Chief.

g. Facilities Unit Leader

The Facilities Unit Leader is primarily responsible for the activation of incident facilities (i.e., the base, camp(s), and Incident Command Post, etc.). The unit provides sleeping and sanitation facilities for incident personnel, and manages base and camp operations. Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance.
The Facilities Unit Leader reports to the Support Branch Director. Close liaison must be maintained with the Food Unit Leader, who is responsible for providing food for all incident facilities.

h. Supply Unit Leader

The Supply Unit Leader is primarily responsible for:

- Ordering personnel.
- Ordering, receiving, and storing all supplies for the incident.
- Maintaining inventory of supplies.
- Servicing non-expendable supplies and equipment.
- Coordinate with resource unit leader.

The major functions of this unit are grouped into the ordering of equipment and supplies and the receiving and/or distribution of equipment, other than primary supplies. The Supply Unit Leader reports to the Support Branch Director during large incidents and directly to the Logistics Chief in smaller incidents when a Support Branch Director is not assigned.

5. Administration/Finance Section

a. Administration/Finance Section Chief

The Administration/Finance Section Chief, a member of the general staff, is responsible for organizing and operating the Administration/Finance Section within the guidelines, policy, and constraints established by the Incident Commander and the responsible agency. The Administration/Finance Section Chief participates in the development of the IAP and activates and supervises the units within the section.

The Administration/Finance Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident. The Administration/Finance Section Chief must be familiar with their responsibilities as well as each Unit Leaders position to effectively manage the section. This Section Chief fulfills responsibilities of Unit Leader positions that are not filled. Other responsibilities include, but are not limited to:

- Providing financial and cost analysis information as requested
- Gathering pertinent information from briefings with responsible agencies
- Developing the Operating Plan for the section
- Meeting with agency Administrative Representative
- Ensures that all personnel time records are accurately completed and transmitted to home agencies
- Providing financial input to the demobilization plan
- Ensuring that all obligation documents initiated at the incident are properly prepared and completed
- Briefing agency administrative personnel on all incident-related issues needing attention or follow-up prior to leaving the incident Maintains Unit Log (ICS Form 214)

The Administration/Finance function within the Incident Command System is heavily tied to agency-specific policies and procedures. The Administration/Finance Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms.

The Administration/Finance Section Chief reports directly to the Incident Commander.

b. Time Unit Leader

The Time Unit Leader is responsible for equipment and personnel time recording and for managing commissary operations to meet incident needs. Coordinates with Documentation Unit Leader.

The Time Unit Leader reports directly to the Administration/Finance Section Chief.

c. Cost Unit Leader

The Cost Unit Leader is responsible for collecting all cost data, performing analysis on cost effectiveness, and providing cost estimates and cost-saving recommendations for the incident. The Cost Unit Leader reports directly to the Administration/Finance Section Chief.

d. Compensation / Claims Unit Leader

Compensation for injury and claims are handled together within one unit in NIMS/ICS.

The Compensation/Claims Unit is responsible for:

- The prompt preparation and processing of all forms required in the event of injury or death to any person.
- Gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the agency. The Compensation/Claims Unit Leader must have firsthand knowledge of all required agency procedures on claims handling.

The unit leader and assigned specialist must work in close coordination with the Medical Unit, Safety Officer, and Agency Representatives.

The Compensation/Claims Unit Leader reports directly to the Finance/Administration Section Chief.

e. Procurement Unit Leader

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases and fiscal agreements.

The Procurement Unit will work closely with the Supply Unit as well as the ESF 7 Lead, which will implement the procurement plan and perform all incident ordering. The Procurement Unit Leader reports directly to the Administration/Finance Section Chief.

6. Unified Command and Area Command

For incidents that require a multi-agency/multi-jurisdictional response, it may be necessary to initiate a **Unified Command** Structure. Incoming agencies or units who are not already part of the Hendry County NIMS/EOC interface will be assigned to work with their counterparts in the already-existing structure. This will ensure consistency of information, efficiency in use of resources, and an overall consistent response and recovery. No one will work outside of this structure.

When multiple incidents occur which may require the same jurisdictional or regional resources, it may be necessary to initiate an **Area Command,** which may integrate the ICS/NIMS Structures of multiple jurisdictions. This would be required if identical resources (personnel or equipment) were being sought after for multiple incidents within the same area or region.

a. Priorities

The Unified/Area Command shall work with the Planning Section to ensure that overall incident-related priorities are set. With little exception, priorities shall generally be, listed in order:

- Protection of Life
- Protection of Health and Welfare
- Protection of Property
- Protection of Environment

This is consistent with overall incident priorities whether in Area Command or in a single agency response.

b. Critical Resources Logistics/Procurement

The Unified/Area Command shall work with the Administration Section/Procurement Unit to ensure that critical resources are allocated according to the established Unified/Area Command priorities.

c. Incident Management

The overall Incident Commander (IC) shall work through the Unified/Area Command, along with the Planning Section, Logistics Section, Operations Section, and the Administration Section to ensure that the incident is being managed correctly, efficiently, and in accordance with incident goals and objectives set forth in the IAP.

d. Incident Management Objectives

The IC shall also work through the Unified/Area Command to ensure that incident management objectives do not conflict with each other or policies set forth by the response/recovery agencies.

e. Critical Resources

The Unified/Area Command shall ensure that all requests for critical resources are directed to the Logistics Section so that they can be analyzed, prioritized, and filled as deemed appropriate.

f. Short Term Recovery

The overall IC shall work with the Planning Section to ensure that short-term recovery is coordinated to assist in the transition to full recovery operation.

C. ASSIGNMENT OF RESPONSIBILITIES

The Hendry County Board of County Commissioners is the lead authority in all emergency and disaster situations per Florida Statute 252. However, there may be a variation in who will act as lead advisory or lead response agency. The table below illustrates the lead response agencies and their legal authorities for each of the hazards to which Hendry County is vulnerable. These lead agencies would have a representative serving as Incident Commander for the incidents to which they are responsible.

Effective emergency management requires that various responsibilities and levels of involvement be established and maintained by local agencies. General responsibilities assigned to local agencies and groups are summarized in this section.

TABLE 13 **HENDRY COUNTY HAZARD RESPONSE FREQUENCY & MATRIX**

Hazard/Special Planning Consideration	Frequency	Population Affected	Lead Agency	Applicable Statute	Comments
Civil Disorder	Infrequent	Varied	Sheriff	F.S. 870.041-8	FDLE, FHP,, FLNG
Drought	Semi-frequent	Population & Agriculture	Extension		FDOF
Flood	Semi-frequent	All	Emergency Management	F.S. 252	FDEM
Freeze - Winter Storm	December - April	Population & Agriculture	Extension		
Hurricane	June- November	All	Emergency. Management	F.S. 252	FDEM
Tornado	Year Round	All	Emergency Management	F.S. 252	FDEM
HAZMAT	Infrequent	All	Fire	F.S. 252 & 29 CFR 1910.120	FDEP, FDEM
Power Failure	Semi- frequent	All	Port LaBelle Utilities/Utilities		FDCA
Radiological	Infrequent	All	Public Health	F.S. 252	FDOH
Subsidence	Infrequent	All	Public Works	F.S. 252	USACE
Transportation – Air	Infrequent	All	Fire/Rescue	F.S. 252	FDLE, FHP, FBI, FAA, NTSB
Urban Fire	Frequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA
Wildland Fire	Frequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA, FDOF
Mass Casualty	Infrequent	Varied	Fire/Rescue	F.S. 252	Local Mutual Aid, FLFCA
Terrorism	Infrequent	Varied	Sheriff	F.S. 252	FDLE,PDD 29(FBI), ATF
Mass Migration	Infrequent	Varied	Sheriff	F.S. 252 & 870	FMP, USCG, INS
Distinguished Visitor	Infrequent	Varied	Sheriff		FBI, USSS
Public Health Emergency	Semi- frequent	Varied	Public Health	F.S. 388.45	FDOH. CDCA
Chemical Spill – Waterway	Semi- frequent	Varied	Fire/Rescue		FMP, FDEP, USCG
HENDRY COUNTY HAZARD RESPONSE FREQUENCY & MATRIX					

1. Sheriff's Department:

The duties of the Sheriff's Department include, but are not limited to:

- Coordinate overall law enforcement operations and serve as the liaison between municipal and county law enforcement agencies.
- Provide personnel and vehicles for search and rescue.
- Provide for security at the EOC and other essential facilities.
- Maintain traffic flow and control of all evacuation routes
- Secure evacuated areas to prevent looting.
- Assist Emergency Management personnel in notifying local agencies of an emergency situation.
- Support damage assessment operations.
- Support evacuation and transportation operations.
- Support communication services.
- Work within the structure of NIMS as mandated by the Federal Government. The County Sheriff serves in the operations Section under the Hendry County NIMS Structure. Depending on the incident the Sheriff's Office may also be required to become involved in the Unified Command.
- Serve as the lead agency for ESF 2/Communications Unit, the ESF 13/Military Support Unit, and the ESF 16/Law Enforcement Unit.
- Serve as the Incident Commander, if required, as dictated by the type of incident.
- Staff the EOC as required on a 24 hour basis.

2. County Clerk

The duties of the County Clerk include, but are not limited to:

- Ensure the preservation of vital county records.
- Maintain complete and accurate accounts of emergency expenditure and obligations including personnel and equipment.
- Work within the structure of NIMS/ICS as directed by the Federal mandate.

3. County School Board:

The duties of the County School Board include, but are not limited to:

- Provide for the identification, opening and operation of school shelters.
- Assign and train personnel to operate registration centers, shelters and feeding facilities.
- Maintain a list of all transportation resources including the number of available buses and drivers.
- Coordinate emergency transportation services.
- Plan for maintenance, supply and repair of transportation resources.
- Serve as lead agency for the ESF 1/Transportation Unit, the ESF 6/Mass Care Unit, and the ESF 11/Food and Water Unit.
- Work within the structure of NIMS/ICS as mandated by the Federal Government. The School Board serves in the Operations, Logistics, or administrative Section under the Hendry County NIMS structure, depending on the function that is being performed. Depending on the incident, the School Board may be required to become involved in the

Unified Command.
- Staff the EOC as required on a 24 hour basis.

4. County Health Department

The duties of the County Health Department include, but are not limited to:

- Coordinate the allocation of medical resources by developing and maintaining plans for the use of all public, private and non-governmental relief agency resources to prevent or control emergency public health problems.
- Coordinate public health and sanitation services.
- Provide health and supplemental medical services to persons in the county.
- Monitor the threat of health hazards resulting from an emergency such as water contamination, poisonous snakes and vermin control, etc.
- Mobilize and coordinate necessary local medical resources and personnel.
- Carry out mortuary and identification services.
- Collect and destroy contaminated food products.
- Notify DEM when state assistance is needed to control public health problems.
- Support the inspection of mass feeding facilities and food preparation.
- Provide for testing of fresh water supplies.
- Serve as the lead agency for the ESF 8/Health and Medical Unit.
- Staff and run shelters for People with Special Needs (PSN).
- Work within the structure of NIMS/ICS as directed by Federal mandate.

5. County Road and Bridge Department

The duties of the County Road Department include, but are not limited to:

- Provide transportation for moving emergency supplies and equipment.
- Assist in traffic control operations.
- Coordinate debris removal from public-owned properties and remove public debris from private property after securing legal consent.
- Identify potential sites for disposal of debris and coordinate with the County Health Department to ensure health standards are maintained.
- Coordinate fuel allocation and provide a site for fueling emergency vehicles.
- Support damage assessment operations.
- Support communications and warning.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

6. County Building and Zoning Department

The duties of the County Building and Zoning Department include, but are not limited to:

- Develop recommendations for zoning, or land use controls, in order to reduce or eliminate disasters and their impact.
- Identify problems with existing development regulations or practices that reduce their effectiveness for avoiding or reducing disaster potential from natural or manmade hazards.

- Assist in the development of state and regional hazard mitigation policies affecting local jurisdictions.
- Develop recommendations for building construction standards in order to reduce or eliminate disasters and their impact.
- Perform shelter evaluations.
- Work within the structure of NIMS as mandated by the Federal Government. The County Building and Zoning Department serves in the Operations, Planning or Administrative Section under the Hendry County NIMS Structure, depending on the function.
- Conduct damage assessment in cooperation with the Property Appraiser and the Planning Department.
- Serve as the lead agency for the ESF 5/Information and Planning Unit and the ESF 7/Procurement Unit.

7. National Flood Insurance Program Administrator/Flood Plain Manager

The duties of the National Flood Insurance Program Administrator include, but are not limited to:

- Develop recommendations for land use controls to reduce or eliminate disasters and their impact.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

8. County Agricultural Extension Agent

The duties of County Agricultural Extension Agent include, but are not limited to:

- Monitor the storage and use of agriculture-related chemicals in the County.
- Provide damage assessment information of agriculture interests to the EOC.
- Serve as the lead agency in the ESF 17/Animal Issues Unit.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

9. County Property Appraiser

The duties of County Property Appraiser include, but are not limited to:

- Assist the Building and Zoning and Planning Departments with damage assessment activities.
- Work within the structure of the NIMS/ICS as directed by Federal mandate. This position serves in the Operations Section under the Hendry County NIMS structure.

10. Emergency Medical Services

The duties of Emergency Medical Services include, but are not limited to:

- Provide on-site medical assistance.
- Support communication and warning.
- Support transportation services.
- Support evacuation services.
- Support rescue services.
- Work within the structure of NIMS as mandated by the Federal Government. The Fire Department serves in the Operations Section under the Hendry County NIMS Structure. Depending on the incident,

this position may also be required to become involved in the Unified Command.
- Provide an Incident Commander if required, as dictated by the incident.
- Staff the EOC on a 24 basis, as required.

11. Public and Private Utilities:

The duties of Public and Private Utilities include, but are not limited to:

- Restrict utilities in affected areas to prevent fires and/or electrocution.
- Restore disrupted services.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

12. County Fire Department and Volunteers

The duties of the County Fire Department and Volunteers include, but are not limited to:

- Maintain a file of all full-time, volunteer, and auxiliary fire personnel, as well as all fire and rescue equipment.
- Maintain a personnel alerting plan.
- Update local resources, inventory records, and supply records to the county Office of Emergency Management.
- Prepare materials concerning fire disaster safety to be distributed during emergencies.
- Provide resources for fire suppression activities.
- Maintain department communications and warning system.
- Support local evacuation and shelter operations.
- Provide area fire/rescue coordination.
- Work within the structure of NIMS as mandated by the Federal Government. The Fire Department serves in the Operations Section under the Hendry County NIMS Structure. Depending on the incident, this position may also be required to become involved in the Unified Command.
- Provide an Incident Commander if required, as dictated by the incident.
- Staff the EOC on a 24 basis, as required.

13. Municipal Government

The duties of the Municipal Government include, but are not limited to:

- Provide for emergency response needs within their jurisdiction.
- Assist county agencies in responding to or recovering from an emergency.
- The City Liaison will assist the County Administrator in the EOC under the Administration/Finance Section as the focal point of coordination with the City.
- Work within the structure of NIMS as mandated by the Federal Government.
- Ensure that City Agencies work within the established county NIMS structure to ensure consistent and efficient management of the incident.

14. Radio, Television and Newspaper Services

The duties of Radio, Television and Newspaper Services include, but are not limited to:

- Disseminate hazard mitigation and preparedness information to the public through newspaper inserts and public service announcements.
- Provide emergency response/recovery information through radio and television broadcasts, along with newspaper articles as directed by the Emergency Management Director.

15. American Red Cross

The duties of the American Red Cross include, but are not limited to:

- Provide for the identification, opening, and operation of shelters.
- Assign and train personnel to operate registration centers, shelters, and feeding facilities.
- Assist in recovery operations.
- Provide general mass care supplies to shelters.
- Conduct all duties in accordance with the structure of the Hendry County NIMS/EOC Interface.

16. Civil Air Patrol

The duties of the Civil Air Patrol include, but are not limited to:

- Provide personnel and aircraft to assist with search and rescue operations.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

17. Salvation Army

The duties of the Salvation Army include, but are not limited to:

- Provide medical assistance, mass feeding, clothing, and sheltering.
- Work within the structure of NIMS/ICS as directed by Federal mandate.

A department or agency may be designated as "the primary" for an ESF for a number of reasons. The agency may have a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities, 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 in a disaster can be immediately translated from the daily business of that agency. Whatever the reason, an agency is designated as the "primary", that agency has the necessary contacts and expertise to coordinate the activities of that support function. All Hendry County agencies will operate under the NIMS/EOC interface structure.

Prior to the activation of the EOC, the primary agencies for the ESFs will designate a representative in the EOC to coordinate that ESF. It is up to the lead agency's discretion as to how many, if any, support agencies they will require present with them. However, due to the limited space available in the EOC, the attendance of support agencies should be closely coordinated during the development of standard operating procedures.

The primary agency for the ESF will be 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 will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESFs for completion. The primary agency will be responsible for coordinating the delivery of that assistance.

The primary agency for that ESF will be responsible for identifying the particular resource or resources that will accomplish the mission and coordinate the delivery of that resource to the local government.

C. COORDINATION WITH STATE AND FEDERAL SUPPORT OF LOCAL OPERATIONS

Hendry County will remain in constant contact with the State of Florida Division of Emergency Management during the threat, onset, response, and recovery of any large scale emergency or disaster via telephone, email and Web EOC.

Hendry County will request State assistance through the designated Hendry County Emergency Logistics Section Chief using Web EOC. The Logistics Section Chief will then analyze the request with the Procurement Unit Leader under the Administration/Finance Section and forward it to the State **only when** all other County resources are depleted, or expected to be depleted.

Hendry County will also coordinate with State and Federal agencies for the following situations:

- Establishing Disaster Recovery Centers (DRCs) and Disaster Field Offices.
- Escorting Damage Assessment Teams - Rapid Response Teams (RRTs) and Rapid Impact Assessment Teams (RIATs).
- Requesting and locating additional resources as needed by Hendry County, surrounding counties, or for the State of Florida.

D. WARNING AND DISSEMINATION

Different threats generate different response actions and in some cases, such as hurricanes, the level and type of response varies according to the ability to properly notify and warn the population. Warnings of impending or potential emergencies such as a hurricanes, tornados, severe weather, 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. Responsible officials must be

notified for the purpose of implementing emergency government and management procedures and reporting such actions to State emergency management agencies. The public must be informed of instructions on appropriate protective actions, preparedness and response measures to take.

ALERT & NOTIFICATION

When possible, agencies in the EOC structure will be notified in advance to allow for incident specific response planning. EM will also alert, and work closely with, subject matter experts based on the type of hazard and its anticipated impact. The Alert Hendry notification system will be tested on a quarterly basis to ensure that messages are being delivered by the system and received by the community.

Emergency notifications received by the Local Warning Point will be forwarded to EM and, if it meets certain criteria, the State Watch Office. Based on the information available, EM will determine a course of action and will notify appropriate county stakeholders.

When severe weather is forecasted to impact Hendry County, the National Weather Service (NWS) will provide forecast briefings. EM monitors these briefings and will notify county stakeholders when weather watches and warnings are issued. If a weather event, or damage from a weather event, is reported to EM via the Local Warning Point, or some other source, EM will contact the NWS Lead Forecaster to provide that information.

Emergency Alerts are sent to the public only in the event of an emergency that requires protective action(s). When an emergency protective action is issued in response to an incident or event, an Emergency Alert System (EAS) and/or Wireless Emergency Alert (WEA) message can be disseminated via EM's Integrated Public Alert Warning System (IPAWS) compliant software systems EMnet or WebEOC. Simultaneously,EM would also disseminate messages through Alert Hendry and via social media, i.e., Facebook & Twitter.

EMERGENCY MANAGEMENT (EM) DUTY OFFICER

The EM Duty Officer (DO) serves as the EM primary emergency point-of-contact for the alert, notification, and initiation of a preliminary response to major emergencies and disaster events occurring in Hendry County. The DO can be notified 24-hours/day, regardless of the activation status of the Hendry County EOC.

The DO will monitor NWS forecast updates. If weather conditions begin to deteriorate, the DO will contact the NWS Lead Forecaster for additional information and provide updates to EM staff and county stakeholders.

In the event that an EOC activation is ordered, the DO will have primary responsibility to initiate appropriate notifications to EOC Section Chiefs and Branch Directors. These notifications will include EOC activation level; brief incident summary; EOC operational period; and agencies to be notified.

1. County Warning Point

The primary 24-hour Hendry County Warning Point is located at the Hendry County Sheriff's Office at 9045 SE Raintree Blvd., LaBelle, Florida 33935. Emergency 911 operators receive emergency notifications 24-hours a day through traditional land line and wireless telephone communication. The Watch Supervisor of 911 Dispatch is designated as the Warning Officer for Hendry County.

EM also maintains a parallel warning system at the Hendry County Emergency Operations Center (EOC) located at 4425 West SR80, LaBelle, Florida 33935. This system is monitored only during normal business hours. However, EM maintains an on-call Duty Officer available 24-hours/day at (863) 674-5400.

2. Warning and Status Updates

EM provides notifications of an event as early as is practical in an effort to provide as much advance warning as possible. Notification, warning, and event updates are accomplished in a number of ways depending on the circumstances surrounding the incident. In the case of a tropical storm or hurricane, the EM staff begins the notification process three to five days prior to the anticipated arrival of the storm. Events for which no warning is possible are handled in the most expeditious manner, either by radio, telephone, or Alert Florida.

EM maintains a comprehensive emergency contact database containing names, email addresses, affiliations, work, cell and emergency phone and 24-hour contact numbers. This database is maintained and updated on a continuous basis.

EM employs the use of an emergency notification system, which has the capability of simultaneously calling and emailing notifications and updates to agencies, municipalities, organizations and residents, who have signed up for or are part of the notification system. The typical message for an event includes, a tentative time schedule for the event, and a schedule of anticipated actions to be taken by Hendry County assuming a "worst case scenario". Social media is also routinely updated to provide the latest information in order to notify and warn the public.

Once the EOC is fully activated, each agency representative is provided with an unpublished telephone line that can be utilized to communicate with other agencies. These agencies may also communicate with radios.

All EOC representatives are provided with updated status information on a timely basis. Notification and status updates are provided to the general public through the electronic and print media. The Hendry County Public Information Officer (PIO) is assigned to the EOC during all activations. The PIO insures fidelity of messaging to the public regarding the circumstances surrounding an incident or disaster by

monitoring radio and television broadcasts, scheduling press conferences, and issuing news releases.

In the event that immediate dissemination of information to the public becomes necessary, the EOC has the capability of using the EAS to alert the general population

SPECIAL POPULATIONS

The hearing impaired receive emergency public information through open/closed captioning provided by the local television stations. The Florida Relay Service provides updated emergency information for dissemination to their clients. Also, American Sign Language interpreters are will be contacted and present during televised media briefings that originate from the EOC.

Emergency Public Information is provided in English and Spanish through television and radio stations.

OTHER NOTIFICATION PROCEDURES

- Under certain circumstances, fire-rescue units may be dispatched to mobile home facilities and public parks to notify residents and visitors of a potential threat. They may need to use loud speakers or door to door.
- Many residents, businesses, organizations, schools, and municipal governments also obtain notifications and warnings through NOAA weather radios.

3. Significant Incidents

Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point through bulletins and advisories from the State Watch Office, the National Weather Service via the Emergency Satellite Communications System (ESATCOM), the WEAS, the 911 System, radio, telephone and the general public. These significant incidents may include but are not limited to the following:

- Any incident which may require a substantial evacuation and/or relocation of a given area.
- Any event posing a potential threat for a mass casualty incident.
- Any weather related watch or warning.
- Any formation of tropical weather systems.
- Any incident that may close or significantly block major roadways within the County.
- Any large or multiple structure fires.
- Any large or multiple wildfires.
- Any prolonged shutdown of public utilities.
- Any incident where public resources within Hendry County are being deployed out of the County except for emergency services mutual aid.

- Any event posing a major environmental threat.

4. Alerting

Upon the notification of any of the above events the Hendry County Sheriff's Office 911 Dispatch Supervisors will implement notification to the Director of Emergency Management, immediately following the dispatch of the appropriate emergency response agencies. The Director may advise that one or a combination of the following actions be initiated by the 911 Dispatch Supervisors as the County's Warning Officer:

- Notify the State Watch Office, via EMNET, or by telephone (850.815.4001).
- Notify one or more designated agencies of the county government or political subdivision(s).
- Initiate a partial or full alert.

5. Notification

It will be the responsibility of the Primary Agencies for each ESF to notify their respective support agencies, division directors, and/or staff, under their span of control. In addition, the following actions will be initiated:

- An alert will be sent to all Hendry County 911 Public Safety Answering Points and they will in turn notify all public safety agencies for which they are jurisdictionally responsible.
- Hendry County and other governmental and non-governmental agencies will be contacted, and will utilize their own internal procedures to notify their staff of the threat or emergency situation.
- Warn the public, via Alert Florida, Emergency Alert System (EAS), IPAWS (in near future), local radio and TV stations, and social media sources. Warnings and alerts are to be issued in Spanish. The warning will include instructions for any required actions, (i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado, etc.). Seasonal visitors will receive warning information in the same manner as local residents.

E. MOBILIZATION

1. Levels of Activation

When Emergency Management has received notification that a threat or event has occurred that could require the implementation of this plan, each County Department who has primary or support agency responsibility for respective emergency support functions will begin mobilization in accordance with the following *(also see Section #6 Direction & Control for more detailed activation information*):

a. Level III Activation

This is typically the "enhanced monitoring" phase. Notification will be made to those County agencies and ESFs who would need to take action as part of their everyday responsibilities.

b. Level II Activation

This is a “partial” EOC activation. All primary or lead ESFs are notified. The EOC will be staffed by the Emergency Management Director and selected ESF personnel. The EOC may require 24 hour staffing.

c. Level I Activation

A level I activation requires a “Full” scale activation of the emergency response team and the EOC. The operation will likely run 24 hours a day. A declaration of a local state of emergency may not be in effect, but will be anticipated.

The senior representative of the department in charge of on-scene operations shall establish an on-site Incident Command Post and notify all departments of the location.

2. Plan Activation

When a major or catastrophic emergency has occurred or is imminent, the BOCC may issue a declaration of a local state of emergency. Such an action will activate all portions of this plan immediately. In the absence of a local state of emergency, the Director of Emergency Management may activate portions of this plan in accordance with the above levels of mobilization to facilitate response readiness or monitoring activities.

F. EMERGENCY DECISION MAKING

Two key elements which are essential for making sound emergency decisions are: knowing the amount of time that is needed to respond to the emergency and the amount of resources which are needed and available. To assist decision makers with this task, the Emergency Operations Center has numerous studies and analysis tools. When making emergency decisions, the following general methodology will be used:

- Protective action clearance times will be extracted from evacuation studies and risk analyses. Clearance times will be in accordance with the Regional Evacuation Study performed by the Southwest Florida Regional.

  In weather related emergencies, pre-emergency hazard times will be computed from the advisories issued by the National Weather Service (NWS). These times are based on the actual characteristics of the event (i.e., 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. The probabilities generated by the NWS will be considered when recommending protective measures. These probabilities are simple mathematical odds produced from weather models, and experienced meteorologists.

- Pre-emergency hazard time is the amount of time between the onset of the event and the actual arrival of hazardous conditions
- After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made of when a decision must be reached. This is decision time.

1. Decision Time

Decision Time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population. Consideration should be given at this time to make provisions for the safety and welfare of the families of emergency workers and securing their property. This can be accomplished by allowing them time off to attend to these functions or by the establishment of a team of volunteers to handle those responsibilities.

2. Clearance Time

Clearance Time is a fixed estimate of time that a county needs to evacuate a given area. It is the only component of the total evacuation equation that does not change.

3. Execution Time

Execution time is the time available that allows for the completion of emergency actions before hazardous conditions are experienced. This would include mobilization time.

During the process of decision making, determination for the issuance of protective actions and furnishing of assistance will be based on the following priorities:

- Life Threatening Circumstances - A problem that is directly linked to life threatening circumstances, such requests will receive first priority.
- Protection of Property - A threat exists for large scale damage to property. Public Health Risk – A concern that there may be a direct threat to public health

4. Operational Responses

Operational response to the above situations will be based upon the following:

- Availability of Resources – The Procurement Unit must assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.
- Location of Resources – The Procurement Unit staff will identify the closest available resources.
- Arrival Time – The Procurement Unit staff will estimate the time of arrival of resources.

G. PROTECTIVE ACTIONS

1. Evacuations

Most evacuations will be local in scope and actions will be initiated following a decision by an emergency response incident commander. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures. Local jurisdictions have established mutual aid agreements with neighboring jurisdictions to provide expanded resource capability. During any county administered evacuation that does not require activation of the EOC, assistance will be provided under the various county agencies' normal statutory authority through coordination by the Emergency Management Director.

In the event of a multi-jurisdictional operation, the Board of County Commissioners may issue a declaration of a local state of emergency and an evacuation order. This decision will be made following consultation with the Emergency Management Director, representatives of the jurisdictions involved, and representatives of the local governments.

All County assistance and support of such actions will be coordinated from the EOC under the direction and control of the Director of Emergency Management, or the Incident Commander. Decisions on issues, 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 relative to the ordered protective actions will be made by the County EOC.

Under the provisions of FS 252.355, Hendry County Emergency Management maintains a registry of county residents requiring assistance during evacuations and sheltering. Persons with Special Needs (PSN) include those who are medically challenged, as

screened and qualified by the Hendry County Health Department.

In an effort to reach those who wish to register, Hendry County Emergency Management annually advertises via local media, Home Health Agencies, local physicians, and public education activities.

Home health agencies in Hendry County provide an intake orientation to their customers that include disaster and emergency preparedness. Clients may register with the PSN program through home health agencies.

Registration forms are updated annually by Hendry County Emergency Management. Once a Special Needs Registration form is received by Emergency Management, the client's name is documented in the registry, and then sealed and sent to the County Health Department for review and approval or denial. After the review the form is returned to Emergency Management who then notifies the client, by letter, of the Health Department's determination.

RESIDENTIAL HEALTH CARE FACILITIES (RHCFS)

All Residential Health Care Facilities (RHCF) are required by State Statute to submit for approval their CEMP to Hendry County Emergency Management. All RHCFs must demonstrate adequate evacuation plans with primary and secondary agreements, for transportation and receiving.

Hendry County Emergency Management coordinates the evacuation of stretcher-bound patients in order to maximize the use of ambulances. Each year, hospitals and nursing homes are required to submit their to CEMP help EM in the preplanning of resources. The plan includes licensed bed capacity and average facility capacity. This plan helps EM in allocating an adequate amount of vehicles and in estimation of evacuation start times. This information is supplemented by polling of impacted or potentially impacted facilities at the time of an incident by ESF 8 lead and support agencies. The supplemental information obtained includes the amount of critical, serious, and stable patients, food, water, generator status and fuel levels.

Normally, the number of patients requiring evacuation by ambulance exceeds the capability of Hendry County's available local inventory of ambulances. In order to transport these patients safely within the clearance

Time available, it is sometimes necessary to request ambulances from other areas. For planning purposes, it is currently estimated that 36 - 48 hours is required to secure additional ambulances and use them to complete patient evacuation.

NATIONAL DISASTER MEDICAL SYSTEM

In the event that evacuation of the health care facilities exceeds local and regional resources the EOC will request Federal assistance through the National Disaster Medical System (NDMS). The NDMS is a federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to supplement an integrated National medical response capability for assisting State and local authorities in dealing with the medical impacts of major incidents. Principally, the NDMS may be activated to support patient reception and disposition of patients to hospitals when an evacuation is ordered. In the event that the NDMS is needed to support evacuations the EOC Incident Commander will requests its activation through ESF 8.

SCHOOLS

Hendry County Emergency Management maintains an agreement with Hendry County Public Schools that indicates the process for closing of schools prior to an incident or disaster. This agreement also indicates the use of certain schools as Evacuation Shelters , and Pet Friendly Evacuation Shelters. When considering the use of these facilities, the Superintendent of Schools participates in the development of the evacuation schedule and approves closure times for all schools prior to the issuance of an evacuation order. In developing the evacuation schedule the following must be considered:

- The normal A.M. bus schedule,
- time required to evacuate the schools and to transport the students' home, time required to staff and prepare the facility for use as an Evacuation Shelter.

2. Sheltering

The decision to open shelters is the responsibility of the Emergency Management Director or the Incident Commander. The process of opening the shelters is a responsibility of the ESF-6/Mass Care Unit. Should a request for assistance be made to the EOC, it will be to support the shelter plan as identified by that support function. The EOC will coordinate through the ESF-6/Mass Care Unit any requests for assistance from other ESFs needed to support multi-jurisdictional shelter operations.

Hendry County shelters are vulnerable to storm winds, rain, and hail. Hendry County is not a coastal county, so storm surge is not a concern.

EMERGENCY AND EVACUATION ASSISTANCE PROGRAM (EEAP)

Hendry County Emergency Management maintains a registry for people who may need special assistance in case of an emergency evacuation. Eligible individuals are those who:

- are unable to evacuate on their own to a specialized transportation need
- are homebound residents and unable to walk to a bus pickup point and do not have anyone that can provide transportation
- have medical needs that prevent them for evacuating on their own
- are bedbound patients
- are on –life-sustaining medical equipment that require electricity
- require assistance with daily living activities

The services available to EEAP clients are generally all hazards oriented. Special arrangements are made to address countywide emergencies such as evacuations for hurricanes and other emergencies. Only those people that use life sustaining medical equipment, are bed-confined or in critical condition are assigned to an Special Needs Shelter.

Staffing for Special Needs Shelter is obtained from Florida Department of Health in Glades and Hendry County. The Special Needs Shelter is a combined venture with Glades County Emergency Management.

Transportation services are provided to people who indicate a need on their application. A door-to-door service picks clients up at their home and brings them back to their home once the emergency is over. Specialized transportation for wheelchairs is also available. People requiring ambulance transportation are carefully screened. Contracted private ambulances provide transportation services with support from local and municipal fire departments, as necessary.

H. RELIEF OPERATIONS

Once the emergency has passed, coordination of relief operations will begin. Relief operations include: search and rescue operations, mass casualty activities, and the provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The EOC will continue to direct management and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various ESFs in the EOC.

The primary local coordinating agency for requesting resources and relief from the State and Federal sources and allocating such supplies within the County will be the County EOC. State and Federal Emergency Response Teams will be established and sent out as soon as possible

after the emergency. Ideally, these Emergency Response Teams will be located in Hendry County at or near the EOC and will carry out all State coordination and assistance functions until the Federal Disaster Field Office (DFO) is established.

Requests for immediate relief supplies and resources will be made by the municipalities to the County EOC. The EOC will consolidate all city requests into a County request for immediate relief resources.

All County requests for outside resources will be made to the State using the Web EOC. All requests for resources and/or State assistance for county and city agencies will follow this protocol:

- The requesting agency will forward its request to the designated Emergency Support Function in the Hendry County EOC.
- The request will then be analyzed and fulfilled or forwarded to the Web EOC desk by the ESF 7/Procurement Unit leader as deemed necessary once all local resources have been exhausted.
- **All requests for State Assistance must be made through the Hendry County Emergency Operations Center. No requests will be made directly to the State, by any agency.**

After the immediate emergency response phase, more and more of the direction, control, and coordination of the emergency response functions will be transferred to normal county government agency functions. At the point when the Declaration of Local State of Emergency is lifted, the County and municipal government agencies will be in complete control of all Hendry County recovery efforts.

I. Impact Assessment

Hendry County EM has trained the County Property Appraisers and Building and Zoning department personnel to assess the potential and actual impacts of events. Impact assessments include the physical, human needs, environmental and economic impacts of the community. Impact assessment supports informed decision making before, during and after an event. This process starts with the potential impact for known threats and continues through the actual impact of a hazard event. While the community is preparing for, or being impacted by an event, when the EOC is activated, the Planning and Operations Sections will gather real time information on the impacts of the event. For all events information on the projected numbers of people and critical infrastructure within areas of impact will be gathered. For weather related events, information about winds, rainfall, and current status of flooding and canal levels will be gathered. For tropical storms and hurricanes information on projected wind speeds and wind field breadth and storm surge will also be gathered.

After an event, assessments will typically be accomplished starting with widespread, aerial and windshield assessments conducted by first responders and Hendry County Road and Bridge. Initial reports will be immediately reported to the Operations Chief and the Incident Commander. As time goes on, assessments will become more refined and detailed such as door to door assessments interviewing individuals about their needs and structural assessments to determine the safety and habitability of individual structures. Initial assessment information will guide response decisions and determine potential qualification for a Presidential Disaster Declaration.

II. Initial Damage Assessment (IDA)

IDA will provide a quick report on areas and magnitude of impacts. IDA information will come from a wide range of agencies and the community. It will assist in determining the areas that have been mostly affected and allow the EOC to prioritize the assignment of preliminary damage and detailed assessment teams.

In the immediate aftermath of the disaster, Hendry County will conduct a countywide IDA. The Emergency Manager, or designee, is responsible for coordinating the IDA. All Hendry County and municipal agencies are responsible for reporting operational information, reports from the public, and observed damage to the EOC. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure and to identify the areas and populations most in need. Information collected by local damage assessment teams should include photographs with time/date imagery along with latitude and longitude information on each image that can be used by the State and FEMA to verify damage to homes and businesses in order to determine costs and eligibility for Public Assistance (PA) related projects.

III. Preliminary Damage Assessment (PDA)

The PDA is a joint assessment used to determine the magnitude and impact of an event's damage and to support the Governor’s request to the President for federal assistance. A team comprised of FEMA, the State and Small Business Administration will usually visit local applicants and view their damage first-hand to assess the scope of damage, and assist in the Individual Assistance (IA) process. The PDA also identifies any unmet needs that may require immediate attention. This information will assist in the planning for additional resources such as shelters, temporary housing, and disaster recovery centers. Normally, the PDA is completed prior to the submission of the Governor’s request. However, when an obviously severe or catastrophic event occurs, the Governor’s request may be submitted prior to the PDA.

I. ACTIVATION OF THE NATIONAL RESPONSE FRAMEWORK (NRF)

When it becomes apparent that the anticipated magnitude and extent of damages will be beyond the capabilities of the county and state and that federal resource will be necessary to supplement local emergency response efforts, the Governor will contact the Director of the Federal Emergency Management Agency's (FEMA) regional office in Atlanta and request activation of the NRF. Activation of this plan authorizes the mobilization of the federal resources necessary to augment State and local emergency efforts.

1. FEMA's Advanced Emergency Response Team (ERT/A)

An advanced element of the ERT/A is the initial group to respond in the field and serve as the nucleus for the full Emergency Response Team (ERT). The ERT/A is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected federal agencies.

A part of the ERT/A will deploy to the EOC to work directly with the County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. Other members of the ERT/A will deploy directly to the most affected areas to identify an appropriate location for the DFO; establish communications; and set up operations in the field.

2. FEMA's Emergency Response Team (ERT)

The full ERT will be headed by the Federal Coordinating Officer (FCO). The ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the 15 federal ESFs. The responsibilities of the ERT include:

- Coordinating overall federal response and emergency response activities in 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, the team leader and ESFs will receive an operational briefing from the Director of Emergency Management 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 County and State ESFs to coordinate the provision of federal assistance to meet resource needs which exceed the capability of the State and affected local governments.

J. FINANCIAL MANAGEMENT POLICY

The Finance/Administration Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Finance Section Chief, normally the Purchasing Director for Hendry County. The Finance Section Chief will establish the need for specific sub-units within the Finance Section, such as:

- Cost/Records Unit
- Time Unit
- Compensation and Claims Unit

The Finance Section Chief/Procurement Unit Leader under the Hendry County NIMS/EOC interface, will provide procurement support for supplies, facilities, and equipment needed by county agencies. Items included may be meals for emergency workers, tires, repair parts, construction materials, sanitary supplies, and rental equipment. It is the intent of this policy to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan, to ensure that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations and standards.

The Finance Section Chief provides supervision to members of the Finance Section and manages all financial aspects of the emergency. In addition, he/she manages the receipt of claims for compensation against the County. Duties include but are not limited to:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.
- Provide input to the IAP.

Hendry County Emergency Management's major funding sources are the Emergency Management Preparedness and Assistance (EMPA), and the Emergency Management Performance Grant (EMPG), which are State and federal grants. The EMPA grant is used to improve County emergency preparedness programs and facilities. The purpose of the EMPG is to assist Hendry County government in enhancing and sustaining all-hazards emergency management capabilities. These two grants are intended to supplement the four phases of the County's Emergency Management program (Preparedness, Response, Recovery, and Mitigation) through public outreach as well as the day to day operations of the Hendry County Emergency Management Department.

The Finance Section Chief will work within the structure of NIMS as mandated by the Federal Government, and will serve as the Procurement Unit Leader under the Administration and Finance Section of the Hendry County NIMS Structure. This unit accounts financially for the resources. A County Planning department representative also serves as the lead in the Resource Support (ESF 7) Unit, under the Information and Planning section. This unit tracks resources needed and helps to analyze if needed resources can be obtained from alternate or more efficient sources. These two units must work together.

The threat or occurrence of a major or catastrophic emergency could result in a significant expenditure of un-programmed and unbudgeted dollars for resources and services to meet the situation. In the event of a Presidential declared disaster as a result of an emergency, if properly accounted for, many of these expenditures are reimbursable at a 75 percent to 25 percent match **with no declaration, each agency covers the cost.**

1. Expenditure of Funds

Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

Timely financial support of 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 in order to safeguard the use of public funds from the potential of fraud, waste and/or abuse.

A meeting will be conducted annually to familiarize each of the county departments with the financial management procedures to be followed during a disaster. The Hendry County Finance Department will be responsible for the financial management of

the unincorporated areas of the county. Each municipality is responsible for designating their own financial management practices.

In accordance with federal and state guidelines, approval for expenditure of funds for response operations (facilities, equipment, supplies, services and other resources) will be given by officials of the primary and support agencies in concurrence with the Emergency Management Director. Each agency and municipality 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.

Documentation is imperative if reimbursement is expected. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures (including personnel time sheets) in order 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.

Complete and accurate accounts of all emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Despite the difficulty in maintaining such records in the stress of an emergency, accurate accounts are required to identify and document those funds that might be eligible for federal reimbursement under emergency or major disaster project applications and/or those funds for which no reimbursement will be requested. Each emergency event is unique. Therefore, the Hendry County Finance Department will establish deadlines for data submission related to financial reimbursement. These deadlines must be strictly adhered to.

It is the responsibility of the elected Board of County Commissioners to secure the public's safety. The Board of County Commissioners or designee will be the authority to execute funding agreements with other legal entities on behalf of the County, as necessary for mitigation, preparedness, response to and recovery from disasters.

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

K. TRAINING, EXERCISE AND PUBLIC AWARENESS AND EDUCATION

The Director of Hendry County Emergency Management has responsibility for Training, Exercise and Public Awareness and Education. Hendry County Emergency Management will inform all stakeholders listed in this plan of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their staff are properly trained to carry out these tasks.

1. Training

Training and education regarding disaster preparedness are essential for not only our governmental agencies and non-governmental disaster agencies, but for all citizens of the county.

Individuals with assigned tasks under this plan may receive preparatory training and participate in exercises of the plan in order to maximize the plan's effectiveness. Participation in these trainings and exercises **will** be mandatory for all individuals with assigned tasks under this plan. County departments and agencies with disaster responsibilities **will** provide or afford disaster related training to their staff.

The goal of emergency preparedness training at all levels of government should be the preparation of individuals for an effective and coordinated response to emergencies. Emergency Management and supporting agencies are encouraged to attend any training offered.

Courses and conferences sponsored by the Florida DEM, American Red Cross, Environmental Protection Agency and other agencies are routinely offered and advertised.

Each municipality is responsible by law for the welfare of its citizens. Training should involve the utilization of all municipal, as well as county capabilities in a coordinated effort in accordance with individual plans and SOPS.

Members of the community will be informed and instructed regarding disaster procedures through town meetings, talks to civic and homeowner's associations, TV and radio talk shows and articles in the local newspapers.

Each agency should maintain an updated roster of trained personnel which identifies individuals with emergency response capabilities, and provide a detailed listing of the responsibility assigned to each individual.

2. Training Responsibilities

All disaster related training should be coordinated with the County to assure that all of the overall objectives of the CEMP are being met. As an example:

- Warning and Evacuation
- EOC Position Duties
- Shelter Management
- Handling of Hazardous Materials
- Points of Distribution

ESF teams will train with the Emergency Management Director at the start of each severe weather season in basic NIMS/ICS principles as well as their basic ESF functions and relationships with other ESFs and EOC operations. At a minimum, all emergency response personnel shall be trained in ICS 100, 200,and NIMS 700 and 800 levels. The higher the supervisory level, the more advanced ICS/NIMS training will be required. This will follow the suggested ICS/NIMS levels provided by FEMA. The training program shall also include:

- Incident management organizations and personnel participating in realistic exercises, including multidisciplinary and multi-jurisdictional events and private-sector and nongovernmental organization interaction.
- Standard courses on Incident Command and management and incident management structure.
- Standard courses on operational coordination processes and systems.
- Courses focused on position-specific subject matter expertise.
- Courses focused on agency-specific subject matter expertise.

a. Emergency Management Department

Hendry County Emergency Management will assist county departments and agencies, municipalities and non-governmental disaster agencies as required, in attaining coordinated objectives.

Hendry County Emergency Management will utilize all available means to reach the maximum number of county citizens to provide sufficient information with which to develop individual plans. Some examples are:

- Booklets, pamphlets and brochures for public distribution.
- Lectures and seminars relating to disaster preparedness.
- Local spots on radio and television.

The Emergency Management Department will conduct an exercise to test the Comprehensive Emergency Management

Plan. Upon completion of the exercise, procedures and training will be modified to correct the differences noted.

Records will be maintained of persons who have completed training courses or who have participated in exercises.

b. County Departments, Agencies, Municipalities

Those agencies or departments having disaster related functions have training programs covering their respective responsibilities in accordance with approved plans and SOPs.

The mayor of each municipality is responsible for the training of personnel under the jurisdiction of that office.

c. Hospitals and Nursing Homes

Disaster drills and exercises are conducted on a regular basis as required by law, certifying authority or accreditation agency. Hospital and Nursing Homes should review and update emergency plans based upon the results of drills, exercises, and changes in policies and regulations.

Health care facilities are required by Florida law to maintain disaster plans. These plans are submitted by the facilities to the Hendry County Emergency Management Department annually for review.

3. Exercises

The public and private agencies that have disaster responsibilities coordinate disaster drills on a periodic basis. These agencies coordinate with each other to consolidate exercises and eliminate duplication and unnecessary expenses. These agencies include:

TABLE 14

County	
Hendry County Administration	Hendry County Maintenance
Hendry County Ag. Extension	Hendry County Planning & Zoning
Hendry County Property Appraiser	Hendry County Board of Commissioners
Hendry County Engineering & Public Works	Hendry County Supervisor of Elections
Hendry County Recreation	Hendry County Clerk of Court
Hendry County S.H.I.P.	Hendry County Emergency Management
Hendry County School Board	Hendry County Budget & Finance
Hendry County Sheriff's Office	Hendry County Grants & Special Projects
Hendry County Social Services	Hendry County Health Department
Hendry County Special Districts	Hendry County Public Safety
Hendry County Human Resources	Hendry County Tax Collector
Municipal	
City of Clewiston	Montura/Flaghole Volunteer Fire Department
Clewiston Police Department	City of Labelle
Clewiston Volunteer Fire Department	Labelle Fire Department
Felda Volunteer Fire Department	Port Labelle Utility System
State	
Florida Division of Emergency Management	Florida Department of Transportation
Florida Division of Forestry	Florida Highway Patrol
Florida Department of Health	Florida National Guard
Florida Department of Law Enforcement	Florida Department of Agriculture
Federal	
Federal Emergency Management Agency	U.S. Army Corps of Engineers
Volunteer & Other	
Airglades Municipal Airport	Labelle Municipal Airport
American Red Cross	Salvation Army
Hendry Regional Medical Center	Hendry County CERT

The Emergency Management Department will conduct tabletop exercises and functional exercises annually, which will incorporate the participation of all county agencies and municipalities, utilizing the Comprehensive Emergency Management Plan as a guide (Actual activation can be substituted for a functional exercise). The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will actually use in emergency situations.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many other jurisdictions as possible. Following all major exercises, drills, and actual incidents, Hendry County requires that an After Action Report (AAR) be developed outlining areas for improvement of plans and systems in accordance with the guidance on NIMS implementation.

EXERCISE SCHEDULE

Exercises in Hendry County include, hazardous materials incidents, mass casualty incidents, plan orientation exercises, and EOC activation. Exercises are scheduled by Emergency Management, hospitals, and other agencies periodically throughout the year. Hendry County will participate in the Statewide Hurricane Exercise annually and emergency management staff will participate in an exercise or training at least quarterly. A table top or functional exercise will be conducted based upon lessons learned from actual events and needs that were identified by the ESF's and the Emergency Management office. The exact dates of these exercises will be dependent upon actual events and the availability of participants. See the County's Multi Year Training and Exercise Plan (MYTEP) for the schedule of training and exercises.

AFTER ACTION REPORT

An After Action Report shall be conducted within 30 days of the cessation of an emergency operation or exercise to identify improvements needed in training, planning, operations, and official resource management. Information will be provided to all participants in an After Action Report. The After Action Report should be consistent with the Homeland Security Exercise Evaluation Program (HSEEP). The County Emergency Management Director, or designee, shall follow-up on identified actions to be taken to ensure their completion.

4. **Public Awareness and Education**

   Keeping the public informed before, during and after disaster events and actions taken is a high priority. When the EOC is activated, ESF 14/Public Information provides the link to the media. The primary location for media to obtain information is through the designated point in the EOC.

Special populations pose significant problems when providing disaster information. During a disaster notification, actions beyond television and radio notification may include using public announcement systems on emergency response vehicles. Language barriers, disabilities, and the lack of media access each pose challenges when issuing public awareness information.

During disaster operations an Information Center will be established within the EOC, and may be staffed on a 24 hour basis, dependent upon the scope of the disaster/emergency.

5. Training Strategy

For any Emergency Management program to be successful, training of individuals at all levels of government for their respective roles in the four phases of emergency management must be considered a high priority. The Director of Hendry County Emergency Management is responsible for developing a viable training program.

The ESF operational concept requires coordination at the federal, state and local levels of government to ensure that everyone involved in emergency activities is aware of their responsibilities when a disaster threatens or occurs. Also, it is important that each agency is knowledgeable of what other agencies can and cannot do under disaster conditions. To accomplish the goal of developing a well-trained cadre of responders around Hendry County, the following strategic planning statements are offered:

- Strategies will be developed to implement a continuous training program for individuals and agencies called upon to perform key roles in state and local post-disaster response and recovery efforts and for local government personnel on federal and state post-disaster response and recovery strategies and procedures.
- Strategies will be developed to ensure an all hazards approach to training activities, for all emergency response and recovery teams.
- Develop strategies for training Emergency Management staff in mitigation, preparedness, and response and recovery operations as they relate to the County CEMP.
- Develop strategies to train local Emergency Management staff on the state concept of emergency operations for response and recovery.
- Develop strategies to train appropriate emergency personnel on the Rapid Impact Assessment Team (RIAT) plan.
- Develop strategies to train emergency management personnel at the state and local level on the Incident

Command System (ICS), and the National Incident Management System (NIMS).

- Develop strategies to ensure that Emergency Management staff understands the roles that volunteer organizations assume during disaster situations.
- Develop strategies to ensure that local public officials are trained on their statutory responsibilities when a disaster threatens or occurs, and that they understand the process for seeking state or federal assistance when necessary
- Develop strategies to train the County Emergency Response Team (CERT) members on their roles and responsibilities in the disaster process.

6. Exercise Strategy

A viable exercise program is an essential component of any effort to fully train emergency personnel on their duties and responsibilities when a disaster occurs. It is crucial that those individuals who are charged with responding to emergencies are required to experience a disaster under as realistic conditions as possible before any actual event. The purpose of exercising is to improve the preparedness posture of the organization(s) involved, which will result in the reduction of loss of life and property when a disaster occurs. All exercises will be evaluated using Homeland Security Exercise Evaluation Program (HSEEP) standards. To improve the exercise program, the following strategic policy statements are offered:

- Develop guidelines and schedules for annual exercises that evaluate the ability of the county and its political subdivisions to deal with minor, major, and catastrophic disasters, and support local emergency management agencies. Such exercises shall be coordinated with local government, and when possible, state and federal agencies with emergency response roles.
- Develop strategies to ensure that technical assistance is provided to local emergency management staff for designing, developing and executing disaster exercises.
- Develop strategies which will provide for a continual increase in the number of emergency personnel who are trained in the fundamentals of exercise design and exercise evaluation.
- Develop strategies which will allow for the inclusion of groups, agencies, and private industry in exercise development and execution.
- Develop strategies that will ensure that the deficiencies discovered in emergency response or recovery operations during exercises at the county level are properly reported, and that measures are taken to address them by training and additional exercises.

7. Public Information, Media Relations, Public Awareness and Education Strategy

In order to better educate and inform the public of protective actions before, during and after a disaster occurs, public information is critical for saving lives and minimizing property damage. Certain responsibilities exist for public information when emergency management plans are implemented. Public actions may depend upon public information during the period before a disaster is imminent, in an actual or threatening emergency situation, and in the post-emergency recovery period.

Pre-disaster education programs serve to increase awareness of emergency management programs, educate the public on ways to protect life and property, and inform the public on the availability of further assistance and information. When the citizens of Hendry County are prepared for, and undertake appropriate protective actions, the demand for public resources will be reduced.

Emergency situations are one of the few times when the Emergency Management Department will have the undivided attention of both print and electronic media. All spokespersons should make sure that any message being written or broadcast is consistent with what was said previously, or make certain to note any changes. It is the responsibility of the ESF 14 Public Information lead agency to inform the Incident Commander prior to releasing any public information.

In the time of emergency, the public should be informed of the measures being taken to handle the situation, including all government decisions, recommendations and instructions. Information becomes vital since the public may accept rumors, hearsay and half-truth information that can cause inappropriate responses and confusion. A continuous flow of accurate and timely information is necessary to provide full knowledge of the disaster conditions and relief services available.

Hendry County, Florida

ANNEX I - EMERGENCY SUPPORT FUNCTIONS (ESF'S)

Hendry County Comprehensive Emergency Management Plan 2019

I Introduction

A. Purpose

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained within each of the ESF Annexes. Each ESF is provided with a purpose statement that reflects the primary reason the ESF group exists. The scope of each ESF is provided to reflect the range of activities in which the ESF group may find itself tasked. These are broad statements describing policies of the state emergency response organization with respect to the functions and responsibilities assigned to a particular ESF.

B. Background

The ESFs provide the structure for coordinating Federal, State and local inter-department support for incidents of significance. This structure provides mechanisms for providing federal-to-federal support, federal support to states, and federal and state support to the city, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act events. The following section includes a series of annexes describing the roles and responsibilities of departments as ESF Group Supervisors or as primary or support departments, and the command structure positions and descriptions for operations of the Emergency Operations Center (EOC).

The ESF structure provides mechanisms for inter-department coordination during all phases of an event. Some county departments provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

II. ESF Notification and Activation

The Director of Emergency Management or his/her designee develops and issues operations orders to activate individual ESFs based on the scope and magnitude of the event.

ESF primary departments are notified of the operations orders and time to report to the EOC.

ESF primary departments notify and activate support departments as required for the event. Each ESF is required to develop Standard Operating Procedures and notification protocols and maintain current rosters and contact information.

III. ESF Roles and Responsibilities

Within each ESF Annex there is an identified a service Branch Chief (Law Enforcement, Operations, Planning) as well as primary and support departments. All ESFs incorporate functions and responsibilities from several departments to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. ESFs with multiple primary departments will have a Branch Chief designated by EOC Command in the organizational chart for the purposes of pre-incident planning and coordination. Following is a discussion of the roles of the ESF Branch Chiefs and the primary and support departments.

A. ESF Branch Chief

The ESF Branch Chief has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF Branch Chief is filled through a "unified command" approach Responsibilities of the ESF Branch Chief include:

1. Pre-incident planning and coordination;
2. Maintaining ongoing contact with ESF primary and support departments;
3. Conducting periodic ESF meetings and conference calls;
4. Maintaining situation, status, and resource reports for planning and briefing needs;
5. Coordinating efforts with corresponding private sector organizations; and
6. Coordinating ESF activities as appropriate relating to catastrophic incident planning and critical infrastructure preparedness.

B. Primary Departments

Each ESF function (or mission) has a designated primary department. This department is responsible for managing the development of capabilities relative to the specific function described. The ESF Coordinator is part of the primary department and is responsible for direction and control functions within the group when the group is activated.

When an ESF is activated in response to an Incident of Significance, the primary department is responsible for:

1. Orchestrating support within the functional area (e.g., Operations, Planning, Logistics, Finance and Administration);
2. Providing staff for the operations functions;
3. Activating and sub-tasking support departments;
4. Working with appropriate private sector organizations to maximize use of all available resources;

5. Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
6. Executing contracts and procuring goods and services as needed;
7. Ensuring financial and property accountability for ESF activities;
8. Coordinating the development of an ESF SOP that governs the functions of the various organizations assigned to that ESF during activation;
9. Conducting planning sessions during non-emergency periods for the purpose of developing policies, plans, and procedures for coordinating the state level response to a disaster (with respect to that particular ESF);
10. During emergency activation, coordinating the flow of messages into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the activities of other ESF groups; and
11. Compiling documentation relative to the ESF group's activities during the emergency.

C. Support Departments

Each ESF also has one or more support departments that are tasked with providing resource and/or logistical support to the operation of the ESF when activated. Each department functions as per its normal routine when the ESF group is not activated.

When an ESF is activated in response to an Incident of Significance, support departments are responsible for:

1. When requested by the Director of Emergency Management or the ESF Branch Chief, conducting operations using their own authorities, subject matter experts, capabilities, or resources;
2. Participating in planning for short-term and long-term incident management operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids;
3. Assisting in conducting situational assessments;
4. Furnishing available personnel, equipment, or other resource support as requested by Director of Emergency Management or the ESF primary department;
5. Providing input to periodic readiness assessments;
6. Preparing situation and status reports for general and legislative briefings;

7. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and

8. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;

IV. Concept of Operations

During smaller emergencies, each department performs its specialized tasks according to the department's in-house Standard Operating Procedures (SOPs). During major emergencies, however, there is an increased need for the coordination of all activities relevant to the emergency response as they relate to the entire event and this operation takes place in the EOC. The ESF Branch Chief from a primary department, will have one or more support departments within their group. The ESF Branch Chief is responsible for the coordination of the ESF group as a whole; with individual departments performing their emergency missions as they otherwise would, except that they are being coordinated by the Group Supervisor. Conflicts that arise during emergency operations will be resolved by the Emergency Management Director, or ESF Branch Chief. Each department is responsible for developing its own respective plans and SOPs for carrying out its assigned missions.

This model of the ESF grouping allows the utilization of the National Incident Command System concept in the EOC during activation. An effective span of control is maintained by consolidating all of the departments with emergency responsibilities into groups with an internal management structure, with the ESF Branch Chief being responsible to the General Staff during activation. Instead of having all the departments reporting to General Staff, there is a manageable span between two and seven. For the purpose of further defining roles and responsibilities, each ESF group is also assigned to a branch as follows:

1. Operations Branch

ESF 1, Transportation
ESF 3, Public Works
ESF 4, Firefighting
ESF 6, Mass Care
ESF 8, Public Health & Medical
ESF 9, Search and Rescue
ESF 10, Oil and Hazardous Materials (Environmental Response)
ESF 11, Agriculture & Natural Resources (Food)
ESF 12, Energy
ESF 13, Public Safety & Security

2. Planning Branch

ESF 5, Situation, Resources, Documentation, Demobilization and Damage Assessment
ESF 18, Business

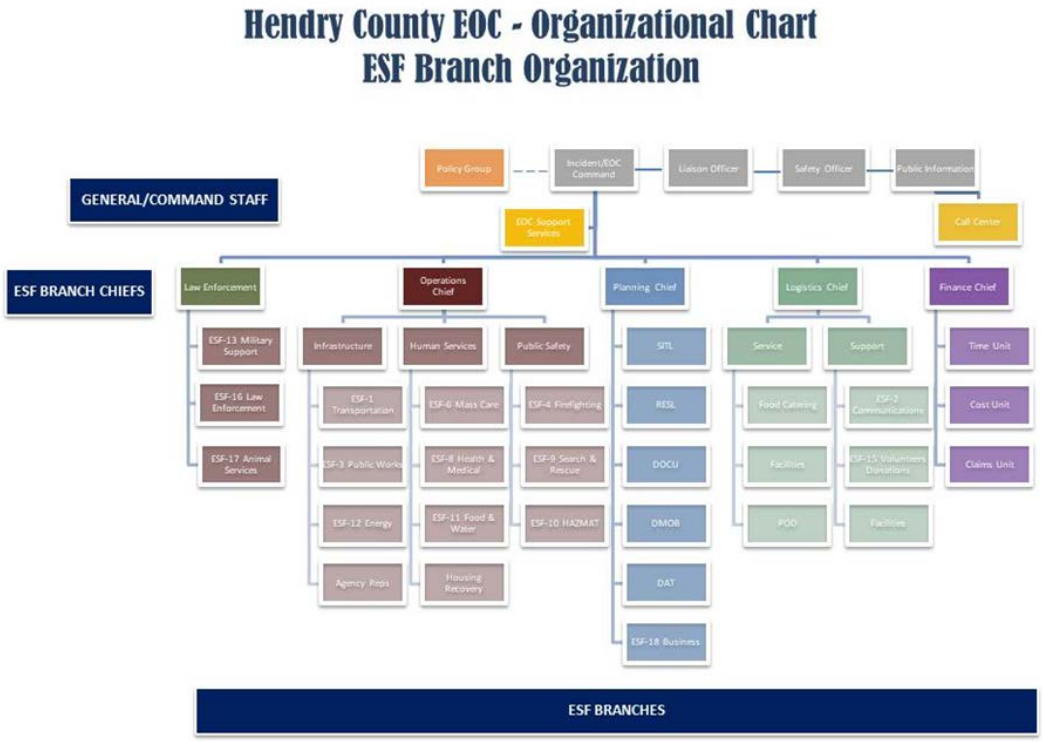
3. Logistics Branch
ESF 2, Communications
ESF 7, Logistics
ESF 11, Food Management
ESF 15, Volunteers and Donations

4. Finance Branch

5. Law Enforcement Branch
ESF 13, Military Support
ESF 16, Law Enforcement
ESF 17, Animal Services

Each of these Branches is consolidated in the EOC during activation to ensure coordination among the various organizations. The organizational Chart below provides a graphic representation of the EOC organization (chart) for emergencies.

Most departments have only one representative assigned to the EOC during emergencies. Each of these individuals is assigned a place in the EOC that corresponds to the ESF in which his/her primary responsibilities lie. Tasks required of that particular representative by an ESF in which he/she is not resident will be handled by telephone, E-mail, or general message as per established guidelines. The ESF Group Supervisor requiring assistance from someone not in the EOC will simply send him/her a request to provide the services and the representative will provide a follow-up message indicating his/her ability/inability to complete the requested task(s).



Each branch will have an identified Documentation Unit (person) whose primary function will be the coordination of intelligence information between that Branch and the General Staff workgroup. This information flow goes both ways during emergency operations and ensures that the General Staff is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance.

V. ESF Concept of Operations

A. ESF Standard Operating Procedures

Each ESF Group is required to develop an SOP for use during ESF activation. The primary responsibility for the development of this document lies with the primary department in the individual ESFs. The SOPs should, at a minimum, include:

1. Procedures for notification of ESF departments/organizations;
2. Mechanisms for communications between and among the various ESF components;
3. Procedures for establishing ESF group(s) at the EOC, Disaster Field Office (DFO), and other worksites as necessary;
4. Identification of emergency capabilities of departments tasked in the ESF;
5. Descriptions of the relationships of the primary and support departments assigned to the ESF;
6. Procedures for carrying out tasks and responsibilities assigned to the group, including logistics and resource requirements and communications requirements;
7. Requirements for the development of specific department implementing procedures (or department SOPs);
8. Procedures for coordinating ESF group functions/tasks with other ESFs;
9. Procedures for tasking representatives located in the EOC or other location with assignments related to the working group;
10. The collection and dissemination of intelligence information to the General Staff and other ESFs with a need for such information;
11. Procedures and policies for acquiring needed facilities, vehicles, and other resource support from ESF 7;
12. Procedures for relocating the ESF workgroup (or components thereof) to a Disaster Field Office, or other location as might be dictated by the Emergency Management Director;

13. Procedures for the coordination of planning sessions and guidelines concerning the development of the SOP and various implementing procedures;

14. Each department is responsible for developing specific SOPs and implementing procedures for use in deploying that department's assets and resources in times of emergency; and

15. Each department shall maintain control of its own personnel and assets during emergency operations.

B. Emergency Response Concept of Operations

The flow of requests and information from the County through the State level is handled through the Hendry County EOC using WebEOC software. The EOC has primary responsibility for handling emergency response and support operations. If the EM Director determines that County capabilities are inadequate for dealing with the situation, he/she will request assistance through the State EOC, if activated.

The EOC can fulfill requests for assistance through the ESF structure or by obtaining resources from unaffected counties in the state's other regions (through appropriate channels). The ESF structure will respond to requests as per procedures established in the ESF SOPs, which may include the procurement of employees from other regions of the state not affected by the emergency. The method of requesting assistance shall be through Web EOC, fax, email, or phone, and be directly related to accomplishing objectives identified in the Incident Action Plan.

VI. ESF Descriptions

Each ESF document, by definition, may be utilized as a stand-alone annex. Most often, however, the ESFs are used in conjunction with one or more additional ESFs to facilitate the response to a particular event. Each has a unique functional responsibility; however, each ESF is composed of more than one department and each may be geared towards a specific set of activities that are required in an emergency. A brief description of each ESF and its components is below and a detailed summary of each ESF follows this introduction, and the description of the Command Structure of the EOC.

EOC MANAGER

POSITION DESCRIPTION: The EOC Manager's responsibility is the overall management of the Hendry County EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience by the chief elected official, and maintains the title of Emergency Management Director or Director of Emergency Management.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization or wherever necessary to accomplish the mission of the EOC. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

RESPONSIBILITIES/CHECKLIST:

☐Assess the situation and / or obtain a briefing from resources typically relied upon in emergency situations.

☐Determine Incident Objectives and strategy for the operational period.

☐Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.

☐Determine what level incident this is.

☐Assign a field operation liaison per sector.

☐Establish the immediate priorities.

☐Ensure planning meetings are scheduled as required.

☐Approve and authorize the implementation of an Incident Action Plan.

☐Ensure that adequate safety measures are in place.

☐Coordinate activity for all Command and General Staff.

☐Coordinate with adjacent localities and other State, County and Municipal Officials.

☐Approve requests for additional resources or for the release of resources.

☐Keep County Administrator informed of incident status. Approve the use of trainees, volunteers, and auxiliary personnel.

☐Determine the operational period.

☐Authorize release of information to the news media.

☐Order the demobilization of the incident when appropriate.

☐Use SOP for briefing incoming incident commander.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. County ICS Incident Organization Chart
2. Copy of Notification Procedure
3. SOP for Transfer of Command

PUBLIC INFORMATION OFFICER

POSITION DESCRIPTION: The Public Information Officer (PIO) is responsible for collecting, developing and then releasing information about the incident to the general public through the news media, to incident personnel, and to appropriate agencies and organizations.

The PIO ensures that information support is provided on request and that all information releases are consistent, accurate and timely.

The Public Information Officer shall review and coordinate all relative information releases and serve as the single dissemination point for all media releases in the incident. Other agencies wishing to release information to the public should coordinate through the PIO.

The Public Information Officer shall coordinate as necessary to ensure that the public within the affected area(s) receives complete, accurate and consistent information about lifesaving procedures, health preservation instructions, emergency status, other information and relief programs and services.

Only one Public Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi jurisdiction incidents. The Information officer may have assistants as necessary. The assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation.

☐Review your position responsibilities.

☐Determine if other section staff are at the EOC.

☐Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Determine from the EOC Manager if there are any limits on information release.

☐Determine what information is essential to protect life and property.

☐Advise the EOC Manager of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.

☐Identify means for securing the information as it is developed.

☐Develop an information release program including:

- ☐Written news releases
- ☐Media briefings
- ☐Public Service Announcements (PSAs)
- ☐Incident Fact sheets
- ☐Radio / TV Interviews
- ☐Internet information
- ☐Emergency Alert System (EAS) (County responsibility)

☐Develop a schedule for regular news briefings. Arrange for preparation of briefing materials as required. Inform media and conduct media briefings.

☐Obtain EOC Manager's approval of media releases.

☐Establish a Joint News Center as required.

☐Inform media and conduct media briefings.

☐Arrange for tours and other interviews or briefings that may be required. Assist in making arrangements with adjacent jurisdictions, etc. for media visits.

☐Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedures to be used to clarify such information.

☐Monitor broadcast and print media. Use information gleaned to develop follow-up news releases and rumor control.

☐Obtain media information that may be useful to incident planning.

☐Write and distribute Situation Reports, as warranted, for agencies and response personnel assigned to the incident.

☐Maintain current information summaries and / or displays on the incident dissemination to the general public and response personnel.

☐Maintain Unit Log, including file copies of all information (and audio/videotapes) that is released.

☐Provide copies of all releases to the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory for media outlets
2. Information Officer Assistant Roster
3. Information Officer Equipment List
4. 4 ICS Incident Organization Chart

SAFETY OFFICER

POSITION DESCRIPTION: The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and / or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

RESPONSIBILITIES/CHECKLIST:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation.

☐Review your position responsibilities.

☐Determine if other section staff are at the EOC.

☐Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Obtain briefing and operating procedures/staffing roster/deployment scheme from the Incident Commander.

☐Participate in planning meetings.

☐Ensure personnel deployed to the field are equipped with appropriate Personal Protective Equipment, including clothing, water, food, flashlight with batteries and a first aid kit Ensure personnel deployed to the field are equipped with necessary communications equipment that can be utilized to request assistance in an emergency.

☐Ensure that personnel assigned State/lease vehicles are familiar with any specialized equipment (tow hitches, 4 wheel drive, etc.) That may be present on their assigned vehicle. Vehicles must be equipped with road safety flares, spare tire and jack.

☐Identify hazardous situations associated with the incident and brief all incident personnel (e.g., downed power line awareness/hazards, driving through water, etc.)

☐Analyze observations from staff and other personnel and prioritize hazards and risks, then develop measures for ensuring personnel safety.

☐Review the Incident Action Plan for safety implications and prepare a safety message if appropriate.

☐Establish a reporting schedule for deployed personnel to ensure their well-being.

☐Exercise emergency authority to stop and prevent unsafe acts.

☐Investigate accidents and prepare an accident report on accidents that have occurred en route to and within the incident area involving incident personnel.

☐Assign assistants as needed.

☐Review and approve the medical plan (ICS Form 206).

☐Maintain Unit Log (ICS Form 214).

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

LIAISON OFFICER

POSITION DESCRIPTION: Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer's responsibility is to be the contact person for the personnel assigned to the EOC by assisting or cooperating agencies not assigned to other sections in the EOC. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Only one Liaison Officer will be assigned for each incident. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation.

☐Review your position responsibilities.

☐Determine if other section staff are at the EOC.

☐Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Oversee all liaison activities.

☐Be a contact for Agency Representatives not assigned to other EOC sections Develop and maintain a list of assisting and cooperating agencies and Agency Representatives and distribute to all sections and units.

☐Assist in establishing and coordinating interagency contacts.

☐Handle requests for other agencies to send liaison personnel to other EOCs.

☐Function as a central location for incoming Agency Representatives (not assigned to other sections). Ensure that Agency Representative have adequate work space and the tools to do the job.

☐Interact with other sections and branches within the EOC to ensure the proper flow of information.

☐Ensure that all appropriate guidelines, directives, action plans and situation reports are disseminated to Agency Representatives.

☐Keep agencies supporting the incident aware of incident status.

☐Monitor incident operations to identify current or potential inter- organizational problems.

☐Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

☐Maintain Unit Log.

☐Demobilize Agency Representatives when called for by the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

OPERATIONS SECTION CHIEF

POSITION DESCRIPTION: The Operations Section Chief is responsible for the management of all tactical operations for the incident. The Operations Section Chief helps formulate and interprets strategy established by the Incident Commander, and implements it tactically as per procedures. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander.

The Operations Section Chief ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section Chief establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Chief exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Chief reports to the EOC Manager/Incident Commander on all matters pertaining to section activities.

RESPONSIBILITIES/CHECKLIST:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Director.

☐Obtain a briefing on the situation

☐Review your position responsibilities.

☐Determine if other section staff are at the EOC.

☐Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Meet with Communications Unit Leader to obtain briefing on on-site and external communications capabilities and restrictions. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.

☐Attempt to determine estimated times of arrival of requested staff who are not yet on site.

☐Establish contact and determine status of Command Posts. Determine status of any requests for missions / assistance.

☐Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.

☐Ensure that Agency Representatives deployed from the representative agencies are in place or en route to the affected jurisdiction(s).

☐Establish communications with deployed representatives as soon as possible.

☐Based on the situation as known or forecast, determine likely future Operations Section needs.

☐Review responsibilities of the section. Develop plan for carrying out all responsibilities.

☐Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within the current operational period.

☐Activate organizational elements within section as needed and designate supervisors for each element.

☐Determine need for representation or participation of other agency representatives.

☐Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.

☐Advise EOC Manager/Incident Command of Section status.

☐Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Manage tactical operations.
  - ✓ Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan
  - ✓ Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).

- Ensure that section EOC logs and files are maintained.

- Keep up to date on situation and resources associated with your section. Maintain current status at all times.

- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.

- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.

- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.

- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.

- Attend and participate in strategy and planning meetings.

- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.

- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.

- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.
  - ✓ Notification of any emergency expenditures
  - ✓ Time sheets

- Brief EOC Manager/Incident Commander on major problem areas that now need or will require solutions.

- Brief supervisors periodically on any updated information you may have received.

- Share status information with other sections as appropriate.

- Brief your relief at shift change time.

Demobilization

☐Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open action items are handled by section or transferred to other EOC elements as appropriate.

☐Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).

☐Demobilize the Section and close out logs when authorized by the EOC Manager.

☐Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

☐Ensure that any required forms or reports are completed prior to your release and departure.

☐Be prepared to provide input to the After Action Report.

☐Assists in development of the operations portion of the Incident Action Plan.

☐Supervise the execution of the Incident Action Plan for Operations.

☐Maintain close contact with subordinate positions.

☐Ensure safe tactical operations.

☐Request additional resources to support tactical operations.

LOGISTICS SECTION CHIEF

POSITION DESCRIPTION: The Logistics Section Chief is responsible for providing all support needs or resource shortfalls to the incident. Support needs include facilities, services, personnel, equipment and supplies. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

RESPONSIBILITIES/CHECKLIST:

☒Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation

☐Review your position responsibilities.

☐Determine if other section staffs are at the EOC.

☐Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Manage all incident logistics.

☐Provide logistical input to the EOC Manager and Planning Section for the preparing the Incident Action Plan.

☐Brief Branch Managers and Unit Leaders as needed.

☐Identify anticipated and known incident service and support requirements.

☐Request additional resources as needed to efficiently operate the section. Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.

☐Supervise requests for additional resources.

☐Oversee demobilization of the Logistics Section.

Operational Duties

- Prepare Incident Action Plan indicating locations of facilities, personnel, transportation, and other support and services needed.
- Assemble and brief branch directors on duties, safety, communications and other field requirements
- Ensure command post and field communications are established
- Provide input to and review communications plan, medical plan and traffic plan.
- Coordinate and process requests for additional resources.
- Meet with PIO to determine requirements for the information center.
- Meet with other branch chiefs to determine level of manpower and resources needed for next operational period.
- Review contract specifications.
- Review with Finance Branch Chief on the preparation of service and equipment contracts.
- Provide input to Demobilization Plan as required by planning section.
- Maintain unit log (ICS-214)

THINGS TO CONSIDER:

- Communications unit usually helps out with IT, cable, telephones and two- way radios, but due to staff size this may fall on Logistics to handle.
- Plan the organization of Logistics Section and request additional personnel for the EOC to fill the Logistic Section, and assign these people with work tasks and assignments as needed. Staffing may be available from adjacent local first response agencies.
- In the EOC the Logistic Chief is also the Service and Support Branch Manager, make sure that both units have operational planning for that period.

RECOMMENDED ADDITIONAL DOCUMENTS:

- Contact Telephone Directory
- ICS Forms
- ICS Incident Organization Chart
- Resource List

PLANNING SECTION CHIEF

POSITION DESCRIPTION: The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan and Situation Reports (if so directed by the Incident Commander). The Planning Section Chief activates and supervises units within the Planning Section: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit and Technical Specialists.

RESPONSIBILITIES/CHECKLIST:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation from previous shift and/or latest Situation Report.

☐Review your position responsibilities.

☐Determine if other Planning Section staff are at or, required at the EOC.

☐Ensure that the Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Organize and staff section as appropriate.

Is responsible for staff resource assignment, staging, and procurement of staff.

☐Identify collateral response organization(s) and positions.

☐Supervise generally the functioning of the following units: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit.

☐Ensure that Situation Reports are prepared according to an agreed upon schedule.

☐Ensure that the EOC Situation Display is accurate and up-to-date.

☐Conduct the Planning Meeting.

☐Ensure that the Incident Action Plan is prepared for the next Operational Period.

☐Modify the Incident Action Plan to meet changing needs as necessary.

☐Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Manager's objectives.

☐Provide input to the EOC Manager and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.

☐Identify out-of-service personnel and positions they are qualified to fill.

☐Assign out-of-service personnel to ICS organizational positions as appropriate.

☐Establishreporting requirements and reporting schedules for all ICS organizational elements.

☐Gather,post, and maintain current incident resource status including transportation, and support vehicles and personnel.

☐Determine need for any specialized resources in support of the incident.

☐If requested, assemble and disassemble resources not assigned to operations.

☐Identify coincidental information needs and gather as necessary.

☐Insure that information concerning special environmental needs is included in the Incident Action Plan.

☐Assemble information on alternative strategies based on projections.

Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).

☐Advise General Staff of any significant changes in incident status.

☐Anticipate changes in resource needs.

☐Compile and display incident status information.

☐Oversee preparation of Incident demobilization plan.

☐Develop the incident traffic plan.

☐Develop the incident medical plan.

☐Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.

☐Maintain Unit Log.

☐Perform operational planning for the Planning Section.

☐Insure coordination between the Planning Section and other Command and General staff.

THINGS TO CONSIDER:

- The Incident Action Plan (IAP) and the Situation Reports are two major products of the Planning Section. Ensure that competent people are assigned to these efforts. Specifically, a Deputy Planning Section Chief should be considered for the IAP since it is a labor intensive document that requires attention to detail. The Situation Unit is typically very busy with the Situation Report and EOC display the main tasks of the Unit.

- Planning Meetings should be conducted somewhere near mid-shift. The Incident Objectives (202) and personnel and other resource needs are reviewed during the meeting which feeds back into the IAP which is completed after the meeting.

- If the activation is full-scale for an extended period, the Resource Unit will be responsible for staffing. This can be a major effort which requires an experienced person.

RECOMMENDED DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart
4. Planning Charts
5. Planning Meeting Agenda
6. Resource Tracking System

FINANCE / ADMINISTRATION SECTION CHIEF

POSITION DESCRIPTION: The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Manager on financial issues that may have an impact on incident operations.

RESPONSIBILITIES:

☐Check-In upon arrival at the EOC.

☐Report to the EOC Manager.

☐Obtain a briefing on the situation

☐Review your position responsibilities.

☐Determine if other section staff are at the EOC.

☐Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.

☐Review organization in place at the EOC. Know where to go for information or support.

☐Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.

☐Open and maintain section logs.

☐Organize and staff section as appropriate.

☐Identify collateral response organization(s) and positions.

☐Manage all financial aspects of an incident.

☐Confer with EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.

☐Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section.

☐Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.

☐Review responsibilities of units in section. Develop plan for carrying out all responsibilities.

☐Activate organizational units within section as needed and designate leaders for each unit.

☐Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.

☐Determine need for representation or participation of other agency representatives.

☐Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with town financial officer on Finance / Administration matters
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer. Participate in EOC Manager's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.

- Brief EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.
- Maintain all records with the expectation that Federal reimbursement may occur.
- Obtain a copy of the FEMA payment for equipment schedule and a copy of the FEMA Recovery Manual.

Demobilization

☐Provide financial input to demobilization planning.

☐Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.

☐Demobilize the Section and close out logs when authorized by the EOC Manager.

☐Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

☐Ensure that any required forms or reports are completed prior to your release and departure.

☐Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.

☐Be prepared to provide input to the After Action Report.

RECOMMENDED ADDITIONAL DOCUMENTS:

Contact Directory
ICS Forms Catalog
ICS Incident Organization Chart

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EMERGENCY SUPPORT FUNCTION 1: TRANSPORTATION UNIT

PRIMARY AGENCY: Hendry County School District

SUPPORT AGENCIES: Hendry County Public Works
Good Wheels

NIMS: The lead agency serves as the Transportation Unit Leader under the Logistics Section. This Unit reports directly to the Logistics Section Chief.

I. INTRODUCTION

A. BACKGROUND

Due to its geographic location, and limited transportation resources it is essential for the transportation unit to plan in advance for natural or man-made emergencies that may require humanitarian relief and recovery actions.

This plan compliments the Hendry County Emergency Comprehensive Emergency Management Plan (CEMP), and this plan is subject to periodic review with revisions as necessary to maintain an updated plan to accommodate the range of emergency situations that may occur.

This plan is to be used as a working guide with the understanding that variations will be necessary depending on circumstances surrounding the emergency.

B. PURPOSE

The purpose of the ESF-1/Transportation Unit is to coordinate the use of emergency transportation resources to support the needs of local governments, voluntary organizations and other emergency support functions requiring emergency transportation capacity to perform their emergency response, recovery and assistance missions.

C. SCOPE

The duties of the ESF-1/Transportation Unit include:

- Performing necessary actions to assist with emergency evacuation and re-entry of threatened areas.
- Processing all transportation assistance requests from municipal agencies and other ESFs received through the Emergency Operations Center (EOC).
- Allocating, prioritizing, and, coordinating public and private transportation resources for the transportation of people, materials, goods, and services within the impacted areas. This includes the modes of highway, rail, and air.
- Performing necessary actions to assist with recovery operations.

In all cases the ESF-1/Transportation Unit will follow the Hendry County NIMS/ICS Integrated Structure.

D. POLICIES

1. Priorities

The assets available to the ESF-1/Transportation Unit will be used to assist county emergency operations agencies and other ESFs with their emergency efforts to move people, materials, equipment, and other resources as necessary.

The priorities for allocation of these assets will be:

- Evacuating persons from immediate peril.
- Transporting materials, personnel, and supplies for the support of emergency activities being conducted by local responders or ESFs as requested through the EOC.

2. Assignment of Responsibilities

All ESF-1/Transportation Unit support agencies are responsible for tracking the committed and uncommitted status of their transportation resources during an activation of the EOC. This shall be consistent with the Hendry County Resource Tracking system in compliance with NIMS.

a. Lead Department/Primary Agency

The Hendry County School District is designated as the Primary Agency for this ESF and will coordinate all activities of the ESF-1/Transportation Unit. As the Primary Agency they are responsible for the following:

- 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.
- In the event of an emergency, in addition to the coordination of ESF-1/Transportation Unit activities, school buses (if called upon) will be responsible for the mass evacuation of residents from the affected areas to shelters or "safe areas". School buses will also return residents at the announcement of the all clear from the E OC.
- In the event of a hurricane, the School District will be responsible for the mass evacuation of transit-dependent residents in storm affected areas to shelters.
- After the danger has passed and after the all clear is issued, the School District will return the residents to their homes or pick-up locations.
-

b. Support Agencies

All support agencies, including Hendry County Public Works and Good Wheels 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 designation and assignment of personnel for staffing of all facilities at which this ESF is required.
- 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.

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 Comprehensive Emergency Operations Plan. However, during the emergency response and for the first hours after the occurrence of 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.

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 upon priorities identified by the EOC. If resources are unavailable within this ESF, this ESF will directly request assistance from the ESF-7/Resources Unit.

All municipalities and all other ESFs will coordinate with the ESF 1/Transportation Unit when requesting emergency support or disaster assistance from this ESF. In the case where a conflict of priorities develops, this ESF will work directly with the Emergency Operations Center to resolve the situation.

The local capability to provide transportation for the elderly and special needs population following a disaster will depend on the extent and impact on the special needs and elderly population and will dictate the appropriate response by all available transportation assets.

Primary and support agencies will maintain current telephone driver alert rosters. Upon agency notification by the Hendry County Emergency Management Director, or the EOC, of the need for vehicles and drivers, the primary agency will assess the resource needs and notify support agencies, as needed. The primary and support agencies are responsible for notification of their own drivers.

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 relating to transportation. Therefore, emergency operations of this ESF will be initiated according to need and emergency priorities.

6. Elderly and Special Needs

Both the Hendry County School District and Good Wheels have lift assist vehicles to help transport the elderly and handicapped. During a disaster the use of lift assist vehicles will be directed by the ESF-1/Transportation Unit to assure public needs are met in an efficient and timely manner.

7. Coordination of Actions

All agencies assigned with this ESF will coordinate all actions in performance of emergency response and assistance missions with the Primary Agency of this ESF in the EOC.

E. SITUATION

1. Disaster Conditions

A minor, major or catastrophic disaster may severely damage the transportation infrastructure. Local transportation activities may be hampered by insufficient transportation resources, damaged transportation infrastructure, and disrupted communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that transportation related decisions be made to facilitate the evacuation.

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 demand for assistance. This may require that significant amounts of resources to be transported into the area.

2. Planning Assumptions

- All available local transportation resources will be committed if available and additional help may be needed from the state and federal governments.
- Resources of buses and drivers are extremely limited in the County and thus mutual aid will be sought early in the ESF 1/Transportation response from the Statewide Mutual Aid Agreement.
- Coordination with municipalities, critical facilities, other ESFs and other government agencies will be required.
- Damaged areas will be restricted and not readily accessible, except in some cases by air or water.

F. CONCEPT OF OPERATIONS

1. General

During declared states of local emergency, the Primary Agency is responsible for implementing the function. 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 work station assigned to the ESF1/Transportation Unit in the EOC, and will identify which support agencies are required, and take steps to assure that support agencies are activated or on alert.

The ESF-1/Transportation Unit will respond to requests for local transportation assistance. It is anticipated that after evacuation efforts are completed, the majority of the requests for transportation resources will be initiated by other ESFs to assist in providing aid to those in need.

All agencies shall follow the Hendry County NIMS/EOC Interface structure to include the use of NIMS terminology, forms, systems, processes, and structure.

2. Emergency Support Function Organization

a. Federal Level

At this level, this ESF will be organized in accordance with the National Response Plan. This ESF will be directly represented at the Federal Disaster Field Office in or within proximity to the County.

b. State/Regional Level

At this level, the ESF-1/Transportation Unit will be organized in accordance with the State Comprehensive Emergency Management Plan. This ESF will be present in the State EOC. In addition, when a Regional Reception and Staging Area has been established, representation of this ESF at that location will be initiated.

c. County Level

The designated team leader for this ESF is responsible for all activity of the ESF subject only to the guidance and direction of the Emergency Management Director and the policies of this plan.

d. Municipal Level

Municipal agencies which have been designated to perform like functions of this ESF for the municipality may coordinate directly with this ESF at the EOC for resources and support. Municipal agencies which have not designated specific agencies to perform like functions may coordinate with this ESF through their respective representative in the EOC.

3. Notification

Initial notification will be sent by the Emergency Management Division to the primary agency of this ESF advising that a threat or an emergency has occurred which warrants or may warrant the implementation of this plan.

Primary and support agencies will maintain current telephone driver alert rosters, formulated in a telephone tree concept to minimize notification time. Upon primary agency notification by the Hendry County Emergency Management Director, or the Hendry EOC, of the need for vehicles and drivers, the primary agency will assess the resource needs and notify support agencies as applicable to the situation. The primary and support agencies are responsible for notification of their own drivers.

4. Mobilization

Immediately following notification 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 transportation for the safe evacuation of Hendry County residents from endangered areas.
- Provide emergency transportation support to other elements of government.
- Oversee the transportation of the elderly or persons with disabilities.
- When safe, return evacuees transported to shelters to their respective pickup points.
- Coordinate transportation services with state/federal agencies if required.

All resources of the ESF will be utilized based on priority basis. This will also include state and federal support, when necessary.

5. Pre-assigned Pickup Points

The two categories of Pre-assigned pickup points include:

- **Special needs transportation pick up points** – Special needs transportation pick up points will be identified pre-incident using the Hendry County Special Needs Registry. Efforts will be made to dispatch lift assist vehicles to the individual residences. Should this not be possible due to resource limitations or road conditions, residents will be advised, pre-incident, to use the nearest general public pick up point.

- **General public pick up points** – The general public will be advised, pre-incident, through on going public awareness, where pick up points are located. To minimize confusion, the public will be directed to use readily known local points. Should the points be inaccessible, the next category will be used. They are, in descending order of use:
  - Designated School bus stops
  - Neighborhood fire stations and community centers
  - Neighborhood churches
  - Convenience stores

6. Fuel Resources

The School District will use two primary distribution systems of fuel (diesel, gasoline, oil and lubricants) will be utilized. These locations are:

- Hendry County Engineering on Cowboy Way in Labelle.
- County barn on County Road 835/Evercane Rd in Clewiston.

Hendry County and Good Wheels will use the fuel resource located at the County Engineering Department on Cowboy Way in Labelle.

The Hendry County Sheriff's Office will utilize convenience stores, but may use the County fuel point if necessary.

7. Fuel Vendors

The Hendry County Engineering Department as operators of the fuel points, will be responsible for coordinating with the suppliers to assure that adequate supplies will be available. Supplies will include: diesel fuel, gasoline, oil and lubricants. The fuel point operators will assure that alternate suppliers are available in the event that the primary suppliers are unable to fulfill the needs.

8. Response Actions

a. Preparedness Actions

The primary and support agencies will annually furnish an inventory of vehicles, personnel, related equipment and supplies to the Hendry County Emergency Management Office. This information will be updated each May prior to hurricane season. The information will be maintained by Hendry County Emergency Management in the Local Access Directory (LAD).

The primary agency will coordinate with support agencies pre-incident to formulate response procedures and determine the use supplies, equipment, vehicles and personnel of the support agencies.

During the preparedness stage, Primary and Support Agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need during the response or recovery mode.

b. Initial Actions

All agencies of the ESF will establish communications with the appropriate field personnel and insure that they are ready for timely response.

Coordination will be established with support agencies to prioritize and develop strategies for the initial response.

Any transportation resources that may be needed in recovery should be removed from the potentially vulnerable areas to a staging area.

Personnel and equipment accessible to the ESF-1/Transportation Unit agencies will be committed when evacuation or re-entry of a designated area is authorized and other transportation resources are not sufficient. For safety reasons evacuations must be completed before the onset of 45 mph winds or on re-entry after 45 mph winds subside.

c. Continuing Actions

Priorities will continually be reassessed to address the most critical transportation needs and develop strategies.

Resources which are committed to specific missions will be tracked for redeployment if necessary. Updated information will be provided to the ESF-5/Planning Section. Resources will be restaged as appropriate.

9. Recovery Actions

a. Initial Actions

Upon request, transportation resources will be provided to assist recovery activities for personnel and equipment. The ESF-11/Food and Water Unit and the ESF-15/Volunteers and Donations Unit will need resources to transport volunteers to various locations, both within the affected area as well as in and out of the affected area.

The lead agency is responsible for developing recovery actions and strategies, and reporting this information to the ESF-5/Planning Section for implementation into the Incident Action Plan. The lead agency will also assess the community's need for special transportation with regard to disaster recovery, and will notify the ESF-7/Resource Support UnitESF-7/Resource Support Unit of these assessments.

b. Continuing Actions

Transportation will continue to be provided for related activities.

The ESF-1/Transportation Unit will proactively assess and routinely update the Incident Action Plan (IAP) and make planning decisions to meet the short and long term transportation needs of the threatened and/or impacted area. This information will be coordinated and shared with the ESF-5/Planning Section.

F. RESPONSIBILITIES

1. Primary Agency

The primary agency for ESF 1 is responsible for coordinating with and giving direction to its support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing its ESF/ICS component of the EOC on a 24-hour basis. To accomplish this, it may utilize the resources of its support agencies. The ESF 1 position within the EOC is responsible for maintaining, to the best of its capabilities, the status of transportation vehicles, supplies, equipment and personnel resources, and advising the on-duty Hendry County EOC supervisor of such.

The Primary Agency will coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services. The School District will take measures to safeguard passengers, personnel, and the general public, including protecting vehicles and facilities.

The ESF-7/Resource Support UnitESF-7/Resource Support Unit and the ESF-15/Volunteers and Donations Unit will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.

During recovery operations, the lead agency will maintain close and continuing liaison with transportation operator(s) and prepare appropriate records and logs to document return transportation operations.

2. Support Agencies

Support agencies will be prepared to support the ESF-1/Transportation Unit within the capabilities of their resources. They will assist the primary agency with the continuous 24 hour operation of the position in the EOC. Support agencies are responsible for maintaining the status of their vehicles, personnel and supplies, and the routine updating the list.

G. ADDITIONAL RESOURCES

The ESF1/Transportation Unit will utilize 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 the ESF-1/Transportation Unit missions. When requests begin to exceed the ESF's capability to respond, requests will be forwarded through the Hendry County ESF-7/Resource Support Unit to the State EOC using WebEOC to mobilize additional resources. All personnel and resources mobilized by the ESF1/Transportation Unit will remain under the direction and control of the ESF, unless otherwise notified.

During a large scale emergency or disaster, and **only if** all local resources have been depleted, State resources may be requested through the Hendry County EOC Administration/Finance Section, who will analyze, prioritize, and process the request through the WebEOC desk in the EOC. Mutual aid may be used through the Statewide Mutual Aid Agreement.

EMERGENCY SUPPORT FUNCTION 2: COMMUNICATIONS UNIT

PRIMARY AGENCY: Hendry County Sheriff's Office

SUPPORT AGENCIES: City of Clewiston
City of LaBelle
Radio Amateur Communications Service (RACES) Amateur Radio Emergency Service (ARES) Nextel/Sprint/AT&T
Century Link
Motorola – Bairs Electronics

NIMS: The lead agency serves as the Communications Unit Leader. The ESF-2 Communications Unit, reports directly to the Logistics Section Chief under the Hendry County NIMS/EOC integrated incident management structure.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide for the coordination of county communications support to county and municipal government entities, other Emergency Support Functions, voluntary relief organizations, and other state or federal agencies requiring communications capacity to perform their emergency response, recovery, and disaster assistance missions.

B. SCOPE

The ESF-2/Communications Unit plans, coordinates and assists in communications support to county and local emergency response elements. This ESF will coordinate the communications assets (both equipment and services) available from state agencies, voluntary groups, county agencies, the telecommunications industry, and federal government agencies. The ESF-2/Communications Unit 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).

II. POLICIES

A. PRIORITIES

The assets available to the ESF-2/Communications Unit will be used to support county emergency operations agencies and other ESFs with their emergency efforts as necessary. The priorities for allocation of these assets will be as determined by the ESF and the EOC.

1. **First Priority**
   The first priority for this ESF during disaster operations is to restore communications to the following locations:
   - Hendry County EOC
   - Hendry County Sheriff's Office and Clewiston substation
   - Clewiston Police Department
   - Hendry County Emergency Medical Services
   - Municipal EOCs

2. **Second Priority**
   Once communications has been restored to the above locations, the following locations will become priority:
   - Hendry Regional Medical Center
   - Hendry County Health Department
   - Special Needs Shelters
   - Public Shelters

3. **Third Priority**
   The third priority will be on emergency response workers to include:
   - Public Works crews not involved in life threatening clearance missions
   - Utility service workers
   - General public transportation service, such as school buses

4. **Fourth Priority**
   The fourth priority includes communications to commercial interests involved in serving response activities. These include:
   - Suppliers of fuel
   - Suppliers of building/construction materials
   - Suppliers of food, water and ice
   - Motels and restaurants serving relief workers

C. RESPONSIBILITIES

The ESF-2/Communications Unit is responsible for maintaining communication capabilities for emergency responders and restoring service to the community at large. The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF, and staffing the function in the EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24 hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

1. **Hendry County Sheriff's Office**
   The Hendry County Sheriff's Office will maintain dispatch service to emergency responders during the emergency. It will relay information pertaining to communications needs in Hendry County to the Hendry County EOC via radio. The Sheriff's Office will be prepared to utilize field personnel to periodically verify the status and needs of critical facilities, shelters and other sites which may temporarily be without service. It will maintain the necessary contract services to repair and restore its communications assets.

   The Hendry County Sheriff's Office will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF-2/Communications Unit fits into the overall structure.

2. **Municipalities**
   The cities of Clewiston and LaBelle will maintain internal communications and notify the Hendry County EOC of lost internal communications or service to the community at large. The municipalities will maintain the necessary contract services to repair and restore their communications assets.

   Each municipality is responsible for sending its employees to training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF-2/Communications Unit fits into the overall structure.

3. **RACES and ARES**
   These volunteer groups will be prepared to furnish equipment and personnel to critical facilities, shelters and other sites which may be without communications capabilities. They will assist by filling in dead spots in the communications network as directed by the Hendry County EOC. They will maintain their equipment in working condition in anticipation of emergency needs.

   RACES and ARES volunteers will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF-2/Communications Unit fits into the overall structure.

4. **Sprint/Verizon/AT&T**
   This private sector partner will be capable of furnishing temporary cellular phones and service to Hendry County Emergency Management, or other support agencies, on short notice.

5. **Century Link**
   As the local telephone company, Century Link will be prepared to support the restoration of service to Hendry County utilizing a predetermined priority list developed with the involvement of Hendry County Emergency Management.

6. Equipment, Supply and Personnel Inventory

Each May the primary and support agency will furnish an updated list of their equipment, supplies and personnel capabilities to Hendry County Emergency Management. The information will be maintained in the Hendry County Local Access Directory.

D. 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, and will allocate available resources to each mission based upon priorities identified by the EOC. If resources are unavailable within the ESF, this ESF will request mutual aid assistance from the ESF-7/Resource Support Unit through the Statewide Mutual Aid Agreement.

All municipalities and all other ESFs will coordinate with this ESF when requesting emergency support or disaster assistance regarding communications. In the case where a conflict of priorities develops, this ESF will work directly with the Emergency Manager to resolve the situation

E. COMMUNICATIONS CAPABILITIES

Communications between the Hendry County EOC and other local government agencies will be maintained during response and recovery by:

- Commercial telephone and fax
- Cellular telephone
- Digital pagers
- VHF Radio Communication
- RACES and ARES support
- Satellite Telephones

The HCSO command post is capable of VHF, UHF, 800 Mhz, Data as well as computer aided dispatch (CAD).

- As a last resort, visits to critical facilities, shelters and other sites by field responders with portable/mobile radio capabilities will be made. In the event of insufficient portable radio equipment, specific persons may be tasked with visiting key sites to gather information and report back to the Hendry County EOC with their status.

Communications between the Hendry County EOC and the State EOC will be maintained by:

- Commercial telephone and fax
- Cellular telephone
- Hendry County Sheriff's Office Radio capabilities with FDLE via 800 Mhz.
- ESATCOM
- Computer Aided Dispatch (CAD)

Hendry County EOC communications with municipal EOCs and ESF groups will

use the same systems mentioned previously.

Hendry County may utilize any systems identified above, to maintain communications with shelters, congregate feeding sites, distribution sites, Disaster Relief Centers, Community Information Centers, Joint information Centers or other response and recovery related sites.

For planning purposes, RACES and ARES have the primary responsibility to support these sites in the event commercial phone systems and other government radio communications are not available or inoperative.

F. PRE-DEPLOYMENT

The LaBelle Fire Department's combined rescue/command vehicle, HCSO mobile command trailer, and Hendry County Emergency Management's office trailer have the capability to serve as mobile command posts. These vehicles are wired for a telephone hard line connection. These assets may be pre-deployed upon notification of the LaBelle Fire Department, HCSO, or Hendry County Emergency Management.

RACES and ARES equipment and personnel may be pre-deployed in the case of disaster. Hendry County Emergency Management will notify the point of contact for each group using the Local Access Directory, and coordinate the locations where anticipated needs exist, and establish a commencement time for operations.

Hendry County Emergency Management has a cache of VHF radios as well as AT&T cellular telephones that can be distributed in anticipation of an event to preposition them.

G. STAFFING

The Hendry County Sheriff's Office maintains 24 hour continuous operations from two sites, the Hendry County Sheriff's Office headquarters in LaBelle and the substation in Clewiston. The Hendry County Sheriff's Office provides dispatch service for its deputies, volunteer fire departments and Hendry County Emergency Medical Services. The Hendry County Sheriff's Office has the capability of enhancing service by increasing the length of communications personnel's shift and calling in off duty personnel.

The City of Clewiston Police Department dispatches its own personnel, along with the Clewiston Volunteer Fire Department. It has the capability of enhancing service by increasing the length of communication personnel's shifts and calling in off duty personnel. The Clewiston Police Department also has the capability of a mobile repeater and dispatch unit that can be deployed if necessary.

Hendry County Sheriff's Office will maintain 24 hour continuous ESF-2/Communications Unit coverage utilizing personnel from its staff or utilizing support agencies.

III. CONCEPT OF OPERATIONS

A. GENERAL

During declared states of local 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 work station assigned to this ESF in the EOC, and will identify which support agencies for the ESF are required, and take steps to assure that support agencies are activated or on alert.

The ESF-2/Communications Unit will respond to requests for local communications assistance. It is anticipated that after evacuation efforts are completed, the majority of the requests for communications resources will be initiated by other ESFs to assist in providing aid to those in need.

1. Continuity

The County Public Safety Answering Points (PSAP) are set up in such a way that if one fails then the incoming call will roll over to the next PSAP.

B. EMERGENCY SUPPORT FUNCTION ORGANIZATION

1. Federal Level

At this level, this ESF will be organized in accordance with the National Response Framework. This ESF will be directly represented at the Federal Disaster Field Office in or within proximity to the County.

2. State/Regional Level

At this level, this ESF will be organized in accordance with the State Comprehensive Emergency Management Plan. This ESF will be present in the State EOC. In addition, when a Regional Reception and Staging Area has been established, representation of this ESF at that location will be initiated.

3. County Level

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, and the policies of this plan. Elsewhere, throughout the county and other designated recovery facilities, as described in the Basic Plan of this document.

4. Municipal Level

Municipal agencies which have been designated to perform like functions of this ESF for the municipality may coordinate directly with this ESF at the County EOC for resources and support. Municipal agencies which have not designated specific agencies to perform like functions may coordinate with this ESF through their respective representative in the County EOC.

C. NOTIFICATION

1. Initial

Initial notification will be sent by the Emergency Management Department 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.

2. Primary Agency

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.

3. Support Agencies

The notification process will use a call-out list using the call down telephone tree method.

D. MOBILIZATION

1. Lead Agency

Immediately following notification to activate this ESF the Primary Agency will complete the following tasks:

- Assure necessary emergency operating facilities and reporting systems are established.
- The ESF-2/Communications Unit will establish communications between designated field personnel and facilities.
- Develop and disseminate an overall Incident Communications Plan daily (or more often as warranted) which indicates radio frequencies to use, the most efficient means of communications, and communications issues identified during the incident.
- Supervise the Incident Communications Center.
- Distribute and track communications equipment as available and as warranted to emergency personnel.
- Establish communications in the EOC and between designated facilities.
- Provide appropriate support for the EOC.
- Other tasks as listed.

2. Support Agencies

Immediately following notification by the primary agency to commence response actions of the ESF each support agency will complete the following:

a. Initial Actions

Initial actions include:

- Inventories and locations of communications resources will be verified and provided to the ESF-5/Planning Unit.

ESF-2/Communications Unit

- Coordination will be established with support agencies to prioritize and develop strategies for the initial response.
- Emergency communications assets will be pre-positioned if feasible when it becomes apparent that these resources will be required.
- Any communications resources that may be needed in recovery and should be removed from the potentially vulnerable areas to a staging area.
- Equipment accessible to the ESF-2/Communications Unit agencies will be committed when evacuation or re-entry of a designated area is authorized and other communications resources are not sufficient.

3. Continuing Actions

Continuing actions include:

- The ESF-2/Communications Unit will coordinate communication resources with requests for communications capability.
- Priorities will continually be reassessed to address the most critical communication needs and develop strategies.
- Communication resources which are committed to specific missions will be tracked for redeployment if necessary. Updated information will be provided to the ESF-5/Planning Unit
- Communications resources will be restaged as appropriate

4. Recovery Actions

Recovery actions include:

- Contact all ESFs for any communications requirements.
- Prepare scheduling and staffing for support of operational facilities.
- Assess damage to public and private communications infrastructure using field personnel and the damage assessment teams.
- Determine the need for the reconstruction of towers and repeaters, restoration of public telecommunications services etc.

IV. ADDITIONAL RESOURCES

The ESF-2/Communications Unit will utilize 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 the ESF-2/Communications Unit missions. When requests begin to exceed the ESF's capability to respond, requests will be forwarded to the ESF 7/Resources Unit under the Logistics section. All personnel and resources mobilized by the ESF 2/Communicaitons Unit will remain under the direction and control of the ESF, unless otherwise notified.

During a large scale emergency or disaster, and **only if** all local resources have been depleted, state resources may be requested through the Hendry County ESF 7/Resources Unit, who will analyze, prioritize, and process the request through the WebEOC desk in the County EOC.

EMERGENCY SUPPORT FUNCTION 3: PUBLIC WORKS UNIT

PRIMARY AGENCY: Hendry County Engineering Department

SUPPORT AENCIES:
City of Clewiston Public Works
City of LaBelle Public Works
Florida Power & Light
Hendry County Public Works
Hendry County Road & Bridge
Port LaBelle Utility System (PLUS)
County Building Department

NIMS: The lead agency for this Unit serves as the Public Works Section Leader. This Unit will answer to the Operations Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is for the coordination and/or provision of emergency public works, assisting with the evaluation of damage to infrastructure, coordination of emergency debris clearing and engineering support to local governments, other ESFs, and coordination with state and federal government agencies.

B. SCOPE

The ESF 3/Public Works Unit encompasses technical advice and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair of drainage, solid waste facilities, and other utility services.

The ESF-3 /Public Works Unit support activities include, but are not limited to:

- Management of the emergency preparation of government infrastructure and facilities.
- Emergency clearance of debris for safety inspection/assessment of the damaged areas and passage of emergency personnel, supplies and equipment for lifesaving, life protecting, health and safety purposes during the immediate response phase.
- Clearing, repair or construction of designated damaged emergency access routes necessary for the transportation of rescue personnel and supplies.

  These routes include streets, roads, bridges, airports and any other designated transportation facilities.
- Emergency restoration of critical public services and facilities including drainage systems.

- Emergency demolition or stabilization of damaged structures and facilities designated by state or local government as immediate hazards to public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
- Assisting ESF 5/Planning with technical evaluation for damage assessment teams.

In all cases the ESF 3/Public Works Unit will follow the Hendry County NIMS/EOC Integrated Structure.

II. POLICIES

A. PRIORITIES

1. Clearance

Following a disaster the demand for public works related activity could be massive. Priorities must be established in order to allocate resources following a method which will maximize efficient resource utilization and impact, while minimizing the duplication of efforts.

The ESF 3/Public Works Unit position in the EOC must be flexible in tasking as the situation will be in a constant state of change. For purposes of initiating action, the following priorities will be used.

- Clear paths to those in life threatening situations, which includes Search and Rescue Operations.
- Clear paths to critical facilities. A Critical Facilities Inventory is maintained in the Hendry County Emergency Management Local Access Directory and will be available in the Hendry County EOC.
- Clearance in support of major road systems necessary for relief workers and supplies to reach the impacted areas.
- Other response activities as necessary.
- Clearing paths for the general public.

2. Restoration and Repair Clearance

The ESF 3/Public Works Unit will collate requests for services from throughout Hendry County. The ESF 3/Public Works Unit will establish priority assignments in the EOC by coordinating with other ESFs, the State Emergency Response Team (SERT) liaison and others as appropriate. If it is deemed necessary to seek mutual aid resources, ESF 3 will coordinate such requests with the ESF 7/Resources Unit. Initial priorities will be:

a. Critical facilities

Those facilities most important to the response effort will receive priority within this category. Hospitals, water and electric utilities are considered priority critical facilities. Those which are damaged, but not currently impeding response activities may have restoration postponed.

b. Transportation infrastructure

Those systems that are needed to reach priority critical facilities, or bring resources into Hendry County, or to move resources to the areas of greatest need. Transportation systems include surface roads, bridges, and airports. Systems may also include docks or marinas which could be vital to the response and relief activities in the event that surface roads become unusable for an extended period of time.

c. Commercial access

Surface systems are that which allow for the reestablishment of economic activity within the county. This may include restoration of systems related to major employers or to commercial establishments which serve as suppliers to the government and private sector for response and recovery resources; such as hardware and plumbing supply stores.

3. Water Resources Restoration

Water services are considered priority critical facilities. Their ability to function and serve response needs is essential to supporting other critical facilities as well as public health and well being. Restoration activities will include:

a. Utility Systems

The cities of Clewiston and LaBelle, and Port LaBelle Utilities serve both critical facilities and the general public. All have trained staff to mutually support each other and can draw on private sector contractors for additional expertise. Should it be necessary, these utilities may request that the ESF 3/Public Works Unit seek mutual aid through the Florida Statewide Mutual Aid Agreement. This will be done through the ESF-7/Resource Support Unit.

b. Well Water

Those residents and businesses using well water systems will not become emergency management issues, unless health problems develop as a result of contamination due to the disaster.

c. Transportation of Potable Water

Hendry County has numerous water buffalos and tanker trucks which may be utilized to temporarily furnish potable water. Long term needs may be met by:

- Distribution of commercial bottled water.
- Request for mutual aid through the Florida Statewide Mutual Aid Agreement.

d. Fire Fighting

The three volunteer fire departments in Hendry County have an adequate supply of water tankers for day to day use which is housed at their fire stations. Other sources which may be used include:

- When fire activity is located near the Caloosahatchee River, or Lake Okeechobee, or other drainage canals, drop lines may be used in these water sources, and tanker trucks may be refilled from these sources.

ESF-7/Resource Support Unit

- Mutual aid may be requested through the ESF-7/Resource Support Unit, under provision of the Florida Fire Chiefs Association Mutual Aid Agreement.
- Mutual aid may also be requested through the ESF-7/Resource Support Unit, under provisions of the Florida Statewide Mutual Aid Agreement through the WebEOC desk in the County EOC.

4. Demolition of Immediate Hazards

Structures believed to pose a hazard to the public will be identified and reported to the Hendry County EOC by the Damage Assessment team. The ESF 3/Public Works Unit will be notified of the concern. The ESF 3/Public Works Unit will then task a field inspection to be conducted as soon as circumstances permit, utilizing qualified inspectors from the County Building Department.

If a structure is deemed unsafe, the ESF 3/Public Works Unit will coordinate with the ESF 16/Law Enforcement and Security Unit to secure the structure from the public. The ESF 3/Public Works Unit will clearly mark the boundaries of the area with warning signs.

The ESF 3/Public Works Unit will take appropriate actions, which may include destruction; contract destruction services; or a request for mutual aid through the ESF 7/Procurement Resources Unit. The ESF 3/Public Works Unit will assess the equipment, supplies and personnel required to stabilize or destroy the building; determine if the resources exist to do so, or if contract services or mutual aid assistance are required.

B. ASSIGNMENT OF RESPONSIBILITIES

1. Primary Agency

The Hendry County Engineering Department is designated as the Primary Agency for this ESF and will coordinate all the activities of this ESF. As the Primary Agency, it is responsible for the following:

- 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.
- The Hendry County Engineering Department will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF 3/Publc Works Unit fits into the overall structure.

2. 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 designation and assignment of personnel for 24 hour staffing of all facilities at which this ESF is required, and representation that is determined by the primary 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 that are in excess of the support agencies capabilities.
- All support agencies will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF 3/Public Works Unit fits into the overall structure.

C. 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 upon priorities identified by the Emergency Operations Center (EOC). Additional public works resources may be requested through the Hendry County EOC ESF-7/Resource Support Unit, who will analyze, prioritize, and process the request, through the WebEOC desk. All use of resources from outside of Hendry County internal resources shall be coordinated through the ESF-7/Resource Support Unit.

All municipalities and all other ESFs will coordinate with this ESF's representation at the EOC when requesting emergency support or disaster assistance from this ESF. In the case where a conflict of priorities develops, this ESF will work directly with the Emergency Manager to resolve the situation.

D. RESOURCE INVENTORY

The primary and support agencies will furnish the Hendry County EOC with an updated list of personnel, supplies, equipment and vehicles each May. The information will be made a part of the Local Access Directory. Both directories will be maintained in the Hendry County Emergency Management Office.

E. PRE-POSITIONING OF RESOURCES

When possible the Road and Bridge Department pre-stages resources 36 hours prior to the anticipated impact.

Pre-staging outside of Hendry County will be coordinated by the Emergency Management Director, the designated representative or shift supervisor, and involves the Emergency Management Director from the supporting county and the SERT liaison.

The Emergency Management Director, EOC shift supervisor and the ESF 3/Public Works Unit duty staff will coordinate pre-staging decisions.

The ESF 3/Public Works Unit will identify locations which may be acceptable for pre-staging of response and recovery supplies, equipment and personnel.

III. SITUATION

A. DISASTER CONDITIONS

A major or catastrophic disaster will cause unprecedented property damage. Structures, homes, public buildings, bridges and other facilities will be destroyed or damaged and must be reinforced, demolished or isolated to ensure safety. Streets, highways and other forms of transportation will be damaged or unusable.

Many state and local response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources will be limited in the immediate disaster area. Disaster assistance must begin immediately.

Such a disaster may severely damage the public facilities and infrastructure. Local public works activities may be hampered by insufficient resources, damaged equipment, and disrupted communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that public works related decisions be made to support the evacuation.

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 demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

B. PLANNING ASSUMPTIONS

- All available local and municipal public works resources will be committed and additional help may be needed from the state and federal governments.
- Coordination with municipalities, critical facilities, the 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 or water.
- State and federal assistance may be needed in clearing debris, performing

damage assessments, structural evaluations, and emergency repairs to public facilities.

- Ground, air, and rail routes must be provided to allow access to disaster areas. Emergency road and airstrip debris clearance and repairs will have top priority to support immediate lifesaving emergency response activities.
- Rapid preliminary damage assessment of the disaster area will be necessary to determine potential workload.
- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.
- Support services for personnel and equipment may have to be provided from outside the disaster area.

IV. CONCEPT OF OPERATIONS

A. GENERAL

During a declared state of local emergency, the Primary Agency of this ESF is responsible for implementing this function. A representative of the Lead Department will be available in the EOC during activation to respond to requests for support submitted to this ESF. This person will staff the work station assigned to this ESF in the EOC, and will identify which support agencies are required, and take steps to assure that support agencies are activated or on alert.

The ESF-3/Public Works Unit will initiate actions to execute the responsibilities assigned within this emergency plan and respond to requests for local public works and engineering assistance. It is anticipated that after evacuation efforts are completed, this ESF will have a major role in the recovery from whatever impacts were sustained by the event.

B. EMERGENCY SUPPORT FUNCTION ORGANIZATION

1. Federal Level

At this level, this ESF will be organized in accordance with the National Response Plan. This federal ESF will be directly represented at the Federal DFO in or within proximity to the county.

2. State/Regional Level

At this level, this ESF will be organized in accordance with the State Comprehensive Emergency Management Plan. This ESF will be present in the State EOC. In addition, when a Regional Reception and Staging Area has been established, representation of this ESF at that location will be initiated.

3. County Level

The ESF 3/Public Works Unit will act as a team under the Hendry County NIMS/EOC Integrated system. 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 Emergency Manager and the policies of this plan.

4. Municipal Level

Municipalities which have no designated specific agencies to perform like functions may coordinate with this ESF through their respective representative in the EOC.

C. NOTIFICATION

1. Initial

Initial notification will be sent by the Emergency Management Department 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.

2. Primary Agency

The notification process will be completed in accordance with the chain of command established in the Engineering Department to begin mobilization of resources and personnel and prepare to commence operations assigned to this ESF.

3. Support Agencies

The Engineering Department will check with the municipality to verify point of contact for the ESF-3 /Public Works Unit.

D. MOBILIZATION

1. Primary Agency

Immediately following notification to activate this ESF the Primary Agency will complete the following:

- Assure necessary emergency operating facilities and reporting systems are established.
- Establish communications with the EOC and obtain status reports. This shall be done in coordination with the ESF 2/Communications Unit under the direction of the Operations Section.
- Provide appropriate representation to the EOC.

2. Support Agencies

Immediately following notification by the primary agency to commence response actions of the ESF each support agency will provide resources and assistance as directed by the primary agency.

E. RESPONSE ACTIONS

1. Initial Actions

Initial actions include:

- Inventories of available vehicles, personnel and materials will be verified and provided to the ESF-7/Resource Support Unit. This list is maintained by the Engineering Department and is updated on a continual basis.

- Each ESF 3 /Public Works Unit agency will establish communications with their appropriate field personnel and insure they are ready for timely response. This shall be done in cooperation with the ESF 2/Communication Unit under the Operations Section.
- The ESF 3 /Public Works Unit will coordinate with support agencies to establish priorities and facilitate strategies for the initial response and assess the need for additional resources.
- Pre-positioning of resources will be established when it becomes apparent that engineers, skilled workers, vehicles and construction materials will be necessary.
- Equipment resources will be removed to a safe location and be staged to return in the recovery phase.
- The ESF 3 /Public Works Unit will coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be implemented.
- Priorities will be established for roadway corridors and airstrips that will have priority in regard to debris removal and repair to allow access into damaged areas.

2. Continuing Actions

Continuing actions include:

- The ESF 3/Public Works Unit will coordinate available personnel, equipment and construction materials and resources with requests from the EOC.
- Debris removal and repairs will begin to allow access into the disaster area. The ESF 3 /Public Works Unit will coordinate the cooperative efforts of the State Department of Transportation, municipalities, and contracted companies.
- The ESF 3/Public Works Unit will reassess priorities to address the most critical infrastructure needs and develop strategies.
- The ESF 3/Public Works Unit will identify for demolition or stabilization damaged structures and facilities that are an immediate hazard to public health and safety and take the necessary actions to eliminate the hazards.
- The ESF 3/Public Works Unit will track resources which are committed to specific missions, for redeployment if necessary. Updated information will be provided to the ESF-5/Planning Section for integration in the Incident Action Plan (IAP).
- The ESF 3/Public Works Unit will restage resources as appropriate.

F. RECOVERY ACTIONS

1. Initial Actions

The ESF-3 /Public Works Unit will provide or coordinate engineers, skilled personnel, with construction equipment and materials to assist in recovery activities, and will review recovery actions and develop strategies.

2. Continuing Actions

Continuing actions include:

- Support services will continue for personnel and equipment in the disaster area.
- Damage assessments will continue with priorities shifting accordingly.
- The Primary Agency will continue to coordinate the ESF-3 /Public Works Unit support agencies in establishing the ESF-3 /Public Works Unit priorities and coordinate the support of the missions with outside personnel and equipment.
- The ESF-3 /Public Works Unit will coordinate with municipalities in the performance of work and damage assessments.

V. RESPONSIBILITIES

A. PRIMARY AGENCY

- The primary agency will coordinate the ESF 3 /Public Works Unit support agencies in directing resources and prioritize needs in the areas of debris removal, restoring access, and other areas related to infrastructure.
- The resources of the department will be deployed and utilized in coordination with the ESF 3/Public Works Unit support agencies and municipalities.
- The ESF 3/Public Works Unit will support the other ESF tasks as needed, in accordance with established priorities and resources.
- The ESF 3/Public Works Unit will be responsive to and support directions of the EOC.
- Ensure that situation reports and information for the Incident Action Plan is submitted to the ESF 5/Planning Section

B. SUPPORT AGENCIES

Support agencies will:

- Provide representation as required in various emergency operations facilities.
- Supply resources and personnel and perform missions as directed by the primary agency in connection with the responsibilities assigned to the emergency support function.

VI. ADDITIONAL RESOURCES

The ESF-3 /Public Works Unit 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 the ESF 3 /Public Works Unit's missions. When requests begin to exceed the ESF's capability to respond requests will be forwarded to the ESF-7/Resource Support Unit for mutual aid through the Florida Statewide Mutual Aid Agreement utilizing the WebEOC desk in the County EOC.

EMERGENCY SUPPORT FUNCTION 4: FIREFIGHTING UNIT

PRIMARY AGENCY: City of LaBelle Fire Department

SUPPORT AGENCIES: City of Clewiston Volunteer Fire Department
Felda Volunteer Fire Department
Hendry County Emergency Medical Services
Montura - Flaghole Volunteer Fire Department Pioneer
Plantation Volunteer Fire Department Division of
Forestry – Caloosahatchee District

NIMS: The lead shall act as the Firefighting Unit Leader. The Firefighting Unit shall report directly to the Operations Section Chief under the Hendry County NIMS/ICS Structure. Depending on the type of incident, this Unit may be asked to serve as lead of the Operations Section. The lead of this Unit may also serve as Incident Commander in wildfire and large structural fire incidents.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate the use of fire service resources to support the needs of local governments, voluntary organizations and other emergency support functions requiring fire fighting capacity to perform their emergency response, recovery and assistance missions.

B. SCOPE

The provision of emergency fire service support includes:

- Performing the necessary actions to assist with emergency evacuation as well as the re-entry of threatened areas.
- Coordinating fire service assistance requests from municipal emergency operations centers (EOC) and other ESFs received through the EOC.
- Coordinating, allocating and prioritizing additional public and private fire service resources to include people, materials, goods, and services within the impacted areas.
- Supporting the ESF 16/Law Enforcement and Security Unit and the ESF 3/Public Works Unit in hazard identification and regulation.
- Performing necessary actions to assist with response and recovery operations.
- Managing and coordinating fire fighting support in the detection and suppression of fires, as well as other hazardous conditions.
- Mobilizing and providing personnel, equipment, and supplies.

II. POLICIES

A. ASSIGNMENT OF RESPONSIBILITIES

The ESF 4/Firefighting Unit is responsible for directing fire fighting activity. The primary agency is responsible for coordinating with and giving direction to its support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing its ESF/ICS component in the EOC on a 24 hour basis. To accomplish this, it may utilize the resources of support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency will the continuous 24-hour operation of the ESF/ICS position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery

B. 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 upon priorities identified by the EOC. Any use of mutual aid resources, beyond the Department's normal mutual aid agreements, shall be coordinated with the ESF-7/Resource Support Unit in order to capture costs. The tracking of these resources shall be coordinated with the other ESF 7 Resources under the Planning Section. Mutual aid resources include:

- Florida Fire Chief's Association
- Florida Statewide Mutual Aid Agreement using the WebEOC desk in the County EOC.

III. CONCEPT OF OPERATIONS

A. ORGANIZATION

The municipalities of Clewiston and LaBelle maintain fire departments which serve districts beyond their city limits. Hendry County maintains three other districts exist to furnish coverage to the remainder of the county's unincorporated areas.

Big Cypress maintains a full time fire/rescue department, but is not part of the county structure as it is a federally recognized indian reservation. While communications exist with the Big Cypress Fire/Rescue department, it operates under tribal direction.

Each department has its own chief and other traditional officers. All of the fire departments are paid on-call agencies. Most of the firefighters have primary jobs outside of the department.

B. DIRECTION AND CONTROL

During day to day operations each volunteer fire department will operate under the direction of its own chain of command and utilize its internal SOP.

The Primary and Support Agencies will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF 4/Firefighting Unit fits into the overall structure.

The incident commander will be the senior ranking fire commander from the department with fire jurisdiction, or their designated representative. The incident commander will communicate and coordinate with the Hendry County Emergency Management Office regarding the status of the incident, when the magnitude of the operation requires support from additional departments.

Mutual aid responders of this ESF will operate under the direction of the incident commander, or their designated representative. The Hendry County Emergency Management Director, or designated representative, will decide when circumstances necessitate the activation of the Hendry County EOC.

In all cases the ESF 4/Firefighting Unit will follow the Hendry County NIMS/ICS Integrated Structure. The Hendry County Emergency Management Director, or their designated representative, will determine when the ICS structure needs to be enhanced with the implementation of the ESF/ICS structure.

The Hendry County Emergency Management Director, or their designated representative, will determine when the ESF 4/Firefighting Unit position in the EOC should become operational and direct the primary agency to staff the position. The City of LaBelle Fire Department is the primary agency for the ESF 4/Firefighting Unit. Its Chief will designate who will staff the Hendry County EOC in two 12 hour shifts to coordinate and direct countywide fire fighting activities.

C. MUTUAL AID

Once resources internal to Hendry County have been expended, the ESF 4/Firefighting Unit may request mutual aid through the Florida Statewide Mutual Aid Agreement or the Florida Fire Chiefs Association (FFCA) Mutual Aid Agreement.

The City of LaBelle Volunteer Fire Department is a member of the FFCA, and is a signatory to the mutual aid agreement. Signatories may request mutual aid in the way of equipment and personnel, and agree to furnish the same if request to do so as long as resources are available.

The Florida Department of Community Affairs maintains the roster of pre-designate equipment and personnel allocations.

Mutual aid requested through the provisions of the Florida Statewide Mutual Aid Agreement may be accomplished through the ESF-7/Resource Support Unit and the State WebEOC desk in the EOC.

EMERGENCY SUPPORT FUNCTION 5: PLANNING SECTION

PRIMARY AGENCY: Hendry County Planning & Zoning

SUPPORT AGENCIES:
Felda Fire Department
Hendry County Administration
Hendry County Building Department
Hendry County Economic Development
Hendry County Engineering
Hendry County Personnel
Hendry County Road & Bridge
Hendry County Schools
Hendry County Sheriff's Office
Hendry County Strategic Initiatives
Hendry County Veterans Services
Emergency Management
Health Department
Pioneer-Plantation Fire Department
Radio Amateur Communications Service (RACES)
Salvation Army

NIMS: Lead serves as Planning Section Chief and staffs the positions of Situation Unit Leader and Documentation Unit Leader. Lead position reports directly to the Incident Commander.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to collect, process, and disseminate information about potential or actual disasters or emergency operations and to facilitate and support the overall activities of local governments in providing emergency assistance.

B. SCOPE

The ESF 5/Planning Section collects, processes, and disseminates information to be used in the development of the Incident Action Plan (IAP) and associated forms during the response and recovery phases of a disaster. This information will be forwarded to the proper authorities within each ESF. The ESF 5/Planning Section also consolidates key information into situation and technical data reports, along with documenting overall response activities and operations.

The scope of the Information and Planning emergency support function is to coordinate the overall information and planning activities of the County's Emergency Operations Center (EOC), the municipalities, and all affiliated response organizations in support of federal, state, and county emergency operations. In addition, the ESF 5/Planning Section is responsible for providing to the public through the ESF 14/ Public Information and the Joint Information Center (JIC) all pertinent information concerning emergency operations and relief assistance. The ESF 5/Planning Section activities are grouped among the following functions:

1. Information Planning Function

The collection and processing of essential elements of information from federal, state, and local governments, other ESFs and volunteer agencies and disseminate it for use by emergency operations, and provide it as input for the Incident Action Plan, briefings, displays, analyses, and plans.

2. Reports Functions

The consolidation of information into reports and other materials to describe and document overall emergency activities and to keep state, county, and municipal governments, operations centers, and the public informed of the status of the overall operations.

3. Displays Functions

The maintenance of displays of pertinent information and the facilitation of briefings using maps, charts, and status boards in the EOC, and through other means, such as computer bulletin boards, workstations, electronic mail, etc.

4. Planning and Administrative Support Function

The administration and consolidation of information gathered by the field personnel, and for the dissemination of recovery activities initiated by the county.

5. Technical Services Function

The ESF 5/Planning Section will coordinate the analysis and recommendations concerning disaster areas including: aerial reconnaissance, meteorology, structural engineering, flooding, legal and law enforcement issues, security issues, and other areas requiring specific information to support emergency response efforts

II. POLICIES

A. RESPONSIBILITIES

The ESF 5/Planning Section is responsible for planning during a disaster, and the coordination of information between response activities. The primary agency is responsible for collating reports from field response personnel, ESF/ICS positions in the Hendry EOC, SERT liaison if present, and FNG liaison if present. The primary agency will analyze the information and issue reports, advisories, briefings and recommendations as appropriate to the ESF/ICS units, Hendry County Emergency Management and other EOC staff regarding response and recovery issues. Further, the primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize uncommitted resources in Hendry County.

Support agencies are responsible for furnishing pertinent information regarding their activities, resource short-falls or overages and anticipated future actions and resource needs. Support agencies will be prepared to brief the ESF 5/Planning Section Chief on the current operational status, at least twice daily.

In all cases the ESF 5/Planning Section will follow the Hendry County NIMS/EOC Integrated Structure.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, form, diagrams and other items they may need in a response or recovery mode.

All members of the Hendry County ESF 5/Planning Section will attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF 5/Planning Section fits into the overall structure.

B. 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 upon priorities identified by the Incident Commander or the Operations Chief. If resources are unavailable within this ESF, the ESF will directly request assistance from the ESF-7/Resource Support Unit.

All municipalities and all other ESFs will coordinate with this ESF's representation at the EOC when requesting emergency support or disaster assistance from this ESF. In the case where a conflict of priorities develops, this ESF will work directly with the Emergency Manager to resolve the situation.

III. CONCEPT OF OPERATIONS

A. MESSAGE FLOW

Incoming requests for assistance will be directed to the Hendry County EOC Support desk and they will assign a mission number to the request, and forward the request to the Emergency Management Director or Incident Commander.
They will use an ICS-213 General Message Form to task the mission to the appropriate ESF/ICS unit(s) and then they will decide what action will be necessary to complete the mission.

A copy of the message form from the Hendry County Emergency Management Director will be given to the EOC Documentation, who will make the appropriate event log entries for tracking and historical purposes.

The ESF unit(s) tasked with the mission will give appropriate direction to field personnel, update the appropriate wall boards, and monitor response activities.

Upon completion of the mission, the ESF unit(s) will return the message form to the EOC Support desk, indicating the actions taken and time of completion. EOC Support will report the status to the EM Director or the Incident Commander.

The EOC Support desk will receive the message form from the Emergency Management Director and close out the mission with documentation in the event log.

B. DISPLAYS

1. Maps

Various wall maps will be displayed to indicate critical facilities, evacuation routes, shelter locations, road closures, significant current mission activity and other pertinent data which will vary depending on the nature, extent and magnitude of the situation. The Hendry County Emergency Management Director will use their discretion in determining the number of maps needed, and the information to be displayed.

2. Status Boards

The Hendry County Emergency Management Director, will use their discretion in determining the nature and number of status boards after coordinating with the ESF(s), other EOC staff and liaisons. Typical status boards include but are not limited to:

- Mission Assignments
- Shelter Status
- Road Closures
- Resource Short-falls
- Mutual Aid - items borrowed or loaned
- Critical Issues

C. BRIEFINGS

The Hendry County Emergency Management Director, will coordinate with ESFs and liaisons present in the Hendry EOC to determine the nature and frequency of briefings. They should be frequent enough to benefit those being briefed, but not so frequent that they hinder other EOC functions. Typically, briefings will include:

1. Shift Change

The shift supervisor in the EOC will report on the current operational status to the on-coming EOC shift. The Shift Supervisor will select which ESFs and liaisons should participate in the briefing. The briefing will take place one hour before the official shift change. This will allow adequate time for each ESF to give their replacements more specific information in a one-on-one environment.

2. Special Briefing

These will be conducted as needed to brief those with special needs, such as: arriving liaisons, commissioners, and constitutional officers.

3. News Media Briefing

These may take the form of a news conference, or a more informal interview with ESF 14/Public Information.

4. Impromptu Briefing

At certain points in the response, circumstances may be changing so rapidly that all ESFs need to be brought quickly up to speed on the overall picture. These will be called for at the discretion of the Hendry County Emergency Management Director.

D. WRITTEN REPORTS

Written reports capture information in a more permanent way than oral briefings, making later review of the information easier. They can be made available between briefings. They can be furnished to those who missed the briefing. Effort will be made in the Hendry County EOC to minimize unnecessary written reports. Pertinent reports will be expected. Typical reports may include, but are not limited to the following:

1. Incident Action Plan (IAP)

Hendry County will use the Incident Action Plan (IAP) to provide a coherent means of communicating the overall incident objectives in the context of operational and support activities. This will be coordinated through the ESF 5/Planning Section. All agencies participating in the NIMS structure are required to provide appropriate situation awareness and resource status updates to the Planning Section in order for the IAP to remain updated and current. The IAP will be completed every 12 hours for each shift. After the IAP has been completed and approved by the Emergency Management Director or the Incident Commander it must be submitted to the State of

Florida via WebEOC.

2. Situation Reports (SITREP)

A Situation Report is a brief update of the status of the situation.

- SITREPs will be developed by each appropriate ESF unit as deemed necessary.
- SITREPs will be circulated to all ESFs that may be impacted or have an interest in the information.
- A copy of all SITREPs will be furnished to the Incident Commander or Emergency Management Director.
- A copy of all SITREPs will be furnished to the ESF 5/Planning Section for consolidation and distribution to the State of Florida via WebEOC.

3. Journal Reports

Journal reports are printed copies of the EOC tracking/historical journal maintained by the EOC Documentation unit under the planning section. Typically, they are copies of the journal entry of the previous shift activity. They are used as reference by the on-coming shift, and may be printed at any time. Journal reports cover any period of time, and will only be distributed with the approval of the Emergency Management Director or the Incident Commander.

4. Special Reports

Special reports will be produced at the request of the Hendry County Emergency Management Director, or designee or the Incident Commander. For example, a Special Report may be requested by the compensation/claims unit under the Finance Section due to a dramatic or unusual set of circumstances that requires thorough documentation. Examples might include: serious injury or death to a County responder or major damage or destruction to a vehicle, equipment or other property.

5. Personnel Accountability Reports

Personnel Accountability Reports should be produced toward the end of each shift to benefit the on-coming shift as well as for the potential federal reimbursement documentation purpose. Each ESF should maintain a roster identifying the number of response personnel currently working, those available for mission tasking and how to reach them. All emergency personnel including volunteers are required to **check-in** with their shift supervisor before beginning any work. In turn they are also required to **check-out** with their supervisor upon ending their shift.

6. Historical Records

A copy of all reports produced in the Hendry EOC will be furnished to the EOC Documentation unit, who will maintain a file for historical purposes.

E. INFORMATION GATHERING, ANALYSIS AND PLANNING

1. Information Gathering

Information gathering duties of the ESF 5/Planning Section include:

- Attending all briefings.
- Participate in communications and coordination meetings between the Hendry County EOC staff and liaisons from FDEM, FNG, Federal Authorities or other appropriate entities.
- Receive a copy of all written reports.
- Remain aware of the current status of wall boards, maps, charts and other displays.
- Interview field response personnel who may temporarily be in the Hendry County EOC.
- Monitor news broadcasts, or coordinate with ESF 14/Public Information to gather information from these sources.
- Remain updated on activities of the ESF-7/Resource Support UnitESF-7/Resource Support Unit
- Receive reports from Damage Assessment Teams and other field responders

2. Analysis

In the analysis stage the ESF 5/Planning Section will:

- Communicate with ESFs to assist them in remaining updated on their short-falls, concerns and anticipated future needs.
- Identify short-falls, trends, concerns and needs which may require future action, mission tasking, or resource enhancement.
- Become familiar with the resources and capabilities in the Local Access and Support Services directories to analyze the capabilities which may exist to address future needs.
- Analyze the availability of mutual aid, the time necessary for it to arrive, and how it may best be utilized.
- Coordinate with the ESF 7/Procurement Unit to determine what uncommitted resources exist.

3. Planning

While performing planning duties the ESF 5/Planning Section will:

- Advise the Hendry County Emergency Management Director, or designee of the findings of their analysis, with suggested options.
- Develop SITREPs and distribute them to all ESFs, EOC staff and liaisons, advising them of their situational analysis.
- At the discretion of the Hendry County Emergency Management Director, hold future planning meetings to include:
  - The Hendry County Emergency Management Director or designee
  - The Section Chiefs

- The ESF 5/Planning Section representative
- The ESF-7/Resource Support UnitESF-7/Resource Support Unit representative
- The ESF 14/Public Information representative
- Other ESF/ICS teams as appropriate
- Liaisons
- Representative of the Hendry County Board of County Commissioners

The future plans meeting will consider options for managing anticipated needs or demobilization of the response, as appropriate, and will select appropriate actions from the considered options.

The Planning Section will be responsible for developing significant future planning changes into a concise special report and distribute it to all concerned persons and organizations.

Planning Cycle

F. STATE AND FEDERAL COORDINATION

1. State Coordination

This will be accomplished via the SERT liaison in the Hendry County EOC. In their absence, alternate means including, but not limited to commercial telephone, WebEOC, radio, and ESATCOM will be used.

2. Florida National Guard Coordination

This will be accomplished via the FNG liaison and the ESF 13/ Military Support unit in the Hendry County EOC.

3. Joint Information Processing

This will be accomplished through the participation of FDEM, FNG and other Florida, and/or Federal, entities within the Hendry County EOC. All forms of information, messages, displays, briefings, reports and planning meetings will be available to liaison participation. State level liaisons will be encouraged to participate, offer advice and constructive criticism of ongoing and future planning efforts.

EMERGENCY SUPPORT FUNCTION 6: MASS CARE UNIT

Primary Agency Hendry County School District

Support Agencies
American Red Cross
Hendry County Health Department Hendry
County Environmental Health Unit
Hendry County Planning & Zoning
Hendry County Recreation Department
Radio Amateur Communications Emergency Service
Salvation Army

NIMS: The Lead Agency will serve as the Mass Care Unit Lead. The Mass Care Unit will report to the Logistics Section under the Hendry County NIMS/EOC Interface System.

I INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate activities involved with emergency temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information. In some instances, services also may be provided to disaster workers as described below.

B. SCOPE

The ESF-6/Mass Care Unit has a broad scope of critical responsibilities that encompass the following:

- To coordinate the tasking of all sheltering activities during a disaster which may include the sheltering of people with special needs in coordination with ESF-8/ Health and Medical.
- Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters in coordination with the ESF-11/Food and Water Unit.
- Coordinate with relief efforts provided by volunteer organizations performing mass care functions. Coordinate with the ESF-15/Volunteers and Donations Unit for support of mass care operations.
- Coordinate the establishment of a system to provide shelter registration data to appropriate authorities and attend appropriate shelter management training
- Coordinate with the ESF-8/Health and Medical Unit for of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.

- Provide mass care services data to the ESF-5/Planning Section, the ESF-11/Food and Water Unit, and others who require accurate data for response planning.
- Coordinate with the ESF-16/Law Enforcement and Security Unit for additional facility security resources.
- Coordinate with the ESF-2/Communications Unit to ensure each shelter has a working system of communications.
- Coordinate with the ESF-12/Energy Unit to ensure each active shelter location has priority for restoration of power and other utility services.
- Coordinate with the ESF-7/Resource Support Unit for additional resources to support the mass care and feeding operations.
- Attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-6/Mass Care Unit fits into the overall structure.
- Act as Mass Care Unit Leader under the Logistics Section Chief in the Hendry County NIMS/EOC structure.

II RESPONSIBILITIES

The ESF-6/Mass Care Unit is responsible for sheltering and congregate feeding of those requiring such assistance following a disaster. The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF in the EOC. It may utilize the resources of its support agencies to accomplish this.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24 hour operation of the ESF in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

III. PRE-INCIDENT PLANNING

A. GENERAL SHELTER LOCATIONS

General shelters are selected public schools operated by the Hendry County School District. An updated list will be maintained by the Hendry County Emergency Management Department in the Local Access Directory.

A Special Needs shelter list will be maintained by the Hendry County Emergency Management Department in the Local Access Directory. There is only one special needs shelter.

Shelters of last resort will be used if needed. Shelters of last resort are not intended to offer comfort, services or long term sheltering. They will be facilities that offer shelter from driving rain, winds and debris fallout. They will be selected from existing structures following the incident, and may include:

- Unoccupied structures
- Civic, fraternal, and other organization's club houses
- Churches
- Individual residences

B. HOST SHELTERING

Host sheltering facilities may be provided to evacuees from other counties. The evacuees from other counties will be sheltered in the same sites as the Hendry County population.

Hendry County Emergency Management will coordinate with other county emergency management offices to determine where Hendry County evacuees may seek shelter in the event that county shelters reach capacity, and there is still a need to evacuate. Every effort will be made to shelter Hendry County residents within the county or its municipalities.

Host sheltering may involve county to county coordination for limited emergencies. Area wide disasters will be coordinated through the SERT liaison in the Hendry County EOC. In the absence of a SERT liaison, coordination may take place directly with the SEOC in the form of a mission request in WebEOC

C. PREASSIGNED STAFFING AND SUPPORT

1. General Shelter Managers

Shelter Managers will be furnished by the Hendry County School Board, and the American Red Cross if available and necessary.

2. General Shelter Staff

Shelter Staff will include the Principal of the school, who will act as the Facility Coordinator of each school shelter. Maintenance and food service staff will also be provided by the principal.

3. Special Needs Shelter Staff

Special Needs Shelter Staff will be furnished by the Hendry County Health Department and coordinated with the Glades County Health Department.

4. Nurses

Nurses will be furnished by the Hendry and Glades County Health Departments for the Special Needs Shelters. The general shelters will not have continuous nursing support.

5. Volunteer Staff

Volunteer Staff will be utilized for registration, food service and maintenance support. The American Red Cross will furnish support that is within its capabilities, if available and requested by the Hendry County EOC. The Salvation Army - Hendry County Office will also provide volunteers, if they are available. Other support may be solicited from among those that are being sheltered. Coordination will take place with the ESF-15/Volunteers and Donations Unit to identify additional shelter volunteers.

The ESF-6/Mass Care Unit will be responsible for coordinating personnel resources to assure that all necessary general shelter staff positions are filled on a 24 hour basis, using the resources listed above.

D. NEEDS ASSESSMENT

1. Pre-Incident

ESF-6 will use existing information to determine initial needs. Reference materials include: the Situation Section of the Hendry County CEMP which identifies the types and magnitude of potential disasters. The Hendry County Special Needs Registry, which identifies the location and specific needs of individuals that have pre-registered. Population density and trends from the Hendry County Economic Development Department can also be used.

2. Post Incident

The ESF 6/Mass Care Unit will use various forms of information gathering to analyze how needs are changing. Some information sources are:

- Reports from ESF field responders and Damage Assessment Teams
- Reports from shelters
- Reports from Florida Division of Emergency Management and the Florida National Guard liaison
- Broadcast reports from the news media
- Input from the public

3. Needs Information Coordination

The ESF6/Mass Care Unit will coordinate with other ESFs to assure that all needs are met. Common needs coordination will include, but not be limited to:

- The ESF-1/Transportation Unit will coordinate with the ESF-6/Mass Care Unit to provide transportation.
- The ESF-2/Communications Unit will coordinate with the ESF-6/Mass Care Unit to provide for the necessary communications needs.
- The ESF-3/Public Works unit will coordinate with the ESF-6/Mass Care Unit regarding road clearance and debris removal issues.

- The ESF-5/Planning Section will work with the ESF-6/Mass Care unit to assist with any planning issues, both pre and post disaster.
- The ESF-7/Resource Support Unit will assist the ESF-6/Mass Care Unit with the procurement of needed supplies and personnel, along with contract services.
- The ESF-8/Health and Medical Unit will coordinate with the ESF-6/Mass Care Unit regarding any public health or medical issues.
- The ESF-11/Food and Water unit will coordinate with the ESF-6/Mass Care Unit to solve any issues related to food and water.
- The ESF-12/Energy Unit will work with the ESF-6/Mass Care Unit to make sure that areas used as mass care facilities are considered a priority for power restoration.
- The ESF-14/Public Information Unit will work closely with the ESF-6/Mass Care Unit to coordinate any public information that must be issued.
- The ESF-15/Volunteers and Donations Unit will work with the ESF 6/Mass Care Unit to assist in supplying volunteers to staff shelters.
- The ESF-16/Law Enforcement and Security Unit will work closely with the ESF-6/Mass Care Unit to assure adequate security at all shelter sites.

IV. CONCEPT OF OPERATIONS

A. OPENING AND CLOSING OF SHELTERS

1. Opening Shelters

The Director of Hendry County Emergency Management will request that shelters be opened when a threat to a community is eminent.

The Hendry County Emergency Management Director may also request shelters be opened to support a mutual aid request from another county or when it is obvious that evacuees from elsewhere will be seeking host sheltering.

When the decision to open shelters is made, a coordination meeting will take place between the Director of Hendry County Emergency Management or designee, the Superintendent of Hendry County Schools, or designee, the County Administrator, the Chairman of the Hendry County Board of County Commissioners, and a representative of the American Red Cross (when necessary and appropriate).

The coordination meeting will determine, as a minimum:

- If a valid need exists to open the shelters.
- Which shelters will become operational? Typically the decision will be made to open the primary general shelters and the special needs shelter first.
- Initial staffing concerns.
- What time the shelters will become operational, beginning with the Primary general shelters:
    - Labelle Middle School
    - Clewiston High School
- The possible duration of shelter usage.
- The possible shelter closure date and time.

The Hendry County School District will furnish schools as public shelters upon the declaration of a local state of emergency if necessary.

2. Closing Shelters

All shelter closure will follow the same general procedures as opening. Continuous coordination will take place during response by those entities identified above.

The closing of shelters will be conducted in a controlled and orderly method. Appropriate public information regarding the closing of shelters will be disseminated by ESF-14/Public Information.

Shelters may be closed simultaneously, or may be gradually closed, as the need for them decreases. Shelters will be closed after the field personnel give the all clear, meaning that all power is restored and it is safe for people to return home. Some shelters may remain functional for short term recovery needs. This is most likely to occur during times that school is not in session.

B. STAFFING

The previous section titled Pre-Assigned Staffing and Support identifies supporting roles in general shelter staffing.

The Hendry County Health Department will furnish medical and non-medical shelter staff for the designated special needs shelter, identified by the Hendry County Emergency Management Department.

The Hendry County School District will furnish a Facility Coordinator. The Facility Coordinator may be a qualified shelter manager, and will coordinate shelter activities, and act as a shelter manager. The Hendry County School District will furnish food service and maintenance staff at each public shelter.

Shelter managers and their staff will become American Red Cross trained and qualified as part of the Hendry County Emergency Management's Five Year strategic Plan.

C. REGISTRATION

The Hendry County Health Department is responsible for registration at Special Needs Shelters.

General Shelter registration is the responsibility of the Shelter Manager. Support staff may be provided by the School District, sheltered persons who volunteer to assist with shelter management, or resources provided by the ESF 15/Volunteers and Donations Unit.

An updated list of shelter occupants will be developed three times daily and furnished to the ESF 6/Mass Care Unit in the Hendry County EOC. The ESF 6/Mass Care Unit position will consolidate the registration information from the various shelters and prepare a report.

Persons seeking to locate family members will be referred to the ESF 6/Mass Care Unit. Should the requests for information become unmanageable, the ESF 6/Mass Care Unit.

D. SPECIAL NEEDS SHELTER

There will be one operational special needs shelter in coordination with Glades County Emergency Management.

The Hendry County Health Department in coordination with Glades County will staff the Special Needs Shelter with a shelter manager, medical and non-medical personnel.. Special Needs Shelter registrants are instructed that they must provide their own food for the duration of their stay. Should there be a need for meals at the Special Needs Shelter; the request will be made to the ESF-11/Food and Water desk in the Hendry County EOC.

The Hendry County Special Needs Registry identifies the names, locations and needs of those persons requiring assistance during a disaster. The Hendry County Emergency Management Department coordinates the pre-registration, and arranges for transportation to the Special Needs Shelter. The Hendry County Health Department reviews the Special Needs applications and makes the determination of eligibility. Hendry County Emergency Management notifies the applicant of the eligibility of the applicant in writing.

E. SHELTER GENERATORS

The Special Needs Shelter has an emergency generator. Should the power to the shelter be interrupted, immediate coordination will take place with the ESF-12/Energy Unit to reestablish power. Special Needs Shelters are among those on the ESF-12/Energy Unit's priority list for restoration. Should restoration not be within the capabilities of the ESF-12/Energy Unit, mutual aid will be required.

F. COMMUNICATIONS

The primary means of communications for the shelters will be commercial telephone, fax, and cellular telephone communications. The Hendry County Emergency Management Department will provide the shelters with VHF Radios as well as a cellular telephone.

The first alternate means of communications will be resources provided by the Radio Amateur Communications Emergency Service, and the second alternate means of communications will be to relay messages with Law Enforcement personnel, EMS crews, ESF 1/Transportation Unit drivers, and other response workers that may be stationed at a shelter.

G. SHELTER SECURITY

The Shelter Manager is responsible for assuring the security of the shelter. Law enforcement officers will be assigned to shelters. It should not be expected that the Hendry County Sheriff's Office can maintain 24 hour security at ten or more shelters. During a major disaster local law enforcement will:

- Make shelter visits as frequently as possible.
- Respond to calls for assistance at the shelters.
- Request mutual aid assistance through the Florida Sheriff's Association Mutual Aid Agreement or the Statewide Mutual Aid Agreement, when a stronger law enforcement presence is needed.

Long term sheltering security can be accomplished by contracting security services, or requesting mutual aid.

V. CONGREGATE FEEDING

A. PRE-INCIDENT PLANNING

The ESF-6/Mass Care Unit primary and support agencies will coordinate with the ESF-11/Food and Water Unit during the planning stage to determine the most effective methods of assuring that food and water can be furnished to congregate feeding sites, shelters and distribution sites. Resources which are identified for supporting congregate feeding will be maintained in the Hendry County Local Access Directory.

B. POST-INCIDENT OPERATIONS

1. Coordination

The ESF-6/Mass Care Unit EOC position is responsible for coordinating with other ESFs regarding support services including:

- The ESF-6/Mass Care Unit will coordinate with the ESF- 1/Transportation Unit for transportation of shelter staff and populace if necessary.
- The ESF-6/ Mass Care Unit will coordinate with the ESF-2/Communications Unit to assure communications.

- The ESF-6/Mass Care Unit will coordinate with the ESF-8/Health and Medical Unit for health Inspections.
- The ESF-6/Mass Care Unit will coordinate with the ESF-11/Food and Water Unit for food and water requisitioning.
- The ESF-6/Mass Care Unit will coordinate with the ESF-12/Energy Unit for the provision of electricity.
- The ESF-6/Mass Care Unit will coordinate with ESF-14/Public information regarding the publication of congregate locations and service hours.
- The ESF-6/Mass Care Unit will coordinate with the ESF-15/Volunteers and Donations Unit for volunteer support.

2. Needs Assessment

While needs may vary depending on the nature and intensity of the disaster, the existing plan is to utilize the shelter locations for congregate feeding in all types and magnitudes of disasters. Needs assessment will include:

a. Shelter Enhancement

Should existing shelters prove inadequate for congregate feeding, the ESF-6/Mass Care Unit may secure contract feeding agreements with local restaurants or grocery stores.

b. Closure

The ESF-6/Mass Care Unit will coordinate with other applicable ESFs in analyzing the changing needs and determining when congregate feeding sites can be consolidated and/or closed.

3. Food Distribution

a. Site Locations

General shelters may be utilized as food distribution sites. The ESF-11/Food and Water Unit Annex provides details regarding the distribution of meals.

b. Food Distribution Needs Analysis

The ESF-6/Mass Care Unit will assess the bulk food needs.

VI. HEALTH AND MEDICAL ISSUES

A. HEALTH

Shelters and congregate feeding sites may receive an environmental health inspection by the Hendry County Health Department every 48 hours at a minimum, and more frequently if resources permit. Kitchens, food service areas, restrooms, sleeping areas, and waste disposal procedures will be inspected, and drinking water samples taken for lab analysis.

B. MEDICAL

The Special Needs Shelter will be staffed with medical and non-medical personnel furnished through the Hendry County Health Department and the Glades County Health Department. General Shelters will not have nursing staff, but will be visited by medical professionals from the Hendry County Health Department if deemed necessary and as resources permit.

Hendry County EMS crews will respond to shelters to provide first aid, if weather conditions permit. Also, EMS crews may be stationed at shelters between calls for assistance if approved by EMS management.

As a last resort, mutual aid may be request from the ESF-7/Resource Support Unit using the Statewide Mutual Aid Agreement.

EMERGENCY SUPPORT FUNCTION 7: RESOURCE SUPPORT UNIT

Primary Agency
Hendry County Administration
Hendry County Emergency Medical Services

Support Agencies
Hendry County Planning & Zoning
Hendry County Road and Bridge
Hendry County Personnel
Hendry County Emergency Management
City of Clewiston
City of LaBelle

NIMS:
The lead agency serves as Resources Support Unit Leader under the Logistics Section. This position reports to the Logistics Section Chief. This lead may also be required to designate a representative to serve as the Resource Support Unit Leader in the Planning Section that would report to the Planning Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support to local entities involved in delivering emergency response efforts under the National Incident Management System (NIMS) for the Hendry County Emergency Operations Center during disasters and emergencies. This ESF will integrate into the Hendry County NIMS/EOC interface.

1. The ESF-7/Resources Support Unit representative is responsible for:

- Ensuring that equipment, where applicable is consistent with FEMA/NIMS Equipment typing.
- Developing a procurement plan for the incident.
- Tracking equipment through by assignment and time used.
- Ensuring that goods and services are procured and tracked to meet the needs of the incident within the authority and the constraints of the Finance/Administration Section and the jurisdictional agency.
- Ensuring that resources are acquired and allocated in accordance with incident priorities as set forth by the Incident Action Plan (IAP).
- Providing technical assistance to define and translate requirements into a specification when a requestor is unable to describe an item by resource type or classification system.

2. The ESF-7/Resource Support Unit representative is responsible to:

- See that incident resources are properly checked in.
- Prepare and process resource status change information.
- Develop and maintain displays, charts, and lists which reflect the current status and location of operational resources, transportation, and support vehicles.
- Maintain a file or check-in list of resources assigned to the incident
- Identify, refine, and validate resource requirements throughout the incident life cycle by accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using the resource.

B. SCOPE

Resource Support involves the coordination of logistical support for emergency response and recovery operations to other ESFs, municipalities, and county organizations during the implementation of this plan for a declared state of local emergency. This includes emergency supplies, office space, office equipment, office supplies, telecommunications, contracting services, transportation services (in coordination with the ESF-1/Transportation Unit, and personnel required to support emergency activities. It also provides for logistical support for requirements not specifically identified in the other ESFs. The ESF-7/Resource Support Unit also addresses the effort and activity necessary to locate and evaluate critical personnel and procure and provide essential material resources.

II. RESPONSIBILITIES

The ESF-7/Resource Support Unit is responsible for logistical support to response and recovery activities. The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF. Further, the primary agency is responsible for staffing its ESF/ICS component in the EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of its ESF/ICS position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

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III. CONCEPT OF OPERATIONS

A. PRE-INCIDENT

Hendry County Emergency Management will maintain a Local Access Directory which contains resource information from sources outside of the direct control of Hendry County government, to include, but not be limited to:

- Municipalities within Hendry County
- Private sector contract services
- Private sector suppliers
- Volunteer organizational resources

Hendry County Emergency Management will maintain a Support Services Directory which will be a resource list of Hendry County Departmental resources.

All primary and support agencies identified in the Hendry County CEMP will furnish resource inventories for personnel, vehicles, on-hand supplies and equipment, to Hendry County Emergency Management. The inventory will be updated annually in May, and more frequently if possible. Inventories will be incorporated in the Local Access Directory or Support Services Directory as appropriate.

Hendry County will participate in the Florida Statewide Mutual Aid Agreement. The Hendry County Emergency Management Director will participate in "blue skies" meetings, in-person or by telephone, to remain current on the capabilities that exist among the signatory counties.

B. POST INCIDENT ANALYSIS

Upon activation of the Hendry County EOC, an immediate assessment of the situation will be made. Information from field responders, Damage Assessment Teams and other appropriate sources will be collected.

The ESF-7/Resource Support Unit will coordinate with the ESF 5/Planning Section in determining the resources which may be required based on initial reports, and compare the needs with the available resources listed in the Local Access and Support Services Directories.

Shortfalls identified at this time will be met by requesting mutual aid through private sector sources, Florida Fire Chiefs Association Mutual Aid Agreement, Florida Sheriffs Association Mutual Aid Agreement, or the Florida Statewide Mutual Aid Agreement, as appropriate.

C. CONTINUOUS ACTIONS

The ESF-7/Resource Support Unit will use information from status boards, briefings, SITREPs and coordination meetings with the ESF 5/Planning Section and other ESF's, SERT liaisons, FNG Liaisons, and Federal Liaisons, to determine what resource short falls exist, or will exist in future operations.

The ESF-7/Resource Support Unit will coordinate with the ESF11/Transportation Unit, the ESF33/Public Works Unit and others to manage transportation issues. Private contract services or mutual aid support for transportation will be procured and used as necessary to meet transportation requirements.

- The ESF-3/Public Works Unit will assist in clearing roads of debris to facilitate transpiration.
- The ESF-1/Transportation Unit will coordinate with drivers regarding delivery location, routes to be used, and other pertinent information, either directly or through the SEOC in the case of mutual aid coordination.
- The ESF-1/Transportation Unit and the ESF-3/Public Works Unit will furnish transportation vehicles when conditions permit. If circumstances arise that prevent the ESF-1/Transportation and ESF-3/Public Works from providing the needed vehicles, the ESF-7/Resource Supply Unit will acquire contracted or mutual aid services of this resource.

1. Support Agency Resources

Support agencies may be requested to furnish supplies, equipment, vehicles, and/or personnel resources to the response effort.

D. PROCUREMENT AND TRACKING

The ESF-7/Resource Support Unit will assure that all procurement of resources from mutual aid, private contracts and voluntary resources are in compliance with Hendry County, State of Florida, and Federal ordinances, statutes, regulations, policies and procedures. This may involve coordination with:

- Hendry County Attorney
- Hendry County Office of Management and Budget
- Hendry County Clerk of Court
- SERT liaison
- Federal Liaison
- FNG Liaison
- Municipal Liaisons

1. Leased Facilities

Following the Emergency Purchasing Policy of Hendry County, the Procurement Unit under the Finance/Administration Section may enter into agreements for temporary buildings, storage or warehouse facilities, empty lots, office space or motel accommodations. Agreements to enter into such temporary leases will be coordinated with the Hendry County Attorney.

2. Tracking

The ESF-7/Resource Support Unit will coordinate with primary and support agencies which are furnishing resources to determine if the resources are contributed (the resource does not have to be returned or paid for), mutual aid (return is expected), or transferred (meaning they are not expected to be returned, but must be reimbursed). Those resources which are mutual aid or transferred will be tracked on a specific spreadsheet for accountability.

Documentation Unit under in the Planning Section will record all information pertaining to contributions, mutual aid or transfers. The Documentation Unit will capture this information from general message forms used by the EOC Incident Commander and ESF/ICS units.

- The ESF-7/Resource Support Unit will establish and maintain the necessary procedures and files to record which resources have been contributed.
- The ESF-7/resource Support Unit will establish and maintain the necessary procedures and files to track mutual aid resources.
- The ESF-7/Resource Support Unit will establish and maintain the necessary procedures and files to track transferred resources.
- The ESF-7/Resource Support Unit will establish and maintain the necessary procedures and files to track items purchased or leased from the private sector.

E. STAGING AREAS

1. Limited Area Occurrences

When an occurrence has impacted a limited area, staging of resources is a distinct possibility. Possible sites include but are not limited to:

a. Western County

- LaBelle Municipal Airport
- Sav-A-Lot Parking Lot
- LaBelle High School grounds
- Municipal and County Fire Departments

b. Eastern County

- Airglades Airport
- Municipal and County Fire Departments

Note: *Any site(s) used for staging which is not owned by a government entity would require a signed agreement with the property owner.*

2. County Wide Occurrence

When the majority of Hendry County is impacted, staging will be determined based on the condition of sites and buildings after impact. The exact locations will be decided by the Hendry County EOC following the occurrence. These sites must be evaluated by the Damage Assessment Team before use.

IV. PUBLIC NEEDS NOTICES

A. ASSESSMENT

Procedures identified above will be used to assess needs and determine which resources are required from voluntary or private sector procurement.

B. PUBLIC NOTIFICATION

Inquiries from organizations or companies wishing to supply resources to Hendry County will be referred to the ESF-7/Resource Support Unit.

To minimize the repetative effort in communicating with inquires; the ESF-7/Resource Support Unit may use alternate means of communication, to include:

- Establish a prerecord telephone message identifying needed items. Inquiring parties would be given this phone number which they may periodically call.
- Needed resource lists will be printed and distributed periodically. The lists will be made available, or posted, at Disaster Recovery Centers, Joint Information Centers, municipal buildings and community buildings.
- Supplier briefings will take place at predetermined times. ESF-14/Public Information will assist in disseminating information pertaining to their location and time.

The ESF-7/Resource Support Unit will coordinate with ESF-14/Public Information on disseminating information to the public regarding resource needs and fulfillment procedures.

EMERGENCY SUPPORT FUNCTION 8: HEALTH AND MEDICAL UNIT

Primary Agency	Hendry County Health Department
Support Agencies	Hendry County Emergency Medical Services Hendry Regional Medical Center Hendry County Emergency Management Hendry County Sheriff's Office Glades County Sheriff's Office Glades County Emergency Management American Red Cross Various local physicians
NIMS:	The Lead serves as the Health and Medical Unit Leader who reports directly to the Logistics Section Chief under the Hendry County NIMS/EOC Integrated Management Structure. The Special Needs Unit Leader will report directly to the Logistics Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to identify, manage, and organize the response of resources needed for public health and medical care following a significant emergency, and to coordinate emergency response and relief assistance between local, state and federal governments for emergency health and medical support.

This Emergency Support Function (ESF)/NIMS Unit is also required to coordinate activities involved with the identification, registration, transportation, sheltering and care of people with special needs before, during, and after a significant emergency.

B. SCOPE

1. Persons with Special Needs (PSN)

The ESF-8/Health and Medical Unit has a broad scope of critical responsibilities regarding PSN that encompass the following:

- Assist both the Hendry and Glades County Emergency Management offices with the review and eligibility determination of the persons with special needs (PSN) program.
- Staffing of special needs shelters will be coordinated by ESF- 8/Health and Medical using mutual aid from other County Health Departments as well as the ESF-6/Mass Care Unit from both the Hendry and Glades County EOC's.

- Providing quantitative data to both the Hendry and Glades County

EOC's ESF-5/Planning Section, as well as the ESF-11/Food and Water Unit, and others who require accurate data for response planning.

- Coordination with the Hendry and Glades County EOC's ESF-2/Communications Unit to ensure that each shelter has a working system of communications.
- Coordination with Glades County Emergency Management and the ESF- 3/Public Works and Engineering Unit and the ESF-7/Resource Support Unit for emergency generators.

2. Health and Medical Needs

The ESF-8/Health and Medical Unit is responsible for identifying and meeting the health and medical needs of victims of a major or catastrophic emergency. The scope of this support can be generally categorized into the following sub-functional areas:

- Assessment of health/medical needs.
- Conduct disease control and epidemiology activities.
- Organization of health and medical care personnel.
- Identification and coordination of health and medical equipment and supplies.
- Supporting, when requested, patient evacuations from critical health care facilities within evacuation zones.
- Maintaining statuses of in-hospital care capabilities using EM System, or Emergency Status System (ESS) which is activated by the Agency for Healthcare Administration (AHCA) in times of emergency.
- Assuring food and drug safety.
- Assessing radiological chemical and biological hazards from a medical standpoint.
- Coordinating mental health and crisis counseling.
- Providing emergency health advisories and related data for public information releases.
- Advising of the potability of water and disposal of waste water and solid waste.
- Assist with the identification and triage of casualties as well as the performance of mortuary services.
- Coordinate with Emergency Medical Services (EMS).

II. RESPONSIBILITIES

The Hendry County Health Department is designated as the Primary Agency for this ESF and will coordinate all activities of the ESF-8/Health and Medical Unit. The ESF-8/Health and Medical Unit will report directly to the Logistics Section Chief under the Hendry County NIMS/ICS interface system.

A. SPECIAL NEEDS SHELTERS

The PSN shelter is a joint shelter with Glades County Emergency Management, and will be coordinated as such. As the Primary Agency for PSN shelters the ESF-8/Health and Medical Unit is responsible for the following:

- Notification, activation, and mobilization of all agencies assigned to the ESF-8/ Health and Medical Unit.
- Organization, assignment, and staffing of all Special Needs shelters.
- Coordination of all support agency actions in performance of missions assigned to this ESF.
- Coordination of 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.
- Special Needs Shelter activities will act in accordance with the Hendry County NIMS/EOC Interface.
- Special Needs Shelter activities are directed at providing the resources to support people with special needs in an emergency sheltering environment. Additional resources as required to perform these sheltering and care operations which are beyond local capability will be coordinated through the Hendry and Glades County EOC's ESF-7/Resource SupportESF-7/Resource Support Units.

B. MEDICAL, ENVIRONMENTAL AND MENTAL HEALTH

The ESF-8/Health and Medical Unit is responsible for medical, environmental and mental health issues related to a disaster or emergency in Hendry County. The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved in the ESF-8/Health and Medical Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-8/Health and Medical Unit fits into the overall structure.

III. RESOURCE ANALYSIS

A. HENDRY COUNTY HEALTH DEPARTMENT

The Hendry County Health Department (HCHD) could be responsible for serving Hendry and Glades counties. It has limited internal resources, such as medical supplies and equipment. Depending on the nature and duration of the incident, the Hendry County Health Department may be capable of managing health issues internally. In instances of major or catastrophic occurrences, the Hendry County Health Department would require augmentation from mutual aid resources.

Any enhancement of health and medical resources would be requested through the ESF-7/Resource Support Unit in the Hendry County EOC.

B. LOCAL PHYSICIANS

Local physicians may be requested to work in the Hendry County Health Department office during the response phase of a disaster. While their services are valuable, their numbers are few.

C. NURSING SUPPORT

The Hendry County Health Department will provide medical and non-medical personnel to operate Special Needs Shelter.

IV. CONCEPT OF OPERATIONS

A. DIRECTION AND COORDINATION

All ESF-8/Health and Medical Unit issues will be coordinated through the ESF-8/Health and Medical Unit position in the Hendry County EOC. This position will be capable of being staffed 24 hours a day by qualified health professionals from the Hendry County Health Department.

The ESF-8/Health and Medical Unit will coordinate medical issues with, and furnish advice to, other ESF positions, the Hendry County Emergency Management Director, and/or the shift supervisor in the EOC. Coordination with the State EOC, including requests for mutual aid, will take place through the Hendry County EOC.

Notification to health care facilities of the need to evacuate may be given by Hendry County Emergency Management whether or not the EOC has been activated. Upon activation, the ESF-8/Health and Medical Unit will assume responsibility for coordinating the notification process. This may be conducted by:

- Commercial telephone
- Radio communications
- Direct notification utilizing resources from Hendry County EMS and/or the Hendry County Sheriff's Office.

B. MEDICAL ISSUES

1. Medical Needs Assessment

Initial input for Medical Needs Assessments will be from emergency responders in the field, using radio communication with the EOC. As shelters open, commercial telephone or radio communication will be used. Damage Assessment Team findings will be used as they become available. Ongoing commercial telephone or radio communications with Hendry Regional Medical Center may also be useful for Medical Needs Assessments.

2. Shelter Medical Support

The Hendry County Health Department does not have adequate staff to furnish ongoing medical support to public shelters, nor does the Hendry County School District have the ability to furnish nurses, however the Hendry County Health Department will provide medical and non-medical personnel to staff Special Needs Shelter.

3. Disaster Medical Facilities

The Hendry County Health Department in LaBelle will serve as the Western County medical aid facility. Voluntary physicians will augment the Hendry County Health Department staff. Hendry County EMS crews may be stationed at Disaster Medical Facilities between calls for service with prior approval from Public Safety management.

The Hendry Regional Medical Center in Clewiston will serve the medical needs of the Eastern County. Hendry County EMS crews will be stationed at Hendry Regional Medical Center between calls for service.

4. Medical Evacuation

Should patients require medical treatment beyond the capabilities available in Hendry County, they may be transported by Hendry County EMS.

Should transportation by air be required due to shortage of EMS crews or road blockage, air evacuation may be used. The same procedures will be used as during normal times. These include the following in priority order:

1. Air transport by Air Methods “Aeromed” staged in Labelle.
2. Air transport by Lee or Collier counties helicopters.
3. Air transport by Life Net from Martin County
4. Air transport by Life Net of Miami
5. Air transport from Big Cypress by Broward Sheriff’s Office

Forty-seven (47) predesignated landing zones exist in Hendry County. The volunteer fire departments have portable strobe lights for night evacuation. The senior volunteer fire department officer will serve as the Area Unit Leader for landing zones.

C. MEDICAL AND SAFETY SUPPORT OF EMERGENCY RESPONDERS

All Hendry County EMS, Hendry County Sheriff's Office, and volunteer fire departments will conduct safety training, along with stress and fatigue awareness.

During response each supervisor, is responsible for the safety of emergency responders under their direction. All responders should be alert for signs of stress or fatigue and take appropriate action as outlined during their training and called for within their department's SOP.

The professional staff of the Hendry County Health Department will be alert to signs of stress or fatigue on the part of response workers, and take action to notify their supervisor or agency when necessary.

D. EMERGENCY MEDICAL SERVICES

EMS crews are traditionally positioned at two sites on a 24 hour basis in Clewiston and LaBelle. A third site is used for positioning a crew during the day. During response to a disaster, EMS crews will be consolidated at the Hendry County Health Department in LaBelle (West County) and Hendry Regional Medical Center in Clewiston (East County).

Priorities will remain the same as those that are utilized during normal operating conditions. Priority will be given to furnishing medical services to injured emergency response personnel.

The ESF 8/Heath and Medical Unit will monitor calls for service and furnish advice related to priorities to the Hendry County Sheriff's Communications Center, Hendry County EMS and Hendry County EOC staff as appropriate.

E. MENTAL HEALTH AND CRITICAL INCIDENT STRESS DEBRIEFING (CISD) ISSUES

The Hendry-Glades Mental Health Center is responsible for coordinating mental health counseling services for the general population.

A Tri-County (Charlotte, Hendry Lee counties) CISD team exists to support fire fighters, emergency medical services personnel, and law enforcement officers. It will be the first line of support for CISD.

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F. ENVIRONMENTAL HEALTH ISSUES

1. Water Systems

Operators of water systems will continue with the current policy of bringing water samples to the Hendry County Health Department for analysis.

2. Well Water

Procedures are in place where well owners may receive a water sample collection container from the Hendry County Health Department for analysis. The Hendry County Health Department may establish sample collection stations in the impacted area(s) when necessary.

3. Waste Water

Operators of waste water systems will advise the Hendry County Health Department of any suspected health issues. The Hendry County Health Department will advise the operators to their best of capabilities. Assistance may be required from the Florida Department of Environmental Protection through the ESF-7/Resource Support ESF-7/Resource Support Unit.

4. Solid Waste

Solid waste will be disposed of using the same procedures as normal operating conditions. Solid waste will be collected at the Hendry County transfer stations and transported to Lee County for incineration. Ash product will be returned to Hendry County for disposal.

Should transport of solid waste not be possible due to road conditions, the ESF-8/Health and Medical Unit will coordinate with the ESF-3/Public Works Unit to determine if solid waste may be burned in place. Advice and temporary permits will be sought from the State EOC.

5. Contaminated/Spoiled Food - Public

Traditional solid waste disposal procedures will be utilized for contaminated or spoiled food. Should this prove insufficient to avoid health threats, the ESF-8/Health and Medical Unit will coordinate with the ESF-3/Public Works Unit to determine if alternate means of collection are within the resource capability of Hendry County. The ESF-8/Health and Medical Unit will advise the ESF-3/Public Works Unit regarding the disposal process.

6. Contaminated/Spoiled Food - Store and Restaurant

The Hendry County Health Department will coordinate with the Florida Department of Agriculture & Consumer Services, or the Florida Department of Business & Professional Regulation to inspect grocery, convenience stores and restaurants as capabilities permit. Food will be destroyed using the customary solid waste services of the store or restaurant involved. The Hendry County Health Department will follow its internal SOP in the inspection and disposal process.

7. Drug/Pharmaceutical Issues

The Hendry County Health Department will use its internal SOP in inspecting and advising on issues related to possible contaminated drugs and pharmaceutical items.

8. Insect and Rodent Issues

Coordination will take place with the Hendry County Special Districts office for mosquito control.

Coordination will take place with the ESF 17/Animal Concerns Unit regarding animal carcass disposal.

Coordination will take place with the ESF 17/Animal Concerns Unit

regarding rodents, rabid or threatening animals, live stock, and wild animals.

Coordination will take place with the ESF 3/Public Works Unit regarding disposal of solid waste to minimize insect, rodent and animals related health issues that may be developing.

Contract pest control services may be acquired through the ESF-7/Resource SupportESF-7/Resource Support Unit.

G. MORTUARY ISSUES

The three funeral homes in Hendry County will permit their services as a temporary morgue.

Refrigerated trailers or other suitable temporary morgues could be required and would be requested through the ESF-7/Resource SupportESF-7/Resource Support Unit.

The identification of triaged persons will be managed by the Hendry County Sheriff's Office which will coordinate any missing person's issues. Notification of the next of kin will be managed by the Hendry County Sheriff's Office.

H. PEOPLE WITH SPECIAL NEEDS (PSN) SHELTERS

The following are some duties of the ESF-8/Health and Medical Unit pertaining to the PSN shelters:

- Coordination with the support agencies in directing and prioritizing PSN relief services.

- Providing medical services and ensuring that trained and qualified personnel are present in special need shelters in sufficient numbers to care for people needing assistance.
- Coordination with the ESF-2/Communications Unit to ensure that each special needs shelter has a working system of communications with both the Hendry and Glades County EOC's. This may include radio, telephone, cellular telephone, and RACES Ham communication devices.
- Coordination with Hendry and Glades County Emergency Management and the ESF-7/Resource Support Unit (Procurement Unit) for generators and fuel.
- Coordination with the ESF-7/Resource Support Unit (Procurement Unit) and the ESF-15/Volunteers and Donations Unit for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.
- Development and maintenance of a roster of personnel that staff the PSN Unit.
- Recording incoming requests for assistance that were assigned for response, and the action taken.
- Establishing a protocol for prioritizing response activities.
- Coordination with the ESF-3/Public Works and Engineering Unit for garbage/debris removal.
- Coordination with the American Red Cross, who will provide mass care supplies (food, water, blankets, personal hygiene items, etc.) to PSN Shelters.
- Coordination of activities with other ESF's

V. PUBLIC INFORMATION AND ADVISORIES

A. PUBLIC INFORMATION

ESF-14/Public Information will be responsible for disseminating public information. The ESF-8/Health and Medical Unit will furnish timely information to ESF 14/Public Information on an ongoing basis during response and recovery operations.

Key personnel from the Hendry County Health Department will make themselves available for interviews and news conferences in support of ESF 14/Public Information activities.

B. MEDICAL AND HEALTH ADVISORIES

The Hendry County Health Department Director, or designee, is the person responsible for issuing public health advisories.

The Hendry County Health Department staff will identify developing issues, and forward their findings to the medical and environmental directors for analysis. The medical and environmental directors will advise the Hendry County Health Department Director if an advisory should be issued.

VI. MUTUAL AID

The Hendry County Health Department has limited capabilities. During a major or catastrophic occurrence, its resources will become quickly expended. Due to the importance of preserving lives and the well-being of the public, the ESF-8/Health and Medical Unit will be expected to request mutual aid support as soon as it identifies current, or developing, resource shortfalls through the Florida Statewide Mutual Aid Agreement. All request for assistance will got through the ESF-7/Resource Support Unit and the WebEOC desk in the County EOC for processing.

EMERGENCY SUPPORT FUNCTION 9: SEARCH AND RESCUE UNIT

Primary Agency LaBelle Fire Department

Support Agencies City of Clewiston Volunteer Fire Department
All Hendry County Volunteer Fire Departments
Hendry County Emergency Medical Services Hendry County Sheriff's Office
Florida Department of Corrections K-9 Florida Fish and Wildlife Conservation (FWC)
Radio Amateur Communication Emergency Service (RACES)
Urban Search and Rescue – Region 6

NIMS: Lead serves as Search and Rescue Unit Leader under the Hendry County NIMS/EOC Integrated Management System. This unit reports directly to the Operations Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate search and rescue operations and resources during emergency response and recovery. The ESF-9/Search and Rescue Unit will provide support to local governments in both urban and non-urban Search and Rescue (SAR) operations in response to an actual or potential emergenc**y**.

B. SCOPE

The non-urban SAR activities include, but are not limited to: locating missing persons, locating persons trapped in confined spaces, locating downed aircraft, extrication, and treating any victims upon their rescue. The urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures. The provision of emergency search and rescue operations support includes:

- Performing necessary actions to locate victims within impacted areas
- Coordinating search and rescue assistance requests from other ESFs received through the County Emergency Operations Center (EOC).
- Coordinating, allocating and prioritizing search and rescue resources to include people, materials, goods, and services within the impacted areas.
- Performing necessary actions to assist with safety inspection/assessment during recovery operations.

I. RESPONSIBILITIES

The ESF-9/Search and Rescue Unit is responsible for locating entrapped persons, missing persons, giving emergency first aid and transportation. The primary agency is responsible for coordinating with and giving direction to its support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the Hendry County EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, form, diagrams and other items they may need in a response or recovery mode.

All agencies involved in the ESF-9/Search and Rescue Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-9/Search and Rescue Unit fits into the overall structure.

III. CONCEPT OF OPERATIONS

A. POTENTIAL SEARCH AND RESCUE ACTIVITIES

There are a number of Search and Rescue activities. Based on Hendry County historical incidents, the most common are:

- Missing or disoriented persons (Lead Agency - Hendry County Sheriff's Office)
- Airplane mishaps, most specifically those in isolated areas (Lead Agency - Hendry County Sheriff's Office and the Federal Aviation Authority - FAA)
- Vehicular entrapments (Lead Agency – Municipal or County Volunteer Fire Department)
- Building collapses (Lead Agency – Municipal or County Volunteer Fire Department
- Boating accidents (Lead Agency - Fish & Wildlife Conservation - FWC)
- Industrial/agriculture equipment entrapment (Lead Agency – Municipal or County Volunteer Fire Department)
- Construction site accidents (Lead Agency – Municipal or County Volunteer Fire Department)

B. ORGANIZATIONAL STRUCTURE

An on-duty search and rescue team is not maintained in Hendry County. Each volunteer fire department or law enforcement agency will initiate actions relative to activities listed above according to their department standard operating procedures or protocols. The senior representative of the lead agency will be the incident commander. Should the incident exceed the capabilities of the lead agency, a request may be made of Hendry County Emergency Management to activate the ESF-9/Search and Rescue Unit.

A volunteer fire department representative, or other designated representative, will assume responsibilities for overall ESF-9/Search and Rescue functions. The agency with jurisdiction remains as incident commander, but will report back to the ESF-9 Search and Rescue lead at the Hendry County EOC. Appropriate support agencies will be mobilized as needed. Overall coordination will take place through the ESF-9/Search and Rescue Unit.

Depending on the needs, area of impact and other circumstances, the ESF-9/Search and Rescue Unit may function from within the Hendry County EOC, or from a field command post.

When the ESF-9/Search and Rescue Unit support agencies are expended, or expertise not available from Hendry County resources have been identified, the ESF-9/Search and Rescue Unit may request mutual aid assistance from the ESF-7/Resource Support Unit, who will then contact the following:

- The Florida Sheriff's Association Mutual Aid Agreement.
- The Florida Fire Chiefs Mutual Aid Agreement
- As a last resort, the Florida Statewide Mutual Aid Agreement

When state wide mutual aid has been requested through the WebEOC, a request will be made of FDEM to furnish a liaison to the Hendry County EOC.

C. PERSONNEL ISSUES

When an incident occurs without notice, SAR personnel will report from their normal duty station, or from off duty status.

Pre-positioning may be established in an incident in which advanced warning is possible. The exact sites will be determined at the time of the occurrence. Guidelines will include:

- The pre-positioned sites are safe locations for personnel, equipment and supplies.
- The pre-positioned sites offer safety from driving winds and rain as well as flying debris.
- The pre-positioned sites have adequate space to accommodate and protect both personnel and equipment.

The senior representative of each support agency will be responsible for the accountability of their personnel. The incident commander will have responsibility for the overall accountability of on-scene personnel. A passport system will be used to maintain accountability. Accountability of support personnel who may not be directly at the scene of a search, such as aircraft crews will be maintained.

The ESF-9/Search and Rescue Unit will use a passport system to maintain accountability of multiple site SAR activities, such as would occur following a major or catastrophic occurrence.

Rosters of primary and support team personnel will be furnished each May to Hendry County Emergency Management. Hendry County Emergency Management will maintain the inventories in the Local Access Directory.

D. EQUIPMENT ISSUES

Equipment, vehicles and supplies will be maintained by the agency to which the items traditionally belong.

Pre-staging of equipment, vehicles and supplies will follow the guidelines noted above.

Inventory lists of equipment, vehicles and supplies will be furnished by the primary and support agencies to Hendry County Department of Emergency

Management each May. The Hendry County Department of Emergency Management will maintain the inventories in the Local Access Directory.

E. COMMUNICATIONS ISSUES

Each agency will use its traditional systems of communications. The ESF-9/Search and Rescue Unit will maintain the capability of communicating on all support agency radio frequencies.

RACES will be used to augment communications, or to relay information when the communications network is not functioning properly.

F. MEDICAL ISSUES

Hendry County EMS will assist with emergency medical services to injured SAR personnel. Hendry County EMS will transport those requiring medical attention to the appropriate medical facility or helicopter landing zone.

Medical facilities include, but are not limited to:

- Hendry Regional Medical Center – Clewiston
- Lee Memorial Hospital - Ft. Myers (Level 2 t/s)
- St. Mary's Hospital – West Palm Beach **(Level 2 t/s)
- Tampa General Hospital – Tampa **(Level 1 t/s)
- Miami Baptist Hospital – Miami **(Level 1 t/s)

** Helicopter Only

EMERGENCY SUPPORT FUNCTION 10: HAZARDOUS MATERIALS UNIT

Primary Agency	LaBelle Volunteer Fire Department
Support Agencies	Clewiston Volunteer Fire Department Felda Volunteer Fire Department Montura-Flaghole Volunteer Fire Department Pioneer Plantation Volunteer Fire Department Hendry County EMS Hendry County Sheriff's Office Hendry County Engineering Department Clewiston Public Works Department LaBelle Public Works Florida Department of Transportation
NIMS:	The lead agency representative shall be the Hazardous Materials Unit Leader. The Hazardous Materials Unit Leader will report directly to the Operations Section Chief. In some incidents, this Unit may serve as the Operations Section Chief or as the Incident Commander.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate response to an actual or potential discharge and/or release of hazardous materials resulting from a natural, manmade, or technological disaster. As an element of the County Comprehensive Emergency Management Plan (CEMP), the ESF-10/Hazardous Materials Unit may be activated under one of the following conditions:

- In response to a minor, major or catastrophic hazardous materials emergency in which coordinated emergency operations and resources are required to supplement the response efforts of the affected local jurisdictions; or
- In response to a hazardous materials threat where it is anticipated that, an emergency impact would result in the declaration of a local state of emergency and possibly a subsequent federal declaration under the Stafford Act.

In all incidents, the ESF-10/Hazardous Materials Unit will integrate into the Hendry County NIMS Integrated Management System.

II. RESPONSIBILITIES

The ESF-10/Hazardous Materials Unit is responsible for the response to, containment of, and restoration of hazardous materials release sites, as well as the disposal of hazardous materials. The primary agency is responsible for coordinating with and giving direction to Support Agencies regarding preparedness, response and recovery functions of this ESF. Further, the primary agency is responsible for staffing the ESF component of the EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency will the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with the ESF-10/Hazardous Materials Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-10/Hazardous Materials Unit fits into the overall structure.

III. CONCEPT OF OPERATIONS

A. ORGANIZATION AND TRAINING

The ESF-10/Hazardous Materials Unit response teams will be organized using the existing structure. Each volunteer fire department is considered to be a team. Public works, law enforcement and emergency medical services will function as supporting units of the fire fighting/hazardous materials team.

Each volunteer fire department HAZMAT team is responsible for developing its own HAZMAT response SOP, training its personnel and exercising either independently or jointly with other agencies of the ESF-10/Hazardous Materials

Unit, and participating in regional and state offered exercise opportunities.

Supporting units, such as law enforcement, EMS and public works will develop their own SOPs for HAZMAT response. They will train and exercise their personnel, and participate with fire department HAZMAT response teams as time and resources permit.

While not officially supporting agencies of the ESF-10/Hazardous Materials Unit, private industry within Hendry County have internal HAZMAT response teams that respond to incidents on their property and in their facilities. They may furnish supporting personnel, supplies and equipment if called upon to do so. They do not maintain memoranda of understanding with Hendry County. The company's point of contact information will be maintained in the Hendry County Local Access Directory.

B. DIRECTION AND CONTROL

The on-scene incident commander will be the senior fire official from the department with jurisdiction, or their representative.

Law enforcement, EMS, and public works will operate under the direction of the incident commander, supporting the effort as directed.

The incident commander will advise the Hendry County Emergency Management Office of the status of the incident.

The Hendry County Emergency Management Director, or designee, will determine if a partial or complete activation of the Hendry County EOC is necessary, and activate ESF positions as necessary. The Hendry County EOC will notify the SWP of the incident, and maintain continuous updates to the SWP throughout the duration and recovery of the incident.

During response at the scene and within the EOC the ESF-10/Hazardous Materials Unit will integrate into the Hendry County NIMS Integrated Management System.

C. COORDINATING ROLES AND RESPONSIBILITIES

1. Hendry County Emergency Management

The Hendry County Office of Emergency Management will:

- Activate and designate appropriate staff for the County EOC.
- Monitor the situation via situation reports from the incident commander and furnish necessary support to the incident scene as requested by the incident commander.
- Supply ongoing updates to the Florida State Watch Office.
- Acquire mutual aid, if needs are beyond the capabilities of Hendry County.
- Manage public information and advisories relative to the incident, coordinating with the news media and neighborhood outreach if needed.
- Coordinate with the person(s) or company (s) responsible for the HAZMAT release regarding response and recovery costs and reimbursement to the public under provisions of Hendry County Cost Recovery Ordinance 97-2.

2. Primary Agency

The primary agency will:

- Maintain continuous operations of the ESF-10/Hazardous Materials Unit position in the EOC through the incident response and recovery if required to do so.
- Furnish technical advice to the Hendry County Emergency Management staff regarding the incident.
- Function as the point of contact for the incident commander within the EOC.

3. Response Team

The Response Team is defined as the Volunteer Fire Department having jurisdiction for the incident site. It will:

- Furnish the incident commander, or designated representative, response personnel, equipment and supplies that are within its capabilities.
- Initiate containment of the release.
- Assess the threat to the area and the required activities to: continue containment, neutralize the released substance(s), remove and dispose of substance from the site, and decontaminate the site.

4. Incident Commander

The incident commander will:

- Assume direction and control of the response effort at the incident scene.
- Continuously advise Hendry County Emergency Management, or the EOC, of the status of the response and recovery effort.
- Request resources from Hendry County Emergency Management, or, if the EOC is activated, requests for mutual aid will be made to the ESF 7/Procurement Unit.
- Advise Hendry County Emergency Management or the EOC of information pertinent for supporting the Public Information activities of ESF 14/Public Information.
- The incident commander is responsible for the overall safety of those responding to the incident.
- The incident commander will assure that proper protective clothing is available and used in accordance with existing SOPs.
- The incident commander will assure that all response procedures are conducted using existing SOPs and follow accepted safety guidance.

5. Law Enforcement

Law Enforcement will:

- Maintain traffic control.
- Secure the area for public safety.
- Collect evidence that may be used to cite the responsible party under provisions of Hendry County Cost Recovery Ordinance 97-2.
- Furnish traffic and safety information to the Hendry County Department of Emergency Management or EOC for dissemination by ESF 14/Public Information.
- Respond to direction from, and give support to, the incident commander.

6. Emergency Medical Services

Emergency Medical Services will:

- Stand-by for response to ill or injured response personnel or the public, and render aid at the scene.
- Provide decontamination equipment
- Transport ill or injured persons.
- Advise the incident commander of medically related safety and precautionary issues.
- Advise Hendry County Emergency Management or EOC of medically related safety and precautionary issues.
- Function as medical safety officers by monitoring the condition of responders, and advising the incident commander of their condition.
- Respond to direction from, and give support to, the incident commander.
- Provide additional haz-mat equipment and supplies

7. Public Works

Public Works Will:

- Furnish personnel, supplies and equipment resources to the scene as necessary for containment, removal, site neutralization and restoration, as requested by the incident commander.
- Advise the incident commander of existing capabilities and limitations of resources internal to Hendry County.
- Advise Hendry Emergency Management or EOC of the status of resources at the incident site, and request mutual aid as needed.
- Support law enforcement with necessary barricades and other devises for traffic control and area security.
- Follow direction from the incident commander regarding the decontamination of personnel and equipment.
- Respond to direction from, and give support to, the incident commander.

D. RADIOLOGICAL EQUIPMENT

Hendry County resources have limited radiological monitoring equipment (i.e. radiological pagers and Geiger counters). Necessary radiological equipment will be requested first through the Florida Statewide Mutual Aid Agreement, through the ESF 7/Procurement Unit and WebEOC.

E. DECONTAMINATION ISSUES

A formal decontamination site does not exist in Hendry County.

1. Personnel

Each fire department maintains its own SOP for personnel decontamination. Usually this involves gross decontamination at the incident scene, using small plastic pools to collect contaminated water. The water collected will be pumped into drums for temporary storage and ultimate proper disposal.

The incident commander will issue instructions to law enforcement, EMS and public works personnel regarding decontamination of their personnel. Law enforcement, EMS and public works personnel will be deconned on-scene using the fire department procedures.

2. Vehicles and Equipment

A formal wash down site does not exist in Hendry County; therefore the incident commander will determine which items require decontamination and direct it to be done at the incident scene.

The incident commander will direct the establishment of a field expedient wash down site, and direct efforts to capture and contain contaminated water using the same general techniques as used for personnel. The incident commander will give direction regarding the temporary storage and ultimate disposal of contained wash down water.

The incident commander may request mutual aid to perform wash down through the Hendry County EOC, when it is apparent that the need exceeds the capabilities of Hendry County resources.

F. MEDICAL FACILITIES

Injured or ill persons will be decontaminated by field expedient methods when possible. Injured or ill persons may be accepted as patients at facilities which have additional decontamination facilities and are capable receiving contaminated persons. Hospitals include:

- Hendry Regional Medical Center in Clewiston
- Lee Memorial Hospital in Fort Myers and Cape Coral
- Tampa General Hospital in Tampa

EMERGENCY SUPPORT FUNCTION 11: FOOD AND WATER UNIT

Primary Agencies Hendry County School District (Food)
Hendry County Emergency Management (Water)

Support Agencies All Volunteer Fire Departments
Hendry County Health Department Hendry
County Engineering Department
American Red Cross

NIMS: The lead agency representative will serve as the Food and Water Unit Leader. The Food and Water Unit Leader will report directly to the Logistics Section Chief. Depending on the size of the event, the Food and Water Unit Leader may report to the Service Branch Leader under the Logistics Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of the ESF-11/Food and Water Unit is to identify, obtain, transport and distribute food, water, and possibly ice needs to those affected by the disaster or emergency.

B. SCOPE

The scope of this ESF is to obtain necessary food supplies (food, water and ice). It includes activities such as the assessment of food assistance needs, identification of locations of food stores and storage, arranging for transportation of those food supplies to designated staging areas within the disaster area, and/or authorizing disaster food vouchers and, requesting the issuance of emergency food stamps.

The implementation of this plan in the event of an actual disaster will include a number of voluntary agencies that will be providing service. It is the intent of the agencies identified in this plan to provide an ongoing effort to liaison with other agencies that will be active in disasters to coordinate response efforts**.**

II. RESPONSUBILITIES

The ESF-11/Food and Water Unit is responsible for the temporary furnishing of food, water and ice to the disaster relief effort. The primary agencies are responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF. The primary agencies are responsible for staffing the ESF component in the EOC. To accomplish this, they may utilize the resources of its Support Agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agencies with the continuous 24 hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may be needed in a response or recovery mode.

All agencies involved with the ESF-11/Food and Water Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-11/Food and Water Unit fits into the overall structure.

III. CONCEPT OF OPERATIONS

A. COORDINATION, DIRECTION AND CONTROL

Coordination, direction and control will be centered in the Hendry County EOC.

Two primary agencies exist to address two separate needs. Hendry County Emergency Management will be the lead in coordination between the primary agencies to assure that duplication does not take place.

The Hendry County EOC will be the coordination point for giving direction and control to transportation needs (ESF-1/Transportation Unit), debris and road clearance for incoming shipments (ESF-3/Public Works Unit), resource acquisition (ESF-7/Procurement Unit), water tanker support (ESF-3/Public Works Unit and ESF-4/Firefighting Unit) and health related issues (ESF-8/Health and Medical Unit).

B. PRE-INCIDENT PLANNING

1. Food Resources

The Hendry County School Board is responsible for maintaining an adequate supply of food to initiate the feeding of persons within the County's general shelters, and the congregate feeding of persons not sheltered, but needing assistance.

The Hendry County School Board is responsible for establishing agreements with food sources within Hendry County. Contact information will be maintained in the Hendry County Local Access Directory.

The Hendry County School Board is responsible for identifying sources of food supplies outside of Hendry County for re-supply when sources internal to the County have been expended. Contact information will be maintained in the Hendry County Local Access Directory.

2. Water Resources

Hendry County Emergency Management is responsible for coordination with suppliers of bulk or bottled water both within and outside of Hendry County. Contact information will be maintained in the Hendry County Local Access Directory.

The Hendry County Maintenance Department will maintain the water buffaloes capable of transporting potable water. The Hendry County Maintenance Department will be responsible for cleaning and filling the water buffaloes with potable water and transporting them to the distribution sites. The Hendry County Health Department will test the water to ensure its safety for use as potable water.

C. TRANSPORTATION, STORAGE AND DISTRIBUTION

1. Transportation

The ESF-1/Transportation Unit will assist with the transportation of food and water. The ESF-7/Procurement Unit, while not a direct Support Agency, will be a coordination agency for contracting transportation support beyond the capabilities of the ESF-1/Transportation Unit.

The ESF-15/Volunteers and Donations Unit may be utilized in seeking local transportation within Hendry County, from storage point to distribution sites. Hold Harmless agreements should be signed by those persons voluntarily donating their vehicles.

2. Storage

The Hendry County School Board pantries will be utilized for storage. Agreements may be reached with local grocery stores to utilize their warehouse and refrigeration facilities.

Nonperishable food may be stored in community centers, private service organizations and local restaurants. Prior to utilizing non-government facilities, inventory controls and security arrangements should be established with the organizations whose space is being utilized.

3. Distribution Sites

Hendry County Schools will serve as first level of distribution sites for prepared meals. Additional sites will be established based on the geographic area of need, and the availability of existing facilities. These sites are called Points of Distribution (PODS). A POD is a location where Hendry County residents will be able to obtain emergency relief supplies until such time as power is restored and traditional facilities have resumed normal business operations.

Hendry County has surveyed and documented sites for multiple PODs. These sites will be used with the intention of receiving and distributing bulk emergency relief supplies such as water, ice, food, and tarps within the first 24-96 hours after an event. The timeframe of activation will depend wholly upon the incident itself, and the capability to set up these locations. Hendry County has developed a POD plan and is maintained in the Emergency Management Office.

Points of distribution sites may include:

Hendry County Fairgrounds (East County Primary)	611 E. El Paso Ave	Clewiston	33440
John Boy Auditorium (East County Secondary)	100 Sugarland Park Drive	Clewiston	33440
LaBelle Airport (West County Primary)	320 E Cowboy Way	LaBelle	33935
LaBelle Rodeo Grounds (West County Secondary)	100 Rodeo Drive	LaBelle	33935

IV. FOOD STAMP ISSUES

Coordination with the State of Florida regarding emergency food stamp assistance will be the responsibility of Hendry County Emergency Management. Coordination will take place through the SERT liaison, if present or directly with the State EOC if a liaison is not present. Consideration will be given to site locations and staffing needs. Potential sites include:

- State of Florida Department of Children and Family offices in Clewiston and LaBelle
- Hendry County Agriculture Extension Agency in LaBelle
- Hendry County Sub-Office in Clewiston

V. HEALTH ISSUES

The Hendry County Health Department will fulfill its support agency responsibility by inspecting food, water, congregate feeding sites and distribution sites, to assure that the public health is not at risk. If necessary, to fulfill its responsibilities, the Hendry County Health Department may seek mutual aid through the ESF-7/Procurement Unit and the WebEOC desk in the EOC.

VI. PUBLIC INFORMATION

ESF-14/Public Information will be utilized in furnishing the public with information pertaining to the location of congregate feeding locations, and food and water distribution sites. POD locations will not be advertised until the site is prepared to distribute the necessary supplies.

EMERGENCY SUPPORT FUNCTION 12: ENERGY UNIT

Primary Agency Port LaBelle Utility System

Support Agencies City of Clewiston
City of LaBelle
Florida Power and Light (Fort Myers Office)
Florida Power and Light (Palm Beach County Office) Glades Electric Cooperative (GEC)
Lee County Electric Cooperative (LCEC) Hendry County Engineering Department

NIMS: The lead agency representative will serve as the Energy Unit Leader. This Unit will report directly to the Operations Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate the policies and procedures to be used by Hendry County's agencies, municipalities, organizations, and utility services responding to and recovering from shortages, outages and shortfalls in service or capacity of utilities.

B. SCOPE

The ESF-12/Energy Unit involves coordinating the restoration of utility services in the aftermath of a major or catastrophic emergency. This ESF will work closely with local, state, and federal agencies, and utility companies accomplishing this mission. The scope of this ESF includes:

- Assessing damage to utility systems and the requirements to restore such systems.
- Assisting local governments in determining the priorities of utility system restoration for emergency operations.
- Coordinating with the ESF-3/Public Works Unit and the ESF-7/Procurement Unit for assistance in helping utilities obtain information, equipment, specialized labor, fuel, and transportation to repair or restore systems.
- Recommending local and state actions to conserve utilities.
- Coordinating with local, state and federal agencies in providing information, education, and conservation guidance to the public.
- Coordinating information with local, state, and federal officials and utility suppliers about available utilities and recovery assistance.
- Providing technical assistance involving utility systems.
- Preparing recommendations for the State Coordinating Officer (SCO) and the Federal Coordinating Officer (FCO) regarding priorities to aid restoration of damaged systems.

- Processing all utility assistance requests from ESFs received through the County EOC.
- Coordinating with ESF-14/Public Information regarding media/public information.

II. RESPONSIBILITIES

The ESF-12/Energy Unit is responsible for electrical and gas energy needs related to disaster management. It is further tasked with the responsibility of other utility functions, such as cable television and telephone service. It will coordinate with the ESF-2/Communications Unit regarding telephone utility service. The primary agency is responsible for coordinating with and giving direction to the support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize the resources of its support agencies.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with the ESF-12/Energy Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-12/Energy Unit fits into the overall structure.

III. CONCEPT OF OPERATIONS

A. PUBLIC INFORMATION

1. Pre-Incident

The ESF-14/Public Information Annex identifies pre-incident public information communications programs which will be utilized in furnishing conservation tips, and advice related to outages and other energy and utility issues.

2. Post-Incident

The ESF-12/Energy Unit will coordinate with ESF-14/Public Information regarding communicating information and advice regarding energy outages and restoration activities related to energy and other utility services.

B. ASSESSMENT

1. Initial Assessment

Following an incident, initial assessments will be determined from several sources. Public reports of energy outages called into utility suppliers or governmental agencies; field reports from emergency response workers; and reports furnished by Damage Assessment Teams are a few.

2. Continuous Assessments

The same procedures as are utilized in Initial Assessments will be used, with the addition of reports from the utility suppliers.

C. RESTORATION PRIORITIES

The ESF-12/Energy Unit will collate assessment information and coordinate restoration activities with public and private utility organizations.

Priorities will be developed to include:

1. First Priority

Critical facilities vital to public health, safety and well-being, such as the Hendry County EOC, Hendry County Sheriff's Office, Hendry Regional Medical Center, Hendry County Health Department, and Special Needs Shelters will be the first priority for restoration.

2. Second Priority

Critical facilities vital to response and recovery operations will be the second priority. These may include:

- Hendry County EMS headquarters
- Volunteer fire departments
- Law Enforcement facilities
- Public works facilities
- Hendry County Courthouse
- Clewiston City Hall
- LaBelle City Hall
- LaBelle and Airglades Airports
- Water and waste water facilities

3. Third Priority

The third priority will be other critical facilities to include:

- Other municipal, county and state facilities
- Citizens Information Centers
- Joint Information Centers
- Community centers and service clubs utilized in response and recovery activities.
- Motels and restaurants utilized by relief personnel

4. Fourth Priority

The fourth priority will be non-critical facilities involved in response or recovery activities, to include:

- Commercial establishments supplying building materials and construction materials.
- Motels, campgrounds, and RV parks serving the general public.
- Grocery stores and other retail establishments serving the general public.

5. Fifth Priority

Residential neighborhoods, individual modular homes, farms and ranches will be the fifth priority.

6. Restoration Coordination

The Hendry County EOC will serve as the coordination point for all requests for restoration of energy and other utilities to government facilities.

The ESF-12/Energy Unit will communicate information related to established priorities to public and private sector organizations involved in restoration activities. The ESF-12/Energy Unit will monitor restoration activities to assure that priorities are observed by those restoring power.

NOTE: Private and public sector utilities establish priority restoration of power lists during normal conditions. These lists are developed with input from Hendry County Emergency Management. Once restoration begins, utilities will generally observe the pre-established priorities. However, the ESF-12/Energy Unit will need to notify the utilities of changing needs as conditions evolve.

D. FUEL ISSUES

The Hendry County Engineering Department will be the coordination point for all requests for fuel. As requests are received, they will be assigned a priority utilizing the criteria established. The ESF 12/Energy Unit will coordinate with Hendry County Engineering who will coordinate with vendors of fuel to assure that supplies are furnished in accordance with established priorities. The ESF-12/Energy Unit will determine when vendors no longer need to coordinate their deliveries with the EOC and may return to normal service procedures.

E. TRANSPORTATION ISSUES

The ESF-12/Energy Unit will assist in coordinating transportation needs for fuel and other supplies, either directly or through the ESF-1/Transportation Unit. The private sector has internal transportation capabilities and can enhance their ability through group or trade group affiliations.

F. RESOURCE ISSUES

Hendry County Emergency Management will maintain a list of suppliers of fuel and related supplies, equipment and transportation resources in the Local Access Directory. Hendry County Emergency Management will also maintain within the Local Access Directory a list of suppliers of other utility services, equipment and transportation resources.

The ESF-12/Energy Unit will utilize the resources contained within the Local Access Directory in coordinating response activities and fulfilling requests for service restoration.

1. Group and Trade Resources

Energy and trade associations exist in Florida, that have mutual aid capabilities. Major groups include:

- Florida Coordinating Group – Tampa - The Florida Electric Power Coordinating Group, Inc. (FCG) Environmental Committee is the umbrella organization in the State of Florida which represents investor-owned utilities, rural electric cooperatives, and municipal electric utilities on environmental issues affecting the utility industry. The FCG has a statewide emergency plan with mutual aid capabilities.
- Florida Municipal Electric Association – Tallahassee
- Florida Electric Coop Association – Tallahassee
- Florida Natural Gas Association – Tallahassee
- Florida Propane Gas Association - Tallahassee

2. State and Federal Coordination

The ESF-12/Energy Unit will be responsible for coordinating with the ESF-7/Procurement Unit, who will coordinate with state and federal contracts on issues related to energy and other utility services. State coordination will be conducted through the SERT liaison, if present or directly with the State EOC if a liaison is not present in the Hendry County EOC.

Federal coordination will take place through the State EOC, until and unless, direct coordination is agreed to by Hendry County Emergency Management, Florida Division of Emergency Management and Federal authorities.

IV. AUTHORITIES

The Florida Public Service Commission (PSC) is the responsible authority for public and private utilities in the State of Florida, and may regulate allocation and prioritization of restoration.

The Nuclear Regulatory Commission is the regulatory agency for electrical utilities which utilize nuclear reactors in the generation of energy.

Various other Federal agencies regulate energy and other utilities, to include:

- United States Department of Transportation
- United States Department of Energy
- Occupational Safety and Health Administration

EMERGENCY SUPPORT FUNCTION 13: MILTARY SUPPORT UNIT

Primary Agency Hendry County Sheriff's Office

Support Agency Hendry County Emergency Management

NIMS: The lead agency representative will serve as the Military Support Unit Leader. This Unit will report directly to the Logistics Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate the use of Department of Defense (DOD) and Florida National Guard (FLNG) military resources to support the needs of local governments, voluntary organizations and other emergency support functions in performance of their emergency response, recovery and assistance missions in a major or catastrophic emergency.

B. SCOPE

The scope of Military Support operations is extremely diverse. Therefore, the primary goal is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the Emergency Operations Center (EOC). Military Support operations include, but are not limited to, supporting the following ESFs:

1. **ESF-1/Transportation Unit**
   The ESF-13/Military Support Unit will support the ESF-1/Transportation Unit with surface and air movement of personnel and equipment.

2. **ESF 2/CommunicationsUnit**
   The ESF-13/Military Support Unit will support the ESF-2/Communications Unit with temporary telecommunications equipment and personnel.

3. **ESF-3/Public Works Unit**
   The ESF-13/Military Support Unit will support the ESF-3/Public Works Unit with debris clearing and removal operations; emergency restoration of public services; technical assistance; and damage assessment.

4. **ESF-4/Firefighting Unit**
   The ESF-13/Military Support Unit will support the ESF-4/Firefighting Unit primarily in a non-urban emergency environment with personnel and aviation support operations.

5. **ESF-5/Planning Section**
   The ESF-13/Military Support Unit will support the ESF-5/Planning Section by providing essential elements of information as Damage Assessment Team (DAT) assessments are conducted.

6. **ESF 6/Mass Care Unit**
   The ESF-13/Military Support Unit will support the ESF-5/Mass Care Unit with personnel, and equipment for food preparation.

7. **ESF 7/Procurement Unit**
   The ESF-13/Military Support Unit will support the ESF-7/Procurement Unit with equipment loans and supplies, and will provide operational and logistical management of all major recovery sites within the County.

8. **ESF 8/Health and Medical Unit**
   The ESF-13/Military Support Unit will support the ESF-8/Health and Medical Unit with medical personnel and equipment.

9. **ESF 9/Search and Rescue Unit**
   The ESF-13/Military Support Unit will support the ESF-9/Search and Rescue Unit with personnel and engineering, aviation, and medical equipment.

10. **ESF 11/Food & Water Unit**
    The ESF-13//Military Support Unit will support the ESF-11/Food and Water Unit with personnel and equipment in food distribution and water purification and distribution.

11. **ESF 12/Energy Unit**
    The ESF-13/Military Support Unit will support the ESF-12/Energy Unit with emergency power, fuel, engineering, and operation support.

12. **ESF 15/Volunteers and Donations Unit**
    The ESF-13/Military Support Unit will coordinate the influx of donated goods and services in the aftermath of a disaster.

13. **ESF 16/Law Enforcement and Security Unit**
    The ESF-13/Military Support Unit will support the ESF-16/Law Enforcement and Security Unit with personnel and equipment to assist in curfew enforcement, site security, and crowd control operations.

II. RESPONSIBILITIES

The ESF-13/Military Support Unit is responsible for coordinating with the Florida National Guard and federal military activities related to disaster response and recovery. The primary agency is responsible for coordinating with and giving direction to the support agency regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize the resources of its support agency.

The support agency is responsible for the coordination and direction of their resources. They will assist the primary agency will the continuous 24-hour operation of the ESF position.

During the preparedness stage, the primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with the ESF-13/Military Support Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-13/Military Support Unit fits into the overall structure.

III. MILITARY RELATIONSHIP

A. FLORIDA NATIONAL GUARD

Each of the fifty states and territories is authorized a National Guard, comprised of selected U.S. Air Force and U.S. Army reserve units. These units have both state and federal missions. Within state government, they are referred to as the Department of Military Affairs. Until mobilized for state active duty, they are assets of the Federal Government. When mobilized by a governor for state active duty they may be utilized for:

1. Civil Disturbance

Under civil disturbance they support law enforcement agencies with curfew enforcement, point and roving security, traffic control and other law enforcement activities. It should be noted that only specially trained units with the Florida National Guard (FLNG) are trained for this mission.

2. Humanitarian Aid

With Humanitarian Aid the FLNG supports a county, or multiple counties, with RIAT support, road clearance, sheltering and other enhancements of ESF activities.

During these activities they are paid for by state funding and are mobilized as state, not federal, assets.

B. DEPARTMENT OF DEFENSE

More recently federal military assets have been utilized in disaster response. They may include:

- Active duty (non-reservist) Army, Navy, Air Force or Marine Corps Units. These units remain under Federal control.
- Army or Air National Guard units which have been federalized, thus losing state asset status. In this status they no longer are under the control of the state governor, rather function under federal control, and are financed from federal rather than state funds.
- Federal military personnel are currently prohibited from most law enforcement missions. Thus, the Federalization of a state's National Guard causes the state to lose law enforcement support.

IV. CONCEPT OF OPERATIONS

A. REQUESTS FOR NATIONAL GUARD ASSISTANCE

1. Law Enforcement Request from a Sheriff

A county sheriff may request military support for law enforcement activities if the public security, well-being and order are threatened and law enforcement requirements are beyond local capabilities. Certain conditions should be noted:

- In cases of civil disturbance, a disaster does not have to exist in the community for the sheriff to request mutual aid or military support.
- Traditionally, this request takes place when other enhancement efforts such as mutual aid from other agencies and the Florida Department of Law Enforcement (FDLE) have been exhausted.
- The request may be from the sheriff(s) of the county (s) facing civil disturbance to the FDLE. Military aid may also be requested through the ESF-7/Procurement Unit who will contact the State Watch Office.

2. Humanitarian Assistance

When disaster conditions exist, the assistance request may include law enforcement support, as part of the entire package of aid, which may include:

- Signal or communications support.
- Heavy equipment and other engineering support.
- Support for sheltering and congregate feeding.
- Air support for Damage Assessment teams and other air transport issues.
- General surface movement, such a trucking support.
- Personnel and water tankers for wildland fire fighting.

3. Method of Request

Requests for humanitarian assistance, which may include a law enforcement component, are made through the ESF-7/Procurement Unit to the State Watch Office, or the State EOC. In this case, the ESF-7/Procurement Unit is making the law enforcement request on behalf of the County Sheriff.

B. LOCAL COORDINATION

The Hendry County Sheriff's Office is the primary agency for coordinating and directing State Military support, and for coordinating with the Federal Military. The Hendry County Office of Emergency Management is the support agency for military coordination.

The request for military assistance should include a request for a liaison from the Florida National Guard (FLNG). The FLNG maintains a roster of trained Liaison Officers. It should be noted that these individuals will likely be assigned from areas outside of the impacted county(s) and not be personally familiar with the area. Liaisons will be prepared to staff the EOC on a 24-hour basis. Liaisons serve as advisors to the Emergency Management Director and EOC staff on matters pertaining to support from the FLNG. They do not represent Federal military involvement, and have no command and control over FLNG units.

FLNG units mobilized to support a county will continue to operate under their traditional chain of command.

C. NATIONAL GUARD AREA COMMANDS

For planning and coordination purposes, Florida is divided into four (4) geographic National Guard Area Commands. The headquarters for the Central Area Command (CAC), which includes Hendry County, is the 53rd Infantry Brigade Combat Team located at:.

CW Bill Young Armed Forces Reserve Center
IBCT/FLNG
2801 Grand Avenue
Pinellas Park, FL 33782-6140
(727) 568-5368

D. FLORIDA ARMY NATIONAL GUARD, JOINT OPERTIONS PLAN FOR DEFENSE SUPPORT TO CIVIL AUTHORITIES AND HOMELAND DEFENSE (FLNG JOPLAN-DSCA/HD)

This document is the FLNG's Operations Plan for support to local governments and is dated April 1, 2008. Hendry County maintains an

electronic copy in the Emergency Management Office. The copy will be located in the Hendry County EOC when activated.

E. DAMAGE ASSESSMENT TEAM

The FLNG will furnish aircraft and related personnel to support damage assessment missions, and will furnish Ground Support Team resources to include: vehicles, equipment and personnel.

Hendry County will furnish personnel familiar with Hendry County to assist in DAT and GST operations. Hendry County will be prepared to furnish DAT and GST teams with assistance in locating staging and encampment areas, office space and related office equipment in order for them to accomplish their missions. While these teams are expected to be self sustaining, local assistance will expedite their mission accomplishment.
Key Hendry County Emergency Management staff may join DAT missions for area reconnaissance.

V. NATIONAL GUARD LOGISTICAL SUPPORT

A. SELF SUSTAINMENT

FLNG units can be anticipated to arrive in a self-sustaining mode. They will be prepared to feed their personnel, furnish communications systems, shelter in tents if necessary, attend to their own minor medical and environmental health needs, furnish their transportation and maintenance and conduct their own office administration.

Local assistance will be required in identifying the following:

1. Staging Areas

Staging areas are typically the sites where arriving troops will congregate for orientation and mission tasking. Later, they will be utilized for reassembly upon mission conclusion, refueling and receiving new missions. These sites should have:

- A large paved area to accommodate numerous vehicles up to five ton capacity.
- Area lighting, such as that provided in a large grocery store or strip mall parking lot.
- Portable toilet facilities.
- Drainage for Field Shower facilities.
- Enclosed or sheltered area.

2. Encampment Areas

These areas are for the feeding and sleeping of troops, and should contain a vehicle parking area and compound large enough for troops to assemble for formations and briefings. Conditions include:

- Sheltered structures. While troops may utilize tents, they cannot be established in fields which have been inundated with rain and the fall out from wind or hurricane activity until they are cleared and drained.
- Areas suitable for portable toilets and field showers.
- Areas suitable for administrative tents to be established.

If possible, the county should attempt to locate vacant buildings, which can be used for sheltering of troop and administrative functions.

3. Operational Headquarters Area

The military term for an Emergency Operations Center, is a Tactical Operations Center. Regardless of verbiage, the military units will require a space for the management of their missions. It should be:

- Established near or adjacent to the Hendry County EOC.
- A fixed or mobile structure to protect communications equipment, wall boards, maps and related items from the elements.

EMERGENCY SUPPORT FUNCTION 14: PUBLIC INFORMATION UNIT

Primary Agency Hendry County Strategic Initiatives
Hendry County Emergency Management

Support Agencies
United Way 211
Amateur Radio Emergency Service (ARES)
City of Clewiston
City of LaBelle
Clewiston Police Department
Florida Power & Light
Hendry County Administration
Hendry County Emergency Medical Services
Hendry County Personnel
Hendry County Schools
Hendry County Sheriff's Office
Hendry County Health Department
Pioneer-Plantation Fire Department
Radio Amateur Communications Service (RACES)
Salvation Army

NIMS: This ESF serves as the lead for Public Information as well as the coordination point for Community Relations. This ESF reports to the Incident Commander.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF)/NIMS Unit is to establish a mechanism that efficiently provides and disseminates vital information to the public in the event or threat of a major or catastrophic emergency. This unit will also be the Community Relations Coordinator, to liaise with the State/Federal Community Relations teams. This ESF works within the Hendry County NIMS/EOC Structure.

B. SCOPE

The scope of information to be provided to the public before, during and after a major catastrophic emergency includes the following:

- Specific protective actions to be taken in response to an emergency threat.
- The status of emergency conditions and operations within the affected area(s).
- Availability of shelter and emergency services.
- Measures to be taken for public health and welfare.
- Information concerning specific emergencies, their associated threats, and protective actions to the news media and general public.

- Identification of a central point of contact that will allow the news media and general public to access information.
- Format for managing and staffing public information telephone lines before, during and after a disaster.
- Public information concerning needed volunteer goods and services.
- Pre-scripted public service announcements as issued throughout the year by FEMA, Florida DEM, ARC, and other agencies concerned with getting needed emergency information to the public.
- The Public Information procedures, to include those for Joint Information Centers (JICs) and the Joint Information System shall remain flexible and have the ability to expand and contract as the situation warrants.

II RESPONSIBILITIES

ESF-14/Public Information is responsible for the management of information to the public, either directly or through the news media and the United Way 211 system. The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize the resources of its support agencies. The County PIO shall coordinate all release of information with the Emergency Manager, respective ESFs, and the State and Federal governments PIO functions when appropriate.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, checklists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with ESF-14/Public Information will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how ESF-14/Public Information fits into the overall structure.

After a disaster FEMA's Community Relations staff are "boots on the ground" to connect with disaster area residents, local organizations and emergency managers. Team members view first-hand problems the individuals are facing and relay information back to appropriate state or federal staff best able to respond. FEMA field members also seek out special needs populations (seniors, people with disabilities, those who do not speak English, etc.) and provide referrals to community resources.

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. It is the responsibility of the ESF 14/Public Information Unit to coordinate with FEMA's Community Relations teams. The Community Relations Coordinator is to prepare a report for the Emergency Management Director, detailing the actions of these teams in Hendry County.

A. PRIMARY AGENCY

1. EOC Public Information

Upon activation of the EOC, the County PIO will coordinate all public information releases and establish a press and briefing room. The EOC Media Room will be located within the County EOC and serves as the primary location for the release of information by the County until activation of a JIC.

2. Coordination of the Release of Media Information

All information on emergency operations by ESF/NIMS Units, county, and municipal agencies will be released to the media and to the United Way 211 by the County PIO through regularly scheduled briefings and press releases.

The EOC or JIC, if established will serve as the main site for the coordination and release of information to ensure accurate and timely dissemination of information and instructions to the public and media. To the maximum extent possible all information will be coordinated prior to its release. All information released will be coordinated among the different PIOs to assure its consistency and accuracy. At no time will information be distributed to the public unless it has been coordinated with the Primary Agency for this ESF.

3. Press Releases

During the course of the emergency there will be certain events and activities that will trigger the release of information to the media. A press release will be prepared by the County PIO and distributed to the media. The same press release will be posted on the County website, using Laserfische, or other modern technology available. Information will also be provided to the United Way 211 service.

A press release will be prepared to advise the public that the County Administrator has signed a declaration of a State of Local Emergency and an Executive Order by the Governor has been issued. This release will include the following minimum information:

- Conditions which precipitated the declaration.
- The areas of the county that are affected.
- The County EOC is activated and the county is prepared to implement appropriate county emergency plans and coordinate the response.
- Any actions taken or authorized for the protection of public health and safety (i.e., suspension of tolls, closing government offices, orders to evacuate coastal and low-lying areas, etc.).

A press release will be prepared and distributed to the media and to United Way 211 to announce the establishment of recovery centers for donated materials and supplies, and for those wishing to volunteer their time and services. This release will include the following minimum information:

- Location and toll-free telephone numbers for the Regional Recovery Center (RRC).
- Listing of materials and supplies that are needed by disaster victims, as well as a listing of what is not needed.
- Procedures to be followed to donate materials and supplies.
- Procedures to be followed to volunteer time and services.

A press release will be prepared and distributed to the media to announce the Governor's request to the President for a disaster declaration and any available federal disaster assistance. This includes a request to activate the Advance Emergency Response Team (ERT/A). This release will include the following minimum information:

- Emergency conditions precipitating the request.
- A summary of the actual or anticipated impacts of the emergency on county and municipal governments.
- Actions taken by the state, county, and municipal governments in response to the emergency.
- An estimate of the types and amount of federal assistance necessary.

A press release will also be prepared and distributed to the media to announce the President's response to the request.

A press release will be prepared and distributed to announce the establishment of the following disaster response sites and facilities:

- Disaster Field Office and JIC.
- American Red Cross and other available shelters.
- Fixed and mobile mass feeding sites and bulk distribution sites.
- Disaster Application Centers.
- Facilities where services are available (i.e., Children and Family Services food stamp sites, job service centers, etc.).

As a matter of procedure, press releases should be prepared and distributed to advise the media and public of the change in status of any of the above information.

6. Instructions to the Public

After emergency conditions subside, it can be anticipated that all normal means of communications with the public in the disaster area(s) will either be destroyed or largely incapacitated. This includes the electronic news media. County PIOs must develop a variety of non-electronic media and procedures to communicate information and instructions to the public.

Agencies of the ESF-14/Public Information Unit will work closely with the ESF-5/Planning Section to prepare periodic newsletters to advise the public of the status of emergency recovery efforts; to pass along emergency instructions; and to advise the public of the availability of services and other types of assistance. These may be bilingual. The agencies of the ESF-14/Public Information Unit will work with the ESF-6/Mass Care Unit to ensure the distribution of the newsletters at all mass care facilities and the EOC to ensure distribution at all other disaster assistance facilities. Copies of the newsletters will be given to outreach teams for distribution within the disaster area(s).

III. CONCEPT OF OPERATIONS

During declared states of local emergency, the Primary Agency of ESF-14/Public Information 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 to the ESF-14/Public Information Unit. This person will staff the work station assigned to the ESF-14/Public Information Unit in the EOC, and will identify which support agencies for the ESF-14/Public Information Unit are required, and take steps to assure that support agencies are activated or on alert as appropriate. The Emergency Management Director is responsible for activating the United Way 211 system.

The County PIO will respond to requests for local public information support. The Hendry County Grants Department will act as the primary agency for the ESF-14/Public Information Unit. The PIO will coordinate the media advisories and releases, and will handle requests from reporters and news organizations. The primary agency is responsible for providing information to the United Way 211. Staff will remain at the EOC on a 24-hour schedule to facilitate the flow of public information.

The agencies of the ESF-14/Public Information Unit will designate representatives for JICs in the event a federal disaster is declared. In the event of a catastrophic disaster, the agencies of the ESF-14/Public Information Unit and the ESF 15/Volunteers and Donations Unit will work together to release information concerning what volunteer goods and services are needed in the disaster area, and where volunteers and donors may go to deliver such goods or potential services. All ESFs will regularly provide information to the ESF-14/Public Information Unit and the ESF 5/Planning Section to keep government officials and citizens aware of current events. This information will be in the form of specific advisories concerning emergency subjects or general situational information on activities and programs being conducted by the respective ESFs.

A. PRE-INCIDENT PLANNING

The Hendry County Emergency Management Director is responsible for coordinating and directing the public information process in Hendry County.

1. Media Contact Lists

The Hendry County Emergency Management Office will develop a list of local and regional news media, both print and broadcast. The list will be updated annually, prior to hurricane season, and will be maintained in the Local Access Directory (LAD), which will be kept in the Hendry County Emergency Management Office.

2. News Media Facilities

a. Primary

The news media may utilize the media room in the lobby of the Hendry County Emergency Operations Center..

b. Alternate

The news media may utilize the lobby area of the County Courthouse or the Sheriff's Office as alternate locations.

3. Year Round Public Information Coordination

The Hendry County Emergency Management Office will maintain year round coordination and communications with other agencies that have planned involvement in emergency management. Among those involved in the pre-incident planning process are:

- Hendry County School Board
- Hendry County Sheriff's Office
- Hendry County Emergency Medical Services
- Hendry County Health Department
- Hendry County Departments
- Hendry County Constitutional Offices
- Hendry County Agriculture Extension Agency
- Volunteer Fire Departments

- Private sector primary and support agencies
- South Florida Water Management District
- United States Army Corps of Engineers
- Florida Department of Transportation
- City of Clewiston
- City of LaBelle
- United States Department of Agriculture

4. Year Round Public Information Activities

From its coordination and communications meetings, Hendry County Emergency Management will develop a public information campaign which will include, but not be limited to:

- News releases to include shelter maps, evacuation routes and tips for mitigation, preparedness, response and recovery.
- Participation in fairs, festivals, and other public activities, with a display table and materials for distribution.
- Public outreach presentations to community, fraternal, religious, business, sporting, agriculture, school and other community groups.
- Brochures and flyers for distribution through retail establishments, public buildings, schools, churches, Hendry County Agriculture Extension Agency, Hendry County Health Department and other information outlets.
- Coordination with the Hendry County School Board and Agriculture Extension Agency in producing materials in languages other than English.

B. RESPONSE ACTIONS – GENERAL POPULATION

1. Coordination

During response to an incident, and continuing into recovery, ESF-14/Public Information will be the focal point for receiving, collating and releasing information from local and state sources regarding emergency information. In this role, ESF-14/Public Information will:

- Assure that the most urgent information receives priority.
- Assure that all available resources are utilized in the release of public information.
- Avoid, or minimize, unnecessary effort and duplication related to the release of public information.
- Seek out pertinent information for release from the primary and support agencies, and community at large.
- Help minimize and correct mistaken information or rumors.
- Hendry County Emergency Management has an agreement with the United Way 211 to manage a rumor control line. This will be referred to as the Information Control Center.

2. Procedures for the General Public

Once an incident has occurred, or is threatened to occur residents will be contacted with additional information using the news media and/or neighborhood contacts. Door to door warning by law enforcement will be used if necessary.

Evacuation and shelter information will be disseminated during a pre-incident public information campaign. Post incident, additional and updated information will be made available through:

- The news media
- Posters placed in public buildings, shelters or other recovery/assistance centers
- Portable and fixed signs located along roads by the coordination with local businesses.
- Variable Message boards coordinated with the Florida Department of Transportation
- Caller information requests received by the Information Control Center (United Way 211).

- As a last resort, public address systems may be used by law enforcement, volunteer fire departments and Community Emergency Response Teams (CERT) throughout the County.

Shelter requirements, such as what personal items evacuees should bring, will be communicated during the pre-incident public information campaign. Once the incident has occurred, the same procedures will be used as are identified above.

NOTE: Many of the procedures listed above have limited capabilities once the public is in the process of movement. This is an area of public information in which a well conducted pre-incident information campaign is vital to the sheltering effort.

3. Recovery Information

The release of recovery information will utilize the same outlets as described in Year Round Public Information.

C. RESPONSE ACTIONS – SPECIAL COMMUNITY GROUPS

1. Seasonal and Transient Visitors

Seasonal visitors are primary tourists, hunters, boaters and fishermen. In addition to reaching these populations using the same resources as those used for the general public, direct contact may be made with the operators of:

- Marinas
- Recreational vehicle camp grounds
- Hunting and fishing camps
- Motels
- Grocery and Convenient Stores
- Suppliers of hunting, fishing and boating equipment

2. Transient Visitors

Those persons traveling through Hendry County are most readily communicated with using area radio stations. In addition, information may be furnished to them by direct communication with area motels and convenient stores and fuel stations.

3. Migrant Farm Workers and Non-English Speaking Persons

a. Migrant Issues

There are two types of migrants: those who move from area to area following agricultural needs, and those who have an established family living in Hendry County. Many migrants speak other languages including Spanish and Creole, with some English language ability. Communications with the migrant population will utilize pre-incident public information campaigns. Post incident resources include:

- Information furnished through the Hendry County Health Department to its migrant clients.
- Information furnished through various social services agencies, both public and those operated by religious organizations.
- Information furnished through the Hendry County School District.
- Information furnished through the Hendry County Agriculture Extension Agency. The Agency has many pre-written public service announcement in Spanish. Also, it has contact with the employers of migrant workers.

b. Other non-English speaking populations

A variety of non-English speaking persons are settling in South Florida. Haitian immigrants constitute the next largest foreign language group after Spanish. People speaking other languages other than English, will be communicated with utilizing the same concepts and resources as Spanish speaking groups.

D. SPECIAL NEEDS RESIDENTS

Special needs residents will be identified pre-incident using the Special Needs Registry, by the Hendry County Health Department and Emergency Management.

The pre-incident public information campaign will target this audience, with the support of social service and health organizations which have special needs clients.

Post-incident information will be disseminated utilizing the same procedures as for the general population. Post-incident activities may also utilize specific efforts targeting the special needs population.

- The ESF-1/Transportation Unit drivers serving special needs clients may carry check lists, tip sheets" and other forms of information that can be distributed.
- Hendry County EMS may carry check lists and tip sheets for special needs persons.
- Health care facilities, doctor's offices, home health agencies, pharmacies, medical equipment companies and others who serve the special needs residents may serve as distribution points of information.
- The special needs shelter may be used as dissemination points for recovery information.

1. Visually Impaired

The visually impaired are identified by the Special Needs Registry. These persons will be kept informed utilizing:

- All the resources and methods identified in this section. Emphasis will be placed on those methods involving personal contact.
- Visually impaired will be encouraged to listen to radio, television and cable news reports.
- Individual contact by the ESF-16/Law Enforcement and Security Unit when the pre-identified person is considered to be in a threatening situation.

2. Hearing Impaired

The hearing impaired will be assisted utilizing all the methods and resources utilized for the general population. The hearing impaired are identified in the Hendry County Special Needs Registry. Special assistance includes:

- The United Way 211 and the Hendry County Sheriff's Office dispatch center has TDD capability
- The hearing impaired have access to newspapers and the same pre-incident printed materials as the general population.
- Persons with sign language capability will be identified and used for pre-incident outreach and post-incident communications efforts.
- If the person(s) are considered to be in a life threatening situation, personal visits from the ESF-16/Law Enforcement and Security Unit may be utilized.

E. INFORMATION CENTERS

When warranted, Hendry County may participate in the dissemination of information through Information Centers. There are two forms of such centers.

1. Local Citizens Information Center (CIC)

The primary agency will determine when, where and how many CICs will be established.

CICs will furnish recovery, assistance and mitigation information. CICs will be staffed by representatives of various agencies, offices, and voluntary organizations which have appropriate information to furnish. Among those who will be encouraged to participate by staffing CICs, or furnishing information for distribution, are:

- Hendry County Property Appraiser
- Hendry County Tax Collector
- Hendry County Engineering Department
- Hendry County Development Department
- Hendry County Health Department
- Hendry County School District
- Hendry County Agriculture Extension Agency
- Hendry County Emergency Management
- Caloosa Humane Society
- Other social service, religious and business organizations.

Potential CIC Sites Include

- Hendry County Courthouse – LaBelle
- Hendry County Sub-Office – Clewiston
- Selected volunteer fire stations
- Selected community, civic or fraternal service club houses.

2. Joint Information Centers (JIC)

In the aftermath of a presidentially declared emergency, FEMA will establish an on-scene JIC in coordination with ESF-14/Public Information. The JIC is the physical location where federal, state and local PIOs come together to ensure coordination of information to be released to the public and the media. It is federal policy to encourage full participation in the JIC by the state, local, voluntary and private recovery organizations.

Upon its activation, the JIC serves as the central point for media access to the latest developments and current information. The JIC will be located either within or adjacent to the DFO complex to ensure access to key recovery personnel. The JIC will be configured with adequate telephone and logistical support. Telephone lines will be provided for PIOs and the media (for voice and data communications).

Official public information will be issued by PIOs in the combined JIC. This JIC will represent all County and municipal agencies with a need to issue instructions to the public or to release news and information to the media.

The primary roles and responsibilities of the JIC will be to:

- Provide information and instructions to individuals, families, businesses and industries affected by the emergency through the media and other means.
- Coordinate information prior to its release to ensure its accuracy.
- Process requests for information from the media.
- Hold periodic press conferences and briefings to give the media access to the facts and experts helping with the recovery efforts.
- Handle VIP briefings and tours.
- Provide a rumor control function to stop inaccurate and false information from circulation. This will be in coordination with the United Way 211 system.

The primary agency representative of the ESF-14/Public Information Unit at the JIC will serve as the JIC Team Leader for the ESF-14/Public Information Unit at that location and will have overall responsibility for coordinating the release of information by local ESF/NIMS Units, as well as county and municipal agencies through the JIC. The release of any information to the media by agencies will be coordinated through and approved by the JIC Team Leader and/or Director of Emergency Management. The JIC Team Leader may designate spokespersons from other ESFs, County, or municipal agencies to serve as Assistant County PIOs.Possible JIC sites will be located within close proximity to either the incident, the Disaster Field Office or the Emergency Operations Center.

F. INJURED AND MISSING

Local law enforcement agencies, fire departments, Hendry County EMS and Hendry Regional Medical Center, have established procedures for notification of next of kin in the event of injury or death. These existing procedures will be followed.

- The Hendry County EOC, ESF-14/Public Information Unit, will be kept informed of all injury and death notifications given by primary or support agencies. It will serve as a clearing house for such notifications.
- Missing person's activities will be managed by the Hendry County Sheriff's Office.
- The Hendry County EOC, ESF-14/Public Information position, will be kept informed of all missing persons reported, or located, and act as a clearing house for such information.

IV. ADDITIONAL RESOURCES

The agencies of the ESF-14/Public Information Unit will utilize personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESF/NIMS Units may be coordinated and mobilized to support the ESF-14/Public Information Unit missions.

If additional ESF-14/Public Information Unit resources are required because County resources have been exhausted, a request for assistance shall be sent through the ESF-7/Procurement Unit to the State of Florida Division of Emergency Management Operations Desk

EMERGENCY SUPPORT FUNCTION 15: VOLUNTEERS AND DONATIONS UNIT

Primary Agency Hendry County SHIP

Support Agencies
American Red Cross - Southern Gulf Region
American Legion/VFW
Hendry County Economic Development
Hendry County Personnel
Salvation Army - Lee, Hendry, & Glades
United Way of Lee and Hendry & Glades County
Volunteer Services and Local Chambers
Clewiston Ministerial Association

NIMS: The lead agency representative shall serve as the Volunteer and Donations Unit Leader. This Unit shall report to the Logistics Section Chief. In some instances, this Unit may answer to a Branch Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate and facilitate the delivery of donated goods and voluntary services to support the relief effort in a disaster area. This plan shows the composition of the elements providing response coordination and response operations activities, but does not represent lines of authority nor reporting relationships.

B. SCOPE

The scope of the ESF-15/Volunteers and Donations Unit is to provide a coordinated approach as it relates to volunteer agencies and volunteers in a disaster situation and to coordinate the receipt and delivery of donated goods to the affected area. This effort includes an assessment and prioritization of available resources, identified needs and securing additional resources, in cooperation with local, state and federal agencies.

The implementation of this plan in the event of an actual disaster will include a number of other voluntary agencies that will be providing services. It is the intent of the agencies identified in this plan to provide an ongoing effort to liaison with other agencies that will be active in disasters to coordinate response efforts.

The lead agency representative shall serve as the Volunteer and Donations Unit Leader. This Unit shall report to the Logistics Section Chief. In some instances, this Unit may answer to a Branch Chief.

I. RESPONSIBILITIES

The ESF-15/Volunteers and Donations Unit is responsible for coordinating volunteers and managing the arrival and distribution of donated items. The primary agency is responsible for coordinating with and giving direction to its Support Agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing its ESF component in the EOC. To accomplish this, it may utilize the resources of its support agencies.

NOTE: The primary agency for the ESF-15/Volunteers and Donations Unit, Hendry County Emergency Management, does not have the staff capability to operate this ESF in any but minor incidents. Until such time as an appropriate ESF-15/Volunteers and Donations Unit Primary Agency can be identified, Hendry County will seek mutual aid through provisions of the Florida Statewide Mutual Aid Agreement as soon as the need exceeds capabilities.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of its ESF/ICS position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with ESF-15/Volunteers and Donations Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-15/Volunteers and Donations Unit fits into the overall structure.

III. PREPAREDNESS

Hendry County Emergency Management will continuously strive to identify community volunteers and potential donors. Contact information will be recorded in the Hendry County Local Access Directory. Efforts will include:

- Community outreach to churches.
- Community outreach through presentations to civic, fraternal and service clubs.
- Meetings with the LaBelle and Clewiston Chambers of Commerce to identify business resources.
- Individual meetings with business and civic leaders regarding the need for donated goods and services.
- All ESF primary and support agencies will be encouraged to use their influence within the community to promote the need for volunteer and donation support.
- The use of the news media in developing stories on the need for volunteer and donations through the ESF-14/Public Information.

Hendry County Emergency Management will coordinate with Florida Division of Emergency Management (FDEM) regarding ESF-15/Volunteers and Donations Unit issues. Coordination may take place through the area coordinator, or through meetings, workshops, and training events offered by FDEM which concentrate on ESF-15/Volunteers and Donations Unit issues.

Hendry County Emergency Management will maintain ongoing communications with the American Red Cross, Palm Beach County Chapter, and the Lee, Hendry, and Glades office of the Salvation Army.

Hendry County Emergency Management will identify potential sites for receiving, inventorying and distributing donated items. Possible sites include, but are not limited to:

- LaBelle Municipal Airport
- LaBelle Rodeo Grounds
- Airglades Airport
- Hendry County Fairgrounds
- Hendry County Agriculture Extension Agency
- Sugarland *Park* in Clewiston

Hendry County Emergency Management will conduct coordination meetings as necessary.

IV. CONCEPT OF OPERATIONS

A. INITIAL ACTIONS

A volunteer and donation phone number will be identified and distributed to the public through the news media when it is deemed beneficial to the response and recovery effort to do so.

The ESF-15/Volunteers and Donations position will serve as the volunteer coordination point. Should the number of volunteers warrant, a specific volunteer liaison may be appointed by the ESF-15/Volunteers and Donations Unit. The liaison will:

- Coordinate volunteer assignments and schedules.
- Coordinate volunteer transportation.
- Coordinate volunteer sheltering and feeding.
- Coordinate the individual needs of volunteers which may arise, such as family emergencies.
- Coordinate with the SERT liaison, ARC, Salvation Army and other relief organizations regarding volunteer issues.

B. NEEDS ASSESSMENT

Initial assessments will be from field responders, such as law enforcement patrols and EMS crews. Responders will be directed to utilize their radios in communicating early assessment to the Hendry EOC.

Additional assessments will come from entities which have public contact. These include, but are not limited to:

- Public shelters and feeding sites
- Hendry Regional Medical Center
- Hendry County Health Department
- Hendry County School District
- Hendry County Agriculture Extension Agency
- Public utilities
- Ministers and social service organizations
- Chambers of commerce

Damage Assessment Teams will furnish additional information that will be used in assessing volunteer and donation needs.

The ESF-15/Volunteers and Donation Unit will coordinate with the ESF-5/Planning Section and the ESF-7/Resources Unit in establishing the priority of needs and in developing a realistic plan to address the needs. Conditions which must be considered include:

- Transportation infrastructure
- Availability of volunteers
- Availability and suitability of distribution sites
- Nature of needs
- Extent of population impacted
- Security and communications concerns at distribution sites

C. CONTINUOUS ACTIONS

The ESF-15/Volunteers and Donations Unit will coordinate with the SERT liaison regarding driver information. This information will include destinations for arriving shipments; who or what telephone number to contact upon arrival; and policies regarding the off loading of the shipment.

The ESF-15/Volunteers and Donations Unit will advise the SERT liaison, the American Red Cross, the Salvation Army and other relief agencies of which items are needed. Information will be provided regarding items which are not needed, and will not be accepted. Unneeded items will be rejected, with the donor responsible for transporting them from Hendry County. The ESF-15/Volunteers and Donations Unit will make the same information available to ESF-14/Public Information for distribution to the news media.

The ESF-15/Volunteers and Donations Unit will coordinate with the ESF-1/Transportation Unit, the ESF-2/Communications Unit, the ESF-16/Law Enforcement and Security Unit and the ESF-17/Animal Concerns Unit as needed.

Should long term recovery be necessary, the ESF-15/Volunteers and Donations Unit will coordinate with the Recovery/Mitigation Task Force regarding future sustained operations.

EMERGENCY SUPPORT FUNCTION 16: LAW ENFORCEMENT AND SECURITY UNIT

Primary Agency Hendry County Sheriff's Office

Support Agency Clewiston Police Department
Florida Forestry/Fish & Wildlife

NIMS: The lead agency representative shall serve as the Law Enforcement Unit Leader. This Unit shall report directly to the Operations Section Chief. In some incidents, the Leader may serve as the Operations Section Chief or Incident Commander.

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish procedures for the command, control, and coordination of county, municipal, and state law enforcement personnel and equipment to support emergency and disaster response operations. The ESF-16/Law Enforcement Unit also establishes procedures for the use of the Florida National Guard (FNG) in support of security missions and other law enforcement agency activities. These procedures will support the implementation of actions as outlined in the Florida Mutual Aid Plan for law enforcement pursuant to Chapter 23.1231, the Florida Mutual Aid Act.

B. SCOPE

The ESF-16/Law Enforcement and Security Unit applies to natural or technological disasters or emergencies whenever a local law enforcement agency requires assistance from county, state or any other jurisdiction in either declared or undeclared emergencies.

The scope of the ESF-16/Law Enforcement and Security Unit is to coordinate the overall activities of the county's law enforcement agencies with state and federal governments as well as the County's Emergency Operations Center (EOC).

The lead agency representative shall serve as the Law Enforcement Unit Leader. This Unit shall report directly to the Operations Section Chief. In any incident that is criminal based, the Leader may serve as the Operations Section Chief or Incident Commander.

II. RESPONSIBILITIES

The ESF-16/Law Enforcement and Security Unit is responsible for providing law enforcement and security services to Hendry County. The primary agency is responsible for coordinating with and giving direction to it support agencies regarding preparedness, response and recovery functions of this ESF. The primary agency is responsible for staffing the ESF component in the EOC. To accomplish this, it may utilize the resources of its support agencies.

The support agency is responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operation of the ESF position in the EOC.

During the preparedness stage, primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams and other items they may need in a response or recovery mode.

All agencies involved with ESF-16/Law Enforcement and Security Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-16/Law Enforcement and Security Unit fits into the overall structure.

III. PRE-INCIDENT PLANNING

A. LAW ENFORCEMENT SERVICES

Prior to, during, or following a disaster, calls for law enforcement service will be similar to those during normal times. Although, there will be a dramatic increase in the number of calls for service. There may be an increase in certain types of calls for service not typically requested during normal times. Search and rescue operations and anti-looting operations, for instance, will increase following a disaster. Typical service requests will include:

- Anti-looting
- Search and rescue operations
- Traffic control
- Area evacuation
- Point security (shelters, distribution sites, congregate feeding locations, etc.)
- Radio communications assistance to those without radio capability
- Curfew enforcement
- Criminal law enforcement, and
- Public Broadcast

B. COMMUNICATIONS CAPABILITIES

The Hendry County Sheriff's Office will continue communications with all emergency response personnel in Hendry County with the exception of the Clewiston Police and Fire Departments. The Hendry County Sheriff's Office will continue to dispatch from its communications center in LaBelle, and its sub office in Clewiston, and will expand its communications capabilities by increasing the scheduled work hours of dispatchers, or by calling in off duty personnel.

Under certain circumstances a request may be made by the E-911 Coordinator to reroute the incoming calls to another Public Safety Answering Point (PSAP). The circumstances may include, but are not limited to, inadequate staffing or equipment failure. Under these circumstances a request must be made by the E-911 Coordinator (or other designated personnel) to reroute the calls. Hendry County has two primary PSAP's, and all attempts will be made to keep 911 calls within the County PSAP area. Under a major disaster with major communication failures, incoming calls will be routed to the nearest PSAP located in another County. The primary PSAPs are:

- East County – Clewiston Police Department
- West County – Hendry County Sheriff's Office - Labelle

The Clewiston Police Department will continue to dispatch Clewiston Police and Clewiston Fire department personnel. The Police Department will expand the work schedules of its communications personnel or call in off duty personnel as needed to enhance communications capabilities.

Requests for service will be received by:

- The general public will communicate using commercial telephone and fax systems, if the capability exists following the incident.
- Radio communications from emergency responders (law enforcement, fire, emergency medical services).
- Information forwarded from the Hendry County EOC, either by commercial telephone, fax or personal delivery.
- Radio relayed information from non-emergency field response personnel, such as school bus drivers and public works crews.
- ARES and RACES radio relays from shelters, congregate feeding sites, distribution sites and other locations where volunteer radio teams are supporting communications activities.

C. RESOURCE INVENTORY

Each May the primary and support agencies will furnish an updated inventory list to Hendry County Emergency Management. The list will include vehicles, specific pieces of equipment, and a personnel roster. This information will be included in the Hendry County Local Access Directory.

IV. CONCEPT OF OPERATIONS

A. COORDINATION

The Hendry County Sheriff's Office and the Clewiston Police Department will maintain ongoing communications and coordination as during normal times.

The Hendry County Sheriff's Office will maintain the ESF-16/Law Enforcement and Security position in the Hendry County EOC when it is activated. The ESF-16/Law Enforcement and Security Unit will coordinate with other local law enforcement agencies, FDLE, and FDEM regarding ESF-16/Law Enforcement and Security issues, via their liaisons within the Hendry County EOC, ESATCOM, VHF radio, other appropriate means.

The ESF-16/Law Enforcement and Security Unit will give guidance to, establish priorities for, and otherwise direct the Hendry County Sheriff's Office Communications Center's activities.

The ESF-16/Law Enforcement and Security Unit will communicate with the Clewiston Police Department via commercial telephone, fax, cellular phone or VHF radio.

The ESF-16/Law Enforcement and Security Unit will conduct briefings as needed for mutual aid law enforcement serving in Hendry County

B. INFORMATION AND INTELLIGENCE

All pertinent information regarding law enforcement, security or military issues, will be referred to the ESF 16/Law Enforcement and Security Unit. Included will be items gathered on the street. The ESF-16/Law Enforcement and Security Unit will coordinate with adjacent sheriff's offices, FDLE, FHP, Florida Game and Freshwater Fish Commission, FDEM and other appropriate agencies in an effort to maintain a constant flow of accurate information and intelligence.

Security personnel at shelters and other mass care or distribution sites will be directed to observe for the presence of known or suspected criminals, or problem persons.

Damage Assessment and other forms of information gathering will be used to determine needs and establish priorities of service. The ESF-16/Law Enforcement and Security Unit will take advantage of all county reconnaissance conducted by aircraft.

C. STAGING ISSUES

Pre-incident staging, will take place at the Hendry County Sheriff's Office complex in LaBelle, or at the sub office in Clewiston.

Following an occurrence, staging will take place in an expeditious manner. Equipment, supplies and personnel will be staged near enough to the activity to be quickly accessible, and far enough from the activity to afford security and safety.

The ESF 16/Law Enforcement and Security Unit will determine when staging is necessary, and give direction to staging operations.

D. POINT SECURITY

Law enforcement capabilities within Hendry County are not sufficient for more than minimal point security. With a disaster of limited area or impact, law enforcement will establish point security..

Following a major disaster, the impact would be so great that it will overwhelm local law enforcement capabilities. Demand would exist for traffic control, search and rescue, anti-crime/looting, area evacuation and a multitude of similar requests, all being received simultaneously.

Following a disaster law enforcement mutual aid will be needed early on.. The ESF-16/Law Enforcement and Security Unit will assign point security to shelters, congregate feeding sites, donation collection and distribution sites, and other points as resources permit. Facility managers should be prepared to provide first line security from their own staff should the ESF-16/Law Enforcement and Security Unit not be capable of furnishing security.

Contract security may be used to meet security needs, especially in facilities that are utilized to store supplies and equipment. Mutual aid may be requested through the Florida Sheriff's Association Mutual Aid Agreement as well as the Florida Statewide Mutual Aid Agreement. Military support may be requested through the ESF 7/Resource Unit.

E. ENTRY POINT CONTROL

Following a disaster, some areas may be evacuated and closed to the public to prevent injury to person, or damage to property and vehicles. Search and rescue operations, fire fighting, or HAZMAT response may be needed in the evacuated area. Looting and vandalism will be a concern to law enforcement once home and business owners have evacuated.

The ESF-16/Law Enforcement and Security Unit will be prepared to staff area entry control points. The ESF-16/Law Enforcement and Security Unit may request mutual aid to enhance its capability to staff area entry points.

Re-entry will be authorized by the Hendry County Emergency Management Director, following consultation with the ESF-1/Transportation Unit, the ESF-3/Public Works Unit, the ESF-4/Firefighting Unit, the ESF-6/Mass Care Unit, the ESF-11/Food and Water Unit, the ESF-12/Energy Unit, ESF-14/Public Information and the ESF-16/Law Enforcement and Security Unit. The ESF-16/Law Enforcement and Security Unit will be responsible for controlling re-entry to include traffic and identification issues.

The Hendry County Sheriff's Office and the Clewiston Police Department will use their standard operating procedures to validate the identity of those individuals wanting to re-enter the previously evacuated area.

EMERGENCY SUPPORT FUNCTION 17: ANIMAL CONCERNS UNIT

Primary Agency Hendry County Agriculture Extension Agency

Support Agencies Hendry County Sheriff's Office
Clewiston Police Department
Caloosa Humane Society Hendry
County School District City of
LaBelle Animal Control Hendry
County Recreation
Florida Fish and Wildlife Commission
Local veterinarians

NIMS: The lead agency representative will serve as the Animal Concerns Unit Leader. This Unit will report directly to the Logistics Section Chief.

I. INTRODUCTION

A. PURPOSE

The purpose of the ESF-17/Animal Concerns Unit is to identify, manage, and organize the response of resources needed for animal needs and the care of pet, farm, and wild life following a significant emergency, and to coordinate emergency response and relief assistance between local and state and federal governments for support of this function.

B. SCOPE

The ESF-17/Animal Concerns Unit involves identifying and meeting the needs of animals following a major or catastrophic emergency. The scope of this support can be generally categorized into the following sub-functional areas:

- Assessment of animal and agriculture needs.
- Conduct of care and disease control.
- Organization of veterinary and animal care personnel.
- Identification and coordination of equipment and supplies.
- Maintaining statuses of veterinary and animal hospital care capabilities.
- Coordination of food and medicine.
- Coordinating with the ESF-8/Health and Medical Services Unit and ESF-14/Public Information for the release of animal related advisories and information.
- Collection and disposal of dead animals.
- Provision and coordination of emergency veterinary services.
- Provision of temporary fencing

II. RESPONSIBILITIES

During a disaster many agricultural livestock and small animals may escape. There will be a need for an organized effort to locate and assist in returning the animals to their rightful owners. In addition, injured or sick animals may roam throughout Hendry County where they may create a health problem. There is a concern of rabid animals and a concern over the health problem that could be created by decomposition. As carcasses decay, threats exist to the community's drinking water which could become contaminated.

The primary agency is responsible for coordinating with and giving direction to support agencies regarding preparedness, response, recovery and mitigation. The primary agency is responsible for staffing the EOC component in the Hendry County EOC. It may utilize resources of its support agencies in doing so.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24-hour operations of the ESF 17 position in the EOC.

All agencies involved with the ESF 17/Animal Concerns Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF 17/Animal Concerns Unit fits into the overall structure.

III. PLANNING ASSUMPTIONS

- Many fences will be damaged and livestock will roam free.
- Many domestic animals will be left out during the incident and become separated from their owners.
- Veterinary services are limited in quantity.
- Vehicles and other equipment are in adequate supply.
- It is possible that many animals will be injured, rabid, or threatening and will need to be euthanized.
- There will be many carcasses causing health related issues, specifically to drinking water.

IV. PRE-INCIDENT PLANS AND RESPONSIBILITIES

A. PRIMARY AGENCY

The Primary Agency will:

- Identify and maintain a support personnel roster.
- Identify and maintain a list of support vehicles and equipment.
- Identify and maintain a list of sheltering and corral sites.
- Identify and maintain a list of food and water sources for the captured animals.
- Identify and maintain a list of veterinary services for the captured animals.
- Staff the ESF-17/Animal Concerns Unit position in the EOC.
- Handle incoming inquires from the public (Coordinate through ESF-14/Public Information and United Way 211).
- Manage issues tasked by the EOC.
- Monitor tasks and report on task status to the EOC.
- Direct field responders of the ESF-17/Animal Concerns Unit on such issues as the sheltering, corralling, euthanasia or carcass removal.
- Coordinate the reunification of lost animals with their owners.

B. SUPPORT AGENCIES

1. Hendry County Sheriffs' Office

The responsibilities of the Hendry County Sheriff's Office include:

- Assist in identifying lost animals.
- Assist in the capture of lost or free roaming animals.
- Assist in the destruction of threatening or injured animals.
- Assist in giving public warning on health issues.
- Assist in providing security to animal impound

2. Hendry County Agriculture Extension Agency

The Hendry County Agriculture Extension Agency will:

- Assist in identifying lost animals.
- Assist in the capture and transportation of livestock.
- Assist in the corralling and care of captured animals.
- Assist with destruction in place or removal of carcasses.

3. Hendry County Health Department

The Hendry County Health Department will:

- Assist in determining the threat of environmental health issues by monitoring well-water and public drinking water systems, in the event of decomposing animal carcasses.
- Assist in monitoring issues of rabid animals and the treatment of persons bitten by such animals.
- Coordinate with ESF-14/Public Information on the release of health related information to the public.
- Monitor and advise on the destruction of animal carcasses.

4. Local Veterinarians

Local veterinarians will:

- Shelter small animals within their capabilities.
- Give veterinary assistance within their capabilities.
- Help in the identification of owners of stray animals.
- Advise the Hendry County Health Department on veterinary issues related to public health.

5. Clewiston Police Department

The Clewiston Police Department will support the ESF in conducting missions, within their jurisdiction, that are parallel with those of the Hendry County Sheriff's Office.

6. Hendry County School Board

The Hendry County School Board will assist with the identification of the owners of recovered domestic animals.

7. Florida Fish and Wildlife Conservation Commission (FWC)

FWC will assist with the actual capture and preservation of exotic and wild animals.

V. CONCEPT OF OPERATIONS

A. INITIAL ACTIONS

1. Primary Agency

Upon notification of the activation, or anticipated activation, the ESF-17/Animal Concerns Unit will:

- Alert the support agencies, and advise them of the level of initial support required.
- Assign personnel to staff the EOC in a 24 hour basis.
- Inventory shelter and corral space availability.
- Begin processing incoming calls for assistance.
- Utilize a mission tracking system to display:
  - Mission number
  - Time mission was tasked
  - To whom the mission was tasked
  - Action taken in accomplishing the mission
  - Time the mission was completed

2. Support Agencies

Upon notification of actual activation, or anticipated activation, support agencies will:

- Notify their members, including volunteers.
- Inventory equipment and vehicle availability and report such to the ESF-17 position in the EOC.
- Begin accepting and accomplishing tasked missions.
- Maintain communications with the ESF-17/Animal Concerns Unit regarding the status of missions and availability of personnel and equipment for other missions.

B. CONTINUING ACTIONS

1. Primary Agency

The Primary Agency Will:

- Maintain all actions identified in the initial actions section.
- Advise the Operations Section Chief regarding the status of Animal Issues.
- Anticipate and identify resource shortfalls, and initiate actions to locate the needed resources.
- Prioritize missions so that those most threatening missions receive priority tasking.
- Request assistance from the ESF-7/Resources Unit when local resources have been exhausted.
- Contact residents whose animals have been identified, or whose animals are currently sheltered or corralled.
- Maintain ICS-214 Unit Log to document actions for historical and liability purposes.

2. Support Agencies

Support agencies will:

- Maintain response as directed by the ESF-17/Animal Concerns position in the EOC.
- Advise the ESF-17/Animal Concerns Unit of the status in the field, to include identifiable, or anticipated, shortfalls.
- Remain vigilant for health issues and advise the ESF-17/Animal Concerns Unit representative of issues needing referral to the Hendry County Health Department.
- Use caution in dealing with suspected rabid or threatening animals.
- Maintain ICS-214 Unit Log to document actions for historical and liability purposes

C. RESPONSE PRIORITIES

1. First Priority

The first response priority is the capture and/or destruction of threatening animals, especially those that might be rabid or injured.

2. Second Priority

The second priority will be the notification of the Hendry County Health Department of animal carcasses and the removal, or destruction of such remains.

3. Third Priority

The third priority will be the assistance to, or destruction of, non-threatening injured animals. Efforts should be made to transport injured animals to veterinary services when possible. The euthanization of injured animals should be done thoughtfully, and documented appropriately, as the owners could question such actions raising legal issues. The Hendry County Sheriff's Office will assist with the euthanization of live stock or wild animals. The Hendry County Sheriff's Office will not euthanize domestic animals.

4. Fourth Priority

The fourth priority will be the capture and removal of nuisance animals, such as those that are scavenging in residential neighborhoods, or roaming livestock interfering with traffic.

5. Fifth Priority

The fifth priority will be unattended animals causing no threat to the community.

D. POST INCIDENT PRIORITIES

While it can be anticipated that most animals will be returned to their owners in a relatively short period of time, some owners may have lost the capability of maintaining their animals because of property damage. The Primary and Support Agencies should be prepared to:

- Identify methods of long term sheltering or corralling.
- Assist in transporting animals to their owners.
- Manage, adopt out or euthanize unclaimed animals.

Support Agencies should furnish the Primary Agency with an After Action Report, to include lessons learned. The Primary Agency will consolidate the lessons learned from the Support Agencies, and write a consolidated After Action Report which will be presented to the Hendry County Emergency Management Director as soon as possible following the event.

VI. RESOURCE REQUIREMENTS

A. PERSONNEL

The following personnel will be needed:

- Qualified and capable staff for 24 hour operations of the ESF-17/Animal Concerns Unit position in the EOC.
- Volunteer veterinarians.
- Experienced livestock handlers (through the local cattleman's association).
- Truck drivers and equipment operators.
- Small animal handlers.
- Impound/corral attendants.

B. VEHICLES AND EQUIPMENT

Needed vehicles and equipment include, but are not limited to the following:

- Cars for transporting small animals and pets.
- Trucks capable of transporting livestock.
- Trailers for transporting livestock.
- Front end loaders for handling carcasses (ESF-3 Public Works).
- Lift equipment for injured or dead animals.

C. Other Supplies

The acquisition of any supplies should be requested from the ESF- 7/Resources Unit. The following supplies are needed, but are not always readily available:

- Transport cages or boxes for small animals.
- Cages for sheltering individual small animals.
- Rope and related items for capturing and detaining large animals.
- Leashes for small animals.
- Food and water for small animals.
- Feed and water for livestock.

EMERGENCY SUPPORT FUNCTION 18: BUSINESS AND INDUSTRY UNIT

PRIMARY AGENCY: Hendry County Economic Development

SUPPORT AGENCIES: Hendry County Tourism Bureau
LaBelle Chamber of Commerce
Clewiston Chamber of Commerce

NIMS: The lead agency representative will be the ESF-18 / Business and Industry Leader. The ESF-18 / Business and Industry Unit will report directly to the Planning Section Chief.

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 18 is to coordinate local, State and Federal agency actions that will provide immediate and short-term assistance for the needs of business, industry and economic stabilization. Preparedness and response assistance may include accessing the financial, workforce, technical, and community resources that may affect a community's ability to restore business operations as quickly as possible and resume focus on long-term business strategies. Provide critical information to neighborhood businesses and various industries throughout the community during emergency events. Coordination of local, State and Federal business assistance is done primarily through networks of local and regional economic, workforce and tourism development partners, as well as business support organizations who determine the most efficient and effective ways to manage the access to these services at the local and regional level.

B. Scope

ESF 18 personnel will be managers, skilled professionals with subject knowledge, and operations personnel qualified to expedite decisions. In coordination with the Chambers of Commerce, Tourism Development, and the Hendry County Economic and Community Development will be required to develop procedures to support their ESF assignments. Procedures include coordination and assistance during all four phases of emergency management.

II. POLICIES

The Hendry County Economic Development is designated as the Lead Agency for this Emergency Support Function and will coordinate all activities of this ESF. As the Lead Agency it is responsible for the following activities of this ESF:

1. Notification, activation and mobilization of all agencies assigned to the ESF.
2. Organization, assignment and staffing of all facilities at which this ESF is required to be located.
3. Coordination of all support agency actions in performance of missions assigned to this ESF.
4. Coordination with ESF-16/Law Enforcement and Emergency Management, to develop procedures for business and industry to re-enter an affected area to perform damage assessment and determine the capability to resume business.
5. Coordination with ESF-14/Public Information and ESF-5/Planning to ensure that business and industry have access to timely information pre and post event.
6. Assisting in aiding the business and industry recovery process.
7. Coordination with Hendry County Emergency Management to provide appropriate training to the business and industrial community regarding emergency management preparedness and contingency planning.
8. Coordination with ESF-15/Volunteers/Donations. Some businesses have volunteer groups that will move into a community immediately after a disaster. This ESF will work with ESF- 15/Volunteers and Donations, to make sure there is a coordinated effort between volunteers in the business community and non-profits.
9. Provide information and training on implementing support to the business community.
10. Provide economic damage assessments to Hendry County EOC.
11. Coordinate with the EOC Planning Section to ensure that information is provided on the assessment of overall physical and economic damage to the business communities and business preparedness, response and recovery matters, before, during and after the disaster.
12. Coordinate with all ESFs as deemed appropriate based on the disaster event type.
13. Coordinate with local economic development organizations and other sources of business damage impact information to determine general business needs and to determine the desire and need of the community to request activation of the Florida Small Business Emergency Bridge Loan Program and/or small business assistance centers and workshops.
14. Coordinate and facilitate pre and post event workshops for educating and training businesses in disaster preparation, business continuity planning and recovery.
15. All agencies involved with the ESF-18/Business and Industry Unit will attend training on NIMS/ICS components to understand the NIMS, its purpose, and how the ESF-18/Business and Industry Unit fits into the overall structure.

III. SITUATION

A. Disaster Conditions

Extensive property damage may occur following a major or catastrophic event. Many businesses, industries, and commercial enterprises will be damaged or destroyed. Damage may be sustained by a business or industry that would render it in-operative. However, a business may be located in a major or catastrophic disaster area that may have sustained minimal or no structural damage.

It is important that the owners and managers of business and industry be able to assess the damage and prevent further damage and destruction as soon as possible. Disaster assistance must begin immediately after an event.

B. Planning Assumptions

1. It is important that the business and industrial community re-establish normalcy as soon as possible in order to deliver goods and services to the population and to return the workforce to employment.
2. It is assumed that some business may sustain substantial damage or destruction while others may sustain minimal or no destruction.
3. There will be areas in which a law enforcement perimeter will be established to limit access to the area.
4. No business and industry owners or representatives will be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.
5. Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.
6. Re-entry to the area should be orderly and systematic.
7. Individuals allowed to re-enter an area deemed hazardous, shall wear appropriate personal protective equipment (PPE), and follow appropriate safety and health rules.

IV. CONCEPT OF OPERATIONS

A. General

1. During declared states of local 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 identify which support agencies for the ESF are required, and take steps to assure these support agencies are activated or on alert as appropriate.

2. ESF-18/Business and Industry will coordinate activities to initiate communications between the business and industrial community regarding the County actions. ESF-18 will facilitate the coordination of staging areas and re-entry process with the business and industrial community as well as all appropriate ESFs.
3. ESF-18 Representatives will coordinate with municipal emergency operations centers to determine business and economic needs as appropriate.
4. Encourage emergency management planning for businesses in Hendry County. Encourage continuity of operations planning for businesses and business associations in Hendry County.
5. Work closely with chambers of commerce to provide information to business community on EOC activities.
6. Coordinate and facilitate pre-event workshops for educating and training businesses in disaster preparation, business continuity planning and recovery.

B. Organization

1. As the ESF-18 primary agency, Hendry County Economic Development, will provide direction in all matters related to response and recovery to business and industry. The primary agency shall develop an organizational structure for directing, planning, implementing, and monitoring mission assignments from Hendry County according to the ESF-18 concept.
2. This ESF will cooperate with local, state, and federal agencies in coordinating damage assessments. This ESF will forward requests for assistance to the appropriate agencies.
3. The support agencies are assigned to ESF-18, Business and Industry, to support the preparedness, response, recovery and restoration of the business and industrial community for all hazards.

C. Notification

1. The ESF-18 will be notified through the standard emergency notification process in the event of a potential threat or actual disaster.
2. The primary agency, Hendry County Economic Development Services, will notify their municipal counterparts as well as chambers of commerce and business alliances.
3. The primary form of communications between the primary agency and support agencies will be through fax machines, landlines, cellular phones and e-mail. Businesses will be encouraged to have at least two trusted representatives for the business on the roster.

D. Preparedness Objectives

1. Education and training of business community, local and regional organizations and staff.
2. Encourage and coordinate local agencies/organizations and resource organizations participation in disaster exercises. Work with the state coordinating officer to encourage local economic development organizations to become emergency operations partners and build local teams and networks.
3. Assist in releasing information annually on disaster planning and safety for businesses through news releases, electronic advisories, or printed materials/brochures.
4. Develop and maintain a database of all county/local primary economic, tourism, and workforce development organizations and other designated business support organization emergency coordinators.
5. Assist local primary economic development organizations and their support organizations in identifying financial or other resources that may be employed to assist in immediate and long-term business recovery.
6. Develop and maintain a database of agencies and private associations that will provide additional support to conduct emergency support for business recovery in any impacted community. This will include information on the type of services being offered, number of volunteers, resources available, and contact person with telephone numbers and logistical abilities of each agency

E. Response Actions

Initial Response Actions

1. Initiate and maintain a communications network with the support agencies and business and industrial community.
2. Coordinate all activities to ensure that business staging for the re-entry into an area is possible.
3. Provide information and training on implementing support to the business community.
4. Provide economic damage assessments to EOC and Policy Group.
5. Provide business recovery assistance to businesses of all sizes in all industry sectors through the networks of state, regional and local partners.
6. Coordinate with regional and local economic and workforce development and business organizations to refer volunteer personnel to the affected cities and unincorporated County; coordinate efforts to provide immediate assistance to the employers and employees.
7. Ensure accurate information is provided on the assessment of overall physical and economic damage to the business communities and business preparedness, response and recovery matters, before, during and after the disaster.

8. Facilitate communication of specific business and industry sector status or ability to return to normal operation post event. This information will be used to provide appropriate and timely logistical support to affected counties.
9. Coordinate with the public information officer to support public education efforts, press releases, media interviews, and distribution of printed materials that describes the available resources and business assistance initiatives, including small business assistance centers and workshops that are being activated in each impacted community.

F. Recovery Actions

1. ESF-18 will coordinate with emergency management, fire, and law enforcement officials for the re-entry of the business and industrial community into a hazardous area after it has been determined that there is no immediate life threatening problems.
2. ESF-18 will coordinate the information received from the business and industrial community as to the damage and destruction.
3. ESF-18 will continue to provide timely and accurate information to the business and industrial community.
4. ESF-18 will coordinate assistance so that business and industry may obtain normalcy as soon as possible.
5. Continue to coordinate initial and long-term assessments of general business impact (in terms of physical damage, employment, lost revenues, lost customers, etc.) working with locally based economic development, tourism, workforce, and business support agencies/organizations.
6. Coordinate with state, regional and local agencies/organizations, to compile estimates of physical damage to local business communities necessary to determine the need to request activation of the Florida Small Business Emergency Bridge Loan, Small Business Administration Loan Programs, etc.
7. Coordinate with local economic development emergency coordinators to identify and train local bank officers to participate on loan committees and schedule loan committee meetings in the affected communities if the State's Emergency Bridge Loan program is activated.
8. Coordinate with Federal, State, regional and County agencies and other business support resources to establish Business Assistance/Resource Centers and Business Resource Workshops in impacted communities
9. Coordinate the development and delivery of comprehensive intermediate and long term economic impact statements.
10. Participate in long-term recovery activities involving State and Federal agencies. Facilitate and coordinate the involvement and participation of local and regional economic development, tourism, workforce and business.

G. Mitigation Objectives

1. ESF-18 will coordinate participation of local partners on the Local Mitigation Strategy (LMS) Working Group.
2. Provide education to businesses and employees on mitigation techniques.
3. Facilitate the identification of and access to sources of financing to augment local, State, and Federal grants.

V. RESPONSIBILITIES

A. Responsibilities of the Primary Agencies

1. The Economic and Community Development Services is responsible for leading ESF-18 efforts. This includes the coordination of the support agencies.
2. Throughout the year, the lead agency for ESF-18 will coordinate educational programs with the Office of Emergency Management. These programs will provide support agencies with information on how to be disaster resilient and what procedures to follow in a disaster if their business or industry is in an evacuation area.
3. Coordinate, with support agencies, in prioritizing needs.
4. Assist in coordination of business and industry preparedness, response, recovery, and restoration efforts.
5. ESF-18 will be the focal point for all business related communications before, during and after an emergency event.

B. Responsibilities of Support Agencies

1. General Responsibilities

   a. Report to County EOC, as directed by the primary agency, as appropriate.
   b. Will be responsible for staffing the EOC 24 hours a day during Level 1 activation. Continuity of Operations guidelines should be followed to provide seamless management of resources.

Hendry County, Florida

ANNEX II – RECOVERY

Hendry County Comprehensive Emergency Management Plan 2019

NEX II: HENDRY COUNTY RECOVERY ANNEX

Primary Recovery Coordination Agencies:	Hendry County Board of Commissioners Hendry County Administration Hendry County Office of Emergency Management
Support Agencies:	All Hendry County Agencies and Departments American Red Cross, Southern Gulf Chapter Hendry County Chamber of Commerce Hendry County Health Department City of Clewiston City of LaBelle Private Utility Agencies Private Insurance Agencies
NIMS:	All functions under the Hendry County Recovery Annex will follow the Hendry County NIMS/EOC Integrated Management System.

I. INTRODUCTION

In recovering from a disaster, Hendry County government may have the capability of managing the recovery efforts locally. However, in the instances of major hazards such as but not limited to hurricanes, widespread flooding, or wildfires, Hendry County will be dependent upon federal and state government support to augment County resources during recovery.

Disaster recovery operations highlight the importance of the recovery period and the need to anticipate the demands that recovery will potentially create. Public officials must be prepared to lead the community (survivors and their families, emergency workers, and volunteers) to recovery, restore utilities, repair roads, and program future development without losing sight of the less visible damage caused by emergencies and disasters. This section of the CEMP outlines the recovery process focusing primarily upon the coordination roles of Hendry County government in that effort. It will outline the procedures, for assessing the need for, applying, and administering federal and state disaster assistance programs.

II. GENERAL

A. LEAD AGENCIES

The Hendry County Emergency Management, the Hendry County Board of Commissioners, and the Hendry County Administration office are the agencies responsible for providing recovery activities for the County.

B. **SUPPORT AGENCIES**

The American Red Cross (Southern Gulf Chapter), Hendry County Chamber of Commerce, the City of Clewiston, the City of Labelle, private utility agencies, private insurance agencies as well as all Hendry County departments and agencies are responsible for providing a support role in the recovery process.

C. **DIRECTION AND CONTROL**

1. The overall direction of recovery efforts will come from the Hendry County executive policy makers. This group is made up of the Board of Commissioners, the Clerk of the Court, the County Administrator, the Hendry County Public Safety Director, the Hendry County Emergency Management Director, the Hendry County Sheriff, and the Mayor and City Managers of the City of Clewiston and City of LaBelle. These people make executive assessments of community conditions, develop overall policies and goals for short and long term recovery efforts. They also execute any legal ordinances or resolutions necessary to support recovery efforts.

2. The Emergency Management Director is responsible for activating and managing the emergency operations center activities for recovery.

3. Hendry County Administration or the Emergency Management director is responsible for appointing a representative of Hendry County to serve as a liaison to the Joint Field Office (JFO), if applicable. This person may be selected from the membership of the Hendry County Board of Commissioners.

4. The Hendry County Emergency Management Director is responsible for coordinating recovery activities with the City of Clewiston as well as the City of LaBelle.

D. **CONCEPT OF OPERATIONS**

Recovery is an ongoing process that may continue for many years after an emergency or disaster. Long-term recovery is the repair or reconstruction of buildings and infrastructure, as well as consideration and implementation of mitigation projects and initiatives.

The Hendry County Emergency Management office shall serve as the lead agency coordinating the recovery effort in a manner consistent with the Executive Policy Group that are made up of the following: the Board of County Commissioners, the Clerk of the Court, the County Administrator, the Hendry County Public Safety Director, the Hendry County Emergency Management Director, the

Hendry County Sheriff, and the Mayor and City Manager of the City of Clewiston and the City of LaBelle. These people will make executive

assessments of community conditions, develop overall policies and goals to guide short and long term recovery efforts, and execute any legal ordinances or resolutions necessary to support recovery efforts. In certain major and in all catastrophic disaster settings, the Hendry County Attorney will be activated to assist the Executive Policy Makers in carrying out their tasks.

Recovery is focused on coordination of activities among participating governmental, as well as non-profit organizations and private sector entities. In addition the Director is the county's official liaison with FEMA, State DEM, and the municipalities.

In the recovery phase the Emergency Management Director carries out the recovery policy directives of the Policy Group through direct coordination with support agencies using the NIMS/ICS whenever necessary or other entities such as the LMS Working Group (identified in the Local Mitigation Strategy).

E. ROLES, DUTIES AND RESPONSIBILITIES

1. The lead agency is responsible for but is not limited to the following:

   a. Coordinating recovery activities with the FEMA, and Florida DEM, and the municipalities.
   b. Providing municipalities initial damage assessment and public assistance forms.
   c. Activate and coordinate damage assessment teams (DAT's) for unincorporated Hendry County.
   d. Serve as the central collection point for all damage survey reports.
   e. Coordinate the preparation of GIS maps documenting damage assessment information.
   f. Upon completion, forward the completed damage assessment forms to the State EOC and coordinate the arrival of Preliminary Damage Assessment (PDA).
   g. Accompany FEMA and Florida DEM into the field to support the Preliminary Damage Assessment efforts.
   h. Coordinate matters relating to individual and public assistance funds and the dissemination of information to the public.
   i. Coordinate with Hendry County SHIP and Social Services to support agencies and organizations involved in providing emergency housing and other services.
   j. Coordinate with municipalities and County Departments and Agencies to identify unmet needs and report them to the State EOC.

2. The support agency is responsible for the following but is not limited to:

   a. Coordinate the collection of assessment data for all public assistance damages including structures, equipment and debris clearance.
   b. Support the agency responsible for the permanent removal, storage, disposal, and burning of all debris from public property through pre-established services. All debris on private property must be placed on public rights of way.
   c. Continue to monitor for unsafe roads, and coordinate signage and closure with appropriate agencies
   d. Coordinate with utility companies to ensure the safety of emergency crews, and to provide an efficient coordinated response and long term effort.
   e. Conduct initial damage assessment for residences and businesses.
   f. Prepare public assistance grant applications
   g. Keep the Hendry County EOC informed of activities in regards to recovery.

F. FEDERAL AND STATE COORDINATION

Hendry County will remain in constant contact with the Municipalities and State of Florida Division of Emergency Management during the threat, onset, response, and recovery of any large emergency or disaster. Contact will be maintained by telephone, email, and situation reports via WebEOC.

Hendry County will request State assistance through the designated Hendry County EOC Logistics Section Chief. The Logistics Section Chief will then analyze the request with the Procurement Unit Leader under the Admin/Finance Section and then forward it to the State using the WebEOC program. This will be done only when all other county resources are depleted or are expected to be depleted.

Hendry County will also coordinate with State and Federal agencies for the following situations:

a. Establishing Disaster Recovery Centers (DRC) and Joint Field Offices (JFO).
b. Escorting Preliminary Damage Assessment (PDA) teams, Rapid Response Teams (RRT), and Rapid Impact Assessment Teams (RIAT)
c. Requesting and locating additional resources as needed by Hendry County, from surrounding counties or from the State of Florida.

G. TRANSITION AND FEDERAL ASSISTANCE

1. Transition from Response to Recovery

A transition will occur from emergency response and relief operations and return to normal government operations when search and rescue events are completed and all recovery resources are in place. The focus of short and long-term recovery will include community redevelopment, and the restoration of economic viability of the affected area(s). This phase will require substantial commitment of time and resources by both governmental and non-governmental organizations. These efforts include but are not limited to:

a. Restoring public infrastructure and social services damaged by the emergency
b. Reestablishing an adequate supply of housing to replace that which was destroyed; and
c. Restoring jobs that were list and restoring the economic base of the disaster area(s).

2. Coordination with Federal Joint Field Office (JFO)

The County may appoint a County Coordinating Officer (CCO) to be assigned to the JFO and will be responsible for liaison activities with the Federal ESF's to coordinate County emergency response activities on a daily basis.

3. Federal Assistance

The request for a Presidential declaration must come from the Governor or Acting Governor. Before sending a formal request letter to the President, the Governor will request that FEMA conduct a joint Preliminary Damage Assessment (PDA) with the State, and the County to estimate the amount of supplemental assistance that will be needed. If the Governor believes that federal assistance is necessary after the PDA is complete, the Governor sends a request letter to the President, directed through the Regional Administrator (RA) of the appropriate FEMA region.

The RA reviews the request and forwards it with a recommendation to the Director of FEMA, who in turn, makes a recommendation to the President. In the aftermath of a significant event causing extensive damage and loss of life, the declaration process may be expedited.

The President makes the decision whether to declare a major disaster or Emergency. After the initial declaration, the person designated by the Governor as the Governor's Authorized Representative (GAR) may request additional areas to be eligible for assistance or for additional types of assistance as deemed necessary.

After a declaration is made, FEMA will designate the area eligible for assistance and the types of assistance available. With the declaration, the President appoints a Federal Coordinating Officer (FCO). The FCO is responsible for coordinating all Federal disaster assistance programs administered by FEMA, other Federal departments and agencies, and voluntary organizations. At the same time, the RA or one of his or her staff will be appointed as the Disaster Recovery Manager (DRM). The DRM is responsible for managing the FEMA assistance programs. However, the DRM authority is often delegated to the FCO.

The Governor may appoint a State Coordinating Officer (SCO) as the FCO's counterpart. Generally, the SCO and the GAR is the same person. The State Comprehensive Emergency Management Plan describes the role of the SCO as the Governors representative to act in cooperation with the FCO to administer disaster recovery efforts.

FEMA may also establish a Joint Field Office (JFO) in or near the disaster area. This office is used by Federal and State staff and is the focal point of disaster recovery operations. FEMA and the State manage the implementation of the Public Assistance Program from the JFO.

a. Hendry County

Hendry County response is supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance through a request made to the Logistics Section Chief, who analyzes the request with the Procurement Unit and then forwards it to the State through WebEOC, when all other resources have been depleted, or are expected to be depleted;

b. The State of Florida

The State of Florida responds to the Counties WebEOC request with state resources, such as the National Guard or other state agencies;

c. Damage Assessment

Damage Assessment is conducted by the County Damage Assessment Team to determine losses and identify recovery needs. Damage assessment teams will forward the identified public and private damage reports to the Emergency Management Director for review. The County Emergency Management Director will make a recommendation to the County Administrator to request that a joint Preliminary Damage Assessment (PDA) be conducted for the impacted jurisdictions.

If so requested, the staff of Emergency Management will prepare a letter to the Governor for the County Administrators signature requesting federal assistance. The letter will identify some of the federal assistance needs for the county agencies, municipalities, other government agencies, non-profit organizations, etc. The request letter from the County Administrator will be submitted through WebEOC within 24 hours from the occurrence of a major or catastrophic emergency and will:

a. Demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the county.

b. Demonstrate that supplemental federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert the further threat from the emergency.

c. Furnish information on the extent and nature of County and municipal resources which have been or will be used to alleviate the condition of the disaster.

d. Certify that the County and municipal governments will bear their proportionate share of the costs to implement federal disaster assistance programs.

e. Include an estimate of the extent and nature of federal assistance required for each of the impacted areas.

f. Confirm that appropriate actions have been taken under state law, including the execution of the County's emergency operations plans.

g. Identify the County Coordinating Officer (CCO) in the event the request is honored. (The CCO becomes the County official who then coordinates state and federal assistance efforts in conjunction with the County).

4. **Declared and Undeclared Disasters**

The County recovery activities are generally the same for an undeclared disaster as they would be for a presidentially declared disaster. The only difference is that there would be no federal assistance.

III. RECOVERY FUNCTIONS

A. DAMAGE ASSESSMENT FUNCTIONS

1. Primary damage assessment teams are made up of representatives of the Building, Licensing and Code Enforcement office as well as representatives of the Property Appraisers office. The damage assessment teams will be coordinated through the ESF 5/Planning Unit under the Planning Section.

2. Support roles for damage assessment are filled by all other County, Municipal, and Non-Governmental agencies or departments in Hendry County.

3. The area of responsibility for each agency or department is as follows:
   a. County and Municipal Public Works (infrastructure issues)
   b. Hendry County Sheriff's Office (law enforcement and security issues)
   c. Hendry County Health Department (medical, environmental and mental health issues) Assuring that health services continue post impact, including acute, continuity of care, preventing disease by providing health advisories on injury prevention, food and water safety, and taking overall responsibility for the health of the community following a disaster.
   d. Hendry County Agriculture Extension (agriculture and livestock issues)
   e. Hendry County Property Appraiser (property value estimation)
   f. Hendry County Roads and Bridge (transportation infrastructure)
   g. Hendry County School District (education infrastructure)
   h. Chamber of Commerce, sugar industry, and other private sector representatives of the business community (estimate damage to commercial interests)
   i. Building, Licensing and Code Enforcement (residential damage assessment, estimating recovery costs, and permitting needs)
   j. Elected Officials (future mitigation ordinance, and permitting needs)
   k. Hendry County Economic Development Council (estimate damage to economy of Hendry County)

4. **Damage Assessment Data** will be collected using the Orion Damage Assessment software in one or more of the following assessment criteria:

   a. **Spot Reporting** - initial reports received from the community during the event by telephone or in person.
   b. **Safety Inspection** (Windshield Survey) – is conducted by emergency crews immediately after the impact to identify areas hardest hit, and to provide information back to the EOC. This is an overview assessment conducted by utilizing, emergency response personnel as well as the emergency response vehicles.
   c. **Aerial inspection (fly over)** – can be used as an observation of damaged property and infrastructure and estimate the extent of the damage. Photographs will be taken.
   d. **Walk Through** – may be necessary in remote areas. Crews would be transported as close as possible by the use of four wheel drive vehicles, airboats, or other conventional watercraft. It is also possible to transport crews by helicopter.
   e. **Other Methods** – include but are not limited to: information received from residents, the news media, and evacuees.

5. Preliminary Damage Assessment (PDA) Coordination

Following the disaster event and initial damage assessment by the County, a joint preliminary damage assessment (PDA) will be conducted by the State and FEMA with the support from Hendry County Damage Assessment Team under the coordination of the Planning Chief at the EOC. This action is taken to verify the severity of the impact and justify the need to pursue a request for additional state and federal assistance. The State/FEMA damage assessment teams will analyze the information gathered to determine whether the needs can be met with the States assistance or if the extent of the damage warrants the request by the Governor for Federal disaster assistance.

Hendry County will provide the State/Federal Damage Assessment Team local area maps, transportation, and local team members to accompany them into the field to share local knowledge gained during the initial damage assessment. The more quickly the information can be gathered the faster potential disaster declaration can be obtained. Volunteer members of the Hendry County Property Appraisers office is involved in all damage assessments as property values may be crucial to long and short term recovery actions and future mitigation activities.

6. **Economic Loss**

Economic Loss Assessment is the responsibility of the Recovery/Mitigation Task Force, which is appointed pre-incident by the Hendry County BOCC. Members will represent a cross section of the community, both government and private sector. Assessment representatives for specific needs may include but are not limited to the:

- Chamber of Commerce (lost inventories to retail businesses)
- Florida Department of Revenue (lost business revenue)
- Hendry County Agriculture Extension Agency (lost agriculture revenue)
- Department of Labor, Unemployment Compensation (lost income)

a. **Assessing Economic Impact**: Businesses are vulnerable to disasters in terms of both physical damage and economic injury, such as business interruption. Hendry County will perform an economic impact assessment to evaluate both physical damage (properties, inventory, etc.) and economic damage to industry and the local economy. The Planning Zoning and Building Department will assess structural damage to all businesses in unincorporated Hendry County in accordance with the department's internal procedures (Initial Impact Assessment Procedure). Each municipal jurisdiction is responsible for assessing the economic impact within their jurisdiction and providing this information to the Emergency Operations Center, or the Recovery Operations Center if activated. A more detailed economic analysis will be conducted by the Economic Redevelopment Unit in the Recovery Operations Center. To the extent possible, the Economic Impact Assessment should measure the following economic impacts:

- Tax revenue loss (sales, property and employment)
- Job loss
- Loss of wages
- Business closures and interruption (loss of productivity)
- Damage to infrastructure supporting the economic sector
- Damage to property (commercial, industrial, residential)
- Damage to natural resources (which have an impact on local industries)

The goal is to work closely with the business community which must substantiate losses, estimate the extent of closure, and provide information on supplies. Another source of information may come through the financial and insurance sector as they provide bridge loans, business interruption compensation, and other financial support. An evaluation of the local tax revenue streams may further support the economic analysis. A rapid evaluation of the economic sector is perhaps the greatest challenge in the immediate assessment process due to the interconnectivity of the various business sectors and the dependence on external variables, such as return of tourism confidence and travel to the impacted area, to reinvigorate the tourism sector. Vital information will be collected from both the public and businesses sectors.

7. Damage Assessment Coordination with Municipalities

Hendry County damage assessment teams coordinate with the municipalities by including municipal staff in the assessment of the cities. The municipalities are also included in the executive policy makers group mentioned earlier in the plan.

8. Damage Assessment Planning Assumptions

The initial assessment must be conducted at the local level to assess whether or not the long and short term recovery needs can be met with local resources or if the State and Federal assistance will be required. If outside assistance is needed, the initial damage assessment will be used as the basis for the assistance request. Local damage assessment teams will be structured based on the needs created by the disaster. Teams will be furnished with copies of the latest damage assessment forms from the State of Florida and the Handbook for Disaster Assistance. Teams are expected to make pictorial documentation of the damage. Hendry County Emergency Management has limited camera resources and will coordinate with other departments and individuals in an effort to procure the needed photographic equipment.

9. **Post-Disaster Habitability Inspections**

The Hendry County Director of Building and Zoning will develop procedures for utilizing building inspectors related to habitability and substantial damage following a disaster. Inspectors will be in short supply and high demand following a disaster. Specific actions to expand the staff include:

a. Temporary inspectors may be hired from persons in the community who have appropriate education and licenses to serve as temporary building inspectors.
b. Former and retired building inspectors may be hired temporarily.
c. Inter-local agreements may be utilized in securing inspectors.

All information collected by local inspectors will be provided for inclusion in the Damage Survey Reports (DSR).

DAMAGE ASSESSMENT - STANDARD OPERATING PROCEDURES (SOP)

Standard operating procedures are used to address the following:

1. **Damage Assessment Training**

   The Hendry County Emergency Management office will coordinate with the State of Florida Division of Emergency Management in regards to Damage Assessment training. This training will be offered at least once a year prior to hurricane season or as requested by the local government. It is the responsibility of the Building Licensing and Code Enforcement (BLCE) Department Director to ensure that all team members receive the proper training.

2. **Damage Assessment Team Notification**

   In the event that a disaster is imminent, then all damage assessment team members are notified prior to impact that they may be contacted for damage assessment and are not to leave the county. If a disaster occurs without notice, then all team members will be contacted by the Building, Licensing and Code Enforcement Department Director to report to their designated meeting point. The BLCE Director maintains a roster of all damage assessment team members, which includes the designated staff of the Hendry County Property Appraisers Office.

3. **Damage Assessment Components**

   a. **Initial Damage Assessments**

      The initial assessment must be conducted at the local level to assess whether or not the recovery needs can be met with local resources, or if state and federal assistance will be required. If outside assistance is needed, the initial damage assessment will be used as the basis for the assistance request. The initial damage assessment will be completed within 24 to 48 hours after the disaster occurrence. Each municipality performs an initial or rapid damage assessment of within their jurisdictional boundaries. The County Damage Assessment Team will conduct a more detailed assessment county wide. All damage assessment must be completed using the forms provided by the State of Florida.

      i. Positions, Roles and Responsibilities

      A. Hendry County Emergency Management is responsible for:

         1. The overall coordination of the damage assessment teams for the disaster as a whole.
         2. Determining the eligibility of public and private damage
         3. Submitting the request to the State of Florida DEM for Federal disaster assistance.

B. ESF-5/Planning unit is responsible for the following in the event that the EOC is activated to a level 1:

1. Coordinating impact assessment teams; preparations will be made to get the teams into the affected areas as quickly as possible.
2. Ensuring that the Damage Assessment Teams are equipped with the appropriate tools to accomplish their task.

C. The Building Licensing and Code Enforcement director is responsible for:

1. Organizing and contacting the Damage Assessment Teams;
2. Coordinating with the Municipalities for damage assessment within their jurisdiction.
3. Advising the municipalities of the appropriate damage assessment forms, provided by the State of Florida.
4. Ensuring that the Damage Survey Reports (DSR) are consolidated from other Departments and are completed accurately
5. Providing the DSR to the Hendry County Emergency Management Director, in a timely manner.

D. The County Public works department is responsible for:

1. The damage to water and floodwater control facilities, as well as water and wastewater treatment systems. They will coordinate with the municipalities in this respect as well.
2. Damage to utilities and public facilities
3. Damage to Roads and Bridges
4. Clearing debris from the Roadways to allow the damage assessment team access to the disaster areas.

E. The following ESF's are responsible for escorting and support the teams into and within the affected areas: ESF-3/Public Works, ESF-4/Fire Fighting Unit and ESF-16/Law Enforcement. Depending on the circumstances it may be necessary to request assistance from the State in the form of the National Guard Rapid Impact Assessment Team (RIAT) or mutual aid from governments and organizations outside of the affected area to participate in damage and impact assessment process.

If mutual aid is requested, the ESF-7/Procurement unit will prepare all expedited travel authorization requests and advances for damage and impact assessment team members from other governments. Special accounts will be established to separate normal agency expenditures from disaster-related expenditures. This is done because of the ability to recoup these expenditures as eligible for disaster related expenses.

ii. **Notification**

Teams are notified prior to impact that damage assessment may be needed, and are to remain within close proximity to their designated meeting point. If the disaster happens without notice, the Building, Licensing and Code Enforcement Director will contact each team member via telephone and/or email to report to their designated meeting point.

iii. **Geographic Assignments**

The deployment of damage and needs assessment teams will be made in coordination with the affected municipalities. Immediately after hazard conditions have subsided, the Director of Emergency Management or designee will determine the areas for immediate assessment based on the results of the aerial reconnaissance, and begin implementation of the deployment strategy for the designated damage and needs assessment teams. Several scenarios for conducting damage and needs assessments are likely. Damage assessment team members are assigned to the geographical area that is within close proximity to their home office. Staff will also be assigned according to their areas of expertise.

iv. **Mapping**

Maps will be provided to the damage assessment teams at the time of deployment. Mapping will be done by the Hendry County GIS Department, the Hendry County Property Appraisers Office, or the Hendry County E-911 office, (whichever is most readily available) at the time of the incident, based on the severity and location of the impact.

v. **Assessment Criteria**

To assist in determining the overall priorities for emergency response, the teams will report the following types of information to the ESF-5/Planning Unit at the EOC:

a. Boundaries of the disaster area
b. Status of transportation systems
c. Access points to the disaster area
d. Status of communication systems
e. Status of medical systems
f. Disaster casualty information
g. Shelter/Mass Care information
h. Damage to utility systems
i. Status of Critical facilities
j. Major resource needs and shortfalls

vi. **Reporting Format and Process**

The damage assessment teams will report to the Building, Licensing and Code Enforcement Director to organize the Damage Survey Reports, who will then submit the DSR along with photographs to the ESF-5/Planning Unit that will compile and distribute this information to the Director of Emergency Management, who will then disseminate the information to the County Administrator, the other ESF's, the municipalities, and the State EOC.

When conducting the damage assessment for individual homes and businesses, information and photographs on the extent of damages is essential in supporting requests for federal disaster assistance. In conducting this assessment the teams should make the following determinations on the appropriate damage assessment forms:

a. **Primary vs. secondary residences** – Secondary homes are not eligible for disaster assistance
b. **Homeowner or rental property** – Homeowners are eligible for assistance for losses to property as well as contents; whereas renters are only eligible for losses to contents.

c. **Extent of damage:**

- Damage is assessed as follows:
  - ***Affected****: Minimal damage, habitable without repairs*
  - ***Minor****: Damaged, not habitable. Habitable with minor repairs*
  - ***Major****: Significant structural damage with extensive repairs needed to make habitable.*
  - ***Destroyed****: Structure is a total loss. Not feasible to rebuild*

Note*: The assessment requirements for manufactured buildings is slightly different and can be found in the Florida SERT PDA Team Pocket Guide.*

d. **Insured vs. Uninsured** – Insured damages and losses are not eligible for disaster assistance.

e. **Estimated Days out of Operation** – This information is needed to estimate the total dollar losses to a business.

f. **Number of Employees** – This information is used to estimate the amount of disaster unemployment for a business.

g. **Replacement Costs** – Replacement costs of land, structures and contents are eligible for disaster assistance.

b. **Preliminary Damage Assessments**

Following the disaster event and initial damage assessment by the County, a preliminary damage assessment (PDA) will be conducted by the State and FEMA with support from the County. This action is taken to verify the severity of the impact and justify the need to pursue a request for additional state and federal assistance.

i. Coordination Point

The Hendry County Emergency Management Office is the coordination point between the County and the State and FEMA damage assessment teams.

ii. Positions, Roles and Responsibilities

The Hendry County Damage Assessment team is responsible for accompanying the State/FEMA PDA team into the field to share local knowledge gained during the initial damage assessment. The more expeditiously the damage data can be collected the quicker a potential disaster declaration can be obtained.

iii. Geographic Team Assignments

Teams will be assigned to the State/FEMA PDA Team based on the geographical area closest to their home office. Staff will also be assigned for tasks that are relevant to their area of expertise.

Depending on the magnitude of the disaster, the area affected can be broken down into manageable geographical areas called divisions. These units will help to ensure that recovery efforts are focused on identified problems within a specific area, and reduce the possibility of the disaster overwhelming management and its resources.

iv. Damage Assessment Vehicles, maps, tools;

Damage and impact assessment teams will generally be self- contained and capable of operating in the field for a period of 12 hours. Hendry County Emergency Management will arrange to provide the State/FEMA PDA team with transportation, and local team members to accompany them into the field to share local knowledge gained during the initial damage assessment. The teams will also be provided local areas maps, communications, as well as other capabilities necessary to perform their mission.

v. Assessment Criteria

State/FEMA PDA teams will assess the extent of the damage to individual homeowners and business, as well as public facilities. The teams will also assess the extent to which the immediate emergency needs of the public are being met, and the need for additional assistance. The Joint PDA will be based on the federal/state criteria for the PDA.

vi. Coordination Format and Process

Preliminary damage assessment must be requested by the County EOC, through the States WebEOC program. Upon arrival, the PDA team will meet with the Emergency Management Director at the EOC and obtain a briefing on the results of the initial damage assessment.

The PDA teams, accompanied by the local damage assessment team and/or other local official, will begin touring those areas hardest hit to verify the information collected. Some of the information needed may not be readily available during the actual preliminary assessment, and may need to be collected in follow-up damage assessment and damage survey report processes.

Once the assessment is completed, an exit interview is conducted with the Emergency Management Director. The purpose of this interview is to discuss the extent of the damage, as well as the need for supplemental assistance.

Upon return to the EOC the, PDA team will analyze the information received to determine whether the extent of the damage warrants a request to the State EOC for the Governor asking for federal disaster assistance. If so, the Emergency Management staff will prepare the appropriate request for the County Administrators signature.

4. Damage Assessment Personnel, Vehicles and Inventory

Damage Assessment Inventory	
Item	Inventory Amount
Rolling coolers (that contain the	6
Rain Poncho	2
Flashlights	2
Clipboard	1
Form/Handbook/Pocket Guide	1
25 foot Tape Measure	1
Binoculars	1
Insect Repellent	1
Sun block	1
Digital Camera	1
Reflective Vest	1
Small Drink Cooler	1
Thermos	1
Fix a Flat	1
4X4 Vehicles	6
County Emergency Radio/Smart phone	1
Laptop/Tablet	1
Air card/Wifi	1
Power supply	1
Staff (minimum of 2 per vehicle)	12-18

A. Disaster Recovery Center (DRC)

In the Aftermath of a disaster, disruptions to the transportation system will make it difficult for many disaster survivors to get to locations and sites where assistance is available. In addition to the Disaster Field Office (DFO), in the aftermath of a disaster, with or without a Presidential Disaster Declaration, the State of Florida may deploy specialized recovery teams. These teams set up in the disaster area to assist local government in assessment of the human impact, to expedite the recovery, implement damage assessment, inform disaster survivors of disaster assistance programs that are available, and mobilize supplies and equipment. These teams operate out of Disaster Recovery Centers (DRC).

1. Lead Agency

The lead agency for the management of these centers is jointly shared by the State DEM and FEMA. Every effort should be made to centralize the availability of assistance to disaster survivors. The County Administrator or the Emergency Management Director will appoint a liaison for the DRC; this person is titled Individual Assistance Officer (IAO). This representative will work closely with the Federal IAO to establish and operate the DRC. The State will maintain daily records of assistance provided and report daily summaries to the ESF-5/Planning Unit. The IAO may also be the liaison for the Disaster Field Offices.

2. Support Agency

The County departments and non-governmental agencies that may provide information or support to the DRC include: Hendry County Health Department, Hendry County Extension Office, Hendry County Building Department, Hendry County Property Appraiser, Hendry County Tax Collector, United Way, and Salvation Army.

3. Requesting a Disaster Recovery Center (DRC)

To make it easier for individuals to get information and assistance, the State of Florida, the Federal and the County IAO's will coordinate with the Hendry County Emergency Management Director to establish one or more DRC's in the disaster area. The request to set up a DRC is made by the Hendry County Emergency Management Director through the State's WebEOC. The State will provide the appropriate agreements and Memorandum of Understanding to be signed by the authorized Federal, State, County and Facility representatives. DRC's will not be set up until these agreements are executed.

The Federal and County IAO's will work closely with the ESF-2/Communications unit to make sure each DRC has adequate communications capabilities; the ESF-3/Public Works Unit to make sure that each DRC has adequate electricity and other utilities and that the structure itself is sound; the ESF-7/Procurement Unit to make sure each DRC has sufficient supplies and materials to conduct its operations; and the ESF-16/Law Enforcement and Security Unit to coordinate security arrangements.

4. **Referrals to the DRC**

County Departments that may provide information or referrals to the DRC's include but are not limited to: Hendry County Health Department, Florida Department of Children and Families, Small Business Administration, Florida Department of Agriculture, Hendry County Building Department, Hendry County Property Appraiser, Hendry County Tax Collector, American Red Cross, United Way of Hendry and Glades County, and the Salvation Army.

DISASTER RECOVERY CENTER (DRC) - STANDARD OPERATING PROCEDURES

1. **Notification of DRC Staff**

Hendry County employees and other agencies that are selected to work at the DRC will be notified via email or by email of the decision to mobilize the DRC. They will then follow their own internal procedures to notify their staff.

Once DRC sites and locations have been set up, ESF-14/Public Information will prepare a coordinated press release to advise disaster survivors of the location of DRC's, of the assistance that is available at the DRC's, and any documentation needed necessary to support applications for disaster assistance.

2. **DRC Personnel, Equipment and Inventory**

Hendry County will assign staff and equipment to the DRC as necessary to support the needs of the community affected by the disaster.

3. **Identifying Potential DRC Site**

The DRC is the federal government's primary mechanism for delivering assistance to disaster survivors. The DRC is a one stop center for disaster assistance. FEMA has established the following guidelines for determining whether a building is suitable for use as a DRC:

- Minimum of 5,000 sq. ft. of floor space
- Waiting area capable of accommodating 100 people
- Access for the handicapped
- Separate areas for childcare, crisis counseling, and first aid
- Adequate parking
- Adequate utilities and communications
- Adequate restrooms and janitorial services

Some possible sites for a DRC are:

- The Labelle Civic Center (City of LaBelle)
- The John Boy Auditorium (City of Clewiston)
- Montura Ranch Estates Clubhouse (Central County Water Control District)
- Hendry County Rodeo Grounds (Hendry County Parks and Recreation)
- The Hendry County Agriculture Extension Office (Hendry County)
- Felda Community Center (Hendry County Parks and Recreation)
- Hendry County Courthouse (Hendry County)
- Harlem Community Center (Hendry County Special Districts)

A. Infrastructure / Public Assistance

A Presidential Disaster Declaration will provide for reimbursement of a portion of the costs to repair or replace eligible damage to the following types of public facilities and services as defined by the most current version of the FEMA Public Assistance and Policy Guide.

Initial Damage Assessment for Public Assistance: Immediately following a disaster, the Emergency Management Division will request each County department, municipal departments, and special districts whose facilities, operations, or infrastructure have been damaged by a disaster to perform an Initial Damage Assessment and complete an Initial Damage Assessment – Request for Public Assistance form for their department or agency. The damage assessments will be completed based up on facility type as detailed in each department's damage-assessment procedures, not on geographic assignments. Mapping of the damaged infrastructure throughout the county will be conducted by the Damage Assessment and Infrastructure Monitoring Unit in the Planning Section of the Recovery Operations Section. Initial damage assessments will be conducted in compliance with Federal Emergency Management Agency requirements. Criteria for assessment will reflect the State and Federal requirements.

A description of the damage, and an estimated repair or replacement cost, must be developed for each of the following categories and reported on the most recent Federal Emergency Management Agency approved forms: To facilitate the processing of Public Assistance grants, FEMA has divided disaster related work into two broad categories, emergency work and permanent work. These two categories are further divided into 7 defined categories as shown below.

ELIGIBLE WORK. Eligible categories of work include emergency protective measures and/or permanent work to repair or replace disaster-damaged facilities. The type of work—often referred to by category—reimbursable through the program is dependent on the type of disaster declaration. All work must be the direct result of the declared disaster, located within the designated disaster area, be the legal responsibility of the applicant, and cannot be the result of negligence on the part of the owner. The following table outlines the seven types of work, by category, eligible for reimbursement.

Category		Type of Work
Emergency Work	A	Debris Removal
	B	Emergency Protective Measures
Permanent Work	C	Roads and Bridges
	D	Water Control Facilities
	E	Buildings and Equipment
	F	Utilities
	G	Parks, Recreational facilities, and other items

ELIGIBLE COSTS. Reimbursable costs include expenses for force account labor, materials, equipment, and contracts used to prepare for, respond to, and recovery from the declared disaster. Costs must fall within the declaration's incident period, be reasonable and necessary to accomplish the work; in compliance with Federal, State, and local requirements for competitive procurement; and not duplicated by any applicable credits such as insurance proceeds.

The Initial Damage Assessment data for public infrastructure, from both the unincorporated county areas and all jurisdictions within the county, will be collected, reviewed, compiled and summarized by the Department of Engineering and Public Works. If necessary, the lead agency may request assistance from the Facilities Development and Operations Department, which will assign an individual to assist with quality control of building assessments that were submitted by the municipal jurisdictions. Damage assessment team members have been pre-assigned by each responsible department. These teams will be re-confirmed in advance of a notice event. A representative from the State Department of Transportation may assist Hendry County in the initial determination of damage to roads, bridges, culverts, structures and other infrastructure. Once the data has been reviewed and approved by the Department of Engineering and Public Works, the damage assessment summary for Public Assistance is forwarded to the Division of Emergency Management for submission of all compiled data to the State Emergency Operations Center.

Initial Damage Assessment for Individual Assistance: The Planning, Zoning and Building Department's Procedure and the Operations Section Coordinating Procedure details the Initial Damage Assessment Process for Individual Assistance for Hendry County. The Initial Damage Assessment (IDA) provides a detailed accounting for the total number of homes and businesses with structural damage within four categories: affected, minor, major, or destroyed. This assessment is conducted by field personnel from the County's Code Enforcement Division and building inspectors who visually inspect the exterior of a structure to determine its level of damage. The County Code Enforcement Division officers and building inspectors will use the Disaster Assessment application to collect the damage levels of none, minor, major and destroyed on all county residential and non-residential structures. Initial Damage Assessment roles and responsibilities are detailed in the Planning, Zoning and Building Department's Damage Assessment Procedures. Damage assessment team members have been pre-assigned and are detailed in the operational procedures. All municipalities and special districts are responsible for conducting their own initial damage assessment for Individual Assistance and are requested to enter the data on the Damage Assessment Board of WebEOC or within the Planning, Zoning and Building Department Damage Assessment Application. Each of the municipalities will provide damage assessment reports for their communities.

Habitability Inspections: Before electric power can be restored to a damaged structure, a Habitability Assessment Inspection must be performed. These inspections provide information to determine if structures are safe. Habitability Inspections are a more precise assessment process and, therefore, require more time. These assessments are completed by County licensed staff or licensed staff from other jurisdictions that may support the County through mutual aid agreements. After the Habitability Inspection is completed a placard stating the condition and habitability of the structure is posted at the site (Certificate of Occupancy). This information is tracked for future permitting purposes. There are three (3) possible status results of the Habitability Inspection: 1) Habitable, No Restrictions, 2) Repairs Needed, and 3) Unsafe – Do Not Occupy, Enter at Your Own Risk.

Damage Assessment Compilation: The Director of Emergency Management will compile the completed damage assessment report for submission to the State Emergency Operations Center. The complete damage assessment report will include damage assessment data for Public Assistance and Individual Assistance from the incorporated County, all municipal jurisdictions, and special districts. The Damage Assessment Unit at the Emergency Operations Center will consolidate the reports from the Individual Assessment of homes and businesses, and will provide information to the Steering Committee on what type of assistance should be requested based on the impact of the disaster. If it is determined that the County may be eligible for State and Federal disaster assistance, then the County should proceed with requesting that a Preliminary Damage Assessment be conducted. The letter will be submitted as soon as the preliminary determination of the extent of damages is made. The letter should include the following:

a. Demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the County.
b. Demonstrate that supplemental Federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert further threat from the emergency.
c. Furnish information on the extent and nature of County and municipal resources which have been or will be used to alleviate the impacts of the disaster.
d. Certify that the County, municipal governments, and special districts will bear their proportionate share of the costs to implement Federal disaster assistance programs.
e. Include an estimate of the extent and nature of Federal assistance required for each of the impacted areas.
f. Confirm that appropriate actions have been taken under State law, including the execution of the County's Comprehensive Emergency Management Plan.

To understand the basic provisions and application procedures for Public Assistance Hendry County will utilize the FEMA Public Assistance and Policy Guide as a reference. Because the information provided in the guide is not exhaustive and the provisions are subject to modification, the information will be verified with the FEMA Public Assistance Program officials before a decision is made.

1. Public Assistance Lead Agency

The Hendry County Emergency Management office and the Hendry County Administration have the primary responsibility for coordinating the activities required by the Public Assistance program.

2. Public Assistance Support Agency

All Hendry County Departments and Agencies, including all of the constitutional offices as well as the Hendry County School Board have a support role in the Public Assistance program. All non-governmental organizations will also play a support role.

3. Roles & Responsibilities of Lead and Support

The Hendry County Emergency Management Office is responsible for gathering the appropriate documentation and for making the initial request for Public Assistance, through the State's WebEOC.

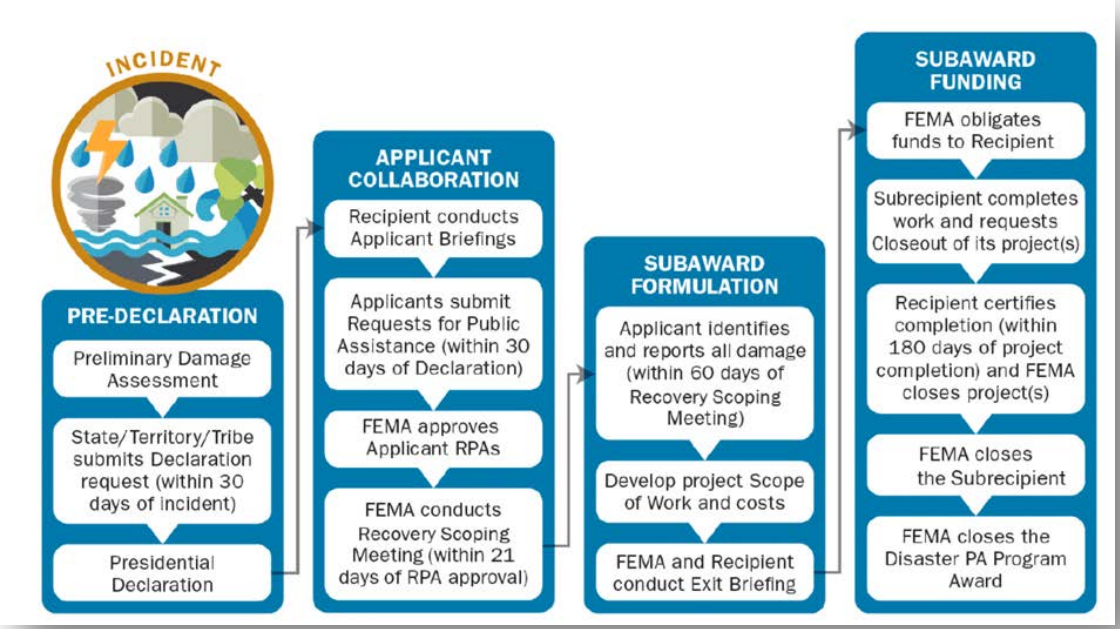
The support agencies are responsible for gathering the appropriate documentation to support their departments need for Federal Disaster reimbursement. Each agency or department will appoint one person to be the lead for their office who will coordinate with the County, State and Federal Public Assistance Coordinators (PAC). Each of the Lead and Support agencies or departments will be responsible for documenting their own time and expenditures, and providing the proof to the State and Federal PAC's. The lead and support agencies are also responsible for attending the kick off meeting and the Applicants briefing.

4. Public Assistance Concept of Operations

When a disaster occurs, it is the responsibility of the local government, and then the State to respond. Often their combined efforts are not sufficient to cope effectively with the direct results of the disaster. This situation calls for Federal assistance to supplement the State and Local efforts. The Robert T. Stafford Relief and Emergency Assistance Act, 42 U.S.C. §5121-5207 (hereinafter called the Stafford Act), authorizes the President to provide such assistance. This assistance is coordinated through FEMA, a component of the Department of Homeland Security. The public assistance flow chart is as follows.

The Public Assistance (PA) program provides funding to government entities and eligible private nonprofit organizations (PNPs) to support post-disaster recovery operations. The PA program unlocks federal disaster assistance for costs linked to debris removal operations, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged property. The grant is a cost-share program split between the federal, state, and/or PNP. While the federal reimbursement is no less than 75 percent, the state may opt to contribute up to the remaining 25 percent. If the state does not split the funds, the residual 25 percent becomes the responsibility of the PNP.

Once the PA program is activated, government entities and PNPs work to identify eligible costs for a Project Worksheet (PW). The PW itemizes eligible expenses incurred during disaster preparations, responses, and recovery. Once the PW and supporting documentation is reviewed and approved by the State and FEMA, the federal cost-share is calculated from the PW's total, and the reimbursement is transferred electronically to the PNP.



a. **Administrative Procedures**

i. **Financial Procedures**

The Hendry County Clerk of Court has developed procedures for: financial transactions, accurate accounting, grants management, document tracking and payroll processing for Hendry County. The County Administrator may modify these procedures for financial transactions, accurate accounting, grants management, document tracking and payroll processing, for specific county departmental needs.

The Hendry County Administrator will coordinate with the Hendry County Clerk of the Circuit Court, to develop appropriate training for county staff regarding methods for preparing and maintaining correspondence files. Once developed, the training program will be conducted annually, by personnel of the County Clerk's office.

Until such time as the Hendry County Clerk of the Circuit Court develops an appropriate financial management training program, Hendry County will use alternate sources of training. These may include:

- Correspondence courses through FEMA
- Workshops conducted by FDEM, DCA, Southwest Florida RPC, Florida Department of Law Enforcement, Florida Sheriffs Association, Florida Fire Chiefs Association, or other appropriate government agencies.

The Hendry County Clerk of the Circuit Court and Emergency Management Director will coordinate with representatives of these organizations to seek out training opportunities.
Attendance will include Hendry County employers, supervisors, department directors, and commissioners who are anticipated to have a financial management role in disaster response and recovery operations. Constitutional officers and municipalities will be encouraged to enroll their appropriate employees in financial management training workshops. Private sector and volunteer organizations which have a role in disaster management activities will be encouraged to participate in appropriate financial management training.

In addition to exporting personnel for training, coordination will take place between the Hendry County Clerk of the Circuit Court, the Emergency Management Director and those agencies identified above, to bring training to Hendry County.

The Hendry County Emergency Management Director will coordinate with the FDEM area coordinator to identify training opportunities other than financial management that can be brought to Hendry County from the State of Florida.

ii. **Support Staff and Correspondence**

The Emergency Management Director will establish and maintain files concerned with Emergency Management issues.

The Hendry County EMS Director, and the LaBelle Fire Chief, under contract with Hendry County, will establish and maintain files concerned with Hazardous Materials issues.

Each Hendry County department director is responsible to the County Administrator for developing and maintaining records specific to their department.

Constitutional officers are responsible for developing and maintaining records relative to their offices utilizing applicable Florida State Statutes.

The Clerk of the Circuit Court is responsible for preserving vital records regarding Hendry County, specifically those necessary to assure the continuity of government.

Originals, or copies, or all Inter-local agreements, memoranda of understanding, letters of agreement, and similar documents with government, private sector, or volunteer organizations will be maintained in the Emergency Management Director's office for reference and use if a need arises. The original may remain with the Hendry County Attorney or other appropriate person or department.

iii. **Temporary Staff**

Hendry County policies permit the hiring of temporary staff. Temporary personnel may be hired from the community at large, through inter-local mutual aid agreements, or through procuring the services of a private contract vendor which furnishes temporary employees.

The Hendry County Director of Building and Zoning will develop procedures for utilizing building inspectors related to habitability and substantial damage following a disaster. Inspectors will be in short supply and high demand following a disaster. Specific actions to expand the staff include:

- Temporary inspectors may be hired from persons in the community who have appropriate education and licenses to serve as temporary building inspectors.
- Former and retired building inspectors may be hired temporarily.
- Inter-local mutual aid agreements may be utilized in securing inspectors.

All information collected by local inspectors will be provided for inclusion in Damage Survey Reports (DSR).

5. **County Public Assistance Coordinator (PAC)**

The Hendry County Administrator will appoint a County Public Assistance Coordinator (CPAC) who will work in the ESF-5/Planning Unit and will be responsible for working closely with the State and Federal Public Assistance Coordinators (PAC). These Federal, State and County PAC's will coordinate all activities related to federal reimbursement of local governments, and eligible private not-for-profit organizations, and for eligible costs incurred as a result of the disaster. The County PAC will be responsible for establishing and staffing a Public Assistance section at the Emergency Operations Center.

The organization of this section will be flexible and capable of expanding or contracting as needed. This organizations mission will be to support the transition of public assistance activity from the emergency response phase, when emergency operations are ongoing, into the short term recovery phase, when governmental agencies begin assuming the management role of public assistance.

6. **Public Assistance Support Staff**

Risk management issues will be routinely handled by the Hendry County Human Resources office. Should an incident occur that would require supporting staff, a request for mutual aid may be made through the ESF-7/Procurement Unit. Possible sources of assistance include:

a. The Florida Insurance Commission
b. The Florida Insurance Trust
c. Mutual aid from the risk management office of a larger, unaffected county.

Support Staff will prepare routine correspondence and applications, maintain files and perform necessary clerical work. The County Legal staff will review public assistance policies and procedures for compliance with applicable state, local and federal regulations and requirements.

7. Notification and Public Assistance Applicants

The County PAC will work 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 (email, or U.S. Postal Service), and telephone contacts, public notices in local newspapers, and broadcasts on local radio stations. Potential eligible applicants will be notified of the date, time, and location of the scheduled applicants briefing.

An applicant's briefing will be scheduled to advise potential eligible applicants of the availability and requirements of Federal public assistance. Each potential eligible applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant, and are used by the State and FEMA to determine the number of damage survey and inspection teams.

A completed Request for Public Assistance (RPA) will be transmitted to the FEMA for each potential applicant. The RPA is the official notice to FEMA of an applicant's intent to apply for Public Assistance. If for some reason the NOI is denied by the FCO the State PAO will notify the potential applicant in writing, explaining the specific reasons for denial and providing information on appeal procedures.

Because emergency conditions may preclude all potential eligible applicants from attending the applicants briefing, the County PAC should follow up with the EOC to make sure that RPA's for all potential applicants have been received.

Potential eligible applicants will also be asked to complete and return a "Designation of Sub-Grantee's Agent" form, which designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any Public Assistance funds are released, the State and the applicant must enter into a disaster relief funding agreement.

8. Kick-Off Meeting

This meeting differs from the Applicants Briefing conducted by the State at the onset of disaster operations. While the Applicants Briefing describes the application process and gives a general overview of the PA Program, the Kick- Off Meeting is conducted by the State PAC team leader and is designed to provide a more detailed review of the PA Program and the applicant's needs. This meeting is the first step establishing a partnership between the applicant, the State and FEMA, and is designed to focus on the specific needs of that applicant. This meeting focused on the eligibility and documentation requirements that are most pertinent to an applicant.

The PAC team leader also discusses Special Considerations, such as insurance, hazard mitigation opportunities, and compliance with environmental and historic preservation laws, including floodplain management issues, that could potentially affect the type and amount of assistance available and the specific documentation needed. Invitees to the Kick-off meeting should be all of the eligible applicants that have submitted a Request for Public Assistance, and have been determined eligible to receive Public Assistance funding. The potential applicants include, but are not limited to:

a. All Hendry County BOCC Departments
b. Hendry County Special Districts
c. Port LaBelle Utilities
d. City of LaBelle
e. City of Clewiston
f. Hendry County School Board
g. Hendry Regional Medical Center
h. Hendry County Health Department

9. Identifying and Funding Public Assistance (PA) Projects

Each Public Assistance applicant is responsible for coordinating their own public assistance projects. Project formulation is the process of identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. Potential applicants must submit within the designated application period a list of projects to be reviewed for public assistance. This list should identify, for each damage site and project, the disaster assistance category, site location, description of the damage, and the scope of work necessary to repair, to replace or restore to pre-disaster conditions.

The State and County PAC's will coordinate with each applicant to arrange the survey and inspection schedules, ensure appropriate participation by appropriate local officials, and ensure that necessary records and documentation is available.
The applicant will prepare the Damage Survey Report (DSR) for each

project, identifying activity descriptions, scopes of work, and cost estimates. Each DSR undergoes two levels of review before approval, first from the State and Federal Preliminary Damage Assessment (PDA) and second by the Federal Coordinating Officer (FCO). If there is a disagreement on the DSR, the DSR is returned to the applicant for resolution of the discrepancy. The Preliminary Damage Assessment (PDA) is a survey used to assess the scope of damages, estimate costs incurred, and identify unmet needs. The results of the PDA are used to prove that expenses exceed the PA threshold, and to support the request for federal assistance. The actions below outline the steps required to complete a PDA.

Any changes that are made to the DSR during any stage of the review process will be returned to the applicant, who will then have the opportunity to review the change, concur or not concur, and attach any additional statements or documentation to support their position.

A project is a logical method of performing work required as a result of the declared event. The applicant is responsible for identifying all work that is required as a result of the disaster. To facilitate project review, approval, and funding projects are divided into small and large projects based on the monetary threshold established in section 422 of the Stafford Act and elaborated on in 44 CFR §206.203(c).

a. Small Projects

Small project funding is based on estimated costs, if actual costs are not yet available. Payment is made on the basis of the initial approved amount, whether estimated or actual. Even if not all funds are expended on the project, the Federal share amount is not changed. Revisions to the initial project worksheets (PW) may be required if there are omissions or changes in scope. Revisions to PW's may result in changes in funding level and/or category. Payment methods are described in more detail in the FEMA Public Assistance Program and Policy Guide.

b. Large Projects

Large project funding is based on documented actual costs. Because of the complexity and nature of most large projects, however, work typically is not complete at the time of FEMA approval. Therefore most large projects initially are approved based on estimated costs. Funds are generally made available to the applicant on a progress payment basis as work is completed. When all work is complete, the State performs a reconciliation of actual costs and transmits the information to FEM for consideration for final funding adjustments. Payment methods are described in more detail in the FEMA Public Assistance Program and Policy Guide.

PUBLIC ASSISTANCE STANDARD OPERATING PROCEDURES

Standard operating procedures can be used to address the following:

1. **Pre-identification of potential applicants for federal assistance**
The FEMA Public Assistance Guide has already identified the types of entities that are eligible applicants (FEMA Public Assistance Guide Chapter 2). Eligible applicants are as follows: State Governments, local governments, Indian tribes or authorized Tribal organizations and Alaskan Native Villages, and private non-profit organizations. Applicants that are successful in obtaining assistance are formally identified as sub-grantees. A list of potential applicants is listed in this section of this plan.

   a. **Positions, roles and responsibilities**
   Locally the Hendry County Emergency Management Department is the agency responsible for coordinating the public assistance meetings with the State PAC. The County Emergency Management Director is responsible for notification of impacted local governments and eligible non-profit organizations of applicant briefings for public assistance and hazard mitigation grants. Also the overall coordination with FEMA and FDEM regarding Public Assistance Matters is the responsibility of the Director.

   b. **Identification of**:

      i. **County agencies**
      County departments are identified as any department that is under the organizational structure of the Hendry County Board of County Commissioners. These departments are potentially eligible for Public Assistance funds under the primary applicant of Hendry County Board of County Commissioners.

      County Agencies are identified as offices of local elected officials (Sheriff, Clerk of Court, Property Appraiser, etc.) These agencies are potentially eligible for Public Assistance funds and will be considered their own applicant.

      ii. **Municipal governments**
      A multitude of local governments are potentially eligible for disaster assistance, these include the City's of LaBelle and Clewiston. Hendry County is limited to these two municipalities, but there are a few Federal and State Agencies located within the County.

iii. **Other governmental entities**
The Hendry County School Board is the governing entity in charge of the Hendry County School district. Hendry County has many Special Districts, although historically few have sought Public Assistance Funding.

iv. **Indian tribes**
The Seminole Tribe of Florida has a reservation in Hendry County. However, in the past they have chosen to be a Direct Grantee with FEMA.

v. **Private Non-Profits**
There are many Private Non-Profit organizations in Hendry County. While they all may not be eligible for Public Assistance funding as determined by FEMA and the State of Florida, they all will be allowed to attend the Applicants Briefing.

c. **Data Storage and Retention**

It is critical that any applicant establish and maintain accurate records of events and expenditures related to disaster recovery work. The information required for documentation describes the "who, what, when, where, why and how much," for each item of disaster recovery work. Hendry County follows the State of Florida's General Records Schedule GS1-SL for State and Local Government Agencies. The records retention policy is as follows:

i. **Disaster Preparedness Drill Records** – Two (2) calendar years, provided that reviews have been conducted.
ii. **Disaster Preparedness Plans** – Five (5) fiscal years after superseded or becoming obsolete.
iii. **Disaster Relief Records** – Five (5) fiscal years after submission of final expenditure report or the receipt of last payment, whichever is later.
iv. **Emergency Operations Records: Five year strategic plan** – Three (3) anniversary years after plan expires
v. **Emergency Operations Record: List of Special Needs or Transport Clients**: Retain until obsolete, superseded or administrative value is lost.
vi. **Emergency Operations Record: Shelter Inspections**: Two (2) anniversary years after inspection/re-inspection or closure of shelter, whichever is later.
vii. **Emergency Operations Records: Special Needs Applications**: Four (4) anniversary years

Copies, of all inter-local agreements, memoranda of understanding, letters of agreement, and similar documents with government, private sector, or volunteer organizations pertaining to mutual aid or disasters will be maintained in the Emergency Management Department for reference and use if a need arises. The original will remain with the County Attorney or other appropriate person or department.

d. **Maintaining Records**

The Hendry County Emergency Management will establish and maintain files concerned with emergency management issues.

The Hendry County Public Safety and the LaBelle Fire Department will establish and maintain files concerning hazardous materials incidents.

Each Hendry County Department director is responsible for establishing and maintaining records specific to their department.

The Clerk of the Court is responsible for preserving vital records regarding Hendry County, specifically those necessary to assure the continuity of government.

2. **Identification of possible infrastructure recovery projects**

If a project is a single site, record the name of the facility and its basic function (e.g. Public Library, City or County Park, etc.). If the project is comprised of multiple sites, and possibly a combination of emergency work and a category of permanent work, then the damaged facility title may be more general (e.g. Hendry County Courthouse complex). For these cases, more specific name and location information should be provided for each site within the Damage Description section of the Project worksheet. Detailed maps and sketches may also be necessary to further identify each location.

The exact location of each damaged facility must be accurately identified. This information should be specific enough to enable other field personnel the ability to locate the facility for a site visit if necessary. The precise latitude and longitude of the damaged facility should be included. Location examples are:

i. Latitude / Longitude (degrees. Minutes Seconds)
ii. Physical Address
iii. Directions (e.g. 1/2 mile west of the intersection of SR80 and SR 29)and
iv. Description (e.g. NW sector bound by Frasier Ave, Main Street and Caloosahatchee River).

a. **Positions, roles and responsibilities**

Hendry County Emergency Management is the primary agency in charge of coordinating the Public Assistance program for Hendry County. However, each department under the Hendry County Board of County Commissioners will be responsible for ensuring that the project associated with their department is completed. Any related paperwork is to be forwarded to Emergency Management for documentation.

b. **Hendry County Key Departments and Method of Contact**

Hendry County Key Departments and Method of Contact		
Department	**Key**	Telephone #
Administration	County	**863-675-5200**
Airports	Director	**863-675-1568**
Attorney	County	**863-675-5295**
Budget (OMB)	Director	**863-675-5329**
Building Department	Building	**863-675-5245**
EMS	Public Safety	**863-674-5400**
Emergency	Director	**863-674-5400**
E-911	E-911	**863-674-5400**
Engineering	Public Works	**863-675-5222**
Road & Bridge	Road	**863-675-4723**
Grants & Special	Director	**863-675-5264**
Human Resources	Director	**863-675-5352**
Mail/Custodial	Custodial	**863-675-5236**
Maintenance	Director	**863-675-5260**
Planning & Zoning	Director	**863-612-4750**
Port LaBelle Utilities	Director	**863-675-5376**
Recreation	Director	**863-675-5347**
SHIP	Director	**863-675-5297**
Social Services	Director	**863-675-5239**
Soil Conservation	Director	**863-674-4160**
Special Districts	Director	**863-675-5252**
Veterans Services	Director	**863-675-5250**

c. **Reporting process**

Potential PA projects will be identified using the Damage Survey Reports (DSR) submitted to the EM Director from the Damage Assessment teams using the procedures identified in the Damage Assessment Standard Operating Procedures (section 3 b v & vi).

d. **Representative at applicant briefing**

List of Potential Public Assistance Applicants		
Agency Name	**Agency Type**	Private Non-Profit
Hendry County Board of Commissioners*	County Governme	**No**
Hendry County Sheriff's Office*	County Governme	**No**
Hendry County School District*	Public Education	**No**
Clewiston, City of*	City Government	**No**
Labelle, City of*	City Government	**No**
Diston Island Drainage District*	Special District	**No**
Area Housing Commission of Clewiston, LaBelle and Hendry County	Special District	**No**
Bolles Drainage District	Special District	**No**
Central County Water Control District	Special District	**No**
City of Clewiston Community Redevelopment	Special District	**No**
Clewiston Drainage District	Special District	**No**
Collins Slough Water Control District	Special District	**No**
Cooperative Producers Water Control District	Special District	**No**
Devils Garden Water Control District	Special District	**No**
East Hendry County Drainage District	Special District	**No**
Gerber Groves Water Control District	Special District	**No**
Hendry County Hospital Authority	Special District	**No**
Hendry County Industrial Development	Special District	**No**
Hendry Soil and Water Conservation District	Special District	**No**
Hendry-Hilliard Water Control District	Special District	**No**
Hendry-La Belle Recreation Board	Special District	**No**
Clewiston Museum	Museum	**Yes**
LaBelle Heritage Museum	Museum	**Yes**
Hendry Glades Mental Health Clinic	Medical	**Yes**
LaBelle Free Public Library Inc. Barron	Library	**Yes**
Hendry County Economic Development	Misc	**Yes**

* *Signifies prior Public Assistance applicants*

e. **Representative at kickoff meeting**

The representatives at the kickoff meeting will generally be the same as the attendees of the Applicants briefing. The applicant has sixty (60) days following the kickoff meeting to identify and report damaged facilities to FEMA. Hendry County will refer to the FEMA Public Assistance Guide for further guidance, on Public Assistance.

f. **Database and maintenance process**

Emergency Management is responsible for creating and maintaining a database for eligible disaster recovery work related to Hendry County, the applicant. As stated previously each County Department or agency is responsible for coordinating the appropriate work to be completed for each project that is related to their department. Emergency Management requires a copy of all documentation, including, estimates, proposals, bids, contracts, invoices and payments for the Public Assistance record. The disaster name and the project worksheet number associated with each eligible project will be marked on each item of documentation provided as a reference.

Each applicant will be required to create and maintain their own database for disaster assistance. Hendry County Emergency Management will require an update from each applicant at least quarterly detailing the progress of their disaster recovery so that a historical record can be kept for future reference.

B. Debris Management

1. Positions, roles and responsibilities for debris management

Debris removal on primary entry routes to the county must be performed quickly to allow relief supplies, equipment and personnel to reach areas of need. The ESF 3/Public Works Unit will be tasked with road clearance and overall coordination of debris removal and long-term debris management activities for Hendry County.

Emergency Debris removal efforts will focus on clearing major transportation routes to allow for the movement of emergency response vehicles, traffic and other resources or supplies. After the major transportation routes have been cleared, debris will then be removed from collector roadways, residential/local roadways, and public parks.

To minimize the impacts on remaining landfill capacity, alternative means of disposal will be used whenever possible. Vegetative debris will wither be burned, or chipped. Burning provides the most expeditious means of disposal; however, the public health hazards resulting from large-scale burning of debris may require chipping, wither in addition to or in lieu of burning. Burn sites will be identified (preferably away from population concentrations) by County and Municipal officials.

The debris from the demolition or construction of structures should be separated and disposed of accordingly. Appliances, for example should be stockpiled (rather than taken to a landfill) until necessary arrangements can be made for disposal. Wood and other burnable materials should be chipped or burned along with other vegetative debris. Household garbage should be burned with other vegetative debris or taken to the landfill. The storage and disposal of hazardous materials will be done in such a manner so as to protect water supplies.

2. **Coordinating Federal and State Financial Assistance and Oversight**.

The ESF-3/Public Works Unit will be responsible for coordinating with the state and federal officials to obtain the necessary emergency environmental waivers and legal clearance for debris removal and disposal.

It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from State and Federal agencies and from sources outside of the disaster area. The acquisition of these additional resources will be coordinated by the ESF-3 Public Works Unit in cooperation with the ESF-7/Procurement Unit. All resource requests beyond the capabilities of the local jurisdiction will be made through the ESF-7/Procurement Unit and WebEOC.

DEBRIS MANAGEMENT STANDARD OPERATING PROCEDURES

Standard operating procedures can be used to address the following:

1. **Positions, roles and responsibilities**

Primary Agency: ESF-3/Public Works Unit - In Hendry County, ESF-3/Public Works Unit is responsible for Debris Management. This includes but is not limited to the following documentation that will be used to support claims for federal reimbursement from any and all available state and federal funding:

a. Maintain time records of personnel, & equipment
b. Maintain load ticket records
c. Maintain records of material sources for compliance with this plan.

All Public Works staff associated with or assigned to debris management operations are considered essential personnel and shall be required to report to work after the event unless prior arrangements have been made with the County Administrator.

Support Agencies:

Emergency Management – Responsible for the review of this standard operating procedure annually. They are also responsible for maintaining a copy of the debris operations documentation for reimbursement purposes.

Debris Manager – Once it has been determined that the Debris Management Plan will be activated, the County Administrator shall appoint the designation of Debris Manager. The Debris Manager may designate a Deputy Debris Manager, if necessary. The Debris Manager shall be responsible for:

a. Communicating timely information to the EOC, keeping in contact with ESF-3/Public Works Unit and providing information regarding: debris removal, reduction, clearing, and recycling.
b. Ensure that Hendry County is represented at all public and private meetings in regards to debris management and removal. In some cases the Debris Manager will be required to organize and facilitate debris related meetings.
c. Coordinate operations with Federal and State authorities
d. The implementation of the Debris Management Plan, including scheduling employees return to work, hours of work, and work location.
e. Provide media coordination with the ESF-14/Public Information Unit.
f. Provide the overall direction and control of all debris removal, reduction, recycling operations and locations.
g. Assign appropriate staff to carry out assigned tasks
h. Provide direction, authority and control for authorized debris removal contractors.
i. Approve invoices, load tickets and workforce time
j. Prepare and approve work orders and change orders.

Roads and Bridges Department – support debris removal operations in the following manner:

a. Provide personnel and equipment to clear major transportation routes (first push).
b. Provide personnel and equipment to make access to critical facilities
c. Inform the debris manager and the ESF-3/Public Works Unit of difficulties encountered with the debris clearing process.
d. Document and record all costs associated with the debris removal process.

ESF-14/Public Information Unit – The PIO is an essential part of a successful debris management program. The duties of the PIO are detailed in the Annex I Emergency Support Functions - ESF-14/Public Information Unit.

Other support agencies include but are not limited to: Engineering, Special Districts, Maintenance, and Human resources.

2. **Planning Process**:

a. **Legal Issues and Plans**

The regulation implementing sections 403 and 407 of the Stafford Act at 44 CFR 206.224 establish the requirement that debris removal be in the "public interest" in order to be eligible for reimbursement. All local debris removal laws are found in the Hendry County Code Chapters 1-10 Health and Sanitation. Public interest is defined as being necessary to:

i. Eliminate immediate threats to life, public health, and safety or
ii. Eliminate immediate threats of significant damage to improved public or private property, or
iii. Ensure the economic recovery of the affected community to benefit the community at large.

Hendry County has developed and will use a Hold Harmless Agreement to be signed by all volunteer workers and other temporary staff. In instances of work being performed on private property, such as debris removal, a Hold Harmless Agreements and a Right of Entry Agreement will be created and signed on an individual basis with the property owner.

Generally debris removal from private property will not take place until State, and/or local Government has agreed in writing to indemnify FEMA from a claim arising from such removal and obtained unconditional authorization to remove the debris from the property. This indemnification is also required for work performed on commercial property.

Removal from Private Property: According to the Debris Management Plan, debris removal will only be conducted within the public right-of-way. Private property owners, including property-owners associations, are responsible for the removal of their own debris unless advance agreements are in place. However, the Federal Emergency Management Agency's Disaster Assistance Policy, DAP 9523.13 Debris Removal from Private Property, addresses eligibility of debris removal from private property. Debris removal from private property is generally not eligible for Public Assistance Grant funding because it is the responsibility of the individual property owner. If property owners, however, move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, the Federal Emergency Management Agency may fund debris removal from private property, but it must be approved in advance by the Federal Emergency Management Agency. Refer to Disaster Assistance Policy, DAP 9523.13 Debris Removal from Private Property, for information on the eligibility of debris removal from private property.

Debris removal from private property is the responsibility of the property owner. Debris removal from private property will only occur or be eligible for disaster assistance when:

a. The disaster caused severe widespread damage and
b. The removal is necessary to eliminate an immediate threat to life, public health, and safety or to improve public or private property, or to ensure the economic recovery of the affected community to the benefit of the community at large and
c. The work is performed by an eligible applicant, such as a municipality or county and
d. It is pre-approved by the Federal Coordinating Officer, and
e. All required legal documents are in place.

All applicants and property owners must be aware that only FEMA makes eligibility determinations regarding the removal of debris from private property. Not all actions taken by the Hendry County are eligible for Public Assistance funding.

All applicants must demonstrate that they have the legal responsibility under local statutes to remove debris or demolish a damaged structure on private property.

All of Hendry County Plans and Procedures undergo a thorough review by the County Attorney before adoption by the Board of County Commissioners. The County Attorney's responsibilities are to:

a. Review and give advice on all contracts and amendments to contracts.
b. Review and give advice on all Requests for Proposal (RFP).
c. Review and give advice on all ordinances and amendments to ordinances, memos and executive summaries for the Board of County Commissioners.
d. Review and give advice on all leases for temporary debris sites.
e. Assist in the review of the Debris Management Plan.
f. Review all notice to proceed letters.

b. **Interagency issues (local and non-local) and plans**

Interagency agreements and memoranda of understanding will be entered into by duly authorized State, County and Municipal officials and will be formalized in writing. This decision will be made in conjunction with the Emergency Operations Center and the ESF 3/Public Works Unit. Unless otherwise provided, agreements and plans remain in effect until rescinded or superseded by modification. A recorded review and update is required when circumstances of the agreement change and at least annually on the anniversary date of each agreement or plan.

c. **Contracting plans**

Hendry County has entered into a debris management contract with a primary and a secondary contractor as well as a debris monitoring firm. These contractors were selected after a sealed competitive bid process and legal review was completed by the County.

Hendry County Emergency Management and the ESF-3/Public Works Unit are working together to develop an official Debris Management Plan, and have in the past followed the same procedures as the State of Florida's Department of Transportation Debris Management Plan. Individual contracts with debris contractors have not been developed, but the option is still present, and will follow the appropriate procedures for Contract Services with the County.

d. **Record-keeping and auditing procedures**;

ESF-3/Public Works is required to maintain a copy of all records associated with debris management, and forward the originals to the Emergency Operations Center, for retention and submittal for the Public Assistance program.

e. **Physical debris collection, reduction and disposal process**

Emergency Debris removal efforts will focus on clearing major transportation routes to allow for the movement of emergency vehicles, traffic, and other emergency resources or supplies and

the damage assessment of critical facilities. After the major transportation routes have been cleared, debris will then be cleared from collector roadways, residential/local roadways and public parks.

After debris has been cleared it will be taken to the Temporary Debris Management Site (see site location table below) and separated by type in order to prevent the debris becoming mixed by uncontrolled debris collection and disposal. This will be monitored by the County's contracted debris monitoring firm. The types of debris are:

i. **Vegetative:** Trees, brush, limbs, etc.
ii. **Construction Materials:** Damaged building materials, and damaged contents. Some Construction Materials can be recycled. (Construction materials must be evaluated to determine the presence of asbestos and other potentially hazardous materials). Construction materials also could potentially be utility systems including utility poles, wiring, conduit, and other items from utility companies
iii. **White Goods:** Refrigerators, Freezers, Washers, Dryers. These items may be recycled, as long as the refrigerants have been removed from the cooling units by a certified air-conditioning technician
iv. **Recyclables:** Metal roofing, and other recyclable items
v. **Household Hazardous Waste:** Paint, Solvents, Cleaning Supplies, Insecticides, Pool Chemicals, Propane, Gasoline, and Oils, etc
vi. **Animal Carcasses:** will be buried or taken directly to the landfill.

Hendry County Temporary Debris Management Sites (TDMS) and Landfills

Name	Location	Site Description
Port LaBelle Stagin Area	3490 Utility Drive, LaBelle, FL	TBMS
Airglades Airport-Diamond Area	2100 Airglades Blvd, Clewiston, FL	TBMS
Banyan Village	TBD	TBMS
Lee-Hendry Landfill	5500 Church Road, Felda, FL	Final Landfill

f. **Environmental considerations and plans**

In order to receive federal funding for debris removal activities, all projects must comply with the FEMA Public Assistance Regulations and Policies. In addition the projects must comply with all Federal, State and Local Environmental and Historic Preservation laws. Some of these environmental laws include the following:

i. **Clean Air Act** – Stipulates the protection and enhancement of the Nation's air resources
ii. **Clean Water Act** – Regulates discharges of pollutants into waters of the United States.
iii. **Floodplain and Wetlands (E.O. 11988 & 11990)** – Requires federal agencies to preserve or restore natural benefits of floodplains/wetlands
iv. **Resource Conservation and Recovery Act** – Requires the safe disposal of waste materials, and promotes the recycling of waste materials.
v. **Endangered Species Act** – Requires that all entities consider the effects that their actions may have on threatened and endangered species.
vi. **Environmental Justice (EO 12898)** – Each Federal agency must make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health, environmental, economic and social effects of its programs, policies, and activities on minority and low income populations.
vii. **Coastal Barrier Resources Act** – Restricts Federal assistance that encourages development so that damage to property, fish, wildlife, and other natural resources associated with coastal barrier islands is minimized.
viii. **National Environmental Policy Act** – Directs federal agencies to thoroughly assess the environmental consequences of major federal actions specifically affecting the environment. It also exempts certain debris operations from the NEPA review process. Such operations generally include debris removal, clearance of roads, and demolition of damaged structures.
ix. **National Historic Preservation Act** – Requires that Federal agencies take into account the effects a project will have on historic resources.
x. **Stafford Act** – Insurance Duplication of Benefits – No Entity will receive assistance for any loss for which financial assistance has already been received under any other program, or from insurance, or from any other source. (44 CFR 206.226a-1). Also State and Local governments must adhere at a minimum to the Federal procurement standards. State and local procurement

In the recovery phase, environmental issues will be interrelated with most recovery strategies, including economic redevelopment, temporary housing, utility restoration, community redevelopment, and others. This section addresses those environmental issues which must be implemented in the immediate recovery phase to ensure that environmental impacts are immediately incorporated in the recovery decision-making process, and that priority areas are identified for long-term recovery.

The broad spectrum of environmental issues falls under the authority of numerous local, State, regional, and Federal agencies including the U.S. Environmental Protection Agency, the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, the National Oceanographic and Atmospheric Administration, the Florida Department of Environmental Protection, the Florida Fish and Wildlife Conservation Commission, the South Florida Water Management District, the local, County and State parks departments, the Hendry County Health Department, various utility departments and water control districts throughout the County, and others.

Due to the wide array of overlapping authorities, the Emergency Operations Center, Planning Chief, is designated as the point of contact for information collection and coordination. The Planning Section becomes an information warehouse to maintain situational awareness of the wide range of environmental issues, ongoing actions being taken at various levels of government, and promoting intergovernmental coordination in support of long-term environmental sustainability, public health and safety.

Environmental activities conducted in the immediate recovery phase may fall into one of these action steps: environmental assessment, threat classification and prioritization, hazard remediation, and mitigation. These actions should be conducted across the broad spectrum of environmental issues and coordinated among all regulatory agencies. This Disaster Recovery Plan classifies the environmental issues into three overarching categories: pollution and contamination of natural systems, erosion, and ecosystem protection. The following discussion addresses each of these areas.

Pollution and Contamination of Natural Systems:
In the aftermath of a disaster, pollution and contamination may impact land, air, and surface waters such as waterways, canals, and lakes; wellfields and the aquifer; and coastal and estuary systems. Many agencies conduct routine environmental monitoring activities, and have established a baseline monitoring which may be escalated and augmented in the aftermath of a large-scale disaster. While currently few clearly defined triggers exist to delineate expansion of these monitoring activities, agencies are encouraged to establish these triggers, as well as enhance interagency communication and coordination mechanisms for post-disaster situation monitoring.

i. **Land and Soil:** Contaminated land may present a hazard to potential users of the land and may affect vegetation. Exposure to contaminants can occur through inhalation of dust or gasses, contact with soil, or through food grown on the contaminated land. Contaminants and leachates (pollutants draining from the sites in liquid form) can pollute groundwater, rivers or ponds. Some contaminants may be corrosive, and some can pose a risk of explosion or fire. The effects on human health and on the environment will depend on the type and amount of contaminant involved. Impacts on humans range from skin and respiratory irritation to increased incidences of cancer and birth defects. The detection of contaminated land may be aided by historical knowledge of the use or abuse of the land, including structures which may have been located on the land. Lands that are identified as hazardous and/or contaminated sites prior to a disaster, such as Superfund Amendments and Reauthorization Act (SARA) Title III locations, Brownfields identified sites, and Superfund sites, should be closely monitored in the post-disaster environment. These locations inherently pose a danger to the community, which could be augmented if high winds or floodwaters distribute the contaminants beyond containment areas.

   Environmental contamination may also occur due to household and commercial hazardous chemicals which are inadvertently released. These may be identified by the Solid Waste Authority and other field personnel conducting clean-up activities, or reported to authorities by concerned citizens and/or first responders. Contamination may be reported by responsible parties through the Superfund Amendments and Reauthorization Act Title III, Community Right-to-Know Act requirements, and other regulatory programs. These may primarily be reported through the County Warning Point to the State Warning Point. The Emergency Operations Center will monitor reports of contamination, work with State and Federal agencies to determine the extent and severity of

contamination, and coordinate information related to the status of clean-up of hazardous material contamination where it poses a danger to health, safety, or the environment.
Remediation of contaminated soil will involve the treatment of the contaminant in the soil either in-situ or by completely removing the soil and treating it ex-situ. Contaminated lands which are being managed through the Brownfields Program, the Superfund Program, or the Underground Storage Tank Program, will be monitored if dangerous situations occur in the aftermath of a disaster.

ii. **Air:** Indirect impacts from a major disaster may cause indoor and/or outdoor air pollution which could endanger public health. A major contributor to indoor post-disaster health concerns in Florida is mold, which can quickly escalate to unhealthy levels in a home, business, or public building that has had water inundation. The Hendry County Health Department routinely monitors outside air pollution through a series of air monitoring stations throughout the County. These stations monitor particulates from burns, traffic contaminants, airport operations and other sources. These monitoring stations may be a valuable source of information in the post-disaster environment since they provide not only background data, but would also alert authorities to dangerous air contaminants post-disaster. The Hendry County Health Department will determine if protective actions are warranted to notify the Recovery Operations Center of health advisories or other actions being recommended.

iii. **Surface Water:** Surface water can facilitate the spread of contaminants that affect the health of animals, aquatic organisms and humans when they ingest or come in contact with contaminated water. Surface water contamination can negatively affect many levels of South Florida's ecosystem. It can impact the health of lower-food-chain organisms and, consequently, the availability of the food supply, and can concentrate contaminants at higher levels up through the food chain. When other animals or humans ingest these organisms, they receive a much higher dose of contamination. It can also impact the health of wetlands and impair their ability to support healthy ecosystems, control flooding, and filter pollutants from storm water runoff. Disasters may contaminate vulnerable surface waters by compromising hazardous materials storage facilities and scattering of contaminated debris. With the County's abundant water bodies, water pollution could be a large-scale problem affecting human health, drinking water safety and threatening animal and plant species. Water contamination may also hinder the ability of the tourism industry to rebound.

In the aftermath of a large-scale disaster which threatens water bodies, such as hurricanes, various agencies will conduct or increase routine surface water sampling operations. Underground and above ground storage tanks may be impacted by high winds and storm surge. The South Florida Water Management District will sample for water quality, saltwater intrusion, and contaminants within groundwater systems, canals, and the storm-water treatment areas. Lake Okeechobee is in a similar situation with the South Florida Water Management District monitoring the lake water quantity and quality. The U.S. Fish and Wildlife Service is the lead agency is responsible for a number of wildlife management areas in the County.

iv. **Groundwater:** Groundwater contamination occurs when salt or man-made products, such as gasoline, oil, and chemicals, enter the aquifer. Major potential contaminant sources include storm surge, storage tanks (above and below ground), sewage and septic systems, hazardous waste sites, landfills, and the widespread use of fertilizers, pesticides and other chemicals. Surface-water contaminants may also be transferred into the groundwater supplies. A large portion of Hendry County's potable water supply is from groundwater sources. If contaminated water is consumed in sufficiently high doses, then health impacts may result in humans and animals. The majority of the water utility systems are interconnected. Therefore, if one wellfield becomes contaminated, it may be possible to shut down that source and supply water from other utilities. However, private wells are on a shallower aquifer, which increases the risk of exposure to contaminated groundwater requiring them to have an alternate water supply. The Hendry County Health Department conducts ongoing drinking water monitoring.

v. **Canal Bank or Levee Failure:** There are areas in Hendry County where canal bank failures could cause or exacerbate flooding during heavy rain events or storms. Hendry County is also vulnerable to levee failure around the south and western boundaries of the Herbert Hoover Dike surrounding Lake Okeechobee. The U.S. Army Corps of Engineers maintains the levee around Lake Okeechobee and is required to report any significant levee failure issues, undermining, or piping, to the County Warning Point.

vi. **Subsidence:** Sinkholes are generally not natural geological occurrences in Hendry County. Sinkholes may occur related to the undermining of utility structures such as water mains and roadwork.

vii. **Natural Areas:** Hendry County has natural areas located throughout the County. Within the first week, the South Florida Water Management District, the State Fish and Wildlife Commission, the U.S. Fish and Wildlife Service, and others will conduct an assessment of natural areas, as well as an evaluation of debris, flood impacts, and damaged water control structures within these areas. Particularly in the aftermath of a disaster, these vacant lands can quickly become target areas for disaster-related recovery and response activities, such as staging areas, debris sites, and temporary housing locations. They will assess the security around these sites in order to stop illegal and hazardous dumping within these natural areas. All of these areas support endangered species, which should also be monitored and protected.

All regulatory compliance issues will be considered during debris clearance, collection and removal, demolition, debris management site operations, volume reduction and final disposal.

g. **Process for coordinating with state and federal funding agencies**. The ESF-3/Public Works Unit will be responsible for coordinating with state and federal officials to secure the necessary emergency environmental waivers and legal clearances for debris removal and disposal. The storage and/or disposal of hazardous materials will be done in such a manner so as to protect the community as well as water supplies. The State PAC will explain the Special Considerations form and assist the applicants in completing the form at the Kickoff meeting.

C. **Community Relations**

Community relations are continuous throughout all phases of disaster preparedness, response, recovery and mitigation. Community relations are the responsibility of the ESF-14/Public Information Unit. The Hendry County PIO is the Community Relations Coordinator and it is their responsibility to liaise with the State and Federal Community Response Coordinator and provide a status report to the Emergency Management Director. All County agencies are identified as a support to the ESF 14/Public Information Unit.

There are many support agencies involved in community relations, and their roles and responsibilities are detailed in Annex I – ESF-14/Public Information Unit of this CEMP. After a disaster FEMA's Community Relations staff are "boots on the ground" to connect with disaster area residents, local organizations and emergency managers. Team members view first-hand problems the individuals are facing and relay information back to appropriate county, state or federal staff best able to respond.

There are some areas of Hendry County that may require special outreach, which includes migrant farm worker camps and neighborhoods of people with limited English speaking ability. FEMA field members also seek out special populations of people and provide referrals to community resources. FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

A list of community leaders and response personnel are maintained in the Department and Officials Roster as well as the Incident Alert Roster, both located in the Emergency Management Office. These documents contain personal information and are therefore protected from disclosure and are designated FOR OFFICIAL USE ONLY (FOUO). These rosters are maintained annually, and distributed only to designated personnel.

D. Unmet Needs Coordination

During the Recovery and Long-Term Recovery phase immediate life safety needs have already been addressed. Voluntary organizations and other private sector groups continue to augment or extend the abilities of Hendry County government to assist disaster victims by providing donated goods and volunteer services. The coordination of unmet needs in Hendry County is the responsibility of the ESF- 15/Volunteers and Donations Unit of the EOC who is also the Director of the County SHIP Department. Municipalities with unmet needs will seek assistance from the Hendry County EOC, in the form of a mission request to the Operations Section Chief. See Annex I – ESF-15/Volunteers and Donations for further details on the coordination of unmet needs.

E. Emergency Housing

The local agency that will act as the long-term housing coordinator and liaison with their state counterpart is the Hendry County S.H.I.P. Department. The

S.H.I.P. Director has been appointed as the local temporary housing coordinator and will work with the Disaster Housing Task Force to coordinate any long-term housing needs.

Hendry County Disaster Housing Task Force	
Hendry County SHIP/Housing Director	Hendry County Emergency Management Director
Health Department, Preparedness Coordinator	Hendry County Planning & Zoning Director
United Way Hendry/Glades Manager	Salvation Army Social Service Program Manager – Hendry/Glades

American Red Cross, Disaster Program	City of Clewiston, Manager (or designee)
City of LaBelle, Finance Director (or designee)	Hendry County Grants and Special Projects Director

Hendry County, Florida

ANNEX III –MITIGATION

Hendry County Comprehensive Emergency Management Plan 2019

ANNEX III: HENDRY COUNTY MITIGATION ANNEX

Primary Recovery Coordination Agencies:
Hendry County Board of Commissioners
Hendry County Administration
Hendry County Office of Emergency Management

Support Agencies:
All Hendry County Agencies and Departments
American Red Cross, Palm Beach Chapter
Hendry County Chamber of Commerce
City of Clewiston
City of LaBelle
Private Utility Agencies
Private Insurance Agencies

NIMS:
All functions under the Hendry County Mitigation Annex will follow the Hendry County NIMS/EOC Integrated Management System.

I. INTRODUCTION

Hendry County has a State and FEMA approved Local Mitigation Strategy, which expires on September 13, 2015; however it currently undergoing it's second revision. Mitigation activities are ongoing within Hendry County regardless of the occurrence of a disaster. However, there are certain mitigation activities that occur during and immediately following a disaster that do not otherwise occur within the counties normal day-to-day operations. Annex III is divided into three parts. First, general identification and coordination of Mitigation activities are listed. Secondly, those activities that are unique for mitigation are listed. Finally, those activities that are necessary to promote a successful mitigation program in force during normal day-to-day operations are listed. All of the information in this Annex is referenced from the 2010 Hendry County Local Mitigation Strategy (*approved by the State of FL and FEMA on July 9, 2010 and adopted by the County August 24, 2010*).

II. GENERAL

The goals, objectives, and policies contained in this plan will guide redevelopment and recovery activities within the unincorporated areas of Hendry County from a major or catastrophic disaster. They have been written to comply with Section 163.3177 (9) and (10), Florida Statutes; and Rule 9J-5.012, Florida Administrative Code.

A. Primary Agency

The Hendry County Emergency Management is the lead agency responsible for coordinating mitigation activities in the County for both pre-disaster and post-disaster scenarios. The Emergency Management Director is the Chairperson of the Local Mitigation Strategy Working Group (*LMS Planning Tab Appendix A: Working Group Members*).

B. Support Agencies

There are many members that make up the Hendry County Local Mitigation Strategy Working Group. The specific list of the Working Group Committee members can be found in the Local Mitigation Strategy. The list includes the following: Hendry County Administration, All Hendry County Departments and Agencies, American Red Cross – Palm Beach Chapter, Hendry County Chamber of Commerce, City of Clewiston, City of Labelle, Private Utility Agencies, and Private Insurance Agencies to name a few (*LMS Planning Tab Appendix A: Working Group Members)*.

C. Concept of Operations

The Hendry County LMS Mitigation Working Group *(Working Group)* encourages participation by all interested government entities, agencies, organizations, and individuals. The Working Group is intended to represent a partnership between the public and private sector of the community, working together to create a disaster resistant community. The proposed mitigation initiatives developed by the Working Group and listed in the LMS, when implemented, are intended to make the entire community safer from the impacts of future disasters, for the benefit of every individual, neighborhood, business, and institution (*LMS Planning Tab Section II-1*).

Hendry County Emergency Management is responsible for providing staff support to the Working Group to complete the Hendry County Local Mitigation Strategy. The role of Emergency Management is to gather information, complete the initial analysis, facilitate meetings for the Working Group, and compile the data and information into a working plan. The Operations Section manages operations oriented recovery and mitigation activities.

D. Coordination

The jurisdictions participating in the planning process to complete the Hendry County Local Mitigation Strategy include unincorporated Hendry County, the City of Clewiston, the City of LaBelle and the State of Florida. They are all jurisdictions that continue to participate in the LMS process pre-disaster and post-disaster and have formally adopted the LMS plan (*LMS Introduction Tab Section I-5 to I-8 and LMS Planning Tab Section I-2*)

E. Mutual Aid

Hendry County Emergency Management has a list of the Mutual Aid agreements and Memorandums of Understanding. The Hendry County Local Mitigation Strategy has been adopted by all jurisdictions by way of resolution. If there is any mutual aid needed for mitigation it can be requested through EM Constellation using the Statewide Mutual Aid Agreement.

The following agreements are automatically renewed annually unless terminated in writing by the signing parties.

- FDEM – Statewide Mutual Aid Agreement
- Grace Healthcare Center Agreement
- Lincare Agreement: Oxygen Provider
- Oakbrook Manor of Labelle Agreement
- VFW Post #10100 of Labelle: Shelter Agreement (PSN)
- John Boy Auditorium of Clewiston: Evacuation Agreement (PSN)
- Hendry County School Board Agreement: Evacuation Agreement (general)
- Harlem Community Civic Center: Evacuation Agreement (general)
- City of Labelle Civic Center Agreement w/ ARC: Evacuation Shelter (general)
- Dept of Health / Hendry Regional Medical Center: Evacuation Agreement (PSN)
- Hendry Correctional Institution Agreement
- Hendry County School Board Activation System Procedures Agreement.
- Good Wheels Transportation Agreement
- High School Shelter Agreement
- City of Clewiston Backup EOC Agreement

F. National Flood Insurance Program

For the unincorporated areas of Hendry County the County Building Official is the designated Floodplain Administrator. Hendry County began participating with the NFIP in the year 2000. The County is ranked 8 in the Community Rating System. For the City of Clewiston the Building Official is the designated Floodplain Manager. For the City of LaBelle the Superintendent of Public Works is the designated Floodplain Manager. (*LMS Mitigation Tab Section II-11 to 13*). After a flood disaster Hendry County will coordinate with all of the Floodplain managers and the damage assessment teams to identify damaged structures in special flood hazard areas using the Orion Damage Assessment program. The following table provides the NFIP statistics for Hendry County and its municipalities:

National Flood Insurance Program Statistics
(LMS Table II-3 – Mitigation Tab Section II-13)

	Hendry County	City of Clewiston	City of LaBelle
Number of Policies in Force	1,255	237	187
Insured Building & Contents Value	$149,756,300	$67,192,300	$32,428,100
Total Premiums Paid	745,304	100,942	119,006
Total Claims	70	13	8
Total Claims Paid	22	4	3
Claims Closed w/o Payment	48	9	5
Total Payments	$295,763.65	$173,856.84	$13,969.21
CRS Class	8	n/a	n/a

G. Identifying Mitigation Opportunities

Individual jurisdictions, and their agencies and local organizations, are the key to accomplishing the planning process. The effort begins with developing a community profile of Clewiston, LaBelle, and unincorporated Hendry County (the jurisdictions) to document the basic characteristics of their community that are relevant to controlling the impacts of disasters.

After a disaster, assessments of key facilities, systems, and neighborhoods within or serving the jurisdictions are conducted to define, specifically, how these may be vulnerable to the impacts of all types of disasters. Finally, the jurisdictions and their organizations use these assessments conducted by the Damage Assessment Teams, to identify and prioritize mitigation initiatives that they could implement if the resources to do so became available. Once these proposed initiatives are coordinated, the Working Group can then decide whether or not to incorporate them into the Hendry County Local Mitigation Strategy and prioritize them by the following parameters:

- Cost or Cost Impact
- Funding Probability
- Probability of Community Acceptance
- Estimated Benefit/Cost Ratio
- Complexity of Implementation
- Addressed in Plans, Programs or Policies
- Health and Safety

Each LMS working group member will get one vote on the final ranking of all the projects (*LMS Mitigation Tab Section II-1*).

H. Managing Mitigation Funding

The process to manage federal, state, regional and local mitigation disaster assistance money is handled much like any other grant that is received in the County. The following are the steps to acquire a grant:

- A request is submitted to the BOCC to apply for the grant.
- The Department responsible for managing the grant coordinates, with the Grants and Special Projects Department, all of the information needed for the grant application.
- The Grants Department submits the grant to the funding source.
- Once the grant is awarded the department that requested the grant is then responsible for the management of the grant. Taking special consideration to document the expenditures and meet the specific deliverables for the grant.

(A list of potential funding sources is listed in Appendix B of the LMS Plan Maintenance Tab)

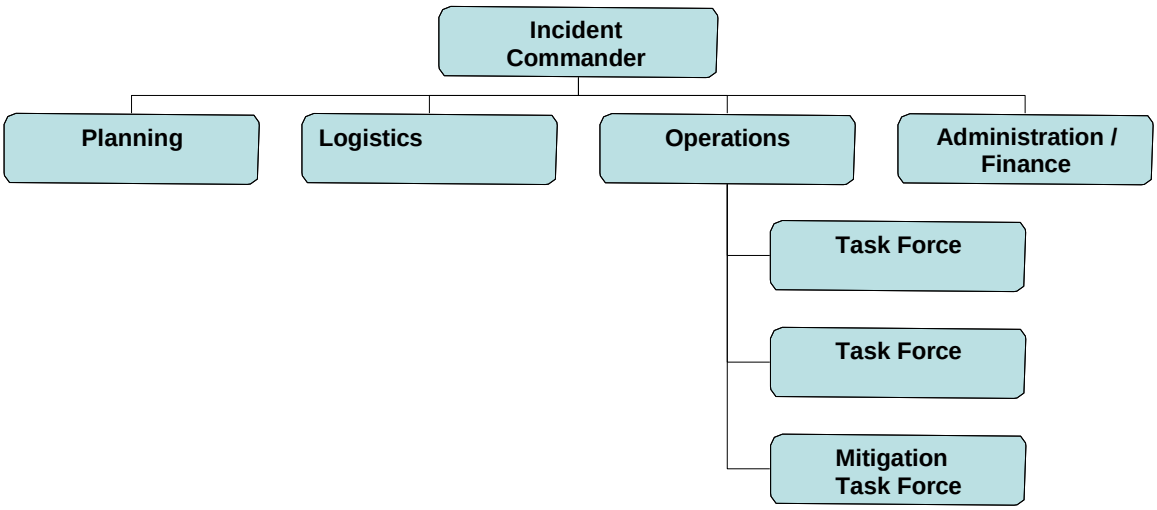
III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES

Hendry County and its municipalities have updated and adopted the Local Mitigation Strategy. The following information is referenced from the Local Mitigation Strategy and each section will identify where in that plan it is located.

A. Mitigation Task Force

Hendry County has a task force called the Local Mitigation Working group *(LMS Planning Tab Section I-1)*. This task force represents a cross section of the County, and will direct its activities to public awareness and education, seeking out mitigation activities to improve the community and bridging the gap between the government and the private/resident sector.

Following a disaster, the Working Group will function as the Hendry County Recovery/ Mitigation Task Force. While Hendry County is still in the response phase, the Recovery/Mitigation Task Force will focus on a recovery strategy and mitigation *(LMS Plan Maintenance Tab Section II-36 & 37).*



B. Mitigation Goals & Objectives

The Local Mitigation Strategy's purpose *(Introduction Tab Section I-1)* is to reduce the human, environmental and economic costs of disasters. These objectives will be achieved through the process of hazard mitigation. As used in the LMS, "hazard mitigation" refers to any actions taken by local governments, other government entities, or private interests to permanently reduce or eliminate long-term risks to people and their property from the effects of natural or manmade disasters.

In this regard, the Local Mitigation Strategy is a planning document. As such, it is not a plan which should be tied directly to the operational strategies of the County's Comprehensive Emergency Management Plan (CEMP). Rather, the LMS should be utilized to direct and prioritize long-term mitigation planning in conjunction with local government Comprehensive Plans.

The Mitigation Goals and Objectives can be found in the Local Mitigation Plan *(Mitigation Plan Tab Section I 2-9)*.

C. Mitigation Activities

All three jurisdictions including the City of LaBelle, the City of Clewiston, and Hendry County (unincorporated) have been actively participating in the NFIP and complying with the program. The NFIP is discussed further in the Hendry County LMS *(Mitigation Plan Tab Section II 12-13)*. The Community Rating System was previously discussed in this plan.

1. Public Education and Awareness

Hendry County Emergency Management participates in public education and awareness campaigns which include, but are not limited to:

- News Releases that include: shelter lists, evacuation route maps, and tips for mitigation, preparedness, response and recovery. This can include but are not limited to the following methods: newspaper advertisements, announcements and articles, radio spots or television commercials, and fliers & handouts.

- Participation in fairs, festivals, and other public activities with a display table and materials for distribution.

- Public Outreach presentations to community, fraternal, religious, business, agriculture, educational, and other community or civic groups.

- The LMS Working Group also solicits the public for involvement in public policy decisions. *(LMS Planning Tab Appendix B – Notices of Public Meetings).*

2. Public Involvement

Throughout the continuous LMS development process, there have been many opportunities for public involvement. Public meetings are held at different stages in the LMS process. Meeting locations are alternated so that the public will be afforded a variety of opportunities to attend meetings and participate. The public can participate by identifying areas in their communities that could benefit from mitigation and then be evaluated and voted to be added the LMS list of projects. *(LMS Planning Tab Section I-3 and LMS Planning Tab Appendix B – Notices of Public Meetings)*.

3. Mitigation Activities Governmental and Private Agencies

Annually prior to hurricane season, Hendry County Emergency Management will review redevelopment trends and activities. Adjustments to current policy and efforts will be made based on changes in the circumstances since the previous review. More than one session may be required. Expertise and involvement from the Cities of Clewiston and Labelle, private sector and volunteer groups will be sought.

By participating in the LMS Working Group these agencies and non-profit organizations are able to coordinate their mitigation activities. The members of the LMS working group share information and resources as well as development trends. Each organization has identified mitigation projects and has also identified the hazard that the project mitigates. *(LMS Mitigation Tab Section II-3 Table II-1 LMS Project List)*

4. Structural and Non-Structural Hazard Mitigation Initiatives

The Hendry County LMS lists the number of structures at risk for each hazard, but does not break them down by type. Future LMS development will be compiling structure data by type for each hazard. *(LMS Risk Analysis Tab Section II-1 through Section XIV-6)* The LMS project list has identified 20 Structural Hazard Mitigation initiatives. *(LMS - Mitigation Plan Tab Section II-3)* The retrofitting of shelters and other public buildings needed in emergency or disaster response, road improvements, and water management improvements are priorities, in that order.

Mitigation Initiative	Structural
Flood-Proofing	0
Wind-Retrofitting	10
Storm water Management	4
Floodplain Management	0
Infrastructure Hardening	10
Acquisition and Demolition	0

5. Non-Structural Mitigation

In the event of a disaster the Hendry County Board of County Commissioners (BOCC) may adopt an ordinance that creates a temporary moratorium on rebuilding all structures with the exception of critical facilities necessary for post storm recovery. The BOCC may also waive some permit fee requirements to cut red tape and expedite recovery, providing that such an action does not compromise mitigation efforts. This permitting policy is discussed later in this section of this Mitigation Annex. There are five (4) non-structural mitigation initiatives listed on the LMS project list.

The County will address hazard mitigation issues through stronger building and zoning codes, inspections and enforcement. Revised zoning codes may include, but not be limited to, a "buy-out" policy for structures repeatedly and severely damaged from disasters, or the prohibition of new development areas in areas that repeatedly experience floods or other natural disasters. *(LMS Mitigation Tab, Section I-2).*

Hendry County is part of an enterprise zone which offers a refund of the sales tax to homeowners that make improvements to their homes, which would increase the value of their home. The Federal Government and private insurance companies may offer other incentives for repairs and improvements to residential homes.

D. Vulnerability

Natural or man-made hazards are a threat the people of Hendry County face on a daily basis. The level of risk differs by hazard type, time of year, and location of the person or piece of property. In order to help the people of Hendry County mitigate these risks, a vulnerability assessment must be completed. This analysis includes four main components: hazard identification, profiling hazard events, asset inventory and the estimation of total loss *(LMS Risk Analysis Tab).*

1. Residential, Governmental, School and Commercial Structures

The primary concerns related to disasters in the Hendry County area are:

- Shortage of emergency generators.
- Potential Hazardous Materials incidents.
- River front flooding
- Widespread damage and debris due to poorly constructed homes and businesses. Hendry County has a large population of mobile homes, recreational vehicles, and travel trailers.

2. Critical facilities

Hendry County's critical facilities are listed in the Local Mitigation Strategy.

- Adequate public shelters exist, with the exception of emergency generator capacity. There is a potential shortage of suitable buildings to serve as DFO or DRC.

- There is a shortage of suitable staging, storage and distribution sites.
- Hendry County and municipal governments have limited personnel and equipment resources.
- The road system of Hendry County becomes a vulnerability when used by evacuees from both the east coast and the west coast. These roads could become clogged, creating delays and potential problems for motorists.

E. Mitigation Initiatives

HENDRY COUNTY LMS PROJECT LIST							
Project Description	Jurisdiction	Estimated Cost	Score	Ranking	HMGP Eligibility Potential	HMGP Ranking Priority	Hazard Mitigated
All Hazard Education/Outreach (All Hazards)	HC	$54,000	27	1	No		All
Early Warning Systems (Sirens) (All Hazards)	HC	$100,000	24	2	Yes	1	All
Early Warning Systems (Telephone) (All Hazards)	HC	$25,000	24	2	Yes	2	All
Private Lift Stations Generator Retrofit	CL	$35,000	23	3	No		All
Wildfire Fuel Reduction	HC	$50,000	23	3	No		WF
State Attorney's Office Shuttering	HC	$50,000	20	4	Yes	3	CS,TS,TO
Harlem Civic Center Shuttering	HC	$50,000	20	4	Yes	3	CS,TS,TO
Felda Civic Center Shuttering	HC	$50,000	20	4	Yes	3	CS,TS,TO
Pioneer Community Center Shuttering	HC	$50,000	20	4	Yes	3	CS,TS,TO
Clewiston EMS Shuttering/Bay Door Bracing	HC	$75,000	19	5	Yes	4	CS,TS,TO
LaBelle EMS Shuttering/Bay Door Bracing	HC	$75,000	19	5	Yes	4	CS,TS,TO
Witt Road Elevation and Stabilization	OT	$350,000	19	5	No		FL
Pioneer Mid-County Storm water Drainage Improvements	HC	$840,000	19	5	Yes	4	FL, DR
Ditch Widening in Fort Denaud, Felda, Pioneer & LaDeca	HC	$150,000	18	6	Yes	5	FL
Hardening of Health Department Building on Olympia Rd in Clewiston	HC	$250,000	17	7	Yes	6	All
Hardening of Dallas Townsend Education Center	HC	$250,000	17	7	Yes	6	CS,TS,TO
Airport Sears Storm Water Drainage Improvements	HC	$4,000,000	16	8	Yes	7	FL
Four Corners Storm Water Drainage Improvements	HC	3,200,000	16	8	Yes	7	FL
Hardening of PLUS Office Building & Lab	HC	$200,000	15	9	Yes	8	CS,TS,TO
Hardening of PLUS Water and Sewage Treatment Plants	HC	$300,000	15	9	Yes	8	CS,TS,TO
Pet Friendly Shelters	ALL	$100,000	14	10	No	9	All
Hazardous tree Removal from Hendry County ROW	HC	$150,000	12	11	No	9	CS,TS,TO
Special Needs Shelter Retrofit/Upgrade	HC	$200,000	12	11	Yes	9	CS,TS,TO
City of Labelle Civic Center Shelter Retrofit	LB	$100,000	12	11	Yes	9	CS,TS,TO
New Clewiston Police Department	CL	TBD	8	12	No		All
Wheeler Road Evacuation Route Road Improvements	HC	$5,100,000	8	12	Maybe	10	All
Storm Hardening for Airglades Terminal Building	HC	$300,000	8	12	Yes	10	CS,TS,TO
Wind Retrofit for Low to Moderate Income Residents	ALL	$100,000	8	12	Yes	10	CS, TS
Mobile Home Tie Downs for Low/Moderate Income Residents	ALL						
Hendry County Shelter Retrofit	HC	$229,000					CS,TS,TO
Hendry County Emergency Operations Center	HC	$5,000,000					All
TOTAL PROJECT COSTS						$21,333,000	
TOTAL PROJECT COSTS FOR POTENTIAL HMGP PROJECTS						$10,265,000.00	

** Hazard Mitigated CS = Coastal Storm, DR = Drought, FL = Flood, TO = Tornado, WF = Wild Fire, FR = Freeze, DF = Dam/Levee Failure, TS = Thunderstorm/High Wind, All= All Hazards

F. Prioritize Mitigation Initiatives

Determining mitigation initiatives and prioritizing them is one of the most important functions of the LMS Working Group. By working together to determine which projects will provide the most benefit and what order they should be completed in, the Working Group helps to maintain a focused effort to mitigate against natural hazard threats within the county. The 2010 LMS goes into greater detail in reference to prioritizing mitigation initiatives. *(Mitigation Plan tab Section II-1).*

The LMS also identifies the following funding sources that include but are not limited to: The Hazard Mitigation grant Program (HMGP), Community Development Block Grant (CDBG) special disaster allocations, Infrastructure program – Mitigation, Technical Assistance funding from FEMA, The Flood Mitigation Assistance Program, The Community Development Block Grant (CDBG) Program, The Florida Communities Trust, The Florida Coastal Management Program, and other funding to support mitigation activities. *(LMS Plan Maintenance Tab Appendix B)*

IV. SPECIFIC DISASTER-SCENARIO MITIGATION FUNCTIONS

A. Mitigation Assessment Function

1. Agency Responsible

The Hendry County Department of Emergency Management has been tasked by the State of Florida Division of Emergency Management, to coordinate the Hendry County Local Mitigation Strategy, and bring it into compliance with the Disaster Mitigation Act of 2000 (DMA2K). A specific mitigation assessment will be conducted by the State and FEMA PDA teams with personnel from Hendry County Emergency Management as the lead agency.

2. Support Agencies

The support agencies for the Local Mitigation Strategies are those that are represented in the Hendry County LMS Working group list, as well as every department and agency of the County.

3. Duties & Responsibilities

The responsibilities of the lead and the support agencies are to continue to be a part of the local mitigation strategy working group and to help identify and prioritize new mitigation projects. They are also responsible for assisting in the monitoring, the evaluating and the updating of the Local Mitigation Strategy according to the schedule identified in the Plan. *(LMS Plan Maintenance Tab Section I – Monitoring, Evaluating, and Updating the Plan)*

4. Missions and Resource Coordination

For incidents that require a multi-agency/multi-jurisdictional response, it may be necessary to initiate a Unified Command structure. Incoming agencies or units who are not already part of the Hendry County ICS/EOC interface will be assigned to work with their counterparts in the already existing structure. This will ensure consistency of information, efficiency in use of resources, and an overall consistent response and recovery. No one will work outside of this structure.

When multiple incidents occur which may require the same jurisdictional or regional resources, it may be necessary to initiate an Area Command, which may integrate the ICS/NIMS structures of multiple jurisdictions. This would be required if identical resources (personnel or equipment) were being sought after multiple incidents within the same region.

a. Priorities

The Unified/Area Command shall work with the Planning Section to ensure that overall incident related priorities are set. With little exception, priorities shall generally be, listed in order:

- Protection of Life
- Protection of Health and Welfare
- Protection of Property

This is consistent with overall incident priorities whether in Area Command or in a single agency response.

b. Critical Resources

The Unified/Area command shall work with the Administration Section and the ESF-7/Procurement Unit to ensure that critical resources are allocated according to the established Unified/Area Command priorities.

c. Incident Management

The overall Incident Commander (IC) shall work through the Unified/Area Command along with the Planning, Logistics, Operations and the Administration Sections. This ensures that the incident is being managed correctly, efficiently and in accordance with the incident goals and objectives set forth in the Incident Action Plan (IAP).

The Incident Commander shall also work through the Unified/Area Command to ensure that the incident management objectives do not conflict with each other or policies set forth by the response/recovery agencies.

d. Critical Resources

The unified command shall ensure that all requests for critical resources are directed to the Logistics Section so that they can be analyzed, prioritized and filled as deemed appropriate.

e. Short Term Emergency Recovery

The overall incident commander shall work with the Planning Section to ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5. Maintaining the Mitigation Assessment Resource

The Hendry County LMS Working Group is responsible for the maintenance of the Local Mitigation Strategy (LMS). Maintenance of the LMS include establishing an annual process/schedule for updating and revising the LMS document to reflect new information, revised goals, and/or new initiatives. Monitoring, evaluating and updating the plan are all important parts of the overall maintenance of the LMS document. Regular review of the document will help to keep it a healthy and viable plan.

6. Location of Inventory

Hendry County Emergency Management maintains an inventory of personnel, data, equipment, and vehicles that can be used for mitigation assessment; this list is reviewed and updated annually.

7. Planning Assumptions

The Hendry County Emergency Management and Mitigation procedures are guided by a set of planning assumptions *(LMS Plan Maintenance Tab Section II-37).* They are:

- **Assumption One:** Hendry County has limited multiple family housing units, other than migrant facilities. It does have an abundance of RV and Campground spaces.

- **Assumption Two:** Motel accommodations are sufficient for normal times, but would become in short supply following as disaster. Many local residents, who can afford to do so will quickly seek shelter in motels. Based on lessons learned in past disasters, few people will reside in tent cities.

- **Assumption Three:** Migrant facilities are adequate during normal times and in many cases often more safe than the mobile home structures used by many permanent residents. However, if migrant facilities are destroyed by a disaster, approximately 12,000 additional persons could be in need of temporary housing in Hendry County.

  a. Short Term Housing – may be accomplished by using available rental property. Contracts may be established for rental property in neighboring counties of Lee and Palm Beach. Some campground and RV park facilities may be used.

  b. Long Term Housing – could be established through the utilization of rental property contracting. Modular homes could be utilized and could be sited on or near the location of the residential property that was damaged or destroyed by the occurrence. Existing water wells could also be utilized. Older modular homes could be grouped on property leased to Hendry County. Issues of potable water and waste (both solid and wastewater) would need to be addressed

c. High and Low Impact - Depending on the nature of the disaster only part or perhaps all of the residents in Hendry County could be impacted. Following low impact occurrences, a return to normalcy would be accomplished in days or weeks. Following high impact occurrences, the return to normal conditions could take months or even years. Planning should be appropriate to the nature of each anticipated occurrence including but not limited to the following:

- **Hazmat Incidents** - are usually limited in geographic area and impacted population. Short term housing methods could be used.
- **Hurricanes** - can impact the entire County. Massive short term temporary housing could be required, with significant long term temporary housing needs possible.
- **Winds (other than hurricanes) and Tornadoes** - are generally short in duration and could have an impact on a part rather than the entire Hendry County population. In most cases, short term temporary housing will be sufficient. However, there could be some families which require long term temporary housing.
- **Wild fires** - will create concerns similar to those for wind/tornado incidents. Should the fires rage out of control and travel through a community, such as Clewiston or LaBelle, large numbers of families could require long term, temporary housing.
- **Flooding** - is manageable. Riverfront resident are the most likely to be impacted. In many cases, these are more affluent residents who have the ability, and the likely insurance, to seek their own temporary housing. Conditions could involve long term housing for relatively few residents.

8. Training Procedures

Hendry County Emergency Management is tasked with coordinating training opportunities for the mitigation assessment teams to identify mitigation opportunities. This is an ongoing process as the LMS working group is ever changing as positions and responsibilities change. Training can be provided in many ways, but the two that are most widely used are classroom style and online correspondence courses provided by FEMA or other entities.

B. Funding Function

The fundamental purpose of the LMS is to guide, coordinate and facilitate the efforts of the agencies, organizations, and individuals participating in the working group as they seek funding authorities, or other resources necessary for implementation of the identified mitigation initiatives. The LMS analyses have not been specifically designed to meet the known or anticipated requirements of any state or federal funding agency, due largely to the fact that such requirements can vary with the agency or type of proposal. Therefore, at the point when the organization proposing the initiative is applying for funding from any funding source, that organization will then address the specific informational or analytical requirements of the funding agency *(LMS Planning Tab Section II-5)*.

In Hendry County, when a department is seeking funding for a particular project or initiative identified in the LMS the procedures are the same as previously discussed in this plan. The following are the steps to acquire a grant:

- A request is submitted to the BOCC to apply for the grant.
- The Department responsible for managing the grant coordinates, with the Grants and Special Projects Department, all of the information needed for the grant application.
- The Grants Department submits the grant to the funding source.
- Once the grant is awarded the department that requested the grant is then responsible for the management of the grant. Taking special consideration to document the expenditures and meet the specific deliverables for the grant.

(A list of potential funding sources is listed in Appendix B of the LMS Plan Maintenance Tab)

C. Public Information Function

Typically the Hendry County Public Information officer is responsible for disseminating emergency information to the community. In this instance the Hendry County Emergency Management Department is responsible for relaying to residents, information regarding how to prevent damage in the future. The Florida Division of Forestry also has offered to support Emergency Management in sharing information regarding wildfire mitigation. After a disaster this information can be disseminated directly from the Disaster Recovery Center if established. Information can also be shared by the teams that are out in the field, assisting in the recovery efforts. This should only be done if all information is consistent.

V. STANDARD OPERATING PROCEDURES (SOPs)

A. Collecting and Analyzing Information

Individual jurisdictions, and their agencies and local organizations, are really the key to accomplishing the planning process. The effort begins with developing a community profile of Clewiston, LaBelle and unincorporated Hendry County (the jurisdictions) to document the basic characteristics of their community that are relevant to controlling the impacts of disasters. Vulnerability assessments of key facilities, systems, and neighborhoods within or serving the jurisdictions are conducted to define, specifically, how these may be vulnerable to the impacts of all types of disasters.

Finally, the jurisdictions and their organizations use the vulnerability assessments to formulate and characterize mitigation initiatives that they could implement if the resources to do so became available. Once these proposed initiatives are coordinated, the Working Group can then decide whether or not to incorporate them into the Hendry County Local Mitigation Strategy *(LMS Planning Tab Section I-4).*

B. Documenting Locations and Causes

The working group was established to identify and recommend projects and programs that, when implemented would eliminate, minimize or otherwise mitigate the vulnerability of the people, property, environmental resources and economic vitality of the community to the impacts of future disasters. These identified projects and programs are termed “mitigation initiatives” and constitute the principal component of the Hendry County LMS. The fundamental purpose of the LMS is to guide, coordinate, and facilitate the efforts of the agencies, organizations and individuals participating in the Working Group as they seek funding, or other resources necessary for implementing the identified initiatives. *(LMS Planning Tab Section II-1).* The Damage Assessment process is the way that Hendry County can identify locations and causes of damage for future LMS project initiatives.

C. Using the Mitigation Assessment Information

There are two methods available to the Working Group to use the assessment to evaluate and prioritize mitigation initiatives. The first avenue is a methodical, qualitative examination of the vulnerabilities of important facilities, systems, and neighborhoods to the impacts of future disasters. For the participating jurisdictions and organizations, the individuals most familiar with the facility, system, or neighborhood complete the assessment through a guided and objective process. The process ranks both the hazards to which the facility, system or neighborhood is most vulnerable as well as the consequences to the community should it be disrupted or damaged by a disaster.

The second avenue for assessment of community vulnerabilities involves the comparison of existing policy, program and regulatory framework promulgated by local jurisdictions to control growth, development, and facility operations in a manner that minimizes vulnerability to future disasters. The working group members assess the individual jurisdiction existing codes, plans, and programs to compare their provisions and requirements against the hazards posing the greatest risk to that community. If indicated, the participating jurisdiction can then propose development of additional codes, plans or policies as mitigation initiatives for incorporation into the Hendry County LMS when it is appropriate to do so.

This process enables the Working Group participants to highlight the most significant vulnerabilities and to assist in prioritizing subsequent efforts to formulate and characterize specific hazard mitigation initiatives to eliminate or minimize those vulnerabilities. *(LMS Planning Tab Section II-4 through II-6)*

Once the vulnerability assessment and risk analysis are complete and the hazard mitigation opportunities have been identified by the Working Group proper priorities must be established concerning each proposed project's impacts on life safety, quality of life, cost effectiveness, and value to the overall community including, but not limited to, value as compared to other similar projects especially during times of limited funding availability. *(LMS Mitigation Tab Section II-1 and LMS Mitigation Tab Appendix A)*

D. Contacting the Assessment Team

After a disaster, the Hendry County Emergency Management staff will contact each member of the LMS working group by telephone, and/or email. The contact list can be found in the Hendry County LMS *(LMS Planning Tab Appendix A).*

E. Post Disaster Permitting Policy

In the event of a disaster, the Hendry County Board of County Commissioners has in the past adopted an ordinance *(Resolution No. 2006-08, Recorded in Resolution Book IX, Page 17 Dated February 14, 2006)* that creates a temporary moratorium on rebuilding all structures with the exception of critical facilities necessary for post storm recovery. The Board of County Commissioners may also waive some permit requirements to cut red tape and expedite recovery, providing that such action does not compromise mitigation efforts.

This policy has been created to address the permitting requirements for structures that have been impacted by a disaster resulting in the Board of County Commissioners declaring a State of Local Emergency. This policy will assist property owners with the rebuilding process and allow them to minimize the time without essential services or use of their structures.

1. Permitting Priority

Property owners impacted by the event who are in need of a permit to address impacts to their structures will be given priority in permitting. New construction permits (not disaster related) will be processed after the event related permits have been prepared for issuance. Priority will be given to inspection requests required for the reconnection of electrical or other utilities to event impacted structures. The following order will be used to process event related permits:

a. Reconnection of electrical services to residential or commercial structures.
b. Residential units (repairs to existing homes).
c. Replacement homes (mobile homes, modular homes, and/or site built homes).
d. Repair to residential accessory structures.
e. Repairs to commercial structures
f. Replacement commercial structures
g. Residential permit requests not impacted by the event.
h. Residential accessory use permit requests, not impacted by the event.
i. Commercial structures, not impacted by the event.

2. Permitting Applications

The permit application forms in use will be required to be completed and returned with minimal information, prior to the issuance of the permit, in accordance with the following:

a. The requirement for proof of ownership is waived provided the name of the property owner on the application is the same as the owners reflected in the public records of Hendry County held by the Clerk of Court.

b. Replacement structures need not provide a certified survey, as long as the structure/use being replaced is going to be located in the same location of the original structure and is of the same size or smaller (pursuant to Hendry County Land Development Regulations, Chapter 52). The structure must have been previously permitted and given a Certificate of Occupancy prior to the event. The replacement structure must be submitted for re-permitting within one (1) year after the date of the disaster.

3. Permitting Fees

Remain the same, unless modified on a case-by-case basis by the Board of County Commissioners.

4. Allowances and Time Limits

The Board of County Commissioners may, upon review of the event, allow the use of recreational vehicles as a primary residential structure on a temporary basis for a defined period of time. This period of time will not exceed eighteen (18) months from the date of the emergency declaration. Recreational vehicles must receive all necessary permits prior to occupancy or use. A recreational vehicle that is to be occupied as a temporary primary structure must be permitted and the applicant must sign an affidavit stating that they have read and will comply with the requirements for such use, including but not limited to the time frame, for termination of the use prior to the issuance of the permit for such use.

Hendry County, Florida

ANNEX VI – TEMPORARY HOUSING

Hendry County Comprehensive Emergency Management Plan 2019

ANNEX IV: HENDRY COUNTY DISASTER HOUSING ANNEX

Primary Agencies: Hendry County Housing Department
Hendry County Office of Emergency Management

Support Agencies: All Hendry County Agencies and Departments
American Red Cross - Southern Gulf Region
Salvation Army – Lee Hendry & Glades
United Way – Lee Hendry & Glades
City of LaBelle
City of Clewiston

NIMS: All functions under the Hendry County Disaster Housing Annex will follow the Hendry County NIMS/EOC Integrated Management System.

I. INTRODUCTION

The purpose of the Emergency Preparedness document to coordinate, and facilitate the delivery of services to support the relief effort for those in the disaster area. This plan shows the composition of the elements providing response coordination and response operation activities, but does not represent lines of authority nor reporting relationships.

This document is an emergency preparedness plan, and is written for the specific purpose of outlining an action plan appropriate for our clients and users. It is the intent to provide a general understanding of the roles of staff and management as well as outside agencies, in any emergency situation. It is also intended to convey appropriate response measures to be taken by staff assuring the greatest responsiveness and care for the safety of everyone.

II. SCOPE

The scope of this Disaster Housing Plan is to provide a coordinated approach as it relates to community support services and volunteers in a disaster or emergency situation. As well as to coordinate the receipt and delivery of services to those affected by the disaster. This effort includes the assessment and prioritization of available resources, identification of needs, and securing additional resources in cooperation with local, state, and federal agencies.

A. Primary Agency

The Hendry County Housing Department is the lead agency responsible for coordinating disaster housing activities in the County for both pre-disaster and post-disaster scenarios. The Housing Director is the Chairperson of the Housing Task Force. The Housing Department is located at: 133 North Bridge Street; LaBelle. In the event that the Housing Department is not able to provide services from the main location the office will relocate to: 1100 South Olympia Street; Clewiston, FL 33440.

B. Support Agencies

There are many members that make up the Hendry County Disaster housing Task Force. The list includes the following: all Hendry County Departments and Agencies, American Red Cross – Southern Gulf Region, United Way Lee Hendry & Glades, Salvation Army of Hendry & Glades County, the City of Clewiston, and the City of Labelle.

III. Responsibilities

The Housing Department is responsible for coordinating services and volunteers to manage the arrival and provide assistance to those citizens in need. The primary agency is responsible for coordinating with and giving direction to its support agencies regarding preparedness, response and recovery functions. The primary agency is responsible for staffing its office or the location where services will be administered. To accomplish this, it may utilize the resources of its support agencies. The Hendry County Housing Department will coordinate with Hendry County Emergency Management regarding housing assistance and program of services.

Support agencies are responsible for the coordination and direction of their resources. They will assist the primary agency with the continuous 24 hour operation as needed. During the preparedness stage, the primary and support agencies will develop internal alert rosters, check lists, inventory lists, contractor or supplier lists, maps, forms, diagrams, and other items they may need in a response or recovery mode.

The role of Emergency Management is to gather information, and disseminate information through the Emergency Operations Center (EOC). The Planning Section of the EOC will coordinate and disseminate damage assessment information to the Disaster Housing Task Force.

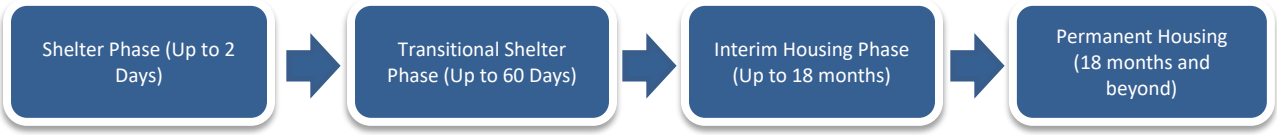
IV. Preparedness

Hendry County Housing Department will continuously strive to identify community volunteers and potential programs for assistance. Contact information will be recorded in the Hendry County Local Access Directory (LAD) located at the Emergency Operations Center. Efforts will include:

- Community outreach to churches
- Community outreach through presentation s to civic, fraternal and service clubs.
- Meetings with the LaBelle and Clewiston Chambers of Commerce to identify business resources.
- Individual meetings with social service organizations.
- The use of news media in developing stories on the need for agency providers
- Utilize the public service announcement system for Hendry County

IV. Concept of Operations

The goal of the disaster housing mission is to transition displaced survivors into permanent housing as quickly and as efficiently as possible. The disaster housing mission may progress through all four disaster housing phases. Each of these phases may overlap or may be excluded if they are not needed



The Shelter Phase of the disaster housing mission will be managed by the ESF 6 – Mass Care Unit of the Emergency Operations Center.

The Transitional Shelter Phase will be managed initially by the ESF6 – Mass Care Unit in close coordination with the Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the EOC with a gradual transition to the Disaster Housing Task Force.

The Interim Shelter Phase is managed by the Disaster Housing Task Force in close coordination with the Joint Field Office. The Disaster Housing Coordinator is responsible for directing these efforts and coordinating with State and Federal Disaster Housing Officers.

A. Planning Assumptions

- Since some disasters will not receive a Presidential Disaster Declaration, it may be necessary to implement all or portions of the disaster housing strategy without a Federal disaster declaration.
- Determine if the housing demand will exceed the housing supply through the provision of existing residential structures and/or vacant residential units.
- The ability to provide interim housing is contingent upon the availability of utility infrastructure services as well as healthcare, fire, EMS, law enforcement, school, retail, or other essential governmental services.
- Households should be placed in temporary housing as close as possible to their original home or neighborhood, whenever possible.
- Persons with lower income, living in manufactured housing, migrant farm workers, and persons with functional needs are likely to require greater levels of post disaster assistance which includes provisions for interim housing. Providing this assistance may require a combined effort of additional community resources and the efforts of the private sector and community non-profit agencies.
- Urgency must be balanced with informed decisions.
- Significant damage will trigger a Presidential Disaster Declaration (for Individual Assistance – IA, and Public Assistance – PA).
- A substantial quantity of displaced disaster survivors, as determined by percentage of housing losses, is expected in disasters of major or catastrophic levels.
- An incident may occur with little to no warning.
- A disaster may cause significant disruption to critical infrastructure.
- Response in the immediate aftermath of the event must begin with the rapid damage assessment (without the benefit of detailed/complete assessments).
- A large number of people may be left displaced.
- Demographics and socioeconomic characteristics will create unique challenges.
- The success of the housing mission will depend on how timely mission-critical information and issues can be collected, confirmed, and circulated in a consistent format that is readily accessible and useful to all key stakeholders.

B. Initial Actions

A telephone number and location of service access points will be identified and distributed to the public through the news media when it is deemed beneficial to the response and recovery effort to do so (locations are identified in section II). Staff will be present at office locations assisting clients based on program criteria. Each program eligibility and qualifications will remain in effect unless the authorizing agency directs otherwise. The reporting agency will provide information to the funding agency as required by contract and/or

grant and statutory requirements. All funding sources will be notified of emergency or disaster. The agency will continue its function assuring that staff, volunteers and clients needs are met safely. This document should not be interpreted as the sole solution to all housing emergencies.

C. Needs Assessment

The Housing Department will coordinate with the Emergency Operations Center to determine if there are unmet needs in the community. Volunteers will work in the field as needed to provide relief to those eligible.

Determining the need for disaster housing in the aftermath of a disaster is a challenging task. An initial determination must be made in order to position the resources needed to implement the Disaster Housing mission. While the numbers will likely change as better data is received, the following informational components from the damage assessment teams and other responders in the field are needed to quantify the disaster housing need:

1. Total number of residential structures by type with major damages classified as destroyed or deemed uninhabitable.
2. The estimated number of residential structures which might be made habitable with minimal repairs
3. The status of available hotel/motel/park units (below is a list of temporary housing units that may or may not be available)
4. The status and availability of public housing units.
5. The status and availability of privately-owned, vacant rental properties, which could be used for disaster housing.
6. Status and availability of manufactured housing units or other fabricated dwellings which could be used for disaster housing.
7. Available land meeting the suitability criteria for emergency community sites, including available space in existing/vacated manufactured home parks.
8. Status of restoration of utilities.
9. Availability of community services including fire, EMS, law

enforcement, healthcare, schools, etc.

HOTELS & MOTELS

Hotel/Motel Name	Address	Number of Rooms
Best Western of Clewiston	1020 W. Sugarland Hwy,	52
Big Cypress RV Resort-Cabins	30290 Josie Bilie Hwy, Clewiston	5
Executive Motor Inn	335 W. Sugarland Hwy, Clewiston	30
Historic Clewiston Inn	108 Royal Palm Ave., Clewiston	51
Holiday Inn Express	1024 W. Sugarland Hwy,	61
Motor Inn of Clewiston	412 W. Sugarland Hwy, Clewiston	16
Plaza Travel Inn	621 E. Sugarland Hwy, Clewiston	19
Relax Inn	820 E. Sugarland Hwy, Clewiston	20
Roland & Mary Ann Martin's	920 E. Del Monte Ave, Clewiston	106
West Express Inn	433 W. Sugarland Hwy, Clewiston	20
Vitami Springs	28280 Etumakee Way, Clewiston	25
LaBelle Motel	170 W. Hickpochee Ave, LaBelle	38
Port LaBelle Inn	1563 Oxbow Drive, LaBelle	22
River's Edge Motel	285 Old CR 78, LaBelle	13
Total Number of Rooms	478	

RV PARKS/CAMPGROUNDS

Park Name	Address	Number of Rooms
Big Cypress RV Resort	BCSIR, Clewiston	110
Chickees	BCSIR, Clewiston	12
KOA Campground	194 CR 720, Clewiston	124
Okeechobee Landings	420 Holiday Blvd., Clewiston	255
Vitambi Springs	28280 Etumakee Way, Clewiston	7
Aqua Isles RV Park	900 Aqua Isles Blvd, LaBelle	60
Grandma's Grove RV Park	22250 W SR 80, LaBelle	205
LaBelle Woods RV Park	620 S. Main Street, LaBelle	116
Palm & Pines RV Park	1225 S. SR 29, Felda	67
Riverbend MC Resort	5800 W. SR 80, LaBelle	100
Riverside Retreat	7305 CR 78, Fort Denaud	30
Total Number of Pads	1086	

D. Continued Services

If there is an ongoing housing need, the Disaster Housing Task Force will work with local, State and Federal partners to access and fulfill the community wide needs for those who remain affected by the disaster.