

***CITY OF
TEMPLE TERRACE***



***COMPREHENSIVE
EMERGENCY
MANAGEMENT PLAN
(CEMP)***

This page left blank

TABLE OF CONTENTS

<u>Section/Description</u>	<u>Page</u>
I. INTRODUCTION	
A. General	1
B. Purpose	1
C. Scope	1
D. Methodology	2
E. Plan Organization	2
F. Assumptions	2
II. SITUATION	
A. Geographical, Climatological and Topographical Characteristics	5
B. Hazard Analysis	5
C. Demographics.	10
D. Economic Profile	11
III. CONCEPT OF OPERATIONS	
A. General	13
B. Levels of Disaster	14
C. Organization	14
D. Direction and Control	20
E. Notification and Warning	24
F. Response Actions	26
IV. RESPONSIBILITIES	
A. General	35
B. City, County, State and Federal Responsibilities	35
C. Officials or Departments Responsibilities	37
V. FINANCIAL AND ADMINISTRATIVE MANAGEMENT	
A. Financial Guidelines	45
B. Mutual Aid Assistance	46
C. Disaster Relief Funding Agreement	46
D. Reporting Procedures	46
E. Protection of Records	47
VI. TRAINING AND EXERCISE	49
VII. PUBLIC AWARENESS AND EDUCATION	51
VIII. REFERENCES, AUTHORITIES AND MUTUAL AID AGREEMENTS	
A. Federal	53
B. State	53
C. County	53
D. Authority – Coordination of Government Action	53
E. Mutual Aid Agreements for Disaster Response or Emergencies	54
APPENDIXES	
App. 1 Hillsborough County Hazard Vulnerability Matrix..	56
App. 2 Hillsborough County Emergency Management System/Organization	57
App. 3 Temple Terrace Emergency Operations Center Organization	58
App. 4 Hillsborough County Organization Chart – Normal Operations	59
App. 5 Temple Terrace Organization Chart – Normal Operations	60
App. 6 Hillsborough County Organization Chart – Emergency Operations	61
App. 7 Temple Terrace Organization Chart – Emergency Operations	62
App. 8 Hillsborough County Emergency Operations Policy Making	63
App. 9 Temple Terrace Emergency Operations Policy Making	64
App. 10 Hillsborough County Executive Support Group	65
App. 11 Temple Terrace Executive Support Group	66
App. 12 Temple Terrace Emergency Operations Center Operations Group	67
App. 13 Emergency Support Function/Recovery Functions Responsibilities	68
App. 14 Temple Terrace Emergency Operations Center Organization	69
App. 15 Incident Command Responsibilities	70

App. 16	Incident Command Matrix	71
App. 17	Incident Command System Chart	72
App. 18	Hillsborough County Hospital Evacuation Plan	73
App. 19	Hillsborough County Nursing Home Evacuation Plan	75
App. 20	Components of Evacuation Time	77
App. 21	Decision Making Process for Hurricane Evacuation	78
App. 22	Evacuation Clearance Times	79
App. 23	Public Shelter Demand	81

ANNEXES

Annex #1 – Transportation - ESF #1	(Infrastructure Division)	1-1
Checklist		1-5
Annex #2 – Communications – ESF #2.	(Infrastructure Division)	2-1
Checklist		2-7
Annex #3 – Public Works & Engineering – ESF #3	(Infrastructure Division)	3-1
Right-Of-Entry Agreement Form		3-6
Checklist		3-7
Annex #4 – Firefighting – ESF #4	(Operations Division)	4-1
Checklist		4-3
Annex #5 – Information and Planning – ESF #5	(Administration and Logistics Division)	5-1
App. #1 Temple Terrace EOC Planning System		5-4
App. #2 EOC Task List.		5-5
App. #3 Situation Report Form		5-8
Checklist		5-9
Annex #6 – Mass Care and Human Services – ESF #6 (Human Services Division)		6-1
App. #1 Service and Timetable Matrix – Governor Declared Disaster		6-9
App. #2 Service and Timetable Matrix – Presidential Declared Disaster		6-10
Checklist		6-11
Annex #7 – Resource Support – ESF #7	(Administration and Logistics Division)	7-1
Checklist		7-5
Annex #8 – Health and Medical Services – ESF #8 (Operations Division)		8-1
App. #1 Hillsborough County Mass Casualty Plan		8-5
App. #2 Hillsborough County SOP for On-Scene Mass Casualty Operations		8-8
App. #3 Hillsborough County Medical Facilities		8-13
Checklist		8-15
Annex #9 – Search and Rescue – ESF #9 (Operations Division)		9-1
Checklist		9-5
Annex #10 – Hazardous Materials – ESF #10 (Operations Division)		10-1
Checklist		10-5
Annex #11 – Food and Water – ESF #11 (Human Services Division)		11-1
Checklist		11-5
Annex #12 – Energy – ESF #12 (Infrastructure Division)		12-1
Checklist		12-5
Annex #13 – Military Support – ESF #13 (EM Coordinator)		13-1
Checklist		13-5
Annex #14 – Public Information – ESF #14 (EM Director)		14-1
Checklist		14-9
Annex #15 – Volunteers and Donations – ESF #15 (Human Services Division)		15-1
Checklist		15-9
Annex #16 – Law Enforcement – ESF #16 (Operations Division)		16-1
App. #1 Civil Disturbances		16-5
Checklist		16-7
Annex #17 – Animal Protection – ESF #17 (Human Services Division)		17-1
Checklist		17-11

RECOVERY SECTION

I.	General	R-1
II.	Needs Assessment.	R-5
III.	Damage Assessment	R-7
	Damage Assessment Process for Homes and Businesses	R-8
	Damage Assessment Reports	R-10
IV.	Disaster Field Office and State/Federal Organization for Recovery Operations	R-11
V.	Individual Assistance	R-13
	Types of Federal Individual Assistance	R-13
	Disaster Recovery Centers	R-14
	Community Relations	R-16
	Mass Feeding	R-17
	Temporary Housing	R-17
	Unmet Needs Coordination	R-20
VI.	Infrastructure/Public Assistance	R-23
	Reimbursement	R-24
	Federal Disaster Assistance Grant Process	R-24
VII.	Hazard Mitigation	R-31
	Primary Pre-disaster Programs	R-31
	Focus, Responsibilities and Coordination Process	R-32
	Hazard Mitigation System	R-32
	Post-disaster Mitigation	R-37
	Mitigation Grant Process	R-39
VIII.	Long Term Redevelopment Activities	R-41

This page left blank

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. INTRODUCTION

A. General

The City of Temple Terrace is vulnerable to a wide variety of disasters. This plan considers these disasters and outlines the City's procedures for reacting promptly to save lives and protect property when threatened or hit by a disaster or major emergency.

B. Purpose

The purpose of the Comprehensive Emergency Management Plan (CEMP) is to provide uniform policies and procedures for the effective coordination of actions necessary to prepare for, respond to, recover from, and mitigate natural or manmade disasters, which might affect the health, safety, or general welfare of individuals residing in Temple Terrace. The CEMP is designed to accomplish the following:

1. Minimize suffering, loss of life, personal injury, and damage to property resulting from hazardous or emergency conditions.
2. Provide a framework for a comprehensive emergency management system, which addresses all aspects of emergency preparedness, response, recovery, and mitigation.
3. Minimize disaster related material shortages and service system disruptions, which would have an adverse impact on the residents of the City.
4. Provide immediate relief and promote short-term and long-range recovery following a disaster.

C. Scope

The Temple Terrace CEMP is designed for use in all natural and man-made disasters. The plan:

1. Establishes policies and procedures under which the City of Temple Terrace Government will operate in response to disaster and emergencies.
2. Addresses the various types of emergencies and disasters which could occur, and procedures for disseminating warnings and supplementary instructions regarding such events.
3. Establishes direction and control responsibilities for conducting disaster response and recovery operations.

4. Specifies the responsibilities of elected and appointed local government officials, department directors and other responding agencies.
5. Provides a framework for expeditious, effective and coordinated employment of City resources.
6. Outlines procedures for requesting county, state, and federal assistance when the magnitude of a disaster has exhausted local resources.
7. Establishes a framework for long-term recovery and mitigation efforts following a disaster.

D. Methodology

1. The Temple Terrace emergency response departments as represented on the Emergency Operations Center (EOC) Operations Group (Appendix 11 to the Basic Plan) participated in the planning to produce this document.
2. CEMP correspondence, records of training and the distribution list are maintained separately. The EM Coordinator will ensure any changes are provided to departments on the distribution list. Departments will be responsible to actually make the changes to the plans in their custody.

E. Plan Organization

The CEMP is composed of the following elements:

1. The Basic Plan consists of the Introduction; Situation; Concept of Operations; Responsibilities; Financial and Administrative Management; Training and Exercises; Public Awareness and Education; and Reference, Authorities, and Mutual Aid Agreements.
2. Functional annexes form the basis of disaster response activities embodied in the plan. There are seventeen annexes, which are each devoted to a specific Emergency Support Function (ESF).
3. The recovery element outlines the procedures for damage assessment; requests for federal disaster assistance, to include public assistance and individual assistance; and hazard mitigation.

F. Assumptions

1. City resources will be available.
2. If City resources are insufficient assistance may be sought from HC sources.

3. If HC resources are insufficient, assistance may be sought from state sources after the Hillsborough County Executive Policy Group (HCEPG) has issued a Declaration of a State of Local Emergency and the county requests such assistance.
4. If HC and state resources are insufficient to cope with a disaster, the Governor will request federal assistance through a Presidential Emergency or major disaster declaration.

This page left blank

II. SITUATION

A. Geographical, Climatological and Topographical Characteristics

1. Temple Terrace is located in HC on the west central coast of Florida on one of the finest protected natural harbors in the world. The city includes an area of 6.94 square miles and is bounded on the north, south, and east by HC and on the west by the City of Tampa.
2. Average mean annual temperature in Tampa is 72.2 degrees (F). The normal daily fluctuations in temperature in the winter months are from the low 40's to the low 70's, while during the summer months the temperature ranges from the low 70's to the low 90's. Average annual rainfall is 42.86 inches.
3. The terrain is generally flat with a shallow water table. The elevation in the county ranges from sea level to 170 feet above sea level
4. The official HC Hurricane Guide, which is produced annually, shows the areas in Temple Terrace vulnerable to hurricane storm surge. The vulnerable areas are color coded by evacuation level for each hurricane category.

B. Hazard Analysis

1. Hurricanes and Tropical Storms

- a. Because of its unique geographical location and configuration, Florida is the most hurricane-prone state. Hurricanes are the greatest natural disaster threat to the City of Temple Terrace. The hurricane of record for the 20th century in Tampa Bay was in October 1921 when a Category 3 hurricane passed within 30 miles of Tampa, causing 6 deaths and \$1,000,000 in damage. Two other hurricanes of note hit Tampa Bay within 2 1/2 weeks of each other in September-October 1948 causing 15 and 10 feet of storm surge. Altogether, more than 60 hurricanes and tropical storms have passed within 100 nautical miles of Tampa Bay since 1886.
- b. The county's most recent viable threat of a significant hurricane was Elena in September 1985. Although Elena never got closer than 100 miles for Tampa, the threat of this storm caused the Tampa Bay region to conduct a major evacuation of over 500,000 people.
- c. The three major hazards produced by a hurricane are storm surge, high winds, and rainfall.
 - (1) Storm surge is the rise in water level in coastal areas caused by the wind and pressure forces of a hurricane. The more intense the hurricane, the higher the surge will be. The output of the National Oceanic and Atmospheric Administration (NOAA) storm surge prediction model (SLOSH) shows that storm surge height of 28 feet or more above sea level could impact certain Hillsborough coastal and river areas under a "worst case" Category 5 hurricane.

- (2) The high winds of a hurricane also present significant dangers to the populace. This hazard especially applies to structures unable to withstand the stress and uplift forces from hurricane force winds (ranging from 74 to more than 155 miles per hour). Structures most vulnerable to hurricane force winds are mobile homes and substandard housing. In addition, hurricane winds can create hazardous conditions from flying glass from high-rise buildings as well as homes unprotected by shutters or plywood boarding.
- (3) Rainfall varies with hurricane size, forward speed, and other meteorological factors. Residents must be aware of flooding that may result from a hurricane, especially along rivers that are major drainage systems and low-lying areas. Heavy rainfall may continue after a storm loses hurricane status. The rainfall associated with a hurricane is from 6 to 12 inches on average, with higher amounts common.

2. Tornadoes

- a. Florida ranks third in the United States in tornado occurrences and ranks first when considering tornadoes per square mile. During the period 1959-1995, tornadoes killed 82 Floridians, injured 2,562, and caused approximately \$535,000,000 in property damage. During that period, HC experienced 97 tornadoes resulting in 3 fatalities and 190 injuries.
- b. Tornadoes are difficult to predict and appear with little or no warning. Instantaneous destruction occurs when a funnel cloud touches down over land and becomes a tornado. When a funnel cloud touches down over water, it is a waterspout. Most Florida tornadoes are small and short-lived and only touch the ground briefly. They cause localized destruction that is difficult to protect against. Downbursts accompanying thunderstorms can also cause similar damage.

3. Flooding

The greatest threat comes from hurricane storm surge that can cause widespread damage throughout coastal areas, estuaries and areas adjacent to rivers. Localized flooding from rainfall can adversely affect many coastal and inland sections of the county. In addition, the rainfall caused by the El Nino weather system caused extensive flooding throughout the county over an extended period of time during the time frame from late 1997 through the Spring of 1998. Localized flooding from strong thunderstorms is common during the summer rainy season and occurs annually.

4. Thunderstorms

- a. Florida is one of the most thunderstorm-prone states and Tampa has been called the "thunderstorm capital of the nation". Thunderstorms provide rainfall that is generally beneficial, however, the associated damage from lightning, wind, and flooding is frequent. High winds from thunderstorms can cause damage to structures and lightning can cause fires and disable electrical power equipment.
- b. During the period from 1959 to 1995, HC experienced 169 thunderstorms that were classified severe, the largest number in the state, resulting in one death and eight

injuries. (Note: A thunderstorm is classified "severe" when one or more of the following hazardous conditions occur: winds greater than 57 miles per hour, hail 3/4" in diameter or greater, or a tornado develops.)

- c. Florida leads the nation in lightning deaths and injuries. Lightning killed 362 people and injured 1,241 people in Florida during the period 1959-1995. During the same period, lightning caused 25 deaths and 69 injuries in HC. Lightning is often called the underrated killer. In an average year, more people die from lightning nationwide than from all hurricanes and tornadoes combined. Lightning may strike people directly or it can cause death and injury from fires it initiates.

5. Airplane Crash

Tampa International Airport handles over 16 million passengers and 200 million pounds of cargo a year. The crash of a large commercial aircraft resulting in mass casualties is possible. MacDill Air Force Base military aircraft is also a potential hazard.

6. Hazardous Materials

The threat from hazardous materials exists in two forms. The first is from fixed facilities; the second is from materials transported within or through the city.

- a. One of the largest potential threat areas is the Port of Tampa, which stores and handles large quantities of hazardous materials including anhydrous ammonia, LNG, petroleum and industrial chemicals on a daily basis. The Port ranks in the top 15 nationally in terms of annual tonnage and is the largest port in Florida. In addition, there are numerous fixed facilities in the county that store and utilize significant amounts of a variety of hazardous materials.
- b. Tampa is the major industrial and commercial center on the west coast of Florida. The county sits astride segments of I-4, I-75 and I-275 and is a major rail center. One of the major industries in this area, which makes use of those transportation systems, is the phosphate industry, a major user of hazardous materials.
- c. The movement of hazardous material for commercial and government use by air, boat, rail, vehicle and pipeline occurs on a daily basis within HC. Possible emergency situations include: exposure to radioactive materials; seepage or spillage of toxic chemicals or gasses; explosives that damage large areas, or set off chain reactions of fires or explosions; and fires involving chemicals. In general, hazardous materials could include:
 - (1) Munitions used by the military
 - (2) Radioactive materials used by medical facilities, industry, universities or produced by the phosphate industry
 - (3) Highly flammable jet fuels
 - (4) Herbicides and pesticides
 - (5) Petroleum and related products
 - (6) Natural and propane gas
 - (7) Chemicals and allied products.

- d. HC is beyond the ingestion exposure pathway Emergency Planning Zone (50 miles) of the nearest nuclear reactor in Crystal River.
- e. The Extremely Hazardous Substances (EHS) database provides details on those facilities required to provide information on the hazardous materials they possess.

7. Coastal Oil Spill

Port of Tampa and Port Manatee are major terminuses for petroleum products for west Florida. Accordingly, Tampa Bay is vulnerable to oil spills from shipping accidents. The last major oil spill in August 1993 was caused by a collision of a freighter and two tugs, one pushing a barge carrying 255,000 barrels of Jet A gasoline and one pushing a barge containing 88,000 barrels of diesel fuel. This spill caused significant ecological and economic damage to shoreline and beaches of Pinellas County.

8. Terrorism

The Tampa area contains numerous targets of opportunity for potential terrorist groups. Being one of the top 15 media markets in the country, containing a major seaport and international airport and housing a major military base with a worldwide orientation are all among the factors which could attract terrorist activity to the area. An incident involving Weapons of Mass Destruction (WMD) by a terrorist organization using chemical, biological, or nuclear substances is a distinct possibility in light of the contemporary worldwide terrorist threat.

9. Wildfires, Forest and Brush Fires

During prolonged dry periods, fire hazard is increased in those areas of the county having stands of trees, improved pasture and grasslands. The scenario, especially in concert with below normal water supplies, could present a substantial hazard to the community.

10. Sinkholes

Due to the fluctuation of groundwater and various other geologically and meteorologically related conditions, areas of the county are subject to severe ground settlement. These conditions can cause sinkholes with commensurate property destruction.

11. Extreme Temperature

The Christmas freeze of 1989 showed the vulnerability of HC to extremely cold weather. This freeze caused widespread and prolonged power outages throughout the county as well as the whole state of Florida. Although not as serious a threat as the cold weather scenario, hot weather conditions in the summer, especially when combined with drought conditions, could adversely affect the electrical power generating capacity in the county and the remainder of the state. Such conditions can cause problems with regard to public safety, health and welfare. The county has a joint county/municipal/Tampa Electric Plan for responding to widespread power outages.

12. Civil disturbances

The City of Tampa, like most large metropolitan areas, is subject to civil disturbances caused by social, ethnic and economic unrest. World events can also be a cause of civil disturbances, especially due to the presence of a large military base in the community. In addition, Tampa has two major universities and a large community college, which could possibly be the source of civil disturbances under various circumstances. The most recent civil unrest of any consequence was in February 1987 when tensions in the College Hill area of Tampa erupted into violence over a several day period.

13. Mass Immigration

HC holds a large Cuban population. A large scale Cuban immigration could impact the services the county provides, however is not envisioned to be a major impact as would be the case in southeast Florida. The county has a Mass Immigration Plan oriented primarily to the provision of human services to a surge of immigrants.

14. Drought

Lack of rainfall over extended periods of time can cause drought conditions, which can adversely affect the county's sizable agricultural sector and can cause wells to go dry thereby affecting potable water supplies to resident with wells.

15. Exotic Pests and Disasters

The agricultural sector of the county is subject to the impacts of exotic pests and disasters such as Mediterranean fruit flies and citrus canker. Both of these affected the county during the decade of the 90's. Impact is generally limited to the agricultural sector.

16. Disease and Pandemic Outbreaks

The United States and all political subdivisions and subject to an incursion of various infectious diseases. Such outbreaks normally involve more than one county and will require close coordination with health officials at local, state, and federal levels.

17. Critical Infrastructure Disruption

The potential exists for disruptions to electrical power, gas pipelines, or other segments of the infrastructure. Also, disruptions to computer systems can occur through accidental or intentional acts (i.e. cyberterrorism).

18. Special Events

HC hosts several professional sports teams, the most notable being the Tampa Bay Buccaneers and the Tampa Bay Lightning. On occasion, because of the local professional team presence and the location of Tampa, the city hosts' large scale sports events, such as the Super Bowl. These activities do not pose any threat to the county. However, national sporting events do lend themselves to be the targets of terrorist activity or civil disturbances.

19. Major Transportation Incidents

HC contains three interstates (I-4, I-75, and I-275) and several major state roads. There are two major airports (Tampa International and MacDill Air Force Base) and three intermediate sized airports (Peter O Knight, Plant City, and Vandenberg). A major transportation incident is a distinct possibility and could cause significant problems, especially if combined with a terrorist act or hazardous materials incident.

20. See Appendix 1 to the Basic Plan for a Hazard Vulnerability Matrix.

C. Demographics

1. Population Data

	2000 Census	2020 Projection	Persons/ Sq. mi.
Unincorporated County	644,668	808,600	
Tampa	303,447	330,400	
Plant City	29,915	38,200	
Temple Terrace	20,918	30,700	
Total	998,948	1,202,900	931

2. HC is the 4th most populous county in the state having grown at a rate of 1.8% from 1990 to 2000. The county has the 12th largest school system in the United States with approximately 180,000 students and 25,000 employees. The University of South Florida is one of the 20 largest universities in the nation.
3. The Planning Commission reflects 179,692 (18%) people of Hispanic origin in HC.
4. During the winter months, seasonal residents add approximately 23,000 to the population. Migrant laborers add as many as 15,000 during harvesting periods in the eastern rural areas of the county and the transient population in hotels/motels at any one time can be 20,000 or more. The County Homeless Coalition estimated the county's homeless population to be 5,700 in 2001.
5. Annual special events occurring in HC such as the Florida State Fair, Gasparilla Festival, Strawberry Festival and activities at Tampa Stadium increase the population for the duration of the events. Busch Gardens, a significant tourist attraction, also causes increases in population on a daily basis.

6. Over 40% of the permanent population of the county is in hurricane vulnerable hazard areas. Under a worst case Category 5 hurricane, approximately 366,769 people would have to evacuate (Tampa Bay Regional Planning Council estimate for 2000).
7. Homes in the county are, by and large, one or two stories, constructed of cement block or wood and without basements. There are numerous mobile homes within the county with an estimated population of 104,084 (Tampa Bay Regional Planning estimate for 2000), which are vulnerable to hurricane winds and tornadoes.
8. The Planning Commission estimates the following population by age groups (2000): 0-14: 21.3%, 15-24: 13.4%, 25-44: 31.7%, 45-64: 21.7%, 65+: 12.0%.
9. In 2001, the county has 15 hospitals with an approximate 4300-bed capacity and 31 nursing homes with an approximate 4,100-bed capacity. Five hospitals with an estimated 1,500-bed capacity and four nursing homes with an estimated 475-bed capacity are in potential hurricane evacuation zones.
10. With approximately 12% of the County's population over 65 years of age, assumptions can be made that there are almost 10,000 elderly people with special medical needs, there would be an estimated 20,000 people in the county who would be in the special needs category. According to the Deaf Services Center, there are over 200,000 people deaf or hard of hearing, with over 53,000 profoundly deaf, in the Tampa Bay area.
11. According to the 1990 Census, about 3% of the county's population over five years of age were in linguistically isolated households. About 6% of the population over five was reflected as not being able to speak English "very well". About 11% of the population over five spoke Spanish, and about 40% of the population who spoke Spanish were not able to speak English "very well".
12. According to the 2000 Florida Abstract, the estimated number of inmates and patients in federal or state government operated institutions as of April 1, 1999 was 1400. The average daily census of the county jail system for 2000 was 3,485.

D. Economic Profile

1. The 2000 annual average labor force was 557,628, broken down as follows:

a. Services	39.8%
b. Retail/Trade	15.6%
c. Financial/Insurance/Real Estate	8.1%
d. Manufacturing	6.6%
e. Wholesale/Trade	6.1%
f. Transportation/Communications/Utilities	5.7%
g. Construction	5.0%
h. Agricultural	1.6%

Note: The work force was divided into 88.6% private sector and 11.4% government sector.

2. The average unemployment during 2000 was 2.6%.
3. The average new home sales price was \$178,491 and average existing home sales price \$134,696. The ad valorem tax base for 2000 was \$37,876,484,617. The median home price for the Tampa – St. Petersburg area for 2000 was \$116,800.
4. In the private sector, the largest employers as of April 2001 were Verizon Communications (12,690), St. Joseph's Hospital/Baker Health Systems (5,074), Publix Food Centers (4,787), Bank of America (3,432), Tampa Electric (3,144), Citibank ((3,000), Kash N' Karry Food Centers (2,994), Busch Entertainment Company (2,894), Tribune Company (2,200), Time Customer Service, Inc. (1,573), USAA Insurance Company (1,543), and Delta Air Lines (1,397). In the public sector, the largest employer as of April 2001 were HC School System (27,162), HC Government (10,649), University of South Florida (8,966), Tampa International Airport (5,914), MacDill Air Force Base (4,956), City of Tampa (4,408), U.S. Postal Service (4,185), Veterans Administration Hospital (3,500), Tampa General Hospital (3,200), and University Community Hospital (3,150).
5. Per capita personal income for 1998 was \$26,355.

III. CONCEPT OF OPERATIONS

A. General

1. The emergency management program addresses the four integral components of emergency management: preparedness, response, recovery, and mitigation. This CEMP addresses these components in detail. In an overall pictorial, the diagram at Appendix 3 to Basic Plan summarizes the emergency management system.
2. The basic concept for emergency operations in Temple Terrace calls for a coordinated effort and graduated response by City personnel and equipment and other disaster support agencies in preparation for, and in response to, local disasters. The municipal government of the City of Temple Terrace bears the initial responsibility for disaster response and recovery operations with the city limits. When Temple Terrace resources are inadequate, HC's assistance will be requested. If the requested assistance is beyond the county's capability, it will request state and federal assistance from the State Emergency Operations Center (SEOC). To ensure an adequate and timely response by emergency personnel and the maximum protection and relief to citizens of Temple Terrace prior to, during, and after a disaster, the concept also provides:
 - a. Preparation for and mitigation of natural and manmade disasters.
 - b. Early warning and alert for citizens and officials.
 - c. Reporting of all natural disasters between levels of government.
 - d. Establishment of the Temple Terrace Emergency Operations Center (TTEOC) and the organization for command and control of emergency response forces.
 - e. Movement of citizens from natural disaster danger areas to shelters or safe areas.
 - f. Use of increased hurricane readiness conditions and response checklists.
 - g. Shelter and care of evacuees.
 - h. Damage assessment reports and procedures.
 - i. Return of evacuees when authorized by the appropriate authorities after the disaster danger has passed.
 - j. Recovery operations.
3. The TTEOC will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interdepartmental coordination outside the realm of the City's normal, day-to-day emergency situations responded to by police and fire.
4. The TTEOC Operations Group, under the leadership of the EM Coordinator, will manage the City's response to emergencies or disasters.
5. The City of Temple Terrace is a signatory to the Statewide Mutual Aid Agreement. If HC resources are insufficient for disaster response and recovery operations, mutual aid will be requested through HCEOC from the SEOC, or other local jurisdictions in the state.

6. During disaster operations, numerous private sector and private nonprofit organizations provide resources for the City upon request of the HCEOC, the EM Coordinator, or the TTEOC Operations Group. These include the American Red Cross, Salvation Army, various church-related groups, United Way and Volunteer Center of HC, Chamber of Commerce, etc. Many of these groups will participate in relief supply activities conducted at the Regional/County Relief Center at the State Fairgrounds as described in Annex O.

B. Levels of Disaster

Florida Statute 252 defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a County, the Governor, or the President of the United States. F.S. 252 also identifies disasters by the severity of resulting damage, as follows:

1. Catastrophic Disaster - one that requires massive state and federal assistance, including immediate military involvement.
2. Major Disaster - one that will likely exceed local city and county capabilities and require a broad range of state and federal assistance.
3. Minor Disaster - one that is likely to be within the response capabilities of local city and county government and to result in only minimal need for state or federal assistance.
4. Emergency – Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

C. Organization

1. Normal – Hillsborough County

A Board of County Commissioners (BOCC) consisting of seven elected officials, with one (1) acting as chairman, administrates HC. The County Administrator is appointed by, and reports to, the Board of County Commissioners. (See Appendix 4 to Basic Plan)

2. Normal - City of Temple Terrace

The City of Temple Terrace is governed by a City Council consisting of an elected Mayor and five elected Council Members. The City Manager is appointed by and reports to the City Council. (See Appendix 5 to Basic Plan)

3. Emergency – Countywide

- a. Under emergency conditions, the county transforms to a specialized disaster response organization as explained below (See Appendices 2 and 6 to Basic Plan)
- b. The BOCC, as the governing body of HC, a political subdivision of the State of Florida, is vested with certain authority with regard to emergency management pursuant to

Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a "State of Local Emergency". In recognition of the necessity for cooperation and coordination with the other local governments and law enforcement agencies within the county in the event of such a local emergency, the Board has chosen to delegate its powers under Chapter 252 in two respects. With regard to the powers to declare a state of emergency, to order an evacuation, to order re-entry, and to declare a termination of the state of emergency, that authority is delegated to an HCEPG, which is comprised of the following officials:

<u>HC Executive Policy Group (HCEPG)</u>	<u>Alternate</u>
Chairman of the BOCC (Group Chief)	Vice Chairman BOCC
Vice Chairman of the BOCC	BOCC Member
County Commissioner (Appointed by the BOCC)	BOCC Member
Mayor, City of Tampa	Chairman, City Council
Mayor, City of Temple Terrace	Vice Mayor
Mayor, City of Plant City	Vice-Mayor
Sheriff, HCSO	Deputy Chief Sheriff

Note: A representative from the Clerk of Circuit Court will attend all HCEPG meetings to formally record procedures and decisions.

In the absence of the Chairman of the BOCC, the ranking county commissioner, either by title or seniority, shall serve as Group Chief. No quorum is needed to exercise the authority delegated, but action shall be taken by majority vote of those members present.

- c. During a state of local emergency, the HCEPG will implement appropriate portions of the emergency management ordinance (e.g. price gouging, curfew, restrictions on sale of certain items, etc.).
- d. The HCEPG formulates general policy during declared disasters. A diagram depicting the policy making process is reflected in Appendix 8 to Basic Plan.
- e. With regard to the other powers conferred by Chapter 252, once an emergency has been declared, all remaining authority under paragraph 252.38 (6) (e) is delegated to the County Administrator who is designated the HC Director of EM for emergency operations. This authority pertains to:
 - (1) This authority pertains to:
 - (A). Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
 - (B). Entering into contracts.
 - (C). Incurring obligations.
 - (D). Employment of permanent and temporary workers.
 - (E). Utilization of volunteer workers.
 - (F). Rental of equipment.
 - (G). Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
 - (H). Appropriation and expenditure of public funds.

- (2) The Director of EM will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations.
 - (3) In pursuit of his emergency duties, the Director of EM shall utilize all available resources of county government as reasonably necessary to cope with the situation. This authorization includes the authority to make immediate expenditures to cope with the emergency.
- f. The HCESG is comprised of assistant county administrators and other executive officers with expertise vital to the successful execution of disaster operations. They will assist the Director of EM and the HCEPG as required and will ensure the cooperation and coordination of personnel and agencies under their jurisdiction (See Appendix 9).
 - g. The HCEOC Operations Group is comprised of representatives of the various governmental and non-governmental agencies necessary to ensure a complete and functional operations staff to support the Director of EM. They will provide liaison between the HCEOC and their respective agencies. They will provide expert advice and services to the HCESG and the HCEPG as required. (See Appendix 10 to Basic Plan)
 - h. The HC Director of the EOC is responsible for maintaining the operational readiness of the HCEOC. He will ensure all appropriate Standard Operating Procedures (SOP) and checklists, which will be implemented during disasters, are developed and available to support this plan. Each agency designated as a member of the HCEOC Operations Group will also ensure that appropriate SOPs are developed and available to guide their activity during disaster response and recovery operations. The Director, HCEOC is also responsible for overseeing the mutual aid process for disaster operations.
4. Emergency – City of Temple Terrace
- a. Under emergency conditions, the city transforms to a specialized disaster response organization as explained below (See Appendices 3 and 7 to Basic Plan)
 - b. The City Council, as the governing body of the City of Temple Terrace, a political subdivision of HC, is vested with certain authority in regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a "State of Local Emergency". With regard to the powers to declare a state of emergency, to order an evacuation, to order re-entry, and to declare a termination of the state of emergency, that authority is delegated to the Temple Terrace Executive Policy Group (TTEPG) comprised of the following officials:
 - Temple Terrace Executive Policy Group (TTEPG)
 - Mayor (Group Chair)
 - City Council Members
 - City Manager
- Note 1: The City Clerk will attend all TTEPG meetings to formally record procedures and decisions.
- Note 2: The City Attorney will attend upon request or as needed.

In the absence of the Mayor, the Vice-Mayor shall serve as Group Chief. No quorum is needed to exercise the authority delegated, but action shall be taken by majority vote of those members present.

- (1) The EM Director will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations.
 - (2) In pursuit of his emergency duties, the EM Director shall utilize all available resources of city government as reasonably necessary to cope with the situation. This authorization includes:
 - (A). Performing public work and taking prudent action to ensure the health, safety, and welfare of the community.
 - (B). Entering into contracts.
 - (C). Incurring obligations.
 - (D). Employing permanent and temporary workers.
 - (E). Utilizing volunteer workers.
 - (F). Renting equipment.
 - (G). Acquiring and distributing with or without compensation supplies, materials, and facilities.
 - (H). Appropriating and expending public funds.
- e. The EM Director will be responsible for full activation of this plan and for directing preparedness, response, recovery and mitigation operations.
 - f. In pursuit of his emergency duties, the EM Director shall utilize all available resources of city government as reasonably necessary to cope with the situation. This authorization includes the authority to make immediate expenditures to cope with the emergency.
 - g. The Temple Terrace Executive Support Group (TTESEG) is comprised of the EM Director, the EM Coordinator, the Chief of Police, the City Engineer, and the Director of Public Works. The TTESEG may call upon other personnel with expertise vital to the successful execution of disaster operations. They will assist the TTEPG as required and will ensure the cooperation and coordination of personnel and departments under their jurisdiction. (See Appendix 9 to Basic Plan)
 - h. The TTEOC Operations Group is comprised of the City department directors and/or representatives necessary to ensure complete, functional operations to support the EM Coordinator. It is the liaison between the TTEOC and its respective departments. It will provide expert advice and services to the TTESEG and the TTEPG as required. (See Appendices 11 &12 to Basic Plan)
 - i. The EM Coordinator is responsible for maintaining the TTEOC operational readiness. The Coordinator will ensure that appropriate standard operating guidelines and checklists are developed and available to support this plan. Each department will ensure that appropriate SOGs are developed and available to guide their respective activities during disaster response and recovery operations. The EM Coordinator will oversee the mutual aid process for disaster operations.

5. Emergency Support Functions

- a. Coordination of disaster response and recovery activity coordination will be facilitated by emergency support functions. Temple Terrace will use 17 ESFs to align city and county response and recovery activities with the State. Each ESF will have a primary department designated based on their orientation, capabilities, and resources. Other departments will be designated as “support” within each ESF. (See Appendix 13 to Basic Plan)
- b. A brief description of each of the 17 ESFs follows. Functional annexes of this plan (Annex A through Q) address each of the ESFs in detail.

- **ESF #1 - Transportation**

Provides coordination of transportation support to City departments, other government and private agencies, and voluntary organizations requiring transportation to accomplish disaster evacuation, response, and recovery missions.

- **ESF #2 - Communications**

Provides coordination of telecommunications support necessary to conduct disaster response and recovery operations, including the restoration of downed communications systems.

- **ESF #3 - Public Works and Engineering**

Provides public works and engineering support necessary to restore the community’s infrastructure. Includes the areas of debris clearance and disposal, temporary construction of emergency access routes, restoration of critical public services, restoration of water and waste water systems, construction management and inspection, and emergency demolition or stabilization of damaged structures.

- **ESF #4 - Firefighting**

Detects and suppresses fires resulting from, or occurring coincidentally with, a disaster.

- **ESF #5 - Information and Planning**

Collects, analyzes, and disseminates appropriate information on emergency operations which facilitates decision-making in response and recovery operations.

- **ESF #6 - Mass Care**

Coordinates efforts to provide sheltering, feeding, and emergency first aid.

- **ESF #7 - Resource Support**

Locates, procures and provides required resources in support of emergency operations.

- **ESF #8 - Health and Medical Services**

Provides a coordinated response to public health and medical needs following a disaster.

- **ESF #9 - Search and Rescue**

Locates, rescues, and provides immediate medical treatment to victims who are lost, isolated, or trapped as a result of a disaster.

- **ESF #10 - Hazardous Materials**

Responds to an actual or potential release of hazardous materials.

- **ESF #11 - Food and Water**
Identifies, secures, and arranges for the transportation and distribution of food and water to disaster victims.
- **ESF #12 - Energy**
Coordinates the restoration of energy systems and availability of petroleum products for response and recovery operations.
- **ESF #13 - Military Support**
Coordinates the use of military assets, including National Guard and active duty forces, in support of emergency operations.
- **ESF #14 - Public Information**
Coordinates and disseminates appropriate information to the public during emergency operations.
- **ESF #15 - Volunteers and Donations**
Coordinates the effective utilization of disaster volunteers and donated goods during response and recovery operations. Manages the city's relief supplies reception and distribution system.
- **ESF #16 - Law Enforcement**
Coordinates law enforcement activities during evacuation, response, and recovery operations to include law and order, traffic control, security, and reentry operations.
- **ESF #17 - Animal Protection**
Coordinates animal protection activities for both small and large animals to include emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, identification for return to owners and disposal of dead animals.

6. Internal EOC Operations

- a. The EOC is a unique environment. The TTEOC Operations Group members represent City departments that have varied responsibilities in response and recovery operations. TTEOC Operations Group representatives can commit resources of their respective organizations and act as a conduit for tasks passed from the TTEOC to their departments. Accordingly, TTEOC Operations Group representatives are directly responsible only to their organization and to the TTEOC Coordinator.
- b. All City departments are included in one or more emergency support functions. For each ESF, primary and support departments are identified. These ESF groupings are designated to coordinate resources between various functional areas. The department designated "primary" is responsible for coordinating resources; supporting departments will assist as needed.
- c. To facilitate span of control and to ease the flow of communication and coordination, the TTEOC will also use a modified Incident Command System combined with ESFs during activations. Similar functions will be grouped together with a supervisor appointed to oversee activities within each grouping. The groupings will be Operations, Logistics, Human Needs, and Administration & Logistics. The supervisor will provide assistance to the areas in these groupings and facilitate transmission of requests and information to the TTEOC Coordinator. (See Appendix 14 to Basic Plan)

7. Response and recovery periods tend to overlap. Organizationally, the TTEOC will operate similarly for both response and recovery operations. As additional departments are needed on the TTEOC Operations Group, they will be phased into this Group in the TTEOC. The HCEOC and the Regional/County Relief Center will coordinate recovery operations with federal and state disaster field office representatives. (See Recovery Section)
8. Mitigation Activities. On a day-to-day basis, the HC Hazard Mitigation Section of the Planning & Growth Management Department coordinates mitigation activities. Disaster related mitigation activities would be carried out through the same emergency management system as structured for response and recovery. (See Mitigation section)

C. Direction and Control

1. The TTEOC serves as the centralized direction and control point for all major disasters. The EM Director provides direction for city disaster operations. The EM Coordinator manages TTEOC emergency operations with the assistance of the TTEOC Operations Group. Members of the TTEOC Operations Group maintain continual contact with their departments to ensure proper coordination of all disaster response and recovery operations.
2. The EM Coordinator will coordinate any required operational, logistical and administrative support needs of TTEOC Operations Group personnel. TTEOC Operations Group personnel will coordinate support needs for their personnel in the field and assisted by the Coordinator, if required.
3. The TTEOC is activated and managed by the EM Coordinator or his representative. When activated, designated members of the TTEOC Operations Group will provide representation at the TTEOC. Under activation status, departments will ensure designated TTEOC Operations Group positions are staffed on a 24-hour basis. Twelve-hour shifts, with shift changes at 7 am and 7 pm will be followed. Deviations to this schedule must be cleared with the Emergency Management Coordinator or his representative.
4. The TTEOC may be activated at different levels depending on the status of the emergency or disaster situation:
 - a. Level 1 - Monitoring phase. Notifications made to selected TTEOC Operations Group members as deemed appropriate.
 - b. Level 2 - Partial TTEOC activation. Core Group and others will respond as required in the TTEOC. The total TTEOC Operations Group is alerted. The TTEOC is under extended hours of operations (possible 24 hours).
 - c. Level 3 - Full TTEOC activation. The total TTEOC Operations Group is in the TTEOC at 24-hour operations.
5. Messages And Information Flow
 - a. The TTEOC has an established message control system, which is outlined in Annex E and the TTEOC Operations Guide.
 - b. Actions that must be worked in the TTEOC will emanate from various sources including the general public, response agencies in the field, other city, county or state

agencies, etc. Actions that emanate from the public will be routed to the Citizens Response Center (CRC), which is located at City Hall.

- c. All incoming messages will be entered on the EOC Task List. (Appendix 2 to Annex E).
 - d. All incoming messages will be evaluated by the EM Coordinator and routed to the appropriate department.
 - e. The department will enter on the EOC Task List the actions taken to resolve the issue presented. Periodically, an EM Coordinator will review the EOC Task List to ensure actions have been completed satisfactorily.
 - f. The TTEOC Operations Guide contains more detailed information on the EOC Task List.
 - g. The EM Coordinator is responsible to ensure TTEOC Operations Group members are provided necessary information through individual contact or by announcements.
6. Communications systems used during emergency operations to support the direction and control system includes landline and cellular telephone and radio systems (See Annex B for further discussion of communications systems).
7. Temple Terrace will provide representatives to serve on the HCEOC Operations Group to coordinate activities between County and city response and recovery elements. This representative will come from the Police Department.
8. During an actual or imminent major disaster, the EM Director will call together the TTEPG and recommend such actions as a Declaration of a State of Local Emergency and an Evacuation Order. All executive orders or proclamations issued by the TTEPG shall indicate the nature of the disaster, the area or areas threatened, and the conditions creating the disaster or threat. The contents of such orders shall be promptly disseminated to the general public.

9. Local Disasters

As a result of a localized disaster such as a tornado, flooding, fire or HAZMAT, the EM Coordinator, or his representative, will activate portions of this plan as required to meet the emergency situation. The principle of graduated response will be used in dealing with a localized disaster. The initial response will come from emergency personnel and equipment located within Temple Terrace. Additional resources can be brought to bear by the TTEOC if the situation warrants.

10. Major Disaster (Hurricanes, etc.)

- a. Normally, hurricanes are a relatively slowly developing threat and preparation time is available. Preparation activities by local and county government personnel and other disaster agencies will be governed by the following readiness conditions:

OPCON 5 Hurricane Season (June 1 - November 30) - Normal operating conditions

OPCON 4 Alert - Hurricane Advisory

OPCON 3 Hurricane Watch or approximately 48 hours before forecasted landfall

OPCON 2 Hurricane Warning in effect or approximately 24 hours before forecasted landfall

OPCON 1 12 hours or less to forecasted landfall

LANDFALL Hurricane over land

RE-ENTRY Hurricane threat past, able to enter evacuated areas

- b. The EM Coordinator will monitor weather conditions as received from the National Weather Service and other sources and announce increased OPCON conditions as necessary.
- c. While a local disaster may occur in a specific section of the county or a municipality, a major disaster like a hurricane can affect the entire county. The destructive nature of the disaster will require a coordinated response between each level of government and other response agencies in the county. The EM Coordinator may activate portions of this plan in preparation for a major disaster.
- d. The hurricane is a regional phenomenon. The evacuation of one county will critically affect, and be affected by, the concurrent evacuation of adjacent counties. Continuous communications and coordination between the cities and counties of the Tampa Bay Region are imperative to ensure an efficient, effective evacuation of the vulnerable areas. Of primary importance is the exchange of information between city and county decision makers, through their EOC concerning scenario identification and timing for issuance of evacuation orders.
- e. The primary means of ensuring a coordinated effort in response to a major disaster will be through the HCEOC Operations Group. The Group, which has representatives of all the political entities and other disaster preparedness oriented agencies within the county, will meet whenever a hurricane, or other major disaster, presents a direct threat to HC. The HC Director of EM will make recommendations concerning evacuation to the HCEPG, which will make the final decision regarding proposed evacuation. The HCEPG will issue the Evacuation Order and appropriate law enforcement authorities will execute the Order in accordance with this plan. The HCEOC will act as the focal point for coordinating all response and re-entry activities.
- f. Areas in HC that will be most vulnerable from a direct hit or near miss of a hurricane include low-lying coastal areas, low-lying river areas, mobile homes and substandard housing. All mobile homes will be evacuated during any hurricane. The evacuation of low-lying areas will be determined and ordered based on the projected severity of the hurricane and its associated storm surge.
- g. In most cases, initial recommendations will be for early voluntary evacuation of citizens away from threatened areas. The HCEPG issuing a Declaration of a State of Local Emergency and an Evacuation Order for designated threatened areas will normally follow the recommendation for a voluntary evacuation in sequence. In accordance with Florida Law, such evacuation orders are mandatory. The evacuation will be made under the control of municipal, county and state law enforcement officers.

- h. Emergency transportation will be provided to assist during evacuation. Buses and vans will transport evacuees unable to drive or without transportation. Buses, ambulances and special vehicles will be needed to evacuate hospitals in vulnerable areas.
 - i. Plans will include procedures to assist the elderly and disabled during any mass evacuation.
 - j. Public shelters, operated by the Red Cross, will be made available to citizens desiring to use them. Shelters will be staffed by Red Cross, police department, School Board and fire department personnel and contain pre-stocked food supplies. Certain shelters under the supervision of the State Health Department will be dedicated to those people with special medical needs.
 - k. After landfall, re-entry into damaged areas will be strictly controlled. Response and recovery operations will be coordinated by the HCEOC. As the recovery process continues, the various response departments at their normal operating locations may assume coordination of longer-term recovery activities.
11. All city departments mentioned in this plan will operate in accordance with their authorized standard operating procedures. All departments will develop plans and procedures to support concepts and activities reflected in this plan.
12. On-Scene Incident Command System
- a. Effective and efficient command of an incident is essential to prevent loss of life, decrease the extent of injuries and to limit the amount of property damage. A structured National Incident Management System (NIMS), well understood by responding agencies in advance, will insure smoother operations at a disaster scene.
 - b. The NIMS is a multi-discipline, multi-jurisdictional system in which responsibilities and duties of those persons holding key positions have been pre-designated. The system is capable of expanding or shrinking as the situation warrants.
 - c. All responder departments must adopt and follow the NIMS concept in order for it to be effective. Further, each department is responsible to plan and train for their assigned areas of response or support. A listing of these responsibilities by agency is provided at Appendix 15 to Basic Plan.
 - d. The department to assume Incident Command (IC) will be determined by the type of incident encountered. For example, the IC for a fire or hazardous materials incident will be the fire department in the jurisdiction involved; the IC for a terrorism incident will be law enforcement, etc. An IC matrix depicting incident command responsibilities for the various kinds of incidents is provided at Appendix 16 to Basic Plan.
 - e. Command of an incident will be assumed by the first officer on the scene and passed to another officer upon arrival, if deemed necessary. Command should never be changed for sake of change. The IC should be the most knowledgeable of that type of incident, not necessarily the most senior.
 - f. The IC must assign officers to assist with the various functions necessary to deal with an incident. A traditional chain of command structure must be implemented. A chart depicting a model structure is included at Appendix 17 to Basic Plan.

- g. Under events when the TTEOC is activated, the IC will coordinate as required with appropriate emergency support functions.

E. Notification and Warning (County-wide)

1. Warning for an emergency requires action on two levels: warning officials and organizations and warning the general public. The HCEOC Director, the HC Director of Public Safety and the Director of EM will determine the extent and method of warnings. The scope of a warning can range from countywide for an event like a hurricane to a limited area of the county for a hazardous materials incident.
2. The HC Department of Public Safety has the overall responsibility for maintaining the county warning points. There are two designated warning points for HC, both located at the EOC building at 2711 East Hanna Avenue:
 - a. Primary – HCEDC, which is also responsible for fire and ambulance dispatch within the unincorporated county, serves as the county's 24-hour warning point.
 - b. Secondary - HC EM activates the EOC under emergency conditions, which then assumes County Warning Point responsibilities.
 - c. The HCEOC possesses the capability to operate on a self-sufficient basis for an extended period of time. It has a 300KVA generator with a fuel tank and a county refueling station on site. It has an emergency potable water system served by a domestic well and a wastewater holding tank. It also has adequate cooking and sleeping capabilities on site.
3. In the event of a disaster, which would render the HCEOC unusable, an alternate HCEOC would be established at the Student Services Complex at the University of South Florida.
4. Warning of potential or actual disasters can be received at both the primary and secondary warning points from the following sources:
 - a. National Oceanic and Atmospheric Administration (NOAA)/ National Weather Service (NWS) - The NWS forecasts weather conditions and originates severe weather watches and warnings. NWS offices in Ruskin and Miami provide severe weather information concerning the Tampa Bay area. This information is received at the County Warning Points over the state satellite system and weather Teletype.
 - b. Statewide Satellite Communications System - This system provides capability to transmit voice, high-speed data, facsimile and video communications throughout the State's emergency management network. Besides the 67 terminals located in every county EOC, the system serves all NWS forecast offices in the State, the National Hurricane Center (NHC) and the primary Emergency Alert System (EAS) radio stations.
 - c. Telephone and Local Radio Systems - Warnings of emergencies within the county can be received by telephone or radio, including the 9-1-1 system (See Annex B, Communications).
5. Government at all levels bears the responsibility of providing warning of impending emergencies or disasters. The federal government provides warning to states on threats that

are national in scope while states provide warnings to local governments on statewide threats. County and municipal governments have the primary responsibilities of providing any warnings to the general public. The HCEOC Director or Public Safety Department Director has the authority to activate the public warning system.

6. Warning will be made by County Warning Point (CWP) personnel utilizing all available means of communications to inform and warn county officials, local governments, emergency responders, disaster organizations, other concerned agencies and the public. Notification lists and phones both HCEOC and HCEOC staffs maintain numbers of key emergency personnel. The HCEOC Director normally decides which personnel are notified depending on the emergency scenario. The systems available for warning are:
 - a. Normal Telephone System - The Warning Points keep comprehensive listings of telephone numbers to be called for various emergency situations.
 - b. Two-Way Radio - The Warning Points have access to existing radio systems, e.g., police, fire, etc. to warn specific agencies.
 - c. Emergency Alert System (EAS) (formerly the Emergency Broadcast System (EBS) – CWP can request activation of the EAS by contacting the State Warning Point (SWP). The SWP will activate the system through the primary EAS station in the area. Upon appropriate authentication, the participating broadcast stations (radio and television) as well as cable television companies, tuned to the primary EAS station will activate their alert tone transmitters and interrupt their broadcasts to pass the warning message. This system can only alert those individuals who are monitoring the broadcast at the time of the warning.
 - d. Media - In addition to using the EAS, Warning Points will provide warning information through the HC Public Information Officer to television, radio and print media. The broadcast media provide a major part of the county's capability to warn the public in a timely manner. Hispanic radio stations are available to provide warning to the Spanish speaking populace. With regard to the hearing impaired, television stations provide the key method of warning this sector.
 - e. NOAA Weather Radio - Ruskin Weather will broadcast warning messages for HC over their NOAA Weather Radio network. This system will be activated by a phone call from the HCEOC to Ruskin Weather. HC EM encourages county departments, agencies and all public and private facilities to obtain an inexpensive weather radio receiver in order to have the capability of receiving warning messages. Ruskin Weather is also designated as an alternate to activate the EAS.
 - f. Computer Controlled Telephone Out Dial Systems – The HCEOC, HCSO, TPD, and TTEOC possess telephone out dial systems, which can be used to provide residences and businesses in designated areas with public safety and emergency management advisories.
 - g. Mobile Public Address Systems - An effective means of alerting the populace is law enforcement and fire personnel broadcasting the warning via mobile public address systems.

- h. Personal Contact - The least efficient method of alerting the populace is door-to-door contact by law enforcement and fire personnel. However, personal contact is a highly effective way of alerting the affected populace, especially for localized disasters.
 - i. Port Siren Alert System – this radio-based system is activated when a hazardous materials release occurs in the Port area. The alert system can be activated at the HCEOC or at the three ammonia plants in the Port area.
- 7. The CWP will notify the SWP of applicable incidents over the Satellite Communications System (See Annex E, Information and Planning).
- 8. The two CWP are capable of coordinating any warning with adjacent jurisdictions by Satellite Communications System, telephone and two-way radio.

F. Response Actions

- 1. The HCEPG is responsible for declaring a State of Local Emergency and issuing evacuation orders. These actions will be considered by the HCEPG based on recommendations from the HC Director of EM or his representative.
- 2. The TTEPG is responsible for declaring a Local State of Emergency and issuing evacuation orders for the City of Temple Terrace. These actions will be considered by the TTEPG based on recommendations from the EM Director or his representative. Section III. C4 delineates the composition and authorities of the TTEPG.
- 3. The HCEOC will be the central direction and control facility for county disaster response operations. Under the direction of the HC Director of EM, the HCEOC Operations Group will control all aspects of response activities. The HCEOC Operations Group consists of all county emergency response agencies, representatives from each municipality and all other pertinent government and private nonprofit agencies involved in the response. Coordination between agencies will be conducted within the HCEOC.
- 4. The TTEOC will be the central direction and control facility for City of Temple Terrace disaster response operations. Under the direction of the EM Coordinator, the TTEOC Operations Group will control all aspects of response activities. The TTEOC Operations Group consists of departmental from all City departments. Coordination between departments will be conducted within the TTEOC.
- 5. Evacuation operations in HC call for a coordinated effort by county, municipal and the various emergency response agencies in the preparation and movement of evacuees from threatened areas into safe areas. Many evacuations will be localized and require only selected assistance from county resources. However, during a hurricane evacuation, not only HC, but also the entire Tampa Bay Region will be involved and will require the use of all pertinent municipal and county resources as well as the coordinated efforts of surrounding counties and state agencies.

6. Evacuation for a Localized Disaster

- a. The principle of graduated response applies to actions taken if a localized disaster causes evacuations from threatened areas. Any evacuation during a localized disaster will be dictated by the situation and by the decision of the incident commander based upon the threat to the areas adjacent to the disaster site. The decision and order to evacuate will be made within the jurisdiction by the appropriate authority. In this event, coordination will be established with the EOC (276-2385) or EDO (272-5665) and the Red Cross (251-0921).
- b. During localized evacuation situations, requests for outside assistance will be made through TTEOC or TTFD. This assistance may include, but is not limited to, the opening of selected Red Cross shelters, emergency transportation, activation of search and rescue units and requests for specialized personnel or equipment. All outside assistance will be coordinated through the HCEOC.

7. Large Scale Evacuation

- a. When, in the judgment of the HC Director of EM, or his representative, an approaching hurricane or other emergency presents a threat to HC, the HCEPG will be convened. If deemed appropriate, the HCEPG will issue a Declaration of a State of Local Emergency. The HCEPG may issue an Evacuation Order concurrently with this Declaration or may defer the Evacuation Order to a later time.
- b. If necessary during an impending disaster, the HC School Board, or if designated by the Board, the Superintendent of Schools, will order the closing of public schools. Public schools will be closed based on consultation with the HC Director of EM or his representative.
- c. Responsibility for closing of businesses during actual or impending disasters rests with individual business management. However, businesses located within an area ordered to be evacuated by the HCEPG, or an incident commander for a localized disaster, must be evacuated.
- d. Evacuation Areas
 - (1) Those in areas directed to evacuate should depart to a safe location at homes of friends or relatives, hotels/motels, out of the county entirely or to a designated public shelter.
 - (2) For hurricane evacuation purposes, the county is divided into five evacuation levels (Level A to E) corresponding to the five categories of hurricanes (e.g. Evacuation Level A = Category 1 hurricane). The HC Evacuation Guide, which is published annually, provides color-coded representation of the five evacuation levels.
 - (3) Residents of all mobile homes must evacuate for any level hurricane. The 2000 Census reflected a total of 45,459 mobile homes within HC.
- e. Evacuation of Hospitals and Nursing Homes for Hurricanes
 - (1) Of the 15 hospitals in HC, storm surge data developed from the NOAA computer hurricane simulations indicate that five are in evacuation zones. Those hospitals, which may have to evacuate, will coordinate with HCEM and the HC Medical

Director for Mass Casualty Planning. Additional information on hospital evacuations is included in Appendix 18 to Basic Plan.

- (2) Of the 31 free standing nursing homes, four are in evacuation zones. (Note: five hospitals also have nursing home units). Nursing homes, which may have to evacuate, will coordinate with HCEM and the HC Medical Director for Mass Casualty Planning. These nursing homes will make prior arrangements with other nursing homes to accommodate evacuating patients. Provisions must be made for equipment, supplies, and nursing staff. Additional information on nursing home evacuations is included in Appendix 19 to Basic Plan.

f. Evacuation Routes

- (1) Evacuation routes are as coordinated between HCEM, HCSO, HC Roadway Maintenance Division and FDOT, District 7. The main evacuation routes are the major highways in the county. These include the interstate systems (I-4, I-275 and I-75), U.S. highways (U.S. 41, U.S. 92 and U.S. 301), state roads (S.R. 60, S.R. 580, S.R. 581, S.R. 582, S.R. 597, S.R. 672, S.R. 674 and S.R. 676) and the Crosstown and Veterans Expressways. Evacuation routes are shown on a FDOT District 7 map and on the County Hurricane Guide. Temple Terrace will assist the county in manning evacuation routes as requested.
- (2) Individuals evacuating out of the area will use these routes as their primary means of egress. Individuals evacuating to shelters will use the most direct route from their area to their shelters.
- (3) In the event of closure of any evacuation route, law enforcement personnel will redirect traffic to alternate routes as appropriate.
- (4) To ease traffic congestion, residents in low lying areas will be advised through the media to consider leaving as early as possible before a mandatory evacuation order begins.

g. Traffic Control

- (1) To maintain a continuous flow of traffic, both internally and on the evacuation routes leading out of the county, the various law enforcement agencies and the county traffic engineers have established a traffic control plan. Traffic Control Points are designated at critical intersections through HC. A specific law enforcement agency is assigned to provide the necessary personnel at each Traffic Control Point. Locations of Traffic Control Points are maintained by the applicable law enforcement agencies.
- (2) County, municipal and state law enforcement personnel will provide security along traffic routes. County and municipal law enforcement will also coordinate emergency vehicles for evacuation routes to assist evacuees with vehicle problems or, if necessary, to move them to a safe area.
- (3) Intersections or points along evacuation routes that may flood will be identified and plans made for the re-routing of traffic.

h. Hurricane evacuation times are computed using the following elements (Appendix 20 to Basic Plan)

- (1) Clearance Time is the time necessary for the relocation of all vulnerable evacuees to their respective shelter destinations once the official evacuation order is issued. The clearance time consists of three major subcomponent time considerations:

- (A). Mobilization time - the time period between the issuance of the evacuation order and the time taken for the last vehicle to leave any vulnerable zone under the specified evacuation conditions.
 - (B). Queuing time - the period of time caused by the duration of lines of congested vehicles resulting when the capacities of the evacuation routes are exceeded by the number of vehicles entering those routes.
 - (C). Travel time - the period of time necessary for the vehicles to move the specified evacuation distance at an anticipated operating speed assuming no queuing delays.
 - (2) Pre-landfall time is the longer period of time, before the eye of the hurricane reaches the coast, of either:
 - (A). Evacuation routes become inundated and impassable by storm surge.
 - (B). Sustained gale force winds arrive from approaching hurricane.
- i. All hurricane evacuations must be complete before the arrival of gale force winds. A comprehensive decision making process is involved with regard to hurricane evacuations. The major aid to hurricane evacuation decision-making is the Hurrevac computer model provided by FEMA and the US Corps of Engineers. This model takes inputs of NHC hurricane advisory information and provides pictorial and tabular information to assist in making evacuation decisions. (See Appendix 21 to Basic Plan)
- j. The 2000 Tampa Bay Region Hurricane Evacuation Study update provides estimates for county clearance times derived through a transportation modeling process including accepted traffic engineering and transportation planning techniques. The Study's estimates for 2000 and 2005 are shown at Appendix 22 to Basic Plan. Actual clearance times used for decision-making will be based on the latest TBRPC planning data available at the time.
- k. Emergency Transportation
 - (1) Evacuees who require transportation assistance may use public transportation coordinated by the HCEOC. Public transportation will assist evacuees who cannot drive or have no other means of transportation. All evacuees using emergency bus service will be taken to designated shelters. Buses will also be made available to return to the evacuated areas after the hurricane.
 - (2) Evacuation of bedridden/handicapped persons will be coordinated between the HCEOC Operations Group, to include the HC Medical Director for Mass Casualty Planning, and the appropriate agencies in HC that provide services to the bedridden and handicapped. Transportation and medical requirements will be considered in establishing procedures to move these citizens to places of safety. Citizens who require medical attention while living at home will be moved to special needs shelters or to the home of a relative or friend by prior arrangement by the individuals concerned.
 - (3) Annex A provides more comprehensive information on emergency transportation.
- l. Drawbridges
 - (1) HC has seven drawbridges all of which are located along the Hillsborough River. Five of the bridges are controlled by the City of Tampa (Platt Street, Brorein

Street, Cass Street, Laurel Street and Columbus Drive) and two are controlled by the State of Florida (Kennedy Boulevard and Hillsborough Avenue).

- (2) Under a hurricane evacuation it may become necessary to close all drawbridges in the county to facilitate evacuation. According to 33 Code of Federal Regulations (33 CFR), the primary jurisdiction to regulate drawbridges over navigable waters is the federal government. This authority rests with the U.S. Coast Guard. The agency in HC is the Seventh Coast Guard District, Miami, Florida.
- (3) Prior to a disaster, the Coast Guard must authorize the closure of drawbridges. If the HC Director of EM desires to mandate closure of drawbridges during evacuation, the HCEOC shall coordinate this action with the Seventh Coast Guard District. CFR 117.33 allows drawbridges to remain closed during a natural disaster unless the Coast Guard specifically directs otherwise.
- (4) Florida Department of Transportation (FDOT) policy as reflected in their Bridge Tender Manual, is that drawbridges may be closed while no earlier than eight hours prior to arrival of winds of 34 knots (39 mph) or more, if FDOT has determined that closure is required to prevent damage to the bridge. Whenever such closure is ordered, it should be reported to the Coast Guard.

m. Public Shelters

- (1) In the event of a hurricane or other countywide emergency, the decision to open shelters will be made by the HC Director of EM, or his representative. In most cases, the decision to open shelters will be made subsequent to a Declaration of a State of Local Emergency by the HCEPG. The decision can be made no later than the time an Evacuation Order is issued by the HCEPG. This decision will be immediately provided to the Red Cross, which has the responsibility to open the shelters, and to the School Board. For a localized disaster, a request to open shelter facilities will be made by the appropriate agency to the Red Cross. HCEM will assist the Red Cross in coordinating shelter openings for major evacuations.
- (2) With the exception of special needs shelters, all public shelters will be staffed and operated by the American Red Cross who will ensure potential shelter staffs are trained in accordance with Red Cross procedures. Minimum Red Cross staffing requires a shelter manager, assistant manager, nursing coverage and registrar. Law enforcement agencies will provide 24-hours security personnel at each shelter within their jurisdiction. RACES will provide communications support at each shelter.
- (3) Most public shelter facilities for countywide emergencies will be located at either public schools or the University of South Florida (USF). Selected churches, which have agreements with the Red Cross, may also serve as public shelters. The designated public schools to be used as public shelters will be reviewed periodically by a shelter verification committee consisting of HC School Board Administration, Red Cross and HCEM. This committee will ensure that the best available public school facilities are chosen to meet shelter requirements primarily based on safety criteria and Red Cross shelter selection criteria. USF will provide the maximum number of available shelter facilities as deemed safe for shelter operations.
- (4) Logistical requirements for shelters are a joint responsibility of the Red Cross and HC School Board/USF. The HC School Board and USF will ensure a minimum of a three-day supply of food, in addition to sufficient water and sanitation

facilities are available for designated public school shelters. These two organizations will also ensure that food service and janitorial personnel support is available. Replenishment of food, water and other supplies is a Red Cross responsibility in coordination with the HC School Board and USF.

- (5) There is a continual goal to meet projected public shelter demand for the worst-case hurricane scenario in accordance with TBRPC planning estimates (See Appendix 23 to Basic Plan). Through the continuing shelter capacity refinement process, available shelter spaces vary. An updated list of official county public shelters is published annually in the Hurricane Guide. Projected shelter capacities and any potential shortages, if any, are calculated annually. Various churches throughout the county, in coordination with the Red Cross provide a capability to accept overflow evacuees in case the official public shelters become saturated. Also, in the event that a region wide evacuation causes the capacity of shelters to be exceeded, refuges of last resort will be identified by the HCEOC to download evacuees from the highways.
- (6) An updated list of official county public shelters is published annually in the Hurricane Guide based on the shelter verification committee's review and findings. The shelters are designated with a unique symbol on the hurricane evacuation map.
- (7) Shelters used for a localized disaster will depend on the number of individuals needing shelter and the timing of the event. For a small scale-sheltering requirement, shelters will be established at Parks and Recreation facilities, local churches or local service groups. If schools are not in session and there is a significant sheltering requirement, public schools may be used for sheltering during localized emergencies.

n. Special Needs Shelters

- (1) HC opens designated shelters, the number depending on the severity of the hurricane, which are solely dedicated for those with special medical needs. HC Health Department manages these shelters.
- (2) Those who qualify for special needs shelters are encouraged through the Hurricane Guide, as well as by human service agencies and home health agencies to pre-register. HCEM maintains a list and updates it on a continual basis.
- (3) Medical supplies for special needs shelters have been placed at each of the shelters. Generators will be required for each special needs shelter. If a special needs shelter is not equipped with a county owned generator, one will be leased by HC ESF#7/Purchasing Department.
- (4) More detailed information on evacuation and sheltering of people with special needs can be found in HC Special Needs Evacuation Operations Plan.

o. Refuges of Last Resort

The possibility exists in a large-scale hurricane evacuation, especially one that involves several west central Florida counties that evacuation routes will become gridlocked and will need to be downloaded as a hurricane approaches the area. In this event, some form of refuge of last resort will be needed to protect stranded motorists' lives. Refuges of last resort would include such locations as government buildings, churches, additional schools, and commercial buildings. These refuges are not designated as official Red Cross public shelters and will have minimal, if any, support available; they

will merely serve stranded motorists who would be safer in the designated facility than in a car.

p. Sheltering for Longer Periods of Time

Arrangements for long term sheltering will be made between the Red Cross and churches, which have entered into agreements for such services. There are also several other humanitarian organizations, such as the Salvation Army and Metropolitan Ministries, which could be requested to provide necessary shelters. For long term temporary housing, see the Recovery Section and the Disaster Temporary Housing Plan.

q. Hose County Sheltering

HC is a potential destination for large numbers of evacuees from disaster situations in other parts of Florida. Under such a scenario, HC Information Centers for incoming evacuees would be set up along, or near to, highways at the approach ends of the county. FDOT lighted message boards would be placed at key places on the inbound highways directing evacuees to the Information Centers. Lodging information, provided by the Tampa Convention & Visitors Association, and shelters sufficient to meet the demand, will be opened as needed as close as possible to the Information Centers.

8. Reentry

- a. The HCEPG is vested with the authority to allow reentry to evacuated areas and to declare a termination of a state of emergency. In all likelihood, reentry will be a gradual process depending on extent of damage in various areas of the county.
- b. In all damaged areas, reentry will not be allowed until the area has been deemed safe. In those damaged areas, the HC Director of EM will make recommendations to the HCEPG on when the areas are safe as determined by county and municipal agencies. Teams comprised of representatives from the appropriate agencies (i.e. law enforcement, fire, building, utilities and health) will advise the HC Director of EM when an area is considered safe for reentry. These teams will be headed by the applicable law enforcement agency (i.e. HCSO in the unincorporated County and municipal police departments in the cities).

9. State Assistance

- a. When a disaster is beyond the capabilities of city and county resources to respond, the HCEOC will request assistance from the state. The State EOC will coordinate assistance provided to the county. The state has organized various capabilities to assist counties impacted by a disaster.
 - (1) State Emergency Response Team (SERT). The SERT is comprised of all or a partial group of State Emergency Coordinating Officer (SEOC), representing the 17 ESFs. These SECOs are empowered to carry out the missions that are assigned by their ESF. Assistance requests from counties are forwarded to the State EOC to the various ESF groups. A SERT Liaison Officer, typically a DEM area coordinator or non-impacted local emergency management coordinator, will be dispatched to a county threatened by or experiencing a large-scale emergency or disaster. The SERT Liaison Officer will provide ongoing assessments and relay

local recommendations or resource requests to the State EOC. As the emergency situation develops, additional SERT representatives may be deployed to the impacted county to provide additional support and assistance. When organized, this group will be designated as the "Forward SERT". This team will operate from the County EOC or a separate operating location where it can coordinate regional response activities.

- (2) Rapid Response Team (RRT). State and local personnel and volunteers, organized into RRTs may be deployed into an impacted area to augment the Forward SERT. The type of functions that RRTs can be assigned includes: management of donated goods and services at the County/Regional Relief Center, organizing and providing logistical support for volunteer groups, operating staging areas, providing relief for EOC personnel, etc. The HCEOC Director will coordinate the effective assignment of RRTs through the State EOC. A Standard Operating Procedure (SOP) for RRTs further amplifies this concept.
- (3) Mutual Aid Support. Mutual aid support sent into the county by the will be assembled at a Mutual Aid Staging Area (MASA). The MASA will be located at the Tampa General Hospital-Health Park, 5906 N. 30th Street, or other alternate site. The MASA may be staffed by a State RRT or with county personnel. The main functions of the MASA will be to receive, process, assign and coordinate support of mutual aid responders.
- (4) Rapid Impact Assessment Team (RIAT). After the impact of a major or catastrophic emergency, State RIATs will be deployed. These teams, under the auspices of the Florida National Guard and ESF #13, will be deployed via helicopter and/or land transport to assess immediate human needs and damage to the infrastructure. The RIAT assessment is used to identify those immediate actions that are necessary to preserve life and property. Various state and regional organizations will provide support to RIATs in fulfilling their mission. County representatives will join up with RIAT Teams upon their arrival in county and will coordinate their activities during the assessment process. RIAT functions and local agencies responsible for working with counterpart RIAT representatives are as follows:

Team Leader	HCSO
Health & Medical	State Health Dept./MDMCP
Law Enforcement	HCSO
Communications	HC Telecommunications
Water & Sewer	HC Water Department
Transportation	HC Engineering Division
Mass Care	American Red Cross
Fire & HAZMAT	HCFR
Electric Utility	TECO

Note: An SOP for RIAT Teams further amplifies this concept.

10. Federal Assistance

- a. If a disaster is of such magnitude and severity that the resources within the state are inadequate to successfully respond, the Governor will request federal assistance through FEMA to the President of the United States. Once authorized by the President, the federal government provides assistance through the Federal Response Plan.

- b. In actuality, FEMA may pre-deploy a FEMA Liaison Officer to the State EOC, and deploy an Emergency Response Team (ERT) Advanced Element when a Presidential declaration appears imminent.
 - c. Under a presidential declaration, the federal government provides assistance through counterpart federal ESFs and the ERT. The federal/state one-on-one liaison will remain in effect in the State EOC throughout the entire federal response operation.
11. In the event of a disaster, one or more Joint Information Center (JIC) will be set up. The JIC will be staffed with public affairs representatives from local, state and federal response agencies. The purpose of the JIC is to ensure the coordinated, timely and accurate release of information to the news media and to the public about disaster related activities. (See Annex N for more information about the JIC).
 12. Availability of emergency workers during disaster response and recovery operations is a factor that must be considered by all emergency response organizations. All such organizations must take all necessary initiatives to ensure availability of their work force. This includes taking active steps to facilitate the safety and welfare of workers' families.
 13. After any large-scale disaster, HCEM will conduct a critique. All agencies participating will be represented. All participants will present deficiencies and lessons learned. An after action report will be written by HCEM and distributed to all applicable agencies. Follow-up actions will be made through applicable county emergency committees.
 14. The various aspects of disaster response operations will be addressed in ESF Annexes A through Q.

IV. RESPONSIBILITIES

A. General

Under the all hazards approach to emergency management, response to all disasters requiring EOC activation will be conducted as described in Section III and under the responsibilities designated in this Section. For any disasters, which exceed the capabilities of city and county, the HCEOC will request state and federal support through the State EOC.

B. City, County, State, and Federal Responsibilities

1. As stated in the State of Florida CEMP, the following are city, county, state and federal responsibilities with regard to emergency management:
 - a. City governments are responsible for:
 - (1) Prepare a disaster plan, which supports the county CEMP.
 - (2) Ensure that municipal response agencies provide an effective response to disasters/emergencies within geographical boundaries.
 - (3) Coordinate municipal emergency response and recovery activities with HCEOC and applicable county departments or agencies.
 - (4) Provide representatives as required to HCEOC during actual disasters and exercises in the area of law enforcement, fire and public works.
 - (5) Ensure appropriate municipal employees are trained for disaster operations.
 - (6) Ensure adequate alerting and warning systems are in place to warn the general public and municipal employees of impending disaster situations.
 - (7) Issue states of local emergency and evacuation orders where necessary in localized emergencies.
 - (8) Develop evacuation and traffic control plans which coincide with overall HC plans. Control traffic within city limits during evacuations.
 - (9) Notify residents of evacuation zones and mobile homes of evacuation orders and if necessary, assist residents who need help in evacuating.
 - (10) Provide security and law enforcement at public shelters in jurisdictions.
 - (11) Control reentry into evacuated areas.
 - (12) Plan for and conduct emergency operations to maintain/restore all water and wastewater capabilities within jurisdiction during disaster/emergencies. Assist the HC Health Department in determining portability of water supply.
 - (13) Ensure plans, procedures and training for damage assessment is established so that accurate and timely damage assessment surveys will be conducted after a disaster. Ensure damage assessment reports are submitted to HCEOC in a timely manner.
 - (14) Plan for and conduct debris removal and disposal operations after a disaster. Coordinate efforts with HC Public Works and HC Solid Waste departments. Request the necessary environmental permits and clearances from EPC.
 - (15) Ensure that detailed records are kept for disaster response and recovery operations for federal and state reimbursements.
 - (16) Designate appropriate public officials to attend federal public assistance briefings. Ensure that all projects undertaken under the federal assistance program are in

accordance with established guidelines. Provide required reports to state and federal representatives.

- (17) Provide support as available during mass casualty operations and exercises within HC to include personnel and resources in the law enforcement, fire and emergency medical services areas.
- (18) Provide for safeguarding of vital records.
- (19) Through respective building departments, coordinate necessary demolition or stabilization of structurally damaged public facilities.
- (20) Through respective building departments, coordinate with owners or management of structurally damaged private or private nonprofit facilities regarding structural integrity of the damaged structures. Take appropriate action, including condemnation of damaged structures.
- (21) Assign a coordinator to serve as an emergency management liaison to HCEM.

b. County governments are responsible for:

- (1) Maintain an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- (2) Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county mutual aid agreements to render emergency assistance.
- (3) Implementing a broad-based public awareness, education and information program designated to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- (4) Executing mutual aid agreements within the State for reciprocal emergency aid and assistance in the event of a situation is beyond the county's capability.
- (5) Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- (6) Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- (7) Coordinating public information activities during an emergency
- (8) Developing and maintaining procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State
- (9) Ensuring the county's ability to maintain and operate a 24-hour warning point with the capability of warning the public.

c. The State of Florida is responsible for:

- (1) Maintain an emergency management program at the State level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within Florida.
- (2) Maintaining a broad-based public awareness, education and information program designated to reach a majority of the citizens of Florida, including citizens needing special media formats, such as non-English speaking individuals
- (3) Supporting of the emergency needs of all counties by developing reciprocal intra- and inter-state mutual aid agreements, in addition to assistance from the FEMA.

- (4) Direction and control of a State response and recovery organization based on emergency support functions, involving broad participation from State, private and voluntary relief organizations, and that is compatible with the federal response and recovery organization and concept of operations.
- (5) Developing and implementing programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- (6) Coordinating State activities with those Florida volunteer organizations active in disasters. Ensure that these organizations are identified and organized under ESF #15 of the SERT.
- (7) Coordinating State activities with Florida's business community and its organizations to ensure a broad and comprehensive coverage of assistance and relief during a disaster.
- (8) Promoting mitigation efforts in the business community with emphases on the State's infrastructure.
- (9) Identifying critical industry and infrastructure that may be impacted by disaster or are required for emergency response efforts.
- (10) Reviewing and analyzing the Plan against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.

d. The federal government is responsible for:

- (1) Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- (2) Providing federal assistance as directed by the President of the United States under coordination of the FEMA and in accordance with federal emergency plan
- (3) Identifying and coordinating provision of assistance under other federal statutory authorities.
- (4) Providing assistance to the State and local government in response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the Federal Response Plan (FRP).

C. The following specific responsibilities, which are applicable to disaster operations in Temple Terrace, apply to the officials or departments indicated.

1. City

a. City Council

- (1) Promulgates this plan for safeguarding life and property of the Temple Terrace citizens.
- (2) Provides continuation of effective, orderly governmental control required for emergency operations through all phases of an impending or actual disaster.
- (3) Delegates to the TTEPG and the EM Director, the authorities delineated in Section III.C.
- (4) Executes agreements with state and federal disaster relief agencies.

b. EM Director (City Manager)

- (1) Provides direction and control over City disaster response and recovery operations.
 - (2) Directs City hazard mitigation and post-disaster redevelopment efforts.
 - (3) Issues emergency decisions as necessary under declared states of local emergencies.
 - (4) Advises and informs the TTEPG in all disasters.
 - (5) Executes agreements with county, state, and federal disaster relief agencies.
- c. City Attorney
- Provides legal advice and guidance to the City Council, TTEPG, and the EM Director during disaster response and recovery operations.
- d. City Clerk
- (1) Assist the Public Information Officer with ESF #14 – Public Information
 - (2) Assist the Administrative & Logistics Division Coordinator with ESF #7 – Resources Support
 - (3) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
 - (4) Provides a representative to formally record TTEPG procedures and decision.
 - (5) Safeguards vital records
- e. EM Coordinator (Fire Chief)
- (1) The successor to the EM Coordinator to address disaster operations. Police Chief is the second successor.
 - (2) Serves as the coordinator for ESF #5, Information & Planning and ESF #13, Military Support
 - (3) Assist the Administrative & Logistics Division Coordinator with ESF #7 – Resources Support
 - (4) Assist the Public Information Officer with ESF #14 – Public Information
 - (5) Assist the Recovery Division Coordinator in recovery operations.
 - (6) Recommend implementing the TT CEMP when conditions warrant.
 - (7) Supports the City Manager in fulfilling the duties of the EM Director as defined by Florida Statutes, Chapter 252, and applicable Temple Terrace ordinances, policies, and procedures
 - (8) Coordinates with county, state, and federal officials to ensure public safety is considered during disaster/emergency situations.
 - (9) Ensures administrative and logistical support to state and federal officials during disaster response and recovery operations.
 - (10) Develops plans and procedures to ensure City government readiness for effective response to potential natural and man-made disasters.
 - (11) Provides for the operation and internal procedures of the TTEOC
 - (12) In coordination with city departments, develops, refines and maintains this CEMP, and ensures that necessary revisions are prepared, coordinated, published, and distributes.
 - (13) Coordinates disaster preparedness planning, training, and exercising activities with the TTEOC committees to address such areas as shelter operations, emergency transportation, hurricane evacuation, response and recovery, special needs, power shortages, etc.

- (14) Serves as the overall coordinator for disaster preparedness training and education in Temple Terrace.
- (15) Ensures appropriate warnings to City officials, employees, and the public.
- (16) Ensures all communications, direction and control, alerting and TTEOC operating systems are functional and ready to support disaster response and recovery operations.
- (17) During emergency operations, ensures accurate and timely disaster related information is provided to ESF #14 – Public Information for release to media representatives for dissemination to the public.
- (18) Activates the TTEOC to coordinate emergency activities.
- (19) Ensures incident reports and damage assessment reports are provided to CWP in a timely manner.
- (20) Coordinates City activities for federal disaster assistance and provides necessary damage reports to county, state, and federal officials.
- (21) Coordinates support for state and federal damage assessment and disaster assistance personnel.
- (22) Identifies potential facilities for use in disaster response and recovery operations.

f. All City Departments

- (1) Develop and maintain disaster plans that will address personnel requirements and provisions to protect equipment.
- (2) Ensure personnel are trained appropriately for disaster operations.
- (3) Direct employees without disaster-related responsibilities to other vital areas of disaster response.
- (4) Provide representation to the TTEOC for actual disasters and disaster exercises.
- (5) Establish procedures to ensure that key personnel are warned of impending disasters.
- (6) Establish procedures to ensure that damage assessments of areas under their control are accomplished and reported to the TTEOC.
- (7) Ensure detailed operational records are maintained for federal and state reimbursements.

g. Code Compliance Department

- (1) Serves as the co-coordinator with the Community Services Director for the Recovery Division and the City's Damage Assessment.
- (2) Assist the Administrative & Logistics Division Coordinator with ESF #7 – Resources Support
- (3) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
- (4) Assist the Public Information Officer with ESF #14 – Public Information
- (5) Plans and conducts damage assessments. Provides timely damage assessment reports to the TTEOC.
- (6) In coordination with the HC Property Appraiser's Office trains, activate, directs, and establishes procedures for city damage assessments.
- (7) Assists county, state, and federal damage assessment teams.

- (8) Conducts surveys of damaged structures with State-certified building inspectors to determine if demolition, stabilization, or repair is necessary prior to re-occupancy of buildings.
- h. Community Services Department
- (1) Serves as the co-coordinator with the Community Services Director for the Recovery Division and the City's Damage Assessment.
 - (2) Assist the Administrative & Logistics Division Coordinator with ESF #7 – Resources Support
 - (3) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
 - (4) Assist the Human Services Division Coordinator with ESF #6 – Mass Care & Human Services, ESF #11 – Food & Water, ESF #15 – Volunteers & Donations, and #17 – Animal Protection.
 - (5) Assist the Public Information Officer with ESF #14 – Public Information
 - (6) Plans and conducts damage assessments. Provides timely damage assessment reports to the TTEOC.
 - (7) In coordination with the HC Property Appraiser's Office trains, activate, directs, and establishes procedures for city damage assessments.
 - (8) Assists county, state, and federal damage assessment teams.
 - (9) Conducts surveys of damaged structures with State-certified building inspectors to determine if demolition, stabilization, or repair is necessary prior to re-occupancy of buildings.
 - (10) Issues condemnation declarations for structures unfit for use or habitation or dangerous to persons or other property pursuant to Chapter 81-388, Laws of Florida.
 - (11) Orders demolition of unfit structures.
 - (12) Provides emergency building inspections and permitting procedures after a disaster.
 - (13) Considers local hazard mitigation goals issuing building permits.
- i. Engineering Department
- (1) Assist the Infrastructure Division Coordinator with ESF #1 – Transportation, ESF #3 – Public Works/Engineering, and #12 - Energy.
 - (2) Assist the Recovery Division Coordinator by providing personnel, equipment, and vehicles to support damage assessment operations
 - (3) Assesses all Temple Terrace roadway damage. Serves as liaison to county and state roads and bridges assessment teams.
- j. Finance Department
- (1) Serves as Administrative & Logistics Division Coordinator including ESF #7 – Resources Support
 - (2) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
 - (3) Assist the Public Information Officer with ESF #14 – Public Information
 - (4) Assist the Recovery Division Coordinator in recovery operations.
 - (5) Ensures continuity of City fiscal operations after a disaster including employee payroll, purchasing, and contracting.

- (6) Establishes a financial accounting and record-keeping system for state and federal disaster assistance programs.
- (7) Provides support in processing and completing requests for financial information for federal disaster assistance.
- (8) Maintains list of sources for equipment and services that may be purchased or leased for disaster response and recovery activities.
- (9) Contracts for needed equipment and services to address the City's needs during response and recovery operations.

k. Fire Department

- (1) Serves as the co-coordinator with the Police Department for the Operations Division including ESF #4 - Firefighting, ESF - #8 Health and Medical Services, ESF #9 – Search and Rescue, ESF #10 – Hazardous Materials, and ESF #16 – Law Enforcement.
- (2) Assist the Infrastructure Division Coordinator with ESF #2 – Communications.
- (3) Assist the Public Information Officer with ESF #14 – Public Information
- (4) Assist the Recovery Division Coordinator in recovery operations.
- (5) Notifies residents of evacuations and evacuation orders in coordination with the Police Department. Assists residents in evacuating, in necessary.
- (6) Directs search and rescue operations in the city in the aftermath of a disaster. Provides necessary personnel and equipment for the search and rescue team. Provides training to all elements of search and rescue team.
- (7) Provides information to the TTEOC, through search and rescue team, about locations and extent of damage after a disaster. Provides support to damage assessment team if required.
- (8) Assists, when requested, other fire services, law enforcement, public works, health services, and other disaster preparedness agencies.
- (9) Provides first responder ALS and emergency ambulance transport services during mass casualty and hurricane operations and exercises. Provides paramedics to support rescue helicopters as required.
- (10) Provides ambulance transportation for medical evacuees from evacuating hospitals and nursing homes as well as disabled/handicapped residences.
- (11) Provides medical support to City's public shelters as resources permit.
- (12) Develops plans and procedures to support the HC Mass Casualty System.
- (13) Coordinates mass casualty operations.
- (14) Coordinates with HCEOC after activation of the Hospital Priority Discharge System.
- (15) Assigns disaster victims/medical hurricane evacuees to HC hospitals under mass casualty/hurricane conditions.
- (16) Coordinates medical assistance.
- (17) Coordinates with the HC Medical Examiner for disaster morgue services.
- (18) Coordinates public shelters operations with the American Red Cross.

l. Human Resources Department

- (1) Assist the Human Services Division Coordinator with ESF #6 – Mass Care & Human Services, ESF #11 – Food & Water, ESF #15 – Volunteers & Donations, and #17 – Animal Protection.

- (2) Assist the Administrative & Logistics Division Coordinator with ESF #7 – Resources Support
 - (3) Maintains a database of city personnel in non-disaster-related positions who will fill disaster-related functions as required.
 - (4) Coordinates City volunteers efforts during response and recovery operations.
 - (5) Coordinates City property insurance program.
 - (6) Manages the City Risk Management Program.
- m. Library Department
- (1) Assist the Human Services Division Coordinator with ESF #6 – Mass Care & Human Services, ESF #11 – Food & Water, ESF #15 – Volunteers & Donations, and #17 – Animal Protection.
 - (2) Informs media and public about food and water availability and homeowners’ precautions during disaster situations. Coordinates with TTEOC Public Information Officer media releases during disaster response and recovery operations.
- n. MIS Department
- (1) Assist the Infrastructure Division Coordinator with ESF #2 – Communications.
 - (2) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
 - (3) Provides Local Area Network (LAN), Geographic Information Systems (GIS), and communications support to the TTEOC.
 - (4) Ensures adequate backup data automation support is available.
- o. Parks & Recreation Department
- (1) Serves as the coordinator for the Human Services Division including ESF #6 – Mass Care & Human Services, ESF #11 – Food & Water, ESF #15 – Volunteers & Donations, and #17 – Animal Protection.
 - (2) Assist the Recovery Division Coordinator by providing personnel resources for various essential disaster response and recovery operations, including mass care operations, and reception and distribution of disaster relief supplies.
 - (3) Assist the Infrastructure Division Coordinator by providing personnel resources for disaster response and recovery operations, including debris clearance.
 - (4) Assist the Public Information Officer with ESF #14 – Public Information
 - (5) Removes debris from parks and recreation facilities and coordinates with Public Works Department for its disposal.
- p. Police Department
- (1) Serves as the co-coordinator with the Fire Department for the Operations Division including ESF #4 - Firefighting, ESF - #8 Health and Medical Services, ESF #9 – Search and Rescue, ESF #10 – Hazardous Materials, and ESF #16 – Law Enforcement.
 - (2) Assist the Infrastructure Division Coordinator with ESF #2 – Communications.
 - (3) Assist the Public Information Officer with ESF #14 – Public Information
 - (4) Assist the Recovery Division Coordinator in recovery operations.
 - (5) Trains dispatcher in emergency management polices, procedures, and techniques.

- (6) Notifies to HC EDO of Temple Terrace incidents.
 - (7) Maintains law and order during disaster/emergency operations.
 - (8) Establishes procedures for warning the general public.
 - (9) Executes city or county evacuation orders. Controls traffic flow with traffic control points and measures deemed necessary.
 - (10) Notifies residents of evacuation zones and evacuation orders in coordination with the Fire Department. Assists residents in evacuating, if necessary.
 - (11) Provides security and law enforcement at City public shelters.
 - (12) Coordinates reentry operations for evacuated areas.
 - (13) Secures and prevents looting in evacuated areas.
 - (14) Supports to damage assessment teams if required.
 - (15) Provides traffic control and security during power outages.
 - (16) Provides personnel and equipment as required to support mass casualty operations and exercises.
 - (17) Plans for and conducts operations for civil disturbances.
 - (18) Safeguard of vital records.
- q. Public Information Officer
- (1) Serves as the coordinator of ESF #14, Public Information.
 - (2) Assist the Emergency Management Coordinator with ESF #5 – Information & Planning
 - (3) Assist the Infrastructure Division Coordinator with ESF #2 – Communications.
 - (4) Provides public information support by issuing emergency/disaster advisories to the media.
 - (5) Coordinates support for dignitaries who may visit the City during disaster response and recovery operations.
- r. Public Works Department
- (1) Serves as the coordinator for the Infrastructure Division including ESF #1 - Transportation, ESF - #2 Communication, ESF #3 – Public Works/Engineering, ESF #12 – Energy.
 - (2) Assist the Public Information Officer with ESF #14 – Public Information
 - (3) Assist the Recovery Division Coordinator in recovery operations.
 - (4) Coordinates the preparation of City facilities for an impending hurricane.
 - (5) Coordinates recovery activities for City facilities.
 - (6) Performs damage assessment of City buildings.
 - (7) Ensures adequate fuels and City vehicular support during response and recovery operations.
 - (8) Coordinates debris removal operations, with main thoroughfares a priority.
 - (9) Coordinates highway safety with the Police Department; i.e., closing roads and rerouting traffic.
 - (10) Provides personnel and equipment support to search and rescue teams.
 - (11) Maintains a current list of debris-removal equipment sources.
 - (12) Coordinates debris disposal site selection with the EPC.
 - (13) Controls disposal of disaster-related debris. Designates disposal sites for debris.
 - (14) Prepares and equips all disposal sites to receive disaster-related debris.
 - (15) Requests EPC waivers for debris burning if necessary.

- (16) Establishes methods and procedures to receive disaster-related debris from residents and businesses.
- (17) Disposes of contaminated or spoiled foodstuffs.
- (18) Maintains detailed records of manpower, equipment, and financial resources used in debris clearance and disposal for federal disaster assistance reimbursement.
- (19) Plans for and conducts emergency operations to maintain/restore all water and wastewater capabilities during disasters/emergencies. Assists HC Health Department in determining portability of water supply.
- (20) Arranges for alternate sources of potable water for public consumption if required.
- (21) Plans for and conducts transportation operations to evacuate special needs elderly and disabled people to appropriate shelters. Returns “special needs evacuees” to their residences or appropriate temporary housing when appropriate.

This page left blank

V. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

A. Financial Guidelines

1. Authority to expend funds in emergency management operations is contained in Florida Statute 252. A Presidential disaster or emergency declaration will permit funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L.100-707 in addition to the financial resources initiated at the state and local levels. Federal disaster assistance is generally provided at the 75% level with state and local governments sharing the remaining 25%. There is precedent for the federal government to assume a larger share than 75% under unusual circumstances.
2. Timely financial support of any extensive response activity could be crucial to saving lives and protecting 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 fraud, waste and abuse.
3. In concert with federal guidelines, officials of the primary and support departments will give approval for expenditure of funds for supporting preparedness, response, and recovery and mitigation operations. Each department is responsible for establishing effective administrative controls of funds expended and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.
4. The acquisition of facilities, equipment, supplies, services and other resources may be accomplished by designated department purchasing elements or through ESF#7 under applicable purchasing procedures and guidelines. If needed resources are not available within the city or county, requests may be made to the State EOC. The city will be responsible for costs incurred for resources brought in from outside sources. If Federal Disaster Assistance Programs have been implemented under the Stafford Act, at least the Federal Government will provide 75% of authorized costs. Reimbursement procedures under Federal Disaster Assistance Programs are covered in Recovery Section.
5. The Finance Department is responsible for financial management during disaster operations. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. All appropriate logs, formal records and file copies of all expenditures must be kept by all departments in order to provide clear and reasonable accountability and justification for future reimbursement. Reimbursement for disaster related expenditures are not automatic - detailed records must authenticate it. Further, all federal public assistance funds are subject to state and federal audit. Guidance for maintaining records and requesting reimbursement is included in the State of Florida Disaster Assistance Reimbursement Documentation Information pamphlet prepared by DEM.
6. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained in compliance with the Stafford Act and applicable Florida Statutes in accordance with funding agreements.

7. Documentation to substantiate costs for disaster operations will be submitted to the Finance Department for consolidation. Summary data will also be provided to EM, which will coordinate reporting activities with state and FEMA representatives.
8. State DEM concerning guidelines and processes involving state and federal disaster assistance will provide periodic training sessions. EM will coordinate this training for all concerned departments, as well as provide training on relevant information concerning the various funding programs under DEM.

B. Mutual Aid Assistance

The City of Temple Terrace has signed the Statewide Mutual Aid Agreement. Under this agreement, requests for assistance can be made through the county to DEM or to any other signatory. The requesting party shall be responsible for reimbursement of all reimbursable expense to all assisting parties. The assisting party shall bill requesting parties for all reimbursable expenses as soon as practicable after the expenses are incurred, but not later than 60 days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 CFR Part 206. The requesting party shall pay the bill, or advise of any disputed items, not later than 50 days following the billing date. Assisting parties shall maintain detailed records and submit invoices for reimbursement by the requesting party or DEM using format used or required by FEMA publications, including 44 CFR Part 13 and applicable Office of Management and Budget Circulars. Requesting parties and DEM finance personnel shall provide information, directions and assistance for record keeping to assisting parties.

C. Disaster Relief Funding Agreement

For any federal disaster declaration providing funds to the city, the city enters into a Disaster Relief Funding Agreement (DRFA) with the state. These funding agreements provide the framework for the administration of the federal and state funds, which flow to the city under the particular disaster. These agreements shall be approved by the City Council and signed by the Mayor. The State Governor's Authorized Representative (GAR), usually the Director of the DEM, shall sign the agreements. As a result of the funding agreement, the state administers the federal funds due to the city, as well as the state funds (usually 75% federal funding and 12-1/2% state funding with the city absorbing the remaining 12-1/2%). For funding sources for hazard mitigation, the appropriate information is reflected in the Recovery/Hazard Mitigation Section.

D. Reporting Procedures

1. As part of any federal disaster assistance program, there will be requirements for various reports in accordance with CFR 44 and the applicable DRFA. Responsibility for submitting any such reports rests with the Finance Director. The Finance Director will request report information from city departments and when appropriate.
2. Reports will be submitted either to the DEM or the DFO in accordance with guidance provided by DEM.

E. Protection of Records

All city departments must ensure protection of their records during disaster situations. Departments in potential hurricane flood zones are particularly vulnerable to records damage from water. All departments have the potential for record damage from fire and possible resulting water damage. Specific measures for protecting records must be reflected in department disaster plans. Those departments with vital records must take special care to ensure the safety of these records. Off site storage of duplicate vital records, whenever feasible, is strongly recommended. All departments should also have plans, which address the recovery of damaged records.

This page left blank

VI. TRAINING AND EXERCISE

- A. The HCEM is the overall coordinator within HC for emergency management training and education. The EM Coordinator bear the responsibility of ensuring their City of Temple Terrace personnel with emergency responsibilities are sufficiently trained. All departments should take the necessary steps to ensure appropriate records are kept reflecting emergency training received by their personnel.
- B. The EM Coordinator will coordinate all disaster preparedness, response, recovery and mitigation training provided to city personnel by State DEM and FEMA. The EM Coordinator will provide schedules of the state emergency management training courses to appropriate city departments. Applications for State/FEMA training courses will be submitted to the EM Coordinator for approval and submission to HCEM.
- C. Training for local emergency response personnel will be under the all hazards approach to emergency management. Training will ensure that current state and federal concepts on emergency preparedness, response, recovery and mitigation are provided.
- D. HC DRC will be a major forum for providing training on county, state and federal disaster policies and procedures. Representatives from county, municipalities, state and federal agencies in the local area, as well as volunteer agencies (e.g. Red Cross, Salvation Army, United Way, etc.) will participate and share information on respective roles and responsibilities during disasters.
- E. The HCEM will coordinate disaster preparedness planning/training activities with committees to address such areas as shelter operations, emergency transportation, hospitals, nursing homes/assisted living facilities, power shortages, etc.
- F. The HCEM ensures county disaster plans and procedures are exercised and evaluated on a continuing basis. There are various computer programs that can assist in developing exercises if desired. Exercise after action reports will be accomplished and provided to participating agencies to ensure corrective action is taken. Subsequent exercises will ensure previous discrepancies are reevaluated.
- G. HC's exercise and training program will endeavor to involve all public and private agencies with emergency response functions. Primarily this includes the members of the HCEPG, HCESG and HCEOC Operations Group. Emergency management officials of adjoining counties may be invited to participate or observe when appropriate.
- H. Volunteers
 - 0. Emergency preparedness training programs for disaster situations include training of volunteer workers. There are various volunteer organizations, which are potential users of volunteer resources during disasters. Primary among these are the Red Cross and the United Way/Volunteer Center of HC. The Red Cross Director of Disaster Services for HC is responsible for training Red Cross volunteers for disaster response activities to include volunteers to staff the county public shelters.

1. For disaster situations, the United Way/Volunteer Center of HC is responsible for setting up and managing the Volunteer Coordination Center (VCC). The VCC will coordinate disaster volunteer efforts for the county. Training for staff and volunteers who will staff the VCC will be conducted periodically through disaster exercises.
 2. For disaster operations, city employees not having a direct disaster response position may, with the permission of their supervisor, volunteer for other disaster response duties. The Human Resources Department is responsible for coordinating the city employee disaster volunteer program.
 3. Annex O, Volunteers and Donations, contains further information on the county and city disaster volunteer program.
- I. The HCEM will provide disaster exercise assistance to government and non-governmental agencies as requested. As resources allow, HCEM personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.
- J. Detailed planning will be accomplished on an interagency basis in preparation for HCEOC sponsored exercises. Representatives of each participating agency will develop action items for their HCEOC participants to resolve during the actual exercise.
- K. Exercise and Training Requirements
1. Annually
 - a. Participate with HC in a large-scale mass casualty exercise to include pre-exercise planning meetings and a post exercise critique.
 - b. Participate with HC in an annual hurricane exercise. The exercise may be held in conjunction with a state sponsored hurricane exercise.
 - c. Participate with HC in one or more emergency responder exercises involving mass casualties under various scenarios (e.g. Hazmat, transportation accident, natural disaster, terrorist act, etc.)
 - d. Conduct hurricane briefings and training meetings with the City Manager, department heads, and all other governmental and private emergency response agencies.
 - e. Brief elected and key appointed officials on emergency management activities and hurricane preparedness.
 - f. Conduct hurricane and emergency management seminars as requested.
 - g. Attend FEMA and state emergency management courses as subject matter and availability dictate.

VII. PUBLIC AWARENESS AND EDUCATION

- A. City officials must strive to keep residents informed about disaster preparedness and emergency operations. Public information in the disaster preparedness/emergency management area is divided into three phases: continuing education, pre-disaster preparation and post-disaster recovery. Continuing education is intended to increase awareness of disaster preparedness information, educate on ways to protect life and property, and inform the public on the availability of further assistance and information. Pre-disaster preparation informs the public of the imminent danger and provides details about evacuation procedures and sheltering. During the post-disaster period, the public is informed about such things as disaster assistance, health precautions, long term sheltering, etc.
- B. It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear and confusion. A continuous flow of official information is also necessary to provide full knowledge of disaster conditions and relief services.
- C. The Director of HCEOC has the overall responsibility for providing disaster preparedness response and recovery information to the public. The HC Communications Department will provide support to the HCEOC Director in these tasks. The HC Public Safety Department Information Officer in coordination with the Communications Department will ensure that public service announcements are prepared to keep the public informed on disaster preparedness, response, and recovery.
- D. The main medium in HC for public information on disaster preparedness is a hurricane guide, which is distributed in English and Spanish at the start of each hurricane season. This guide is given as wide a distribution as possible throughout the county. HCEM ensures copies for the public is placed at all libraries, fire stations, post offices, and various other public locations. In addition, copies are given to county and municipal departments, hospitals, nursing homes, and civic groups, all committees chaired by HCEM and to all audiences receiving hurricane awareness talks.
- E. The hurricane guide provides essential disaster preparedness information. The heart of the document is a map of the county, which depicts all hurricane evacuation zones, color coded to show at what evacuation level each zone would evacuate. All public shelter locations are designated on the map. The map also shows county evacuation routes. The remainder of the guide reflects helpful information on disaster preparedness, special assistance instructions and applicable emergency phone numbers.
- F. Various hurricane preparedness activities are undertaken in conjunction with the media for the annual publication of the guide in the May-June timeframe. This includes a local network television weather team promoting the guide during its weather segments.
- G. In addition to the hurricane guide, the county conducts a comprehensive public information program throughout the year. The public information program includes news features on television and radio and speaking engagements to a vast range of audiences. All requests for emergency preparedness talks are accepted to include civic groups, church groups, mobile home parks, business and industry, public schools and universities, hospitals, nursing homes, etc.

- H. The broadcast media provides an excellent resource for the county's information program. HCEM representatives interface with radio and television reporters, news personnel and weather personnel on a regular basis. Local broadcast stations regularly provide public service announcements provided by the county or the state. HC has two EAS stations. Under the EAS system, radio and television stations, as well as cable companies, in the county will provide emergency announcements when the EAS system is activated.
- I. The print media also provides an excellent method of providing disaster preparedness to the public. Both major newspapers in the Tampa Bay area usually produce a hurricane special edition at the onset of each hurricane season. HCEM provides substantial data to these newspapers and professional expertise regarding information contained in their publication. Information is also regularly provided to other smaller newspapers in the area.
- J. There are numerous other methods employed to provide disaster preparedness information to the public. HCEM works with Verizon on an annual basis to place the pertinent disaster preparedness data in the telephone book. The local Hispanic Yellow Pages Company and the Brandon Community Directory includes hurricane preparedness data in their publications. HCEM also coordinates with Tampa Electric Company to ensure appropriate disaster planning information is included in the information flyers in their monthly bills and in their annual disaster preparedness brochure.
- K. Special efforts are dedicated to reaching those citizens with special needs. HCEM works with county and state social services agencies and home health care agencies to ensure disaster preparedness information is disseminated to the handicapped and elderly. They also provide information to the various public and private human services organizations for their clients. Those citizens who need assistance during an evacuation are encouraged in the disaster pamphlet and in personal contacts to register with HCEM. The telephone number of HCEM is prominently displayed in the pamphlet for those who need assistance in an emergency. Individuals on the list are contacted each year to update databases.
- L. HCEM is responsible for developing and managing the emergency management public awareness and education program. Upon activation of the HCEOC, the HC Communications Department will direct the public information element of the HCEOC Operations Group. The HCEOC public information element will serve as the county's representative to all media and as the focal point for all public information.
- M. The HCEOC has a room dedicated as the media center for emergency operations. Most interviews of the county emergency staff will be conducted in this area.

VIII. REFERENCES, AUTHORITIES AND MUTUAL AID AGREEMENTS

A. Federal

1. Public Law 103 - 337, which reenacted the Federal Civil Defense Act of 1950 into the Stafford Act.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 100-707 which amended PL 93-288).
3. FEMA Public Assistance Guide (FEMA 322).

B. State

1. Chapter 252 of the Florida Statutes (State Emergency Management Act, as amended). Section 252.38 directs each county to establish and maintain an emergency management plan and program that is coordinated and consistent with the State comprehensive emergency management plan and program. The statute further specifies county and municipal emergency management powers and responsibilities.
2. Governor's Executive Order 80-29, which delegates specific emergency responsibilities and directs certain emergency management actions to county governments.
3. The State of Florida Comprehensive Emergency Management Plan.
4. Rules 9G-6, 9G-7, 9G-11, 9G-14, 9G-19 and 9G-20, Florida Administrative Code.
5. State of Florida Department of Community Affairs Resource and Finance Management Policies and Procedures for Emergency Management.

C. County

1. HC Ordinance 85-35, as amended, and associated administrative orders, which establish the organization of HC Government. The Department of Public Safety is responsible to provide general support to citizens and government agencies in matters relating to emergency preparedness and public safety.
2. HC Ordinance 94-9, EM Ordinance, which addresses declarations of a state of local emergency and outlines certain resolutions that can be imposed under such conditions.
3. HC Ordinance 93-20, which provides post disaster redevelopment and mitigation guidelines.

D. Authority - Coordination of Government Action

1. Under the provisions of Chapter 252, Florida Statutes and the Florida CEMP, any local political subdivision may issue an emergency declaration for its respective jurisdiction

without prior declaration by other levels of government. Along with this power of declaration is the responsibility to order evacuation as early as required by specific local conditions.

2. Declarations and evacuation orders of higher levels of government are binding upon lower levels of government. For example, a state declaration is binding upon counties and municipalities and a county order is binding upon a municipality. There is an obvious need for coordination of action with other levels of government and private agencies to ensure the availability of adequate resources to support evacuation. Resources of higher levels of government will generally not be available without an emergency declaration by that higher level of government. For instance, increased state assistance for response and recovery becomes available only following a state declaration.

E. Mutual Aid Agreements for Disaster Response or Emergencies

1. Mutual aid agreements and memoranda of understanding dealing with emergency operations will be entered into as the need arises. The primary agency for the type of agreement involved will develop, coordinate and monitor their agreement. In most cases, mutual aid agreements involving resources of Temple Terrace departments will be approved and signed by the Mayor and City Council.
2. Temple Terrace is a signatory to the Statewide Mutual Aid Agreement For Catastrophic Disaster Response and Recovery. This ties all signatories, which includes most jurisdictions within the state, together in a compact to facilitate rapid assistance to those, which are impacted by a major disaster.
3. One additional statewide mutual aid agreements that will provide for quick reaction in providing assistance in critical areas during a disaster or emergency. Temple Terrace is signatory to the Public Works Mutual Aid Agreement.

Appendix

Appendix 1 to Basic Plan

HILLSBOROUGH COUNTY HAZARD VULNERABILITY MATRIX

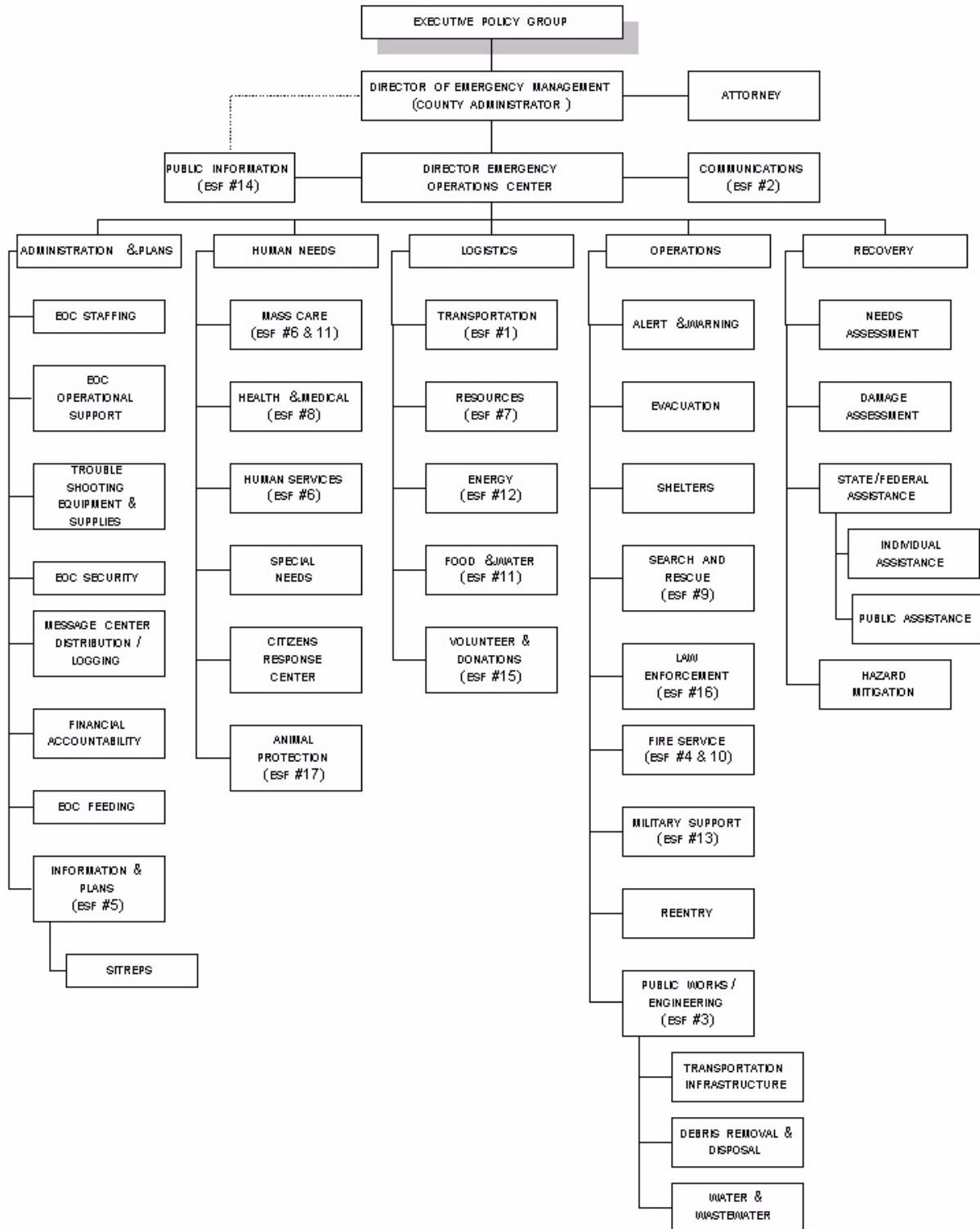
Hazard	Probability	Significance	Frequency	Vulnerable Area	Potential Economic Impact *
Brush, Wildfires and Forest Fires	High	Minor	At least yearly	Rural Areas	Low
Civil Disturbance	Low	Moderate	Rare	Urban Areas	Low
Coastal Oil Spill	Medium	Moderate	Rare	Coastal Waters	Medium
Disease and Pandemic Outbreak	Low	Moderate	No History	Countywide	Medium
Drought	Medium	Minor	Periodic	Countywide	Medium
Exotic Pests and Diseases	Low	Minor	Periodic	Agricultural Sector	Low
Extreme Temperature	Low	Minor	Rare	Countywide	Low
Flooding	High	Moderate	4–6 per year	Low-lying/ Riverine Poor drainage	Medium
Hazardous Materials Spill	High	Routine Spills-Minor Major Spills-Major	Routine Spills- Daily Major Spills-one per year	Countywide	Low
Hurricane/Tropical Storm	Medium	Major	Every 1-5 years	Countywide	High
Infrastructure Disruption	Low	Moderate	Rare	Countywide	Medium
Mass Immigration	Low	Minor	No history	Urban Areas	Low
Nuclear Power Plant	N/A	N/A	N/A	N/A	N/A
Sinkhole and Subsidence	High	Minor	Numerous incidents/year	Countywide	Low
Special Event Incident	Low	Moderate	No history	Event Locations	Low
Terrorism	Low	Major	No history	Mostly Urban Areas	High
Severe Thunderstorm	High	Minor	More than once/year	Countywide	Low
Tornado	High	Moderate	More than once/year	Countywide	Low
Transportation Incident (Major)	Medium	Moderate	Rare	Airports and Major Highways	Low

*Note: Low economic impact = up to \$.5 million; medium impact = \$.5 to \$5 million; high impact = over \$ 5million

Appendix 2 to Basic Plan

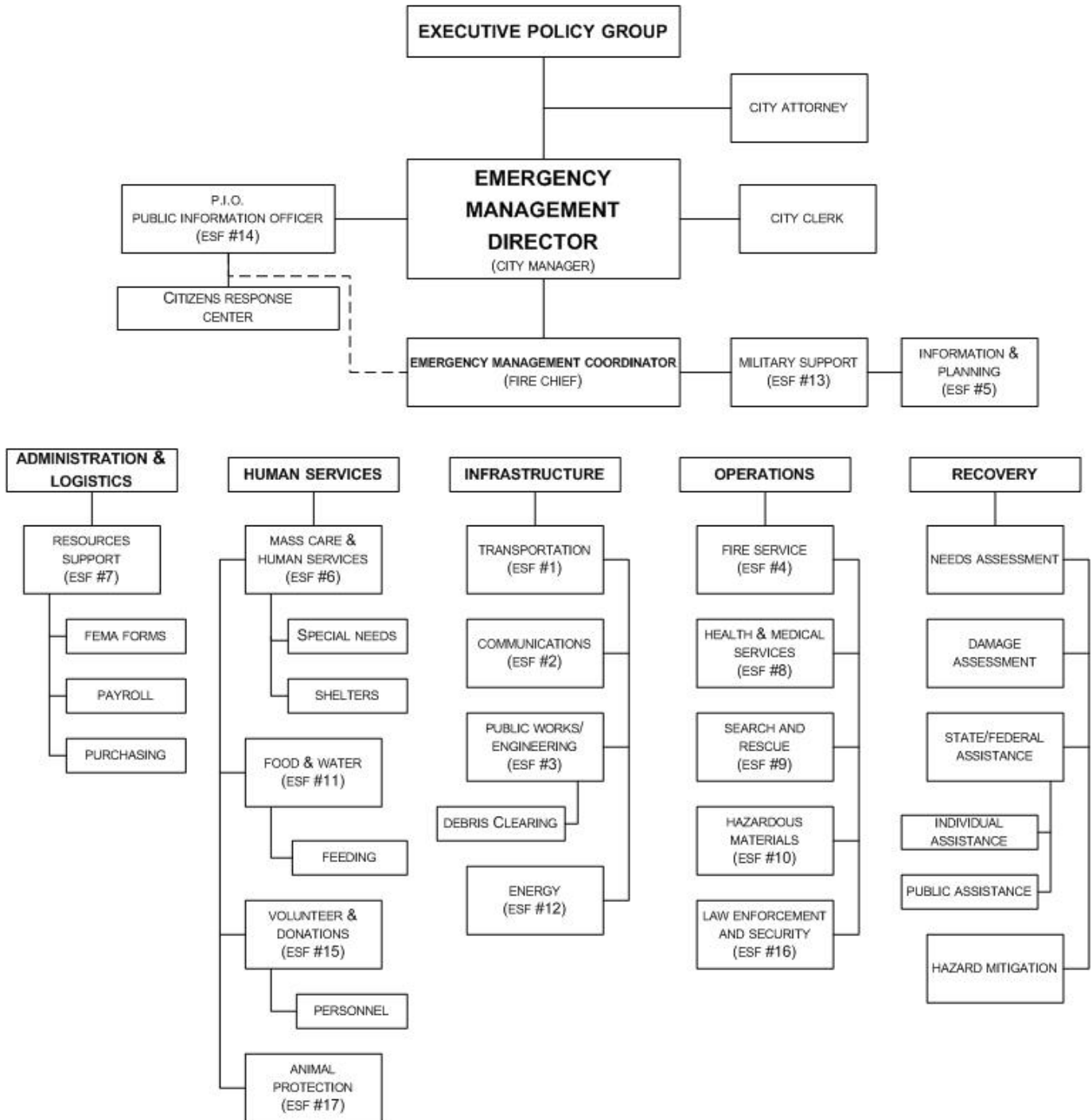
Hillsborough County Emergency Management System/Organizational

April 20, 2004



Appendix 3 to Basic Plan

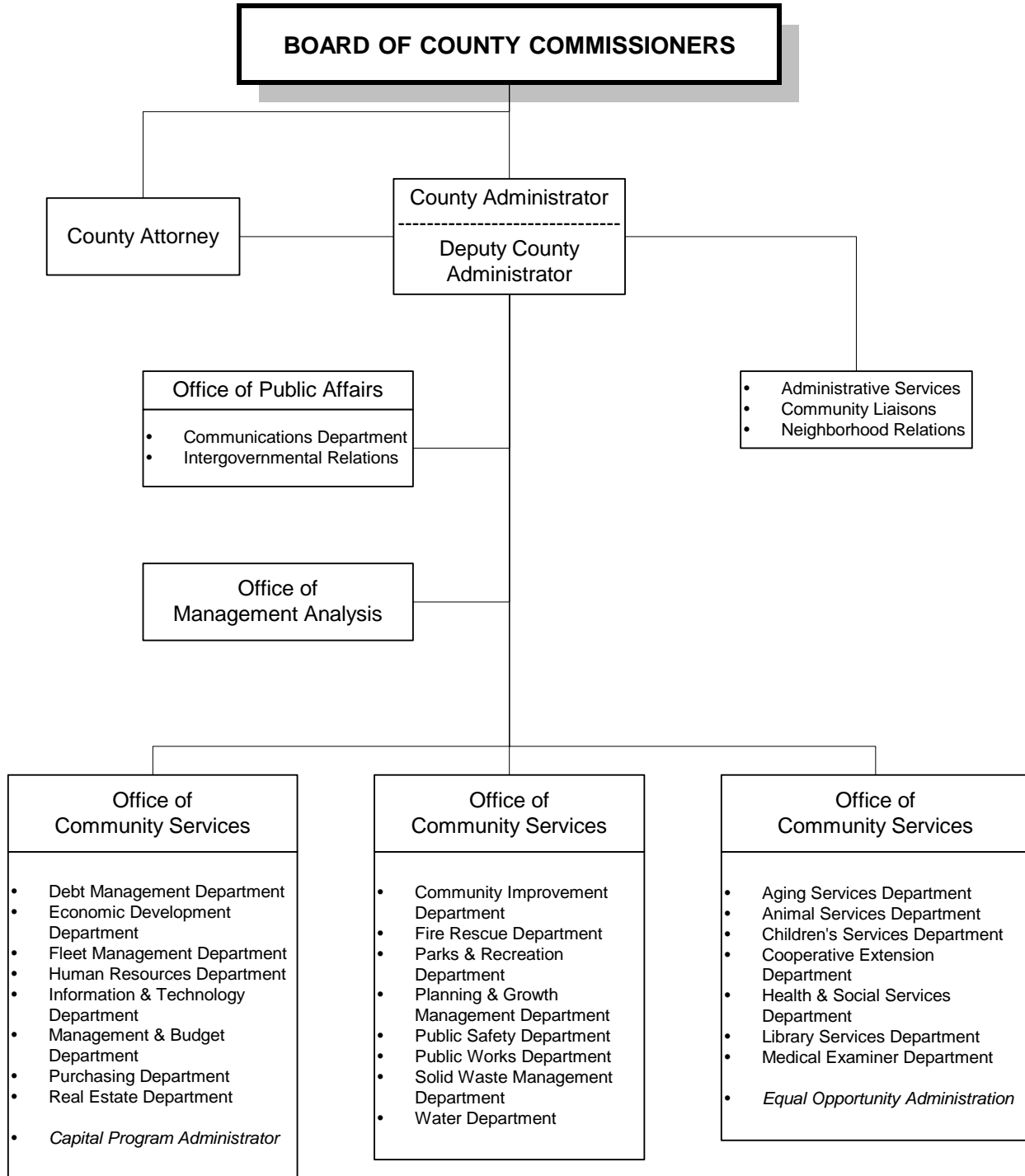
Temple Terrace Emergency Operations Center Organization



Appendix 4 to Basic Plan

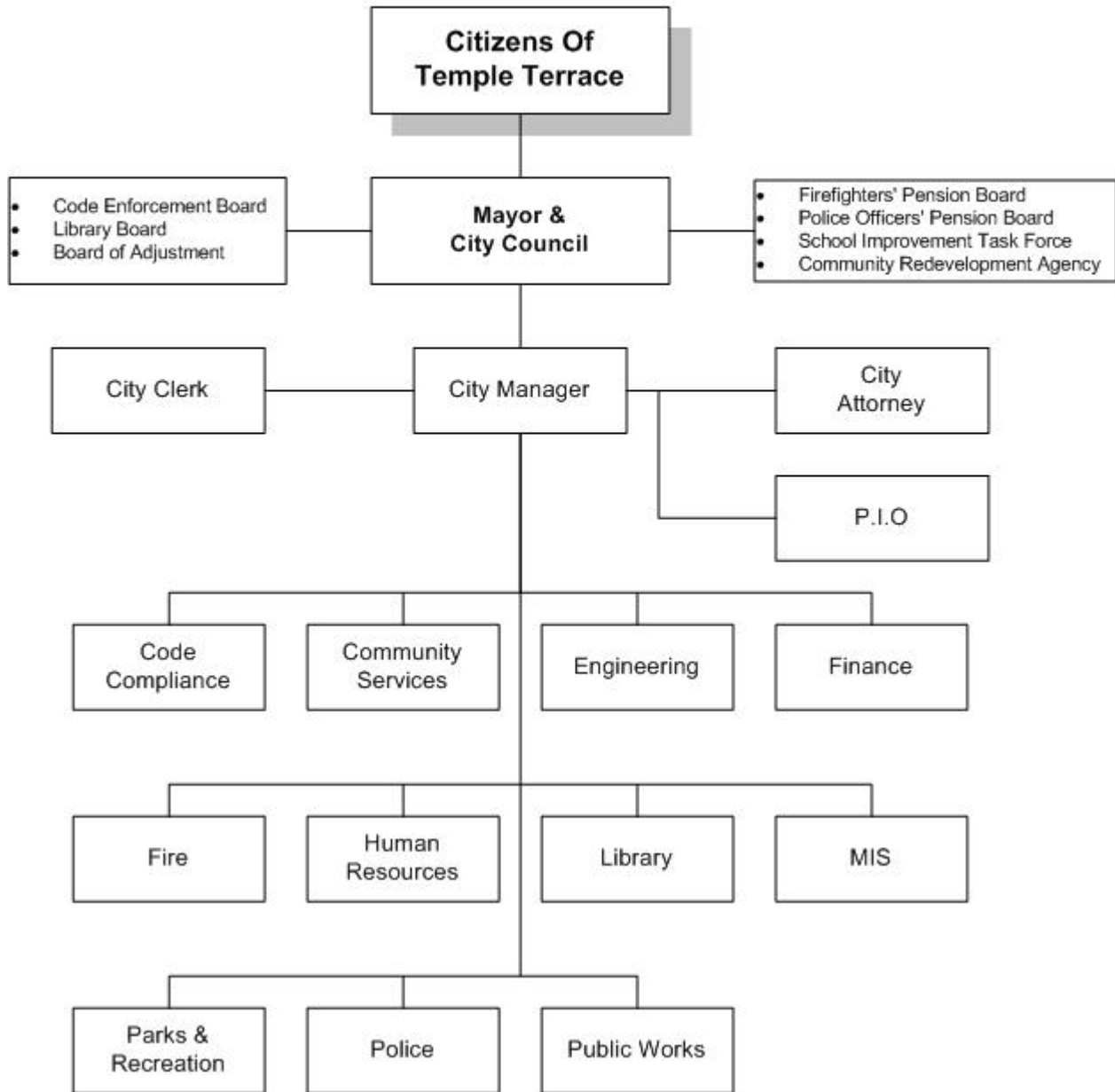
Hillsborough County Organization Chart - Normal

May 3, 2004



Appendix 5 to Basic Plan

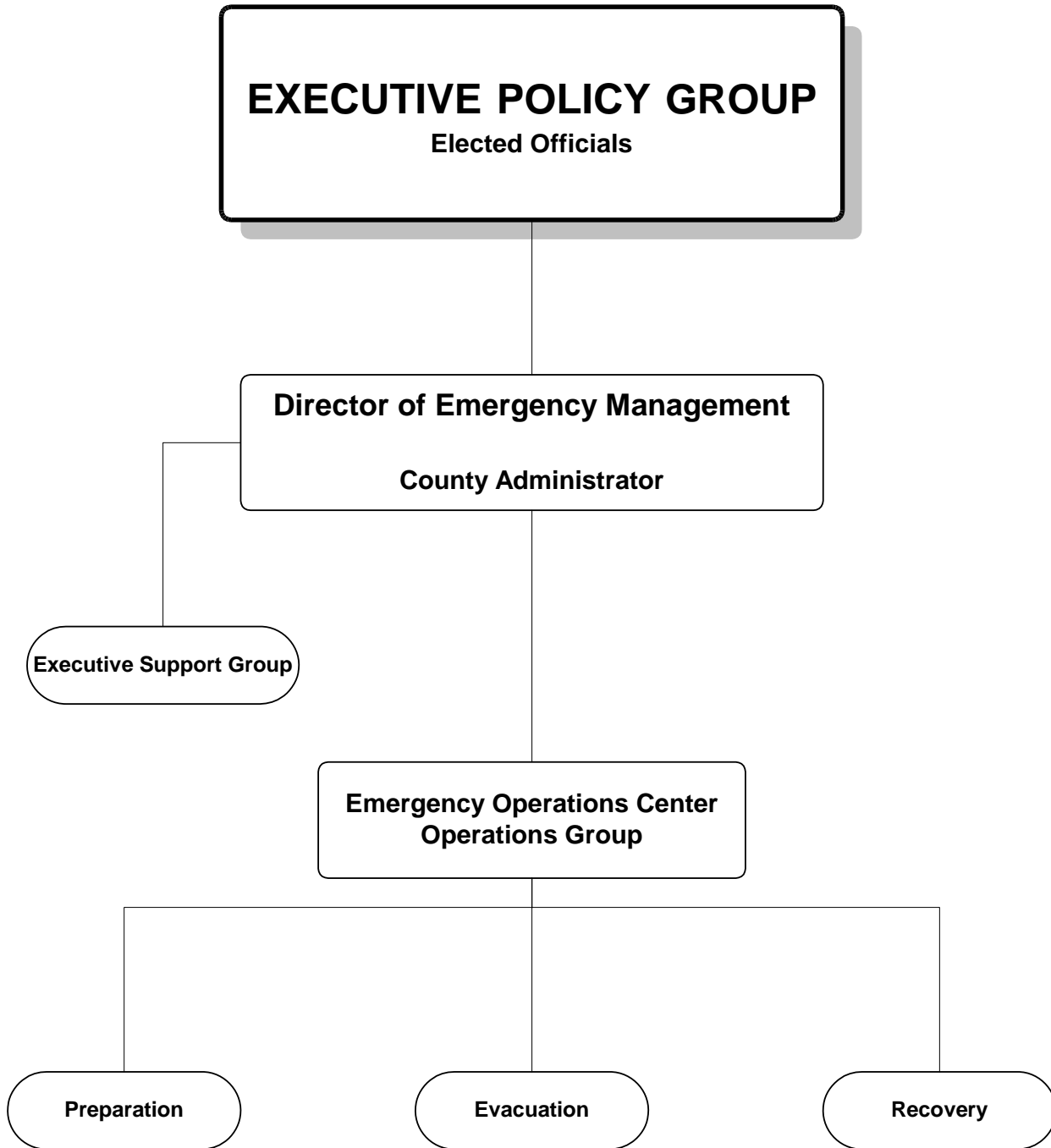
Temple Terrace Organization Chart - Normal



Appendix 6 to Basic Plan

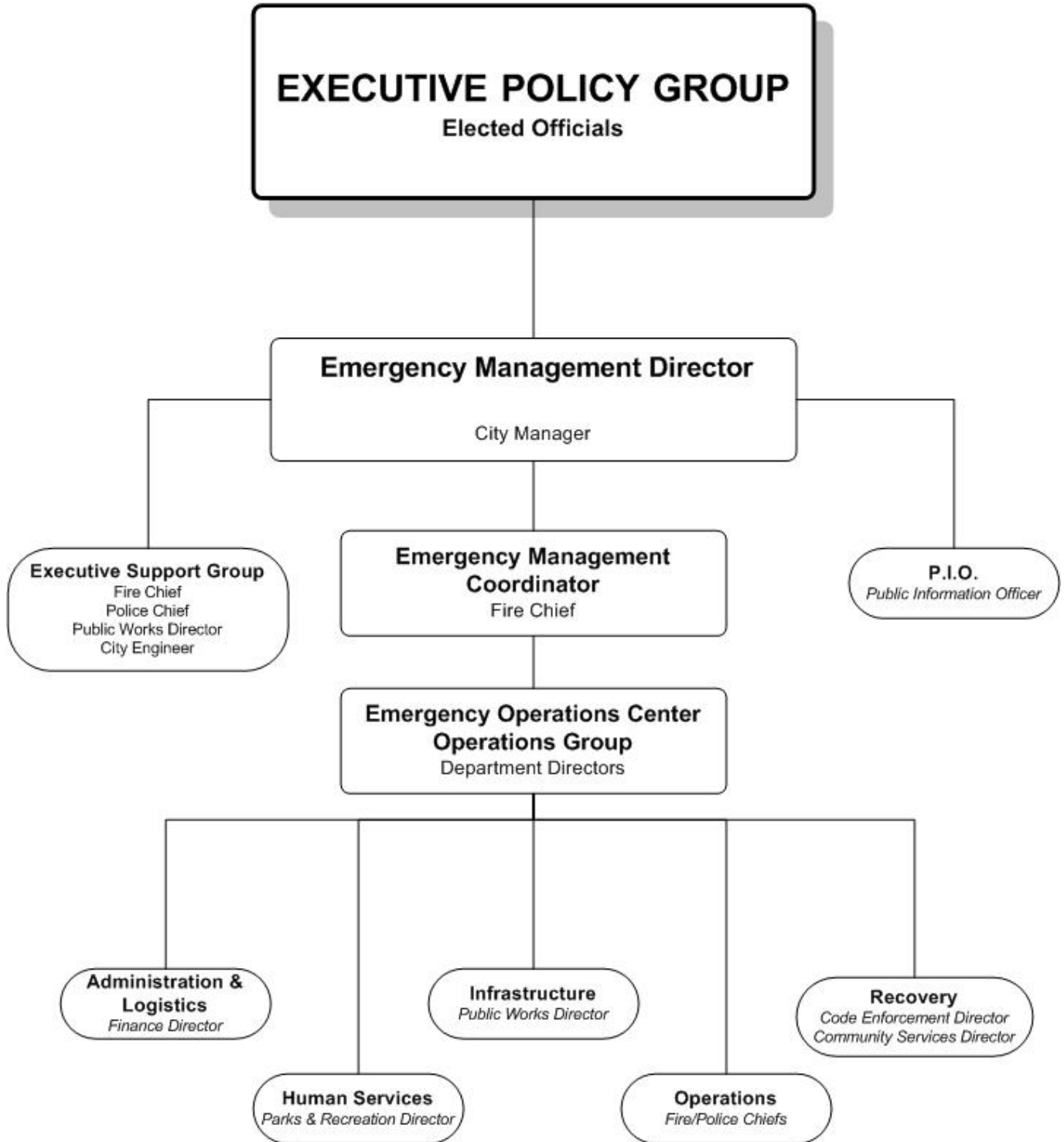
Hillsborough County Organization Chart - Emergency

May 3, 2004



Appendix 7 to Basic Plan

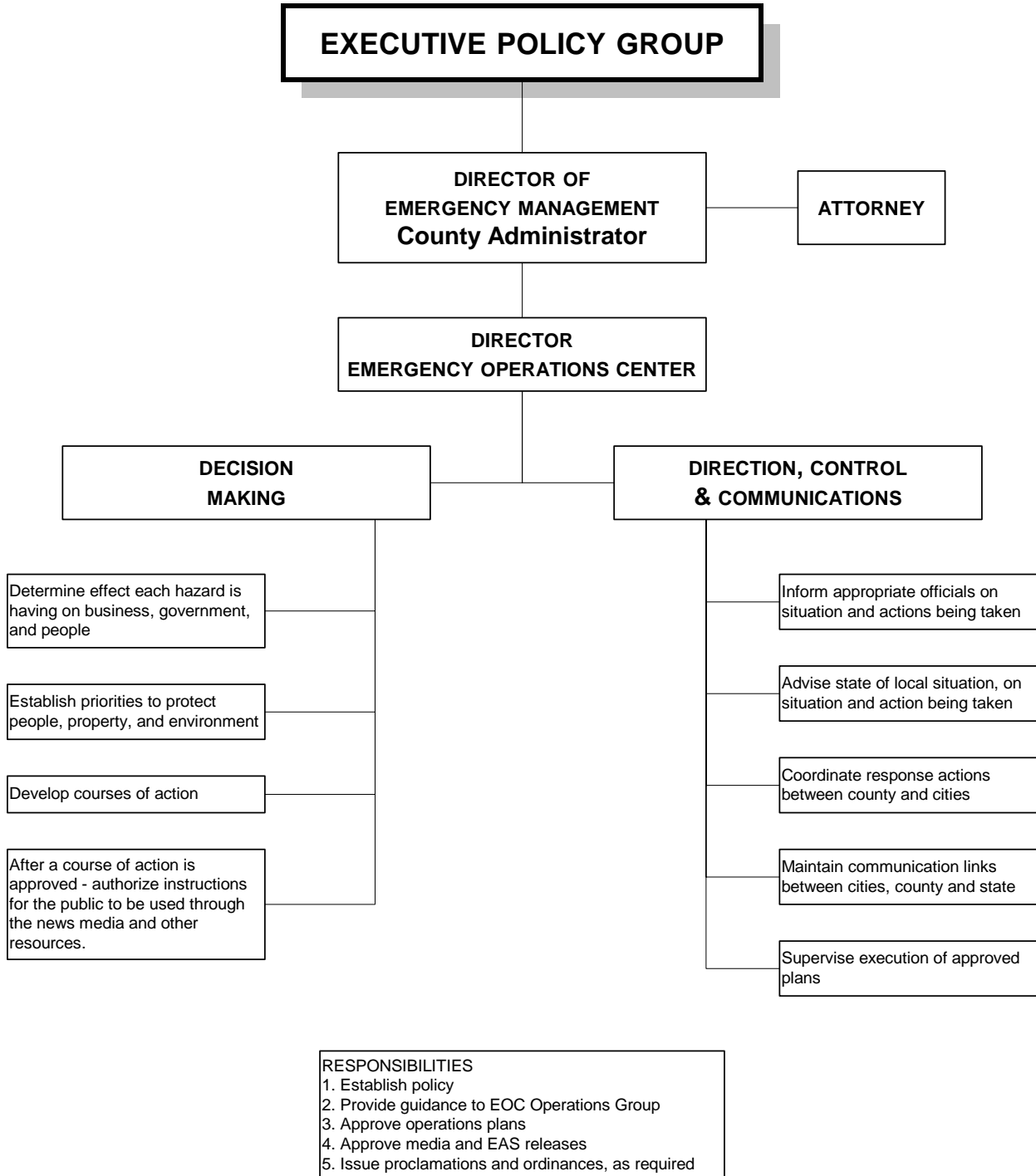
Temple Terrace Organization Chart - Emergency



Appendix 8 to Basic Plan

Hillsborough County Emergency Operations Policy Making

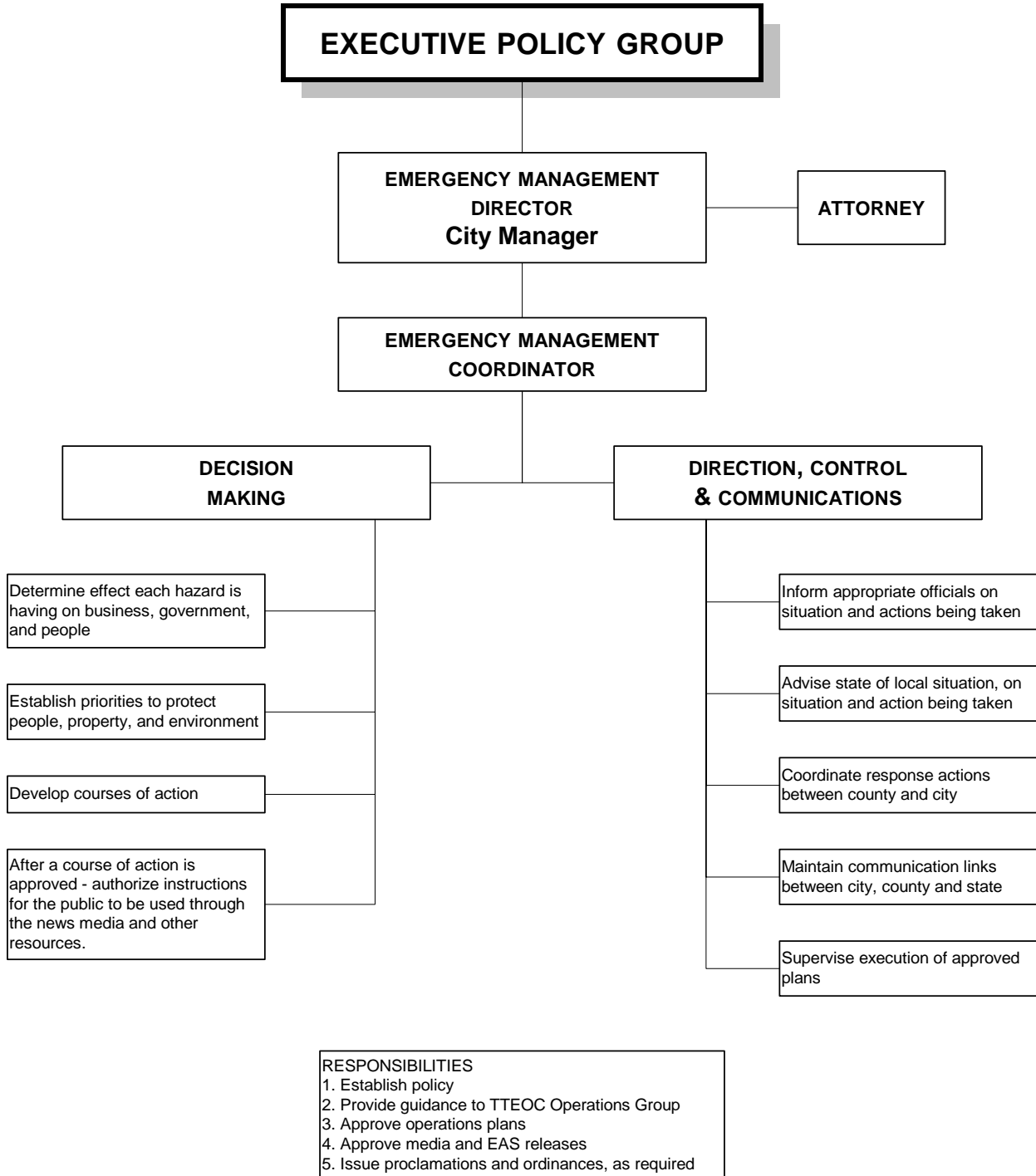
May 3, 2004



Appendix 9 to Basic Plan

Temple Terrace Emergency Operations Policy Making

May 3, 2004



Appendix 10 to Basic Plan

HILLSBOROUGH COUNTY EXECUTIVE SUPPORT GROUP

The HCESG is responsible for assisting the Director of EM in the formulation of his emergency recommendations to the HCEPG. This Group also assists in developing policy guidelines during emergency operations. The members are:

Deputy HC Administrator;

Assistant HC Administrator, Community Services;

Assistant HC Administrator, Human Services;

Assistant HC Administrator, Management Services;

Public Affairs Officer;

Medical Director, Mass Casualty Planning;

HC Attorney;

Administrator, HC School Board;

Chief Deputy Sheriff, HCSO;

Disaster Coordinator, American Red Cross, Tampa Bay Chapter;

Designated Representatives from the municipalities.

Appendix 11 to Basic Plan

TEMPLE TERRACE EXECUTIVE SUPPORT GROUP

The Temple Terrace Executive Support Group is responsible for assisting the Emergency Management Director in the formulation of his emergency recommendations to the Temple Terrace Executive Policy Group. This Group also assists in developing policy guidelines during emergency operations. The members are:

Emergency Management Coordinator;

Chief of Police;

Director of Public Works;

City Engineering;

Other Representatives as required.

Appendix 12 to Basic Plan

TEMPLE TERRACE EOC OPERATIONS GROUP

The Temple Terrace EOC Operations Group is composed of a core group of members that form the nucleus of the EOC staff during an emergency with additional staff added as depicted in the EOC staffing requirements.

CORE MEMBERS

Emergency Management Coordinator;

Chief of Police;

Director of Public Works;

Director of Parks & Recreation;

Finance Director

EOC STAFF REQUIREMENTS

ACTIVATION PHASES

DEPARTMENT	PARTIAL	RESPONSE	RECOVERY
City Manager	1	1	1
Code Enforcement			1
Community Services			1
Emergency Management Coordinator	1	1	1
Engineering			1
Finance	1	1	1
Fire	2	2	2
Human Resources			1
Legislative			1
Library			1
MIS			1
Police	2	2	2
Parks & Recreation	1	1	1
Public Information Officer	1	1	1
Public Works	1	1	2
TOTAL	10	10	18

NOTE: Staffing under each phase represents initial requirements. During each phase staffing may be increased or decreased as the situation warrants based on the decision of the EM Coordinator

Appendix 13 to Basic Plan

EMERGENCY SUPPORT FUNCTION (ESF) / RECOVERY FUNCTION RESPONSIBILITIES

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Recovery
City Clerk					A		A							A				
Code Compliance					A		A							A				C
Community Services					A	A	A				A			A	A		A	C
EM Coordinator					C		A						C	A				A
Engineering	A		A									A						A
Finance					A		C							A				A
Fire		A		C				C	C	C				A		A		A
Human Resources						A	A				A				A		A	
Library						A					A				A		A	
MIS		A			A													
Parks & Recreation			A			C					C			A	C		C	A
Police		A		A				A	A	A				A		C		A
Public Information Officer		A			A									C				
Public Works	C	C	C									C		A				A

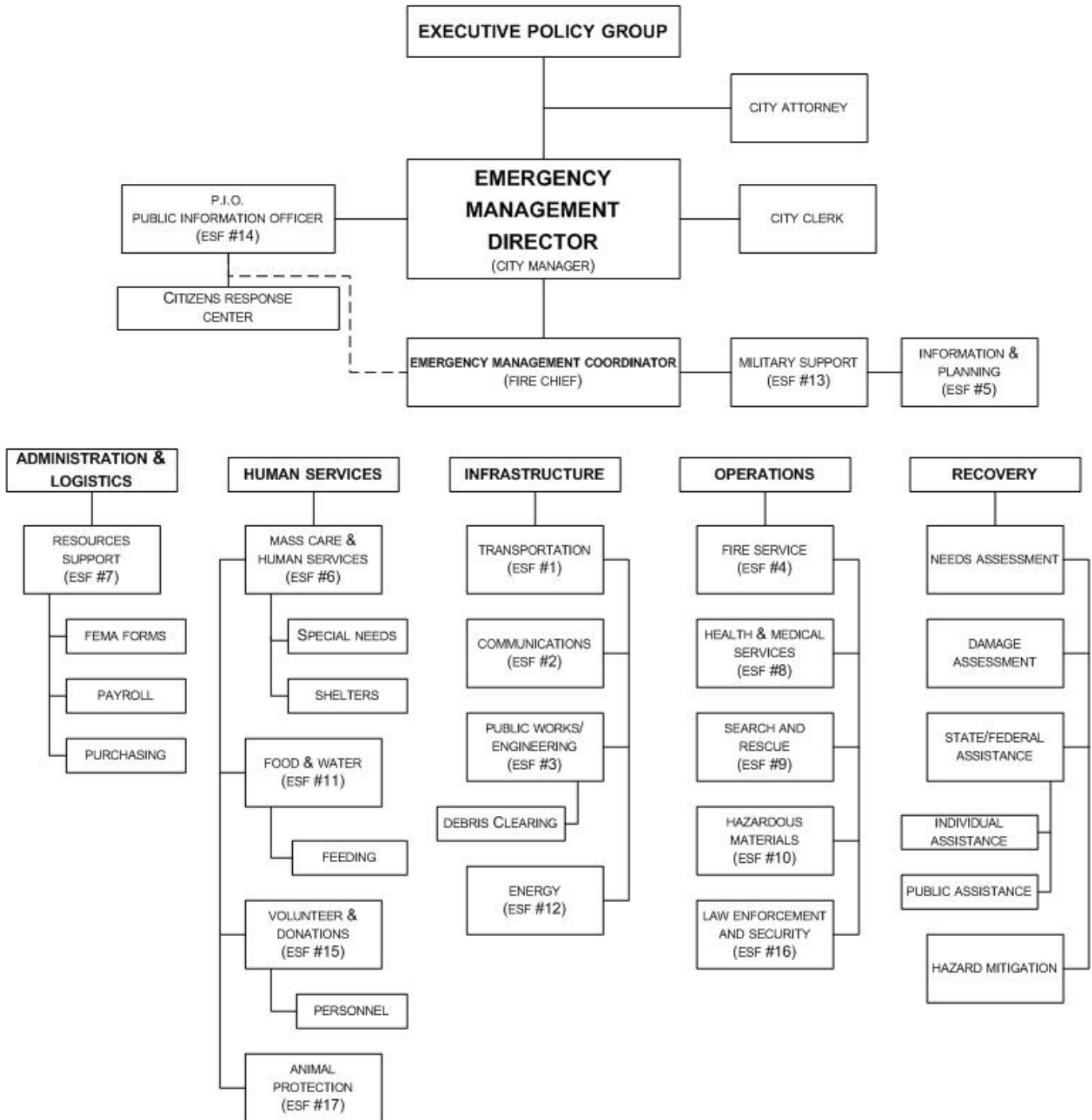
C = Coordinator A = Assist

RECOVERY FUNCTION RESPONSIBILITIES

<u>ACTIVITIES</u>	<u>COORDINATING DEPARTMENT</u>
Damage Assessment	Community Development Department
Community Relations	Public Information Officer
Infrastructure	Public Works Department/Engineering Department
Disaster Temporary Housing	Emergency Management Coordinator
Debris Management	Public Works Department
Disaster Field Office	Emergency Management Coordinator
Mitigation Assessment	Finance Department

Appendix 14 to Basic Plan

Temple Terrace Emergency Operations Center Organization



Appendix 15 to Basic Plan

INCIDENT COMMAND RESPONSIBILITIES

LAW ENFORCEMENT

SWAT
Evacuations
Traffic Control
Crowd Control
Notification of Next of Kin Investigations
Search
Security
Coordination with Medical Examiner

FIRE RESCUE

Suppression
Search & Rescue
HAZMAT
Staging Area
Landing Zone
Triage
Ambulance Transport
Air Ambulance Transport
Hospital Notification & Coordination
(Less Than 15 casualties)
Ambulance Staging
EMS Supply Logistics

INCIDENT COMMANDER

Coordinate Response
Request Resources
Assign Officers to Manage
Functions such as:
Public Information
Short-Range Planning
Safety
Operations

EMERGENCY MANAGEMENT/EOC

Coordinate Resources
Inter-Agency Coordination
Reporting
Long-Range Planning
Transportation Support
Sheltering
Hospital Notifications & Coordination
(More than 15 casualties)
Medical Advice

Appendix 16 to Basic Plan

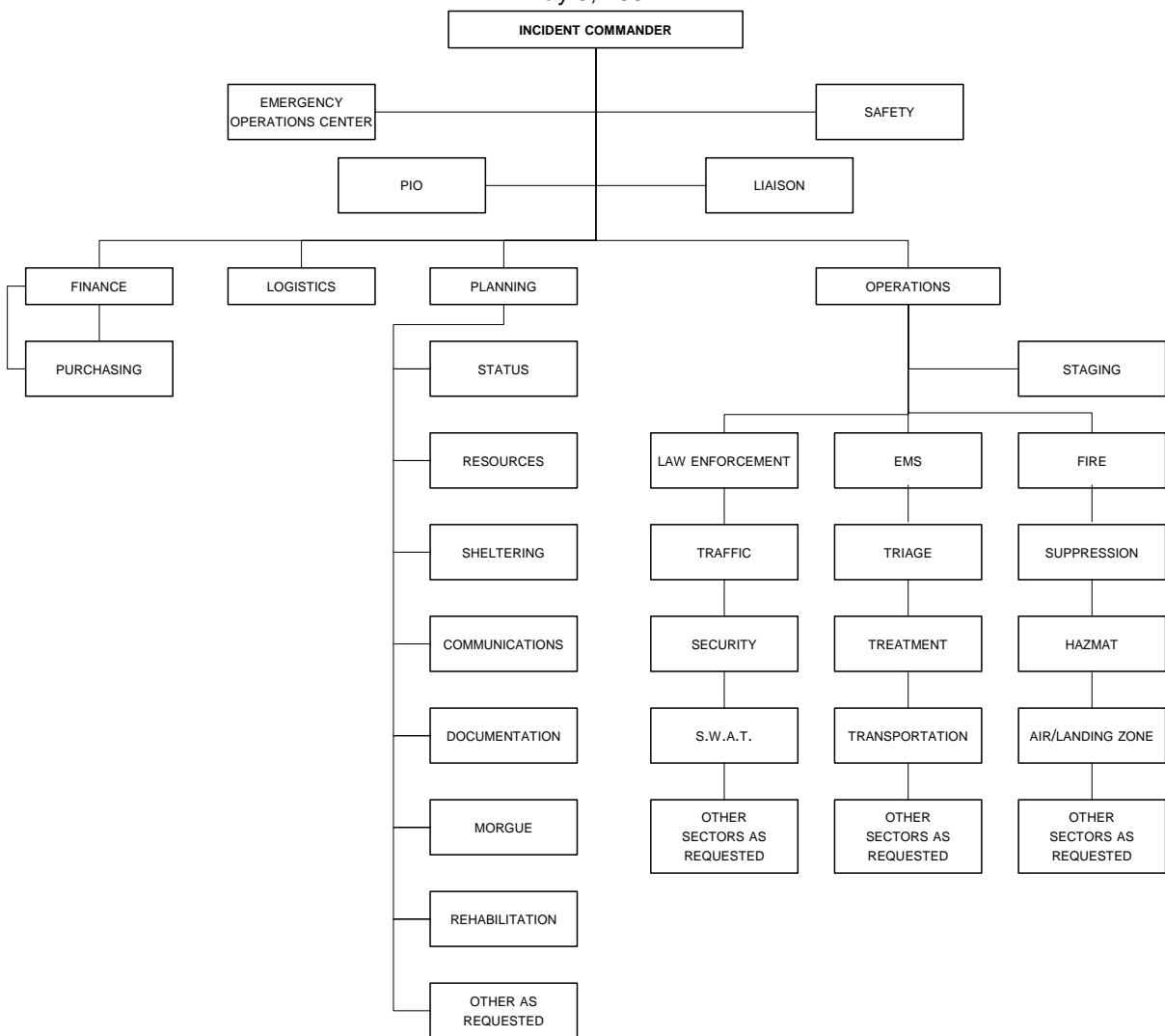
INCIDENT COMMAND MATRIX				
INCIDENT	FIRE DEPARTMENT		LAW ENFORCEMENT	EMERGENCY OPERATIONS CENTER
	FIRE	MEDICAL		
Hurricane	Notification Evacuation Rescue	Medical Treatment Special Needs Evacuation Shelter Support	Traffic Control Evacuation Security	<ul style="list-style-type: none"> ● COMMAND Evacuation Transportation Sheltering Recovery
Hazmat	<ul style="list-style-type: none"> ● COMMAND Mitigation 	Medical Treatment Victim Transportation	Evacuation Traffic Control Security	Assistance Coordination Resources Policy Guidance
Air Crash	<ul style="list-style-type: none"> ● COMMAND Rescue Extinguishment 	Triage Medical Treatment Victim Transportation	Evacuation Traffic/Crowd Control Security <ul style="list-style-type: none"> ● ASSUME COMMAND FOR INVESTIGATION 	Assistance Coordination Resources Policy Guidance
Fire	<ul style="list-style-type: none"> ● COMMAND Rescue Extinguishment 	Medical Treatment Victim Transportation	Evacuation Traffic/Crowd Control Security	Assistance Coordination Resources Policy Guidance
SWAT	Support to Law Enforcement	Support to Law Enforcement	<ul style="list-style-type: none"> ● COMMAND Traffic/Crowd Control Security 	Assistance Coordination Resources Policy Guidance
Terrorism	Support to Law Enforcement Rescue Extinguishment	Support to Law Enforcement	<ul style="list-style-type: none"> ● COMMAND Traffic/Crowd Control Mitigation 	Assistance Coordination Resources Policy Guidance
Tornado	<ul style="list-style-type: none"> ● COMMAND Rescue 	Medical Treatment Victim Transportation	Traffic/Crowd Control Mitigation	Assistance Coordination Resources Policy Guidance
Fresh Water Flooding	<ul style="list-style-type: none"> ● COMMAND 	Medical Treatment Victim Transportation Special Needs	Traffic/Crowd Control Evacuation Assistance Security	Assistance Coordination Resources Policy Guidance
Major Transportation Incident	<ul style="list-style-type: none"> ● COMMAND 	Triage Medical Treatment Victim Transportation	Traffic/Crowd Control <ul style="list-style-type: none"> ● ASSUME COMMAND FOR INVESTIGATION 	Assistance Coordination Resources Policy Guidance
Explosives	Rescue Extinguishment	Medical Treatment Victim Transportation	<ul style="list-style-type: none"> ● COMMAND Traffic/Crowd Control Evacuation Assistance 	Assistance Coordination Resources Policy Guidance

			Mitigation	
Mass Casualty	<ul style="list-style-type: none"> COMMAND 	Triage Medical Treatment Victim Transportation	Traffic/Crowd Control Evacuation Assistance Security	Assistance Coordination Resources Policy Guidance

Appendix 17 to Basic Plan

Incident Command System Chart

May 3, 2004



OPERATIONS:
Depending on incident type or situation, the Operations Chief position should be occupied by Fire, EMS, or Police. The agency filling the Incident Commander position will normally fill the Operations Chief position also.

SECTORS:
No more than 7 Sectors should be established under each Group Chief in order to allow proper "Span of Control". Many SubSectors may be established under each Sector.

NOTE:
If deaths involved, the Medical Examiner's Functions include death scene investigation, body removal, cause-of-death determination and identification.

Appendix 18 to Basic Plan

HILLSBOROUGH COUNTY

HOSPITAL EVACUATION

- A. There are five hospitals that may be affected by storm surge causing evacuation of these facilities at various categories of hurricanes. All of these facilities must include hurricane evacuation procedures in their disaster plans. The remaining hospitals should include procedures in their plans for receiving patients during hurricanes from evacuating hospitals.
- B. The chief executive officer of a hospital which requires evacuation for whatever reason (hurricane, loss of water supply, internal disaster, etc.) will coordinate the evacuation with the Medical Director for Mass Casualty Planning and Emergency Management/EOC.
- C. Patients to be Evacuated
 - 1. There are various categories of patients that must be considered for each emergency.
 - a. Patients that can be discharged immediately such as those admitted for elective surgery or those near full recovery.
 - b. Patients that can be evacuated by car, van or bus in a sitting position.
 - c. Patients that must be evacuated by van, bus or ambulance on stretchers or backboards.
 - 2. Patient evacuation - The hospital chief executive officer should first activate his disaster plan priority discharge system to prepare for evacuation, i.e., discharge the maximum number of patients capable of returning home.
 - a. Patients who require further care will be evaluated and moved to other hospitals under the direction of the Medical Director for Mass Casualty Planning.
 - b. Nursing personnel, supplies, drugs, and records, etc., will require orderly transfer.
 - 3. Non-evacuating hospitals must also execute a priority discharge procedure in order to ensure available space for incoming hospital and emergency cases.
- D. Transportation - Hospitals should enter into transportation agreements with transportation providers. Plans will include details on matching types of patients to modes of transportation. If sufficient transportation is not available at time of disaster, the EOC staff and the Medical Director for Mass Casualty Planning will coordinate transportation support. School buses, HARTline buses, public transportation vehicles, ambulances and trucks may be used.

E. Administrative Procedures

1. Hospitals should agree to and plan for standard procedures and forms for the inter-hospital transfer of patients, drugs, supplies, records and personnel. Standardized procedures should be part of each hospital's written disaster plan.
2. Hospitals expecting to receive patients should activate their priority discharge plan promptly to make space available.

F. Hospital Staff

1. Each chief executive officer should plan for the effective use of staff.
 - a. Hospitals receiving evacuees will need additional nursing personnel, and should plan for relief requirements (no shift longer than 12 hours).
 - b. Use of physicians and service personnel will be coordinated by the administrator and chief of staff of each hospital

G. All hospitals must prepare a CEMP in accordance with Florida Administrative Code 59A-3.078, which contains a specific set of criteria which must be included in the plan. All hospital plans must be reviewed and approved annually by Emergency Management.

H. List of Hospitals

<u>Evacuating Hospitals</u>	<u>Category Hurricane</u>
MacDill Air Force Base Hospital	1,2,3,4,5
Memorial Hospital	4,5
Tampa General Hospital	1,2,3,4,5
Town & Country Hospital	2,3,4,5
Kindred Hospital	2,3,4,5

Non-Evacuating Hospitals
Brandon Regional Hospital
South Bay Hospital
H. Lee Moffitt Cancer Center
James A. Haley Veteran's Hospital
St. Joseph's Hospital
Shriner's Hospital for Crippled Children
South Florida Baptist Hospital
Kindred Central Hospital
University Community Hospital
UCH - Carrollwood Hospital

Appendix 19 to Basic Plan

HILLSBOROUGH COUNTY

NURSING HOME EVACUATION

- A. There are four nursing homes that may be affected by storm surge causing evacuation of the facilities at various categories of hurricanes. All of these facilities must include evacuation procedures in their disaster plans.
- B. Nursing home administrators must make prior agreements with other nursing homes to accommodate all patients who must evacuate. If assistance is required, nursing homes should coordinate with Emergency Management/EOC and the Medical Director for Mass Casualty Planning.
- C. Patients to be Evacuated
 - 1. Three categories of patients must be considered during any nursing home evacuation.
 - a. Patients who may be discharged based on prior arrangements with relatives.
 - b. Patients who can be evacuated by car, van or bus in sitting position.
 - c. Patients who must be transported on a litter by van, truck, ambulance or bus.
 - 2. Patients, who require special handling such as oxygen, restraints, etc., should be the first transported, accompanied by appropriate staff from that nursing home for continuing care.
 - 3. All nursing homes, which do not require evacuation should discharge any patient possible to relatives for, care to maximize available space for evacuees.
- D. Nursing homes should enter into transportation agreements with transportation providers. If sufficient transportation is not available at time of disaster, Emergency Management/EOC and the Medical Director for Mass Casualty Planning will coordinate transportation support.

E. Administrative Procedures

Essential records on each patient such as care required, current medication, etc. and adequate personnel must accompany evacuated patients. Each patient should be advised to take only the minimum necessary personal effects with him or her.

F. Nursing Home Staff

Each administrator will arrange for sufficient staff to care for their patients. Staff should be conserved to cover all shifts for several days (no shift longer than 12 hours).

G. Recovery Period

1. Administrative pre-planning and coordination with other nursing homes should include housing of patients after the storm. In a severe storm some structures may become uninhabitable.
2. Relatives inquiring about the health and welfare of family members in HC will be coordinated through American Red Cross channels as per American Red Cross policy.

H. All nursing homes must prepare a CEMP in accordance with Florida Administrative Code 59A-4.126, which contains specific set of criteria which must be included in the plan. All nursing home plans must be reviewed and approved annually by Emergency Management.

I. List of Nursing Homes

<u>Evacuating Nursing Homes</u>	<u>Category Hurricane</u>
Mariner Health Care	3,4,5
Canterbury Towers Health Center	2,3,4,5
South Tampa Health & Rehab Center	2,3,4,5
Woodbridge Nursing Center	2,3,4,5

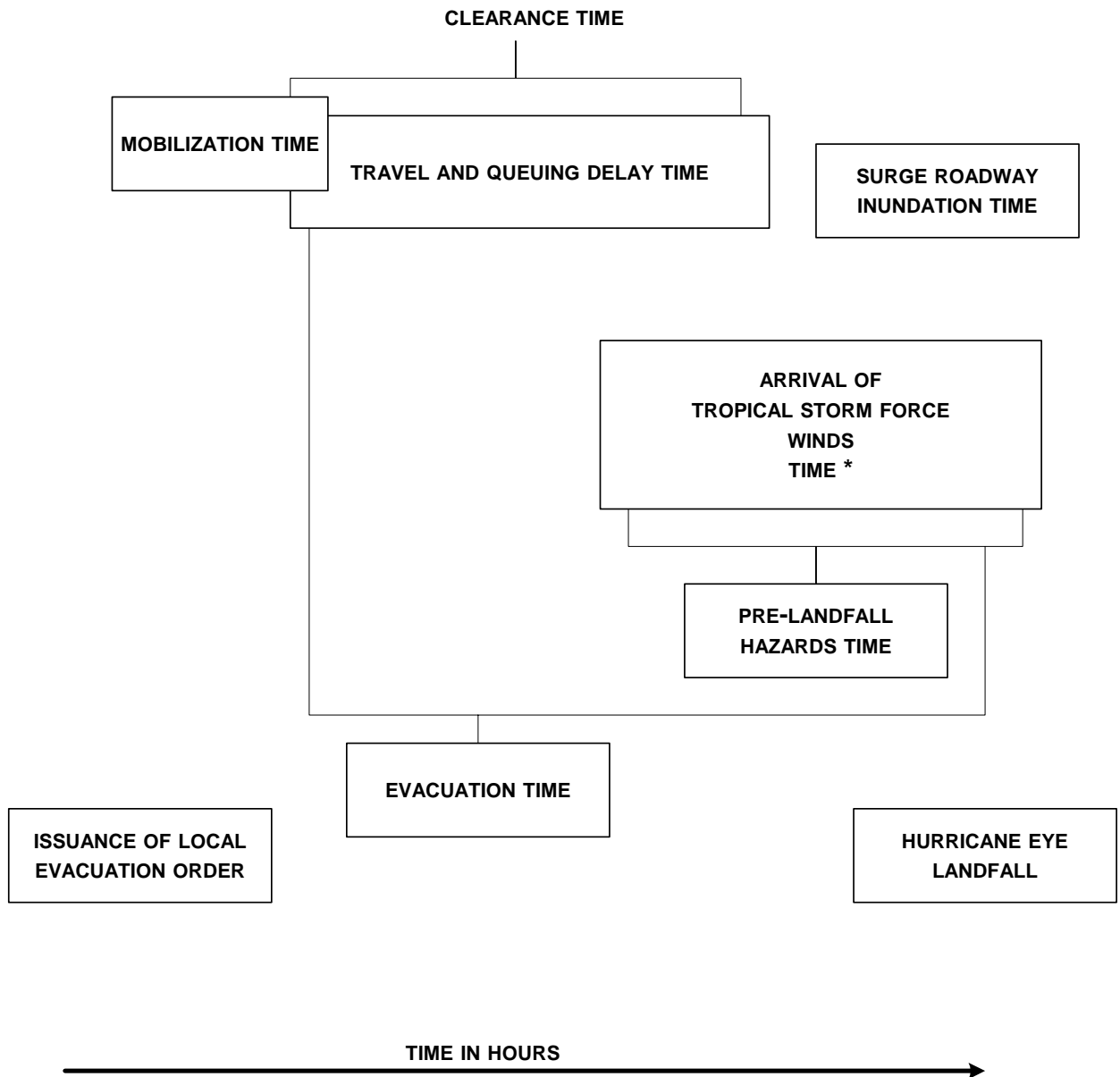
Non-Evacuating Nursing Homes

Beverly Health & Rehabilitation Center - Fletcher	Plaza West Health Care Center
Beverly Health & Rehabilitation of Brandon	Rehabilitation Center & Healthcare
Brighton Gardens of Tampa	Sun Terrace Health Care Center
Carrollwood Care Center	Tampa Health Care Center
Community Convalescence Center	Tampa Oaks Health Care Center
Crystal Springs Nursing Home	Tandem Health Care of Brandon
Delta Healthcare	University Village Nursing Center
Excel Rehabilitation & Nursing Center	Ybor City Health Care
Fairway Oaks	
Hawthorne Care Center	
The Home Association	
Integrated Health Services at Brandon	
John Knox Village	
Lakeshore Villas Health Care Center	
Manor Care of Carrollwood	
National Health Care Center	
Oakwood Park Su Casa	
Palm Garden of Sun City	
Palm Garden of Tampa	

Appendix 20 to Basic Plan

COMPONENTS OF EVACUATION TIME

May 3, 2004

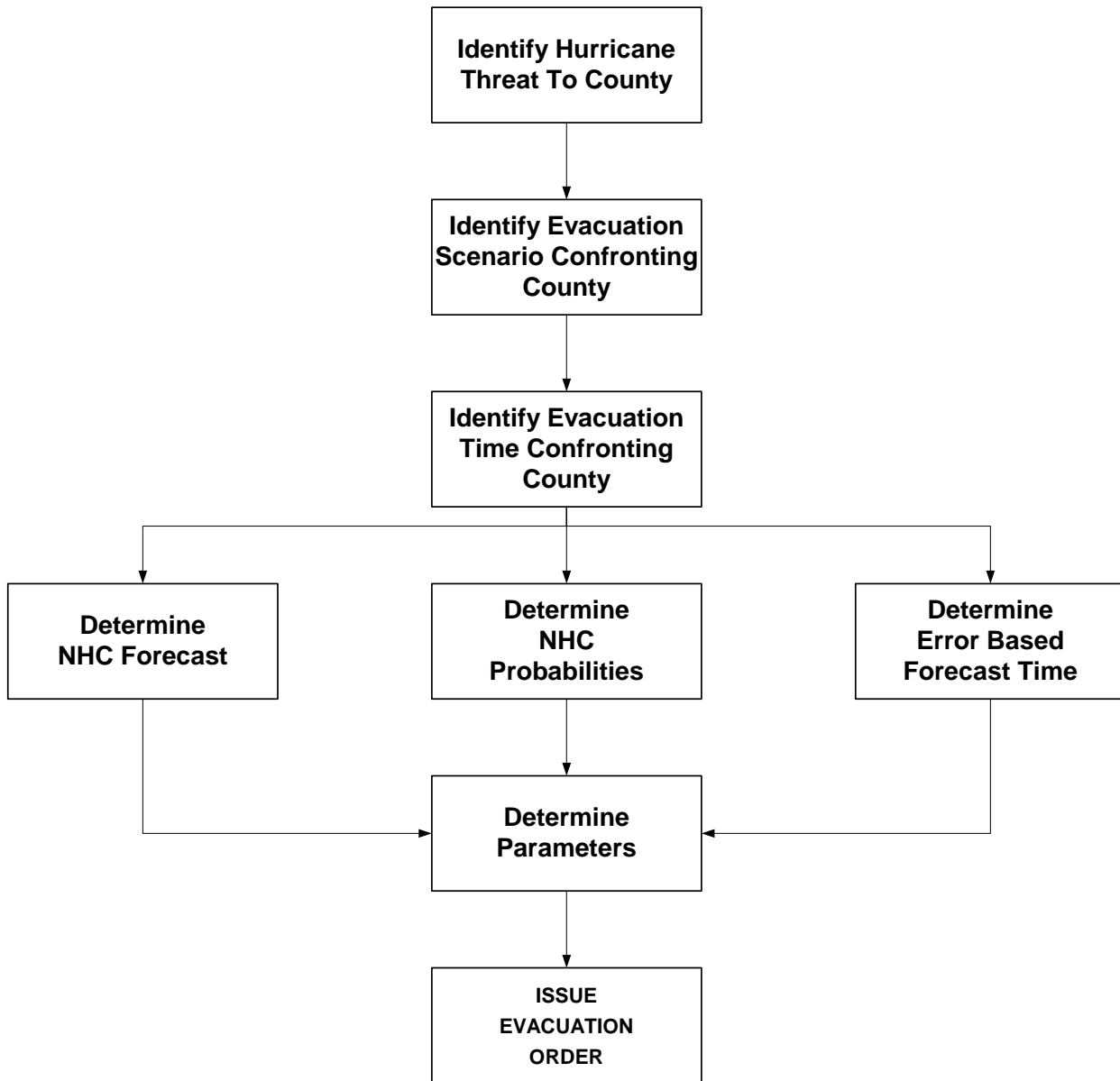


* ALSO INCLUDES RAINFALL ROADWAY INUNDATION TIME

Appendix 21 to Basic Plan

DECISION MAKING PROCESS FOR HURRICANE EVACUATION

May 3, 2004



Appendix 22 to Basic Plan

**YEAR 2000
CLEARANCE TIMES (in hours)
In-County Movements**

County	Evacuation Level A		Evacuation Level B		Evacuation Level C		Evacuation Level D/E	
	Light	Heavy	Light	Heavy	Light	Heavy	Light	Heavy
Background Traffic								
Hillsborough	13	17	14	17.5	15	19	18	21.5
Manatee	9	11	13.5	16	14	16.5	17	19
Pasco	7	9	8	10.5	12	14.5	17.5	19.5
Pinellas	13	17	14	17.5	15	19	18	21.5

**YEAR 2000
CLEARANCE TIMES (in hours)
Out-of-County / Region Movements**

	Evacuation Level A	Evacuation Level B	Evacuation Level C	Evacuation Level D/E
	15.5	27	33.5	53
With One Reverse Lane on I-75 North of I-275	12	20.5	25	39.5
With One Reverse Lane on I-75 North of I-275	10	10	20	32

**YEAR 2000
CLEARANCE TIMES (in hours)
Out-of-County / Region Movements
With Southwest Florida Evacuation**

	Evacuation Level A	Evacuation Level B	Evacuation Level C	Evacuation Level D/E
	24	36	56	98
With One Reverse Lane on I-75 North of I-275	18	27	42	73
With One Reverse Lane on I-75 North of I-275	15	21.5	33.5	58

Appendix 22 to Basic Plan

**YEAR 2005
CLEARANCE TIMES (in hours)
In-County Movements**

County	Evacuation Level A		Evacuation Level B		Evacuation Level C		Evacuation Level D/E	
	Light	Heavy	Light	Heavy	Light	Heavy	Light	Heavy
Background Traffic								
Hillsborough	14	17.5	14.5	18.5	16	20	19	22.5
Manatee	10	12	14.5	17	15	18	18.5	21
Pasco	7.5	10	9	11	13	16	19	21
Pinellas	14	17.5	14.5	18.5	16	20	19	22.5

**YEAR 2005
CLEARANCE TIMES (in hours)
Out-of-County / Region Movements**

	Evacuation Level A	Evacuation Level B	Evacuation Level C	Evacuation Level D/E
	16.5	29	36	57
With One Reverse Lane on I-75 North of I-275	12.5	22	27	42
With One Reverse Lane on I-75 North of I-275	10.5	18	22	34

**YEAR 2005
CLEARANCE TIMES (in hours)
Out-of-County / Region Movements
With Southwest Florida Evacuation**

	Evacuation Level A	Evacuation Level B	Evacuation Level C	Evacuation Level D/E
	26	38	60	105
With One Reverse Lane on I-75 North of I-275	19	28.5	45	78
With One Reverse Lane on I-75 North of I-275	16	23	36	62

Appendix 23 to Basic Plan

PUBLIC SHELTER DEMAND

EVACUATION LEVEL					
	A	B	C	D	E
2000	61,979	69,527	106,173	120,735	122,587
2005	67,452	75,220	114,311	129,812	131,722
Shelter demand estimates are based on data from the Tampa Bay Region Hurricane Evacuation Study, Technical Data Report, January 2000					
Numbers include expected shelterees from surge zones, out-of-zone, mobile homes and shadow evacuation (those evacuating from non-evacuation areas)					
Shelter demand estimates will be adjusted, as updates are made available by TBRPC.					

This page left blank