

Introduction

I. INTRODUCTION

The introduction section of the CEMP describes the purpose, scope, methodology, and planning assumptions of the plan and provides a general content description. Information for preparedness, response, recovery and mitigation from all levels of disasters (i.e., minor, major, or catastrophic) will be discussed. Preparedness requires a unified approach to emergency management and incident response activities. Components of the National Incident Management System (NIMS) should be integrated within a jurisdiction's emergency management and incident response structure.

Baker County is vulnerable to a variety of hazards that threaten our population, businesses and the environment. The Comprehensive Emergency Management Plan (CEMP) establishes the framework, as authorized by Chapter 252, Florida Statutes, to ensure that Baker County is prepared to respond to these hazards.

The CEMP emphasizes action within the four phases of the Emergency Management cycle:

- Preparedness
- Response
- Recovery
- Mitigation



The CEMP defines the functional roles and responsibilities of each government entity that partners in Baker County's disaster organization and their relationship to each other. In addition, the County's CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including, disaster preparedness; evacuation and sheltering; warning and notification; public education and information; resource management; mutual aid; Special Needs Program; impact and damage assessment; debris management; training and exercises; and post-disaster recovery programs.

The CEMP provides the following by:

- a. Establishing the basic policies, assumptions and strategies for a comprehensive all-hazards countywide emergency management program.
- b. Prioritizing the protection of citizens as a first priority, with the preservation and protection of property as being the second.
- c. Identifying it can be applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency situation and needs. Any part or section of the plan may be utilized separately if required by the situation.
- d. Establishing the procedures to coordinate with Local, Regional, State and Federal emergency management agencies, organizations and programs operating under the National Response Plan (NRP) and National Incident Management System (NIMS).
- e. Providing a unified direction and control structure is described and identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities.
- f. Bringing the County and municipal resources together in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.
- g. Addressing management and prioritization of local resources and establishes the procedure to request immediate assistance for resources, if needed. State and/or Federal resources will be requested and drawn from when local resources have been exhausted.
- h. Providing a format for the shift of focus of the EOC from Response to Recovery and Mitigation. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.
- i. The CEMP establishes an effective format for emergency management by:
 - 1. Identifying the types of hazards that can occur within the County;
 - 2. Determining the County's vulnerability to various types of disasters, and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.
 - 3. Addressing each phase of the emergency management cycle:



Preparedness: Utilizes lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster, which would allow the community needs to be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.



Response: The implementation of the CEMP. Government responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort and looking ahead to recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community.



Recovery: Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the “after action” evaluation process is conducted.



Mitigation: This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. The County Local Mitigation Strategy (LMS) serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

A. Purpose - The CEMP establishes a framework for an effective system of comprehensive emergency management for:

- a. Reducing loss of life, injury and property damage and loss resulting from natural, man-made, or technological emergencies;

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- b. Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;
 - c. Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;
 - d. Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and
 - e. Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

B. Scope - The scope of the plan describes the types of emergencies that can occur within Baker County. These emergencies are situations that pose an immediate risk to health, life, property, or the environment. There are natural and technological hazards that pose a threat for the County.

The scope will address the tasks for response with direction and coordination between the municipal, county, state and federal agencies, and will outline the direction for recovery and mitigation efforts following a disaster.

The types of emergencies are:

1. *Natural Hazards*

A natural hazard can have a negative effect on people and/or the environment. The hazard events can be grouped into two broad categories (geophysical and biological hazards). The geophysical hazard, which Baker County can experience, would be drought. The biological hazards can refer to a diverse array of disease and infestation. Other natural hazards such as floods, hailstorms, hurricanes, tropical storms, wildfires and winter storms can result from a combination of geological, hydrological, and climatic factors.

Baker County can experience several natural hazards that would have moderate to high vulnerability to the County. Specifics related to the vulnerability, probability, severity or extent is outlined in Situation II, Hazard Analysis. Additional details relating to the hazard definition, historical data, statistics, occurrences, measurements, costs, etc., of the natural hazards are located in the County Local Mitigation Strategy (LMS) Plan.

For the scope identification, the natural hazards that affect the County are:

- Drought
- Floods
- Hurricanes and Tropical Storms
- Severe Thunderstorms

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- Tornadoes
 - Wildfires
 - Winter Storms

2. *Technological Hazards*

A technological hazard is one, which is a direct result of the failure of a manmade system or the exposure of the population to a hazardous material. There is the potential for specific technological hazards to affect a segment of the population and/or interfere with critical government, law enforcement, public works and public health/medical functions.

There is an even greater problem when this technological failure results in a direct health and safety risk to the population. A number of things can occur daily within the county, including hazardous material spills, failure of the electrical power grid, which could constitute a threat to the population or produce widespread unmet needs. Each of these potential hazards would require a coordinated and speedy response, as well as attention to the short and long term effects.

Baker County can experience a technological hazard that would have moderate to high vulnerability to the county. Specifics related to the vulnerability, probability, severity or extent is outlined in Situation II, Hazard Analysis.

For the scope identification, the technological hazard that affects the county is:

- Hazardous Materials Spills

3. *Human Caused Incidents*

These incidents can rise from deliberate, intentional human actions to threaten or harm the well being of others. The human caused incidents profiled for Baker County didn't reveal any incidents that could have a moderate to high vulnerability to the county.

- C. Methodology** - The methodology provides the formulation of the plan, the planning process, and the dedicated team that contributed the details in producing the county CEMP. The State and Federal statutes, regulations and priorities guide in the improvement of the document.

The development of the CEMP requires involvement of representatives from the government, private and public sectors. The CEMP planning team analyzes and evaluates the specifics in each section of the previous CEMP.

Statistics and updated data collection were from the following sources:

Baker County Building and Zoning Department, the Baker County Road Department, the Baker County School District, the Baker County Health Department, the Baker County Sheriff's Office, the Baker County Chamber of Commerce, the Florida Chamber of Commerce, the Florida Department of Law Enforcement (FDLE), the Florida Highway and Safety Motor Vehicles (FLHSMV), the Florida Department of Agriculture and Consumer

Services, the US Census Bureau, the US Census of Agriculture, the Florida Department of Transportation (FDOT), the Florida Department of Environmental Protection (DEP), the Office of Economic & Demographic Research (EDR), the Department of Sociology and Anthropology, University of North Florida, Federal Emergency Management Agency (FEMA), National Oceanic and Atmospheric Administration (NOAA), National Climatic Data Center (NCDC), National Weather Service (NWS), US Geological Survey, US Department of Agriculture, St. Johns River Water Management District, Florida Forest Service, Baker County's Flood Insurance Study (FIS), the Flood Insurance Rate Maps (FIRMs) for Baker County, University of Florida, Rand Corporation and numerous other sources.

Discussion, input, research and suggestions result in the rewriting and updating of the entire plan. References to other County planning documents were evaluated and are included in selected sections of the plan. Specifics relating to the mitigation annex were referenced from Local Mitigation Strategy (LMS), the LMS Working Group or Committee Members and the approved LMS Baker County Plan.

The CEMP planning team includes the following agencies, departments, organizations (i.e., public, private and volunteers) that participated in the development of this plan.

The public and private entities participating in the development of this plan include:

- Baker County Manager
- Baker County Agricultural Extension Service
- Baker County Animal Control Office
- Baker County Board of County Commissioners
- Baker County Building and Zoning Department
- Baker County Clerk of Court
- Baker County Emergency Management
- Baker County Emergency Medical Services (EMS)
- Baker County Property Appraiser
- Baker County Public Health Department
- Baker County Road Department
- Baker County School Board
- Baker County Sheriff's Office
- Baker County State Housing Initiatives Partnership (SHIP)
- Baker County Volunteer Fire Departments (VFD)
- City of Macclenny Fire Department
- Baker County 911 Department



Other government entities furnishing input and information include:

- City of Macclenny
- Town of Glen St. Mary
- Town of Sanderson

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- Baker Correctional Institution
 - Florida Forest Service
 - Office of Economic & Demographic Research
 - National Weather Service

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

- Northeast Florida Hospital
- Macclenny Nursing & Rehabilitation Center
- American Red Cross
- Baker County Chamber of Commerce
- Volunteerflorida
- St. Johns River Water Management District
- Florida Power and Light Company
- Clay Electric Cooperative
- Okefenokee Rural Electric
- CSX Railroad
- Sawyer Gas
- Salvation Army
- Wal-Mart Food Distribution Center
- Sanderson Pipe Corporation
- Northeast Florida Telephone Company
- Setel

As a notation to ensure public participation, Florida has what is known as the “Sunshine Law.” The Sunshine Law establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities.

The Baker County citizens have an opportunity to attend meetings and express their views and the public is encouraged to become involved with the CEMP plan. These citizens can provide valuable information about the past, present, and future conditions within the community.

The CEMP planning team does have participation from the public and private sector and assists in reference to several areas of the update in developing key aspects to the plan.

The CEMP is considered a living document that adapts to changes in policy, priorities and needs. The Baker County Emergency Management (EM) is responsible for maintaining and updating the CEMP.

The procedures or process to ensure that the plan is maintained, evaluated and reviewed with current and regular updates or changes and is distributed and documented for the local planning team are as follows:



- A promulgation letter from the Chairperson of the Board displayed at the front of this document.
- Signed Concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
- A distribution list of the CEMP planning team is displayed at the front of this document. This list is used to verify that all appropriate persons/offices are copied.
- The Emergency Management Director is responsible for ensuring that all changes or revisions will be distributed to recipients of the CEMP.
- A Record of Changes or Revisions Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The EM Department is responsible for making the appropriate changes and updating the Log.
- A master copy of the CEMP, with a master Record of Changes or Revisions Log, is maintained in the Baker County Emergency Management office. A comparison of the master copy with any other will allow a determination to be made as to whether or not the copy in question has been posted to it with all appropriate changes.

Situation

II. SITUATION

This section of the CEMP describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of Baker County. It also details specific planning assumptions regarding preparedness, response, recovery and mitigation that were taken into consideration during the development of this plan. Extensive information regarding the potential hazards that effect Baker County is in the Local Mitigation Strategy (LMS) Plan.

A. Hazards Analysis

This section of the CEMP requires that the plan identify hazards that have not been covered in the Baker County LMS plan, and to specify which jurisdiction is vulnerable to the hazard. Before these hazards are identified and analyzed, it is important to review the specific natural hazards profiled in the LMS that can have significant impact on the county citizens. It can provide a quick reference in the specifics related to the vulnerability, probability, severity or extent, which are outlined in Situation II, Hazard Analysis.

Type of Threats and Hazards

According to FEMA..."Communities face a variety of threats and hazards. The three types of threats and hazards are:

- **Natural hazards**, which result from acts of nature, such as hurricanes, earthquakes, tornadoes, animal disease outbreak, pandemics, or epidemics.
- **Technological hazards**, which result from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.
- **Human-caused incidents**, which result from the intentional actions of an adversary, such as a threatened or actual chemical attack, biological attack, or cyber incident."

Natural Hazards – *(medium or moderate to high vulnerability for the County and profiled in the LMS)*

These natural hazards identify details from the most recent and adopted LMS plan that have moderate to high vulnerability to the county.

Extensive information on the (i.e. historical data, flood occurrence statistics, vulnerability assessments and measurements) on these hazards should be referenced from the LMS.

Table 1 reveals the vulnerability to the jurisdictions within Baker County. As noted, only the hazards that present a moderate to high vulnerability are in this CEMP matrix. Other natural hazards (i.e. sinkholes, riverine erosion, and dam levee failure) are considered low vulnerability and are profiled in the LMS plan.

Table 1 - Baker County - Natural Hazards Vulnerability Matrix



Natural Hazards	City of Macclenny	Town of Glen St. Mary	Unincorporated Baker County
Drought	M	M	M
Flooding	MH	MH	MH
Hurricanes/ Tropical Storms	H	H	H
Severe Thunderstorms	MH	MH	MH
Tornadoes	MH	M	MH
Wildfires	H	H	H
Winter Storms/ Freezing Temperatures	M	M	M
Disease and Pandemic Outbreak	LM	LM	LM

Key Code:

H = High - Likely to experience threat, effect, or reoccurrence of an event.

M = Medium - An average to better than average likelihood of experiencing threat, effect, or reoccurrence of an event.

L – Low – A less likely than average of experiencing a threat, effect, or reoccurrence of an event.

Drought

Vulnerability: Drought presents a medium risk of vulnerability for Baker County. The greatest economic threat would be to the agricultural industry, which includes forestry (the backbone of the agricultural community for the county followed closely by horticultural and would affect the water supplies, which could lead to wildfires.

Probability: The drought damage probability is medium (at least 1 occurrence every 3 years).

Severity or Extent: This hazard is considered a medium or moderate to medium high risk in the unincorporated areas of the county. Drought could present a severe extent according to the palmer drought scale in reference to the agriculture industry, predominately the forestry and horticultural, based on historical occurrence and data that drought has occurred in recent years.

Costs: Refer to the LMS plan for cost details.

Flooding

Vulnerability: Flooding presents a medium or moderate high risk for the entire county. It is an issue of concern in Baker County as many citizens of each jurisdiction and the county as a whole are located in areas vulnerable to flood events, especially those in the vicinity of bodies of water, tributary streams, and low lying areas.

The non-elevated residential structures located in these areas are susceptible to being damaged by rising and ponding waters. Other infrastructures, such as electrical utilities, water and sewer, and roadways and waterways networks would also be impacted. Baker County does participate in the National Flood Insurance Program (NFIP) for those structures located in 100-year flood zones.

Certain areas within Baker County are more flood-prone than others. The floodplain maps show those areas of Baker County and both its municipalities, which are within the 100-year and 500-year floodplain as delineated by the Federal Emergency Management Agency (FEMA) as part of the NFIP. These are areas that have a probability of flooding once every 100 years or 500 years respectively during any given year. The classification of floodplains is due in part to the probability or return rate of a level of water; for instance, 100-year floods are calculated to be the level of flood water expected to be equal or exceeded every 100 years on average. This means that a flood has a 1% chance of being equaled or exceeded in magnitude in any single year; a 500-year floodplain has a 0.2% chance.

In Baker County floodplains are associated with the St. Mary's River and its tributaries of Turkey Creek, Little St. Mary's River, Middle Prong St. Mary's River, Cedar Creek, and Moccasin Creek, as well as the large wetlands located within the headwaters of the St. Mary's River drainage basin, such as Pinhook Swamp, Okeefenokee Swamp, Big Gum Swamp, New River Swamp, and Impassable Bay.

Probability: The flood damage probability is high (at least 1 occurrence every year)

Severity or Extent: The severity or impact would be on the residential structures located in the flood-prone areas. In addition to the agriculture, businesses, utilities, bridges and transportation networks; standing water after the flood has subsided can create ecological problems as well, including the spawning of mosquito larvae.

According to records from the National Weather Service's Advanced Hydrologic Prediction Services, the initial flooding stage for the St. Mary's River begins when the river reaches a depth of 12 feet. The extent for flooding in Baker County was recorded at a depth of over 23 feet.

Costs: Lack of individuals and businesses carrying flood insurance could result in large uninsured losses due to rising waters. In addition, refer to the LMS plan for cost details.

Hurricanes and Tropical Storms

Vulnerability: The hurricane season is from June through November with regions of major hurricane activity in the Gulf and Western Caribbean during June and October. A hurricane, depending on its severity, could cause significant damage and/or collapse of many structures in the county, major disruptions to county critical facilities and adverse impacts to the county economy. Any category hurricane that affects Baker County could cause the issuance of an evacuation order due to high winds, heavy rain induced flooding and tornadoes. The greatest threat from wind and tornadoes will be to those living in structurally unsound housing and mobile homes. Major displacements of county residents could occur, requiring the use of emergency shelters.

Baker County was impacted moderately by Tropical Storm Irma on September 11, 2017. As Hurricane Irma made landfall in south Florida, the storm lost energy as it moved north diminishing to a tropical storm by the time it reached Baker County. The storm caused some damage and flooding in various parts of the county but was still able to function. Infrastructure was not impacted greatly.

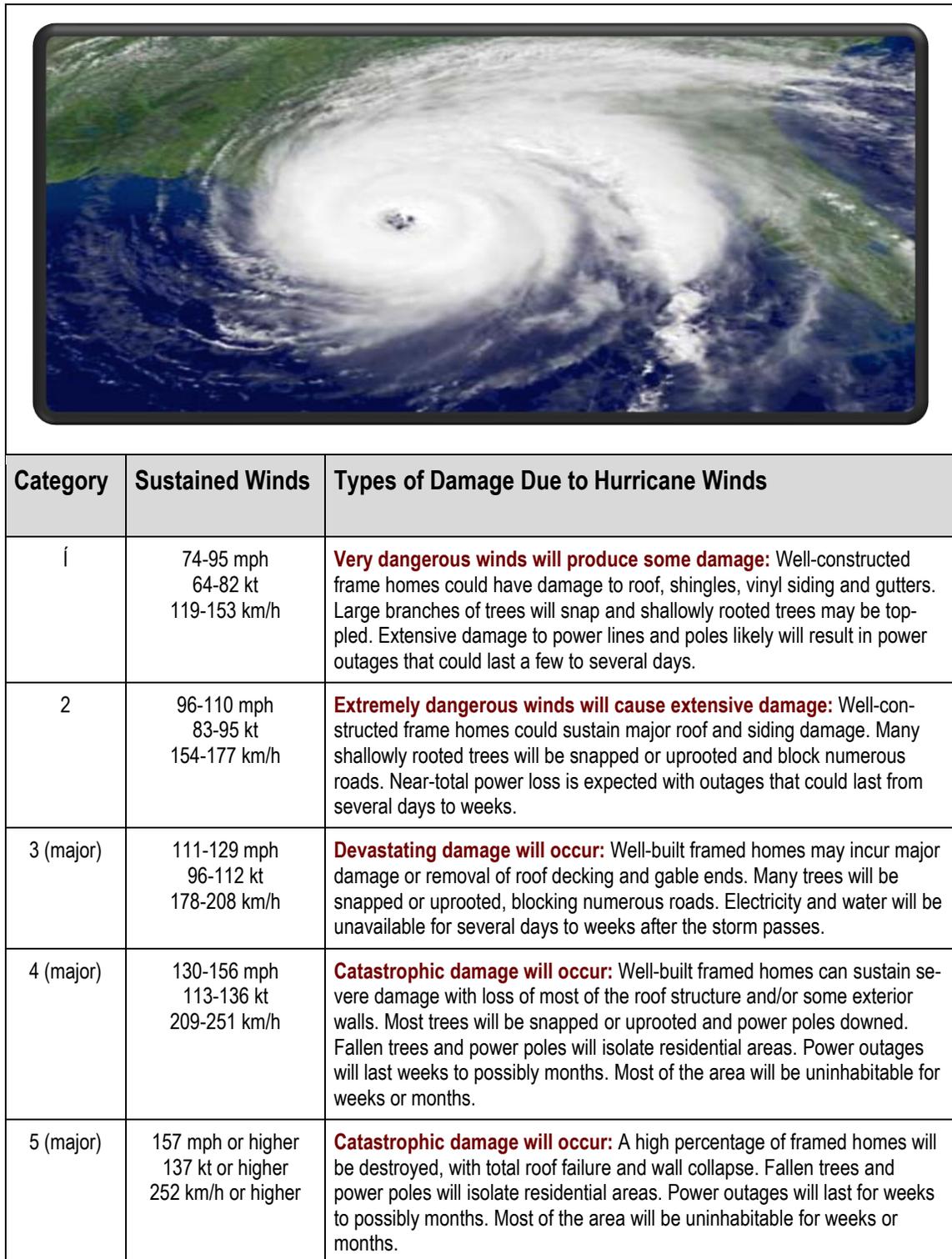
Probability: Baker County is in a location that has been previously impacted by many tropical storms. Based on past occurrences, a significant storm is likely to impact Baker County about every three years, generating damaging winds. The probability of a hurricane or tropical storm occurrence is medium (at least 1 occurrence every 3 years) to high risk (at least 1 occurrence every year).

Severity or extent: In a quantitative measurement, this hazard is considered a high risk for the county. Hurricane winds could cause severe damage and extent for the county in reference to single-family homes, mobile homes, multi-family residents, commercial and government buildings and the agriculture. Based on historical data, the worst-case scenario would be a Category 5 hurricane with devastating loss for the county.

Costs: Refer to the LMS plan for additional cost details.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph. See Figure 1, the Saffir-Simpson Hurricane Wind Scale for specifics on a hurricane's sustained wind speed.

Figure 1 : Saffir-Simpson Hurricane Wind Scale



Source: <http://www.nhc.noaa.gov/aboutsshws.php>

Severe Thunderstorms

Vulnerability: Severe thunderstorms can present a moderate to high risk of vulnerability for the entire county. Thunderstorms are a common occurrence in the State of Florida, especially during the hot summer months; a mid-afternoon thunderstorm is almost a daily event. Thunderstorms are created when warm, moist air rises and meets cooler air; these storms can produce lightning, high winds, hail, tornadoes, and heavy rain, which can cause flooding. Only about 10% are considered severe, according to NOAA. In order to be considered severe, the National Weather Service states that the thunderstorm must include one of three characteristics: produce winds greater than 58 miles per hour, produce hail that is $\frac{3}{4}$ of an inch in diameter or greater, or produce tornadoes.

Probability: The probability of severe thunderstorms is high with at least 1 occurrence every year.

Severity or Extent: This hazard is considered a medium to high risk countywide. Thunderstorms and high winds would be a moderate extent risk and impact in reference to damage to structures. Wind speeds ranging from 58 to 90 mph, and lightning strikes having caused some \$124,000 in property damage over the past 15 years. Severe thunderstorms have also caused power outages, damage to property and structures, and have the potential to cause injury. Hail storms also have the potential to cause injury and damage to property as well as agricultural crops; in Baker County, the size of hail has ranged from $\frac{3}{4}$ " to 2", but with no instances of injury or damage having been reported at this time.

Costs: Refer to the LMS plan for cost details.

Tornadoes

Vulnerability: From the recorded data occurrences on tornadoes from the National Climatic Data Center, most of them have occurred in unincorporated Baker County. The vulnerability for the unincorporated areas and the City of Macclenny is considered moderate or medium to high.

Tornadoes can also be spawned by hurricanes and appear predominantly along the right-front quadrant of the storm. Prior to 2007, the most common way of classifying tornadoes in the U.S. was with the use of the Fujita Scale, which was originally based on the damage inflicted on structures and vegetation; a revised version also took into account the measurement of the path length and width of the storm. In 2007, the Enhanced Fujita Scale, which now more closely associates wind speeds with storm damage, went into effect.

Probability: The probability of a tornado occurrence is high (at least 1 occurrence every year).

Severity or Extent: The impact and damages from tornadoes could be severe in Baker County, Macclenny and Glen St. Mary because 36% of the county's residents reside in mobile/modular homes, which are more prone to damage from tornadoes. Damage from

tornadoes could include structural damage, downed trees and power lines, closed or blocked roads, and power outages. Most structures will experience some harm due to debris, wind speeds, or pressure variations, especially for the mobile home residents.

Costs: Refer to the LMS plan for cost details.

The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage. Its uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. The 3 -second gust is not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, and "one minute mile" speed. See Figure 2, the Enhanced F-Scale for specifics on tornado damage.

Figure 2 : Enhanced F-Scale Tornado Damage



Scale	Wind Estimate (MPH)	Typical Damage
F0	< 73	Light damage: Some damage to chimneys; branches broken off trees; shallow-rooted trees pushed over; signboards damaged.
F1	73-112	Moderate damage: Peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos blown off roads.
F2	113-157	Considerable damage: Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.
F3	158-206	Severe damage: Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off the ground and thrown.
F4	207-260	Devastating damage: Well-constructed houses leveled; structures with weak foundations blown away some distance; cars thrown and large missiles generated.

F5	261-318	Incredible damage: Strong frame houses leveled off foundations and swept away; automobile-sized missiles fly through the air in excess of 100 meters (109 yds); trees debarked; incredible phenomena will occur.
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Source: http://www.wunderground.com/resources/severe/fujita_scale.asp

Wildfires

Vulnerability: The vulnerability for wildfires is considered high risk for the entire county. The county is a predominantly rural with a large percentage of its land area covered in forest. As a result, many areas of the county are susceptible to wildfires and may be caused by a number of reasons, such as; lightning strikes, arson, escaped yard debris burns, etc. Periods of drought or long periods of dry conditions may also increase the onset of wildfires, as well as their severity.

The population of the county has increased; therefore, development continues to push into the rural wildland areas, this makes it necessary to take active steps to reduce the wildfire risk for the county residents. Through land development regulations, vegetative fuel reduction, and on-going public education programs in high-risk areas, the potential for loss of human life and property from wildfire can be greatly reduced.

According to the Florida Forest Service data, 84% of the population (22,853 residents) live within the wildland-urban interface (WUI). This area is considered the ecotone between urban sprawl and the wildlands. During the 10-year period from January 1, 2009 to December 31, 2018, Baker County had a total of 336 wildfires burning 5,100 acres. These fires affect not only residents; however, the timber industry as well. Significant wildfire events have



occurred in 2012 and 2017 with the Honey Prairie Fire and West Mims Fire, respectively. The Bugaboo Fire of 2007, one of the largest wildfires recorded in the Southeast, had a heavy impact on Baker County and the acreage burned that year skewed the estimated the total figure on the average number to burn.

Probability: The probability for wildfires for Baker Countywide is high (at least one wildfire per year).

Extent or Severity: This hazard is considered a high risk with a severe extent or impact for the county. Based on the historical data from the Florida Forest Service, Significant Wildfires In Florida 1981 – 2008, , the Bugaboo Fire of May 2007 burned 123,014 acres In Baker County.

Costs: Refer to the LMS plan for cost details.

Winter Storms/Freezing Temperatures

Vulnerability: The vulnerability to freeze and winter storm is medium for the entire county. On average, there are only about 15 nights a year where temperatures are below freezing. Winter storms rarely occur; temperatures are usually not cold enough for snow to stick to the ground and accumulate in any large amount.

It is important to note that structures are not the most vulnerable thing when it comes to winter storms and freezes. There could be a risk to electrical outages, frozen or broken water pipes, and road closures due to ice or debris on the roads or highways.

Probability: This hazard is applicable to all jurisdictions. Based on past occurrences, the county's geographic location, the probability of winter storm and freeze occurrence in Baker County is medium (at least 1 occurrence every 3 years).

Extent or Severity: This hazard is considered a medium risk for the county, especially for the agricultural industry. Based on historical data for the State of Florida, the coldest temperature was -2 degrees Fahrenheit in February 1899. This recorded temperature would be the extreme and worst-case scenario. As noted above, low temperatures of the 20s and 30s can last for a few days.

Costs: Refer to the LMS plan for cost details.

Disease and Pandemic Outbreak was not profiled in the LMS plan. This hazard is considered a natural hazard and therefore will be profiled in this area for the CEMP.

Disease and Pandemic Outbreaks

According to WebMD... "A disease outbreak happens when a disease occurs in greater numbers than expected in a community or region or during a season. An outbreak may occur in one community or even extend to several countries. It can last from days to years. Sometimes a single case of a contagious disease is considered an outbreak. This may be true if it is an unknown disease, is new to a community, or has been absent from a population for a long time. An epidemic occurs when an infectious disease spreads rapidly to many people and a pandemic is a global disease outbreak."

While rare in occurrence, epidemics could impair emergency response agencies ability to carry out normal activities due to personnel illness as well as stressing medical treatment facilities due to the number of patients being treated.

The entire population of the Baker County residents could be affected by an epidemic outbreak. However, according to the Baker County Health Department, County Health Assessment 2018 report, Disease and Pandemic Outbreaks were not listed in the top 10 health concerns for the Baker County residents.

Reportable Diseases/Conditions in Florida

Practitioner List (Laboratory Requirements Differ)



Per Rule 64D-3.029, Florida Administrative Code, promulgated October 20, 2016

Florida Department of Health

Did you know that you are required* to report certain diseases to your local county health department (CHD)?

You are an invaluable part of disease surveillance in Florida!

Please visit www.FloridaHealth.gov/DiseaseReporting for more information. To report a disease or condition, contact your CHD epidemiology program (www.FloridaHealth.gov/CHDEpiContact). If unable to reach your CHD, please call the Department's Bureau of Epidemiology at (850) 245-4401.

- ! Report immediately 24/7 by phone upon initial suspicion or laboratory test order
- ☎ Report immediately 24/7 by phone
- Report next business day
- + Other reporting timeframe

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| <ul style="list-style-type: none"> ! Outbreaks of any disease, any case, cluster of cases, or exposure to an infectious or non-infectious disease, condition, or agent found in the general community or any defined setting (e.g., hospital, school, other institution) not listed that is of urgent public health significance + Acquired immune deficiency syndrome (AIDS) ☎ Amebic encephalitis ! Anthrax • Arsenic poisoning ! Arboviral diseases not otherwise listed • Babesiosis ! Botulism, foodborne, wound, and unspecified • Botulism, infant ! Brucellosis • California serogroup virus disease • Campylobacteriosis + Cancer, excluding non-melanoma skin cancer and including benign and borderline intracranial and CNS tumors • Carbon monoxide poisoning • Chancroid • Chikungunya fever ☎ Chikungunya fever, locally acquired • Chlamydia ! Cholera (<i>Vibrio cholerae</i> type O1) • Ciguatera fish poisoning + Congenital anomalies • Conjunctivitis in neonates <14 days old • Creutzfeldt-Jakob disease (CJD) • Cryptosporidiosis • Cyclosporiasis ! Dengue fever ! Diphtheria • Eastern equine encephalitis • Ehrlichiosis/anaplasmosis • <i>Escherichia coli</i> infection, Shiga toxin-producing • Giardiasis, acute ! Glanders • Gonorrhea • Granuloma inguinale | <ul style="list-style-type: none"> ! <i>Haemophilus influenzae</i> invasive disease in children <5 years old • Hansen's disease (leprosy) ☎ Hantavirus infection ☎ Hemolytic uremic syndrome (HUS) ☎ Hepatitis A • Hepatitis B, C, D, E, and G • Hepatitis B surface antigen in pregnant women and children <2 years old ☎ Herpes B virus, possible exposure • Herpes simplex virus (HSV) in infants <60 days old with disseminated infection and liver involvement; encephalitis; and infections limited to skin, eyes, and mouth; anogenital HSV in children <12 years old + Human immunodeficiency virus (HIV) infection • HIV-exposed infants <18 months old born to an HIV-infected woman • Human papillomavirus (HPV)-associated laryngeal papillomas or recurrent respiratory papillomatosis in children <6 years old; anogenital papillomas in children ≤12 years old ! Influenza A, novel or pandemic strains ☎ Influenza-associated pediatric mortality in children <18 years old • Lead poisoning (blood lead level ≥5 µg/dL) • Legionellosis • Leptospirosis ☎ Listeriosis • Lyme disease • Lymphogranuloma venereum (LGV) • Malaria ! Measles (rubeola) ! Melioidosis • Meningitis, bacterial or mycotic ! Meningococcal disease • Mercury poisoning • Mumps + Neonatal abstinence syndrome (NAS) ☎ Neurotoxic shellfish poisoning ☎ Paratyphoid fever (<i>Salmonella</i> serotypes Paratyphi A, Paratyphi B, and Paratyphi C) ☎ Pertussis | <ul style="list-style-type: none"> • Pesticide-related illness and injury, acute ! Plague ! Poliomyelitis • Psittacosis (ornithosis) • Q Fever ☎ Rabies, animal or human ! Rabies, possible exposure ! Ricin toxin poisoning • Rocky Mountain spotted fever and other spotted fever rickettsioses ! Rubella • St. Louis encephalitis • Salmonellosis • Saxitoxin poisoning (paralytic shellfish poisoning) ! Severe acute respiratory disease syndrome associated with coronavirus infection • Shigellosis ! Smallpox ☎ Staphylococcal enterotoxin B poisoning ☎ <i>Staphylococcus aureus</i> infection, intermediate or full resistance to vancomycin (VISA, VRSA) • <i>Streptococcus pneumoniae</i> invasive disease in children <6 years old • Syphilis ☎ Syphilis in pregnant women and neonates • Tetanus • Trichinellosis (trichinosis) • Tuberculosis (TB) ! Tularemia ☎ Typhoid fever (<i>Salmonella</i> serotype Typhi) ! Typhus fever, epidemic ! Vaccinia disease • Varicella (chickenpox) ! Venezuelan equine encephalitis • Vibriosis (infections of <i>Vibrio</i> species and closely related organisms, excluding <i>Vibrio cholerae</i> type O1) ! Viral hemorrhagic fevers • West Nile virus disease ! Yellow fever ! Zika fever |
|---|---|---|

Coming soon: "What's Reportable?" app for iOS and Android

Source: http://www.floridahealth.gov/diseases-and-conditions/disease-reporting-and-management/_documents/reportable-diseases/_documents/reportable-diseases-list-practitioners.pdf

Figure 3 – Diseases/Conditions in Florida Practitioner List

Effective June 2014, practitioners of Baker County are required to report diseases and conditions to the local county health department. The details on the specific diseases are noted in Figure 3. The details on specific diseases need to be forwarded to the Baker County Department of Health. Requiring details to be reported will improve the process on identifying specific epidemics and/or pandemic outbreaks that might occur within the county.

Vulnerability: The vulnerability for disease and pandemic outbreaks can vary for the different jurisdictions from low to medium.

Probability: This hazard is applicable to all jurisdictions in the county. The probability of a disease and pandemic outbreak is low to medium (at least one occurrence every three years).

It is important to note that the State Department of Health is working closely with practitioners in identifying all types of diseases and having reported data.

Severity or Extent: This hazard is considered a low to medium risk for the county, especially in the heavily populated areas of Baker. A surge in mass migration with a pandemic disease from lower income countries could have a significant impact on the Baker County residents, if there was a considerable increase in the population from the migration. The percentage of the community that could be affected would be 50% or more of the population.

Frequency of Occurrence: Likely, between 10 and 100% probability in the next year, and at least one chance in the next 10 years..

Costs: Costs relating to the disease and pandemic outbreaks were not released in Baker County Department of Health reports.

Technological Hazards

According to FEMA... “Technological hazards include hazardous materials incidents and nuclear power plant failures.”

The hazard can stem from technological or industrial conditions and would include accidents, dangerous procedures, infrastructure deficiencies, and specific human activities that can cause death, injury, disease, or other health impacts, as well as jeopardize property, livelihood, and services, provoke social or economic disorder, and cause environmental damage. Also, technological hazards can also result directly from the consequence of an event related to natural hazards.

The following technological hazards profiled are:

- *Hazardous Material Spills*
- *Commercial Nuclear Power Plant Incidents*
- *Critical Infrastructure Collapse (Bridges)*
- *Major Transportation Incidents*

Table 2 - Baker County Technological Hazards Vulnerability Matrix



Technological Hazards	City of Macclenny	Town of Glen St. Mary	Unincorporated Baker County
Hazard Material Spills	MH	LM	MH
Commercial Nuclear Power Plant Incidents	L	L	L
Critical Infrastructure Collapse (Bridges)	LM	LM	LM
Major Transportation Incidents	LM	LM	LM

Key Code:

H = High - Likely to experience threat, effect, or reoccurrence of an event.

M = Medium - An average to better than average likelihood of experiencing threat, effect, or reoccurrence of an event.

L – Low – A less likely than average of experiencing a threat, effect, or reoccurrence of an event.

Hazardous Material Spills

According to the National Transportation Safety Board, Hazardous Material Accident Reports, there was no recorded data on hazardous material accidents in Baker County.

However, as stated by the data collected from the Florida Department of Environmental Protection (DEP) from 1/1/2014 to 04/10/2019 for Baker County 18 incidents have occurred. The pollutant name for **most of the spills, actual volume measured, was diesel fuel, gasoline, motor oil, and food oil** with 6 occurrences of 100 gallons or more and two occurrences of 300 gallons or more of diesel fuel and food oil released into several locations throughout the county.

The use of these hazardous materials, such as chemicals or toxic substances, have become commonplace in both urban and rural communities and as many as 50,000 new chemicals are created annually. Agricultural uses for chemicals range from fertilizers, insecticides and disease control for crops, to ammonia refrigeration units for dairy products and sulfuric acid for batteries in heavy machinery. In urban areas of Northeast Florida, communities often use extremely hazardous

chemicals, such as chlorine or sulfur dioxide for treating drinking and wastewater, and sulfuric acid battery cells as a power source for communication stations.

Currently, there are several facilities in Baker County that use or store Extremely Hazardous Substances (EHS). These include such chemicals as anhydrous ammonia, chlorine, nitric acid, and sulfuric acid. Other hazardous materials in large quantities can also be considered dangerous, but are more common, such as gasoline, diesel fuel, and propane. Release of these chemicals into the atmosphere can have harmful effects as inhalation hazards, environmental impacts to air and water, or potential for explosion if a source of ignition were present.

While chemical spills or releases in Baker County could occur at fixed facilities in the county or through various transportation methods, like tanker trucks and tractor trailers, or railroad cars and tanks. These transports may not have even originated Baker County but are merely passing through using the roadways to deliver their cargo to other places.

Since 2014, Baker County has experienced a total of 18 hazardous material related spills or releases. Of these, one were reported by a fixed facility, while 17 were transportation related spills. The most common incidents involved diesel fuel, gasoline, and hydraulic oil; the source of these incidents was primarily from transportation-related spills. Details on these spills are noted above from the DEP data.

During all of these incidents, regardless of the material, there were no evacuees or deaths over the past five years.

Vulnerability: The vulnerability for hazardous material spills can vary for the different jurisdictions from medium to high and frequent based on historical spill and the DEP data. The increase in the use of hazardous materials and chemicals, as well as their transportation to facilities, has increased the vulnerability of the general population to exposure from an accidental release of hazardous materials.

Probability: This hazard is applicable to all jurisdictions in the county based on the data in the DEP report. The probability of a hazardous material spills is medium to high (at least one occurrence every year).

Severity or Extent: This hazard is considered a medium to high risk for the county, especially as noted above in the previous recorded data.

The percentage of the community that could be affected could be critical 25 to 50%, depending on the specific area that the spill occurred.

Frequency of Occurrence: Highly likely, near 100% probability in the next year.

Costs: Costs relating to the hazardous material spills were not released in the DEP report.

Commercial Nuclear Power Plant Incidents

Nuclear incidents are those resulting from the release of radioactive fallout from a fixed nuclear facility. The Nuclear Regulatory Commission and the Environmental Protection Agency concludes that it would be likely that any protective actions would be required beyond the 10-mile Emergency Planning Zone (EPZ) and the 50-mile EPZ includes the ingestion exposure pathway in which the population could see some effects resulting from the ingestion of contaminated food and water.

- A research reactor is located in Gainesville, Florida (Alachua County) on the University of Florida (UF) campus approximately 52 miles south of the City of Macclenny, and
- The Crystal River Nuclear Power Plant is located approximately 115 miles southwest of the City of Macclenny/Baker County.

The entire county is not within the 50-mile EPZ of the University of Florida reactor and is over 115 miles from the Crystal River Nuclear Power Plant. It is important to note that the UF Training Reactor is a small-scale nuclear reactor housed in the Nuclear Sciences Building that is used to teach students how to operate and monitor power plant reactors. At this time, there is no history of any nuclear accidents at the research reactor at UF and the probability is very low.

Vulnerability: The vulnerability for nuclear power plant incidents is low for all jurisdictions within Baker County.

Probability: The probability is very low.

Severity or Extent: The percentage of the community that would be affected would be less than 10%.

Frequency of Occurrence: Unlikely, less than 1% probability in the next 100 years.

Costs: N/A

Critical Infrastructure Collapse (Bridges in Baker County)

The Florida Department of Transportation (FDOT) states.... "Our bridge program has a solid safety record. The Safety and Preservation of the State Highway System is the top priority of the Florida Department of Transportation. The FDOT staff involved with designing, constructing, inspecting and maintaining our bridge inventory is committed to ensuring these structures remain safe. While we are confident our bridges are safe, the FDOT bridge staff is always vigilant in maintaining safety and seeks to always improve our program. The State of Florida ranks among the lowest in the nation for percent of bridges that are considered "structurally deficient." In Florida, this does not mean a bridge is unsafe. If a bridge is unsafe, we do not hesitate to close it immediately."

In October 2014, the Florida Bridge Information was reported on all of the bridges within the State. The report provides the district, county, owner, bridge number, structure name, roadway, average daily traffic, facility

crossed, year build, year reconstructed, last inspection, sufficiency rating, health index and National Bridge Inventory rating.

Bridge Condition Terminology

The term "structurally deficient" means that the department believes a bridge should undergo a series of repairs or replacement within the next six years. The department's policy is to repair or replace all the structurally deficient state owned bridges during that time. The department also recommends that local governments follow the same schedule for their structurally deficient bridges.

The term "functionally obsolete" only means that a bridge does not meet current road design standards. For example, some bridges are "functionally obsolete" because they were built at a time when lane widths were narrower than the current standard.

The "health index" is a tool that measures the overall condition of a bridge. The health index typically includes about 10 to 12 different elements that are evaluated by the department. A lower health index means that more work would be required to improve the bridge to an ideal condition. A health index below 85 generally indicates that some repairs are needed, although it doesn't mean the bridge is unsafe. A low health index may also indicate that it would be more economical to replace the bridge than to repair it.

The "sufficiency rating" is a tool that is used to help determine whether a bridge that is structurally deficient or functionally obsolete should be repaired or just replaced. The sufficiency rating considers a number of factors, only about half of which relate to the condition of the bridge itself. The sufficiency ratings for bridges are part of a formula used by the Federal Highway Administration when it allocates federal funds to the states for bridge replacement.

As of March 2019, Baker County had the following results:

- (7) - Structurally Deficient bridge
- (20) – Functionally Obsolete bridges
- (35) – There were 35 bridges in the county that had a health index of over 85
- (89) – Bridges in Baker County – of the total number of bridges in the county, most would need some repair work, although it doesn't mean the bridge is unsafe.

Vulnerability: The vulnerability for critical infrastructure collapse is low to medium for all jurisdictions within Baker County.

Probability: The probability is low to medium for a critical infrastructure collapse for all jurisdictions in the county.

Severity or Extent: Based on the study, the FDOT has a solid safety record and if there were a critical infrastructure collapse, the department would have a strategy in place to restore and repair the bridges. Because the maintenance is performed and if a bridge is structurally deficient, it is identified for repairs. However, with 89 bridges, the potential magnitude would be catastrophic with more than 50% of the community would be affected if a critical infrastructure collapse occurred.

Frequency of Occurrence: Possible, between 1 and 10% probability in the next year, or at least one chance in the next 100 years.

Costs: Costs relating bridge repairs in the FDOT study. Therefore, it would be hard to evaluate an estimated cost if the infrastructure collapsed.

Major Transportation Incidents

According to the *Traffic Incident Management Handbook* an incident is defined as "any non-recurring event that causes a reduction of roadway capacity or an abnormal increase in demand. Under this definition, events such as traffic crashes, disabled vehicles, spilled cargo, highway maintenance and reconstruction projects, and special non-emergency events that significantly affects roadway operations are classified as an incident."

As stated by the statistics from the National Transportation Safety Board, there are *no major recorded accident or incident reports* for Baker County on the following:

- *Railroad*
- *Highway*
- *Aviation – there are no major airports in Baker County*

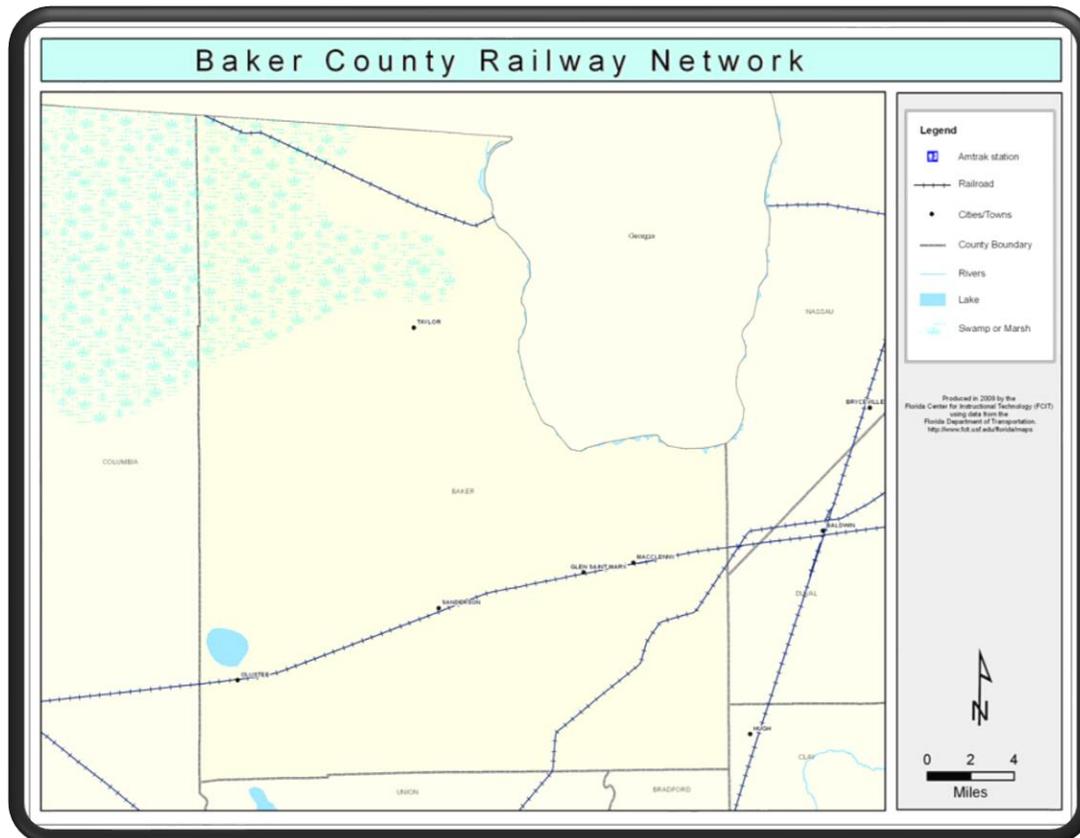


Figure 4 - Baker County Railway Network, 2009

Source: <http://fcit.usf.edu/florida/maps/pages/11900/f11909/f11909.htm>

Railroad

CSX Railroad operates a major East/West line through Baker County with passes through the City of Macclenny, and towns Glen St. Mary, Sanderson and Olustee carrying a wide variety of cargo including hazardous materials.

According to information from CXS Transportation, thousands of rail tanker cars of HAZMAT are moved through the County each year. It is estimated that approximately ½ of the county population could be affected by a transportation accident involving HAZMAT.

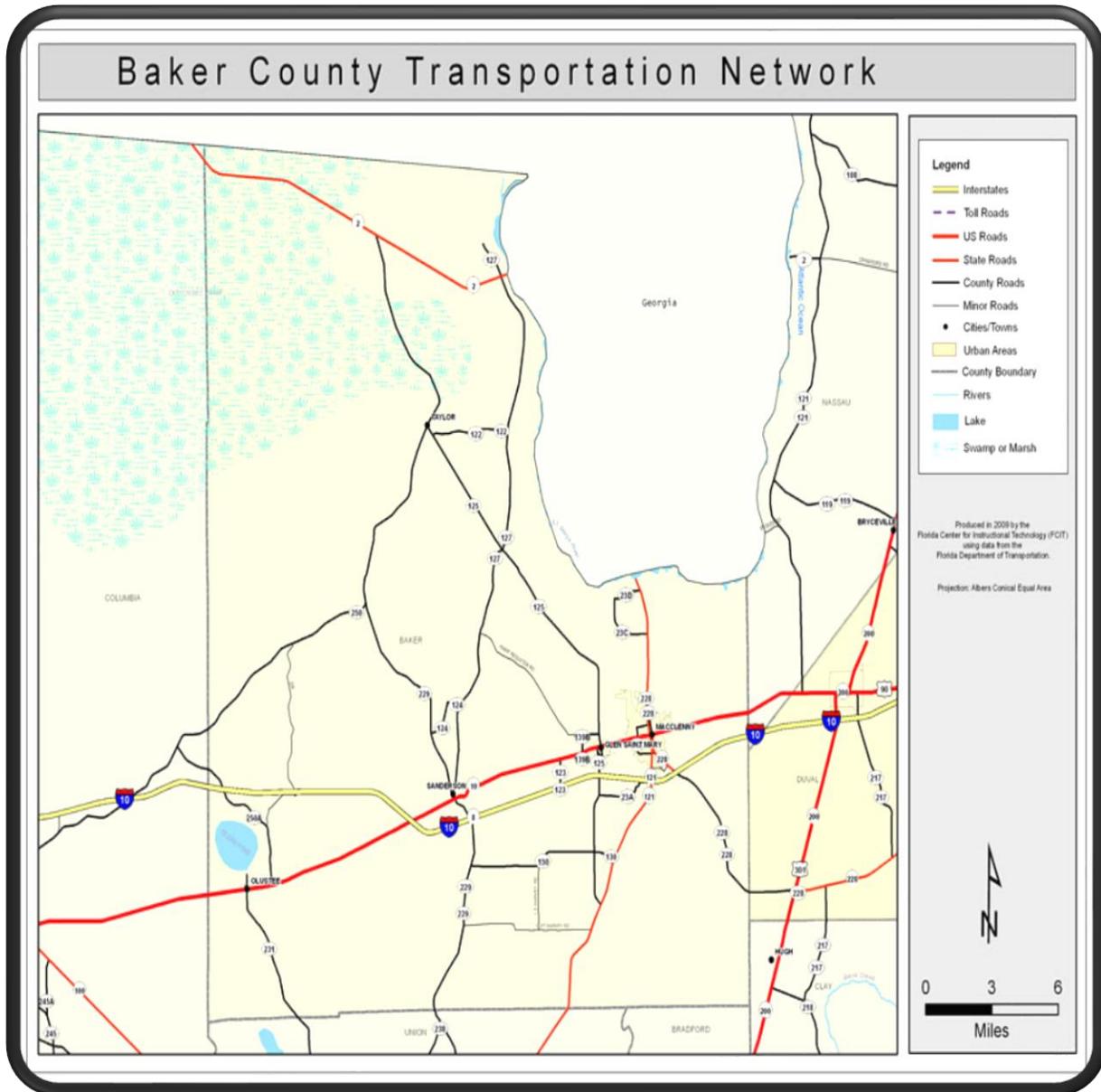


Figure 5 – Baker County Road Network, 2009

Map Source <http://fcit.usf.edu/florida/maps/pages/12200/f12249/f12249.htm>

Highway/Major Roadways

All major transportation systems in the County receive use by passenger and commercial traffic. These roadways pass through the County's populated areas as well as environmentally sensitive lands. Truckers carry a wide variety of cargo including hazardous materials through the county on these routes. The major roadways serve as evacuation routes through the county.

Pursuant to Section 339.64(2), Florida Statutes, the Commission, as part of its work program review process, is required to annually assess the progress that the Florida Transportation Commission Department and its transportation partners have made in realizing the goals of economic development, improved mobility, and increased intermodal connectivity of the Strategic Intermodal System (SIS).

Interstate I-10 and US Route 90 are considered Strategic Intermodal System (SIS) Highways.

Non-Hazardous Materials Accidents

According to the Florida Department of Highway Safety and Motor Vehicles, the County Crash and Fatality Rates per 100 Million-Vehicle Miles Traveled report, Baker County's data on crashes/fatalities (non hazardous materials) are as follows:

Table 3 – County Crash and Fatality Rates

Year	# of Crashes	# of Fatalities
2014	280	2
2015	374	12
2016	392	13
2017	431	7
2018	400	5

Source: <https://firesportal.com/Pages/Public/QuickStats.aspx>

Compared to the population for Baker County, these numbers are relatively low number for the crashes and fatalities for the last five years.

Airports

The county has two small privately owned airports in Baker County. The Thrifts Airport in the City of Macclenny and the Cuyler Field Airport in located Glen St. Mary, with no commercial arrival or department flights. The probability of an air crash or air incident is low for the county. There was no recorded accident data from the FAA records on both of these private use airports.

The vulnerability, probability, severity or extent, frequency of occurrence and costs for all identified major transportation (railroad, road and highways and airline incidents) are as follows:

Vulnerability: The vulnerability for the major transportation can vary for the different jurisdictions from low to medium.

Probability: The probability is low for all jurisdictions within Baker County.

Severity or Extent: The worse case scenario would be if there was railroad accident carrying hazardous materials in several tanker cars, the potential magnitude would be catastrophic with more than 50% of the community would be affected.

However, it is important to note that there hasn't been any recorded aircraft accidents in over 40 plus years according to the data from the National Transportation Safety Board.

Frequency of Occurrence: Unlikely, less than 1% probability in the next 100 years.

Costs: Costs relating to major transportation incidents were not available.

Human-Caused Incidents

According to FEMA... " Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others."

The following human caused hazards are:

- *Civil Disturbance*
- *Mass Migration*
- *Coastal Oil Spill*
- *Terrorism*
- *Exotic Pest and Diseases*

Table 4 - Baker County - Human Caused Incidents Vulnerability Matrix



Human Caused Incidents	City of Macclenny	Town of Glen St. Mary	Unincorporated Baker County
Civil Disturbance	L	L	L
Mass Migration	L	L	L
Terrorism	LM	LM	LM
Exotic Pests and Disease	LM	M	M
Special Events	L	L	L

Key Code:

H = High - Likely to experience threat, effect, or reoccurrence of an event.

M = Medium or Moderate - An average to better than average likelihood of experiencing threat, effect, or reoccurrence of an event.

L – Low – A less likely than average of experiencing a threat, effect, or reoccurrence of an event.

Civil Disturbance

A civil disturbance can be identified as a civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety. While the county has had very few events of this nature; changes in economic or political structures could lead to civil disorder or riots. The county must be prepared to protect the population and property from the effects of such events.

If a civil disorder or riots occurred, the Baker County Sheriff has the responsibility for coordinating outside assistance in response to the incident. It is anticipated that civil disorder or riots would affect only a small segment of the population. There has been no civil disorder or riots in Baker County for quite some time. The research found that there was rioting Baker County back in the 1900's and the 1920's.

Vulnerability: The vulnerability for civil disturbance is low for the jurisdictions throughout the county.

Probability: The probability is low for all jurisdictions within Baker County.

Severity or Extent: The worst case scenario would be a large riot possibly at the Baker County Jail.

However, it is important to note that there hasn't been any civil disorder incidents or riots recorded at the jail or within the Baker County limits.

Frequency of Occurrence: Unlikely, less than 1% probability in the next 100 years.

Costs: Costs relating to civil disturbance incidents are not applicable.

Mass Migration

Mass migration can refer to of large groups of people from one geographical area to another. It is important to note that Baker County's population has increased 4.6% from 2010 to July 2018.

According to the census data, the county is comprised of 83.3% White alone, 13.9% black or African American alone, 0.4% American Indian and Alaska Native alone, 0.7% Asian alone, and 2.6% Hispanic or Latino. There isn't any representation of large of groups of people relocating from one geographical area to Baker County.

If mass migration did occur within the county, assistance would come from the State and Federal levels.

Vulnerability: The vulnerability for mass migration is low for the jurisdictions throughout the county.

Probability: The probability is low for all jurisdictions within Baker County.

Severity or Extent: The worst case scenario would be if the Ebola virus surfaced in Central America or the Caribbean, there would be a stampede of people heading north from the Caribbean possibly into the State of Florida, and a similar circumstance from Central America where people would head across the Rio Grande into the US.

This could have some mass migration impact on Baker County; however, an area in a larger county would probably be the likely area that people would relocate.

Frequency of Occurrence: Unlikely, less than 1% probability in the next 100 years.

Costs: There is no data on costs relating to mass migrations for the county.

Coastal Oil Spill

Baker County is not located on the coastal shoreline in Florida therefore the coastal oil spill hazard would not apply.

Terrorism (including Cyberterrorism)

As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Homeland Security's definition of cyberterrorism as... "The use of information technology by terrorist groups and individuals to further their agenda. This can include use of information technology to organize and execute attacks against networks, computer systems and telecommunications infrastructures, or for exchanging information or making threats electronically. Examples are hacking into computer systems, introducing viruses to vulnerable networks, web site defacing, Denial-of-service attacks, or terroristic threats made via electronic communication."

Historically, there have been few successful acts of terrorism committed in the State. However, with the heightened level of national terrorism events and cyberterrorism, and the number of facilities within the State associated with tourism, the military, government, cultural, academic, and transportation, the potential is considered to be high nationwide. While it is assumed that terrorists would target larger more high-density population areas, there is a possibility of an incident of domestic terrorism.

In Baker County, terrorism assessments have identified the Baker County ICE Detention Facility and other critical infrastructure facilities that have the potential for being targets for terrorist attacks with the intent of causing catastrophic levels of loss of life, injury, and property and environmental damage. Terrorist acts may also take the form of other hazards when the particular action induces such things as the release of hazardous and biological materials.

The risks for potential threat elements and factors regarding the existence, capabilities, motivations, targeting, and history of terrorist organizations in Baker County is low. The threat of a direct attack is also low due to the absence of high-profile targets; as stated, the commuting residents of Baker County who travel into Jacksonville and its economic/industrial centers may be at risk due to their closer proximity to targets located in Duval County.

It is important to note that there has been no recorded terrorism or cyberterrorism attacks in Baker County.

Vulnerability: The vulnerability for terrorism is low for the jurisdictions throughout the county.

The vulnerability for cyberterrorism for the county as a whole could be at a moderate level of risk for the sheriff, medical, fire and rescue systems; however, as noted above, the county does not have any large military bases, nuclear power plants, air traffic control, several large banking institutions, transportation centers, etc. where specific targeted networks which would suffer from a direct attack.

Probability: The probability is low for all jurisdictions within Baker County that a terrorist incident or cyberterrorism would likely occur.

Severity or Extent: The worst case scenario would be a terrorist or cyberterrorism attack at

the Baker County ICE Detention Facility.

However, it is important to note there has been no recorded terrorism attacks in the County.

Frequency of Occurrence: Unlikely, less than 1% probability in the next 100 years.

Costs: Costs relating to terrorism or cyberterrorism attacks are not applicable.

Exotic Pest and Diseases

Florida is vulnerable to exotic pest and diseases due to the geographic location, mild climate, and their reliance on tourism and international trade. With a temperate and tropical climate damaging pests and diseases can be found in the forest areas. With pests and diseases, the greatest single deterrent to population increase is the amount of available host material.

Exotic pest and diseases can pose an economic or health threat and are a pervasive threat to the agricultural community. The possibility exists for the importation of pathogens that could have a widespread effect on the livestock industries.

According to the Florida Exotic Pest Plant Council, Florida Invasive Species Partnership, the following exotic pests and diseases have been found in Baker County:

- Exotic Pests
 - Kudzu bug, *Megacopta cribraria*
 - Cogongrass, *Imperata cylindrica*
- Native Diseases
 - Heterobasidion Root Rots, *Heterobasidion* spp
 - Laurel Wit, *Raffaelea lauricola*
- Native Pests
 - Southern Pine Beetle, *Dendroctonus frontalis*
- Native Diseases
 - Fusiform Rust, *Cronartium quercuum* f.sp. *fusiforme*

According to the Florida Dept. of Agriculture and Consumer Services, Florida Forest Service, Insect and Disease Section, 2019.:

There is substantial funding available through the USDA Forest Service's Cooperative Forest Health Protection and Forest Health Monitoring Programs supporting initiatives addressing significant biotic pest/forest health issues.

Some native pests of economic importance continue to receive attention. The Southern Pine Beetle (SPB) Prevention Program provides financial assistance and incentives to private landowners to implement silvicultural operations that reduce the susceptibility of their forests to the SPB. It is noted that the Southern Pine Beetle activity in Florida has increased greatly in the last five years; however, in Baker County the activity

has been minimal. Only in 2017 and 2018 has Baker County seen any activity in Southern Pine Beetle in the way of four infestations totaling no more than 20 acres. The sites were controlled with an immediate harvesting.

Southern Pine Beetle could be a potential threat to the timber industry of Baker County and the Florida Forest Service monitors the beetle's activity throughout the year with pheromone traps and aerial detection surveys.

Efforts continue on the detection and control of non-native invasive pest plants on State Forests and other public and private lands.

Vulnerability: The vulnerability for exotic pests and disease is low to moderate impact for the agricultural and forestry areas, the unincorporated areas of Baker County.

Probability: The probability is low for the incorporated jurisdictions within Baker County.

Severity or Extent: Due to the large agricultural industry throughout the unincorporated county area, the worse case scenario would be a huge and destructive exotic pest infestation that would cause considerable damage and disease to the agricultural industry (forestry and horticultural). The potential magnitude would be catastrophic and substantial economic loss with more than 65% of the community would be affected.

Frequency of Occurrence: Possible, between 1 and 10% probability in the next year, or at least one chance in the next 100 years.

Costs: Costs relating to exotic pest and disease was not available according to the data recorded from the Florida Department of Agriculture and Consumer Services.

Special Events

According to the Baker Chamber of Commerce, the county hosts its annual Christmas Parade event, which is held every year on the 1st Saturday of December. The parade attracts approximately 2000 visitors to the City of Macclenny, which in turn generates revenue for the city and county.

- The attendance for the one-day event is increasing each year and careful observance should occur on the attendance as it increases through the years.

Vulnerability: The vulnerability is considered low for the entire county.

Probability: The probability is low for all the jurisdictions within Baker County.

Severity or Extent: The extent or impact would be a possible civil disturbance, and the potential magnitude could be limited with less than 10% of the community would be affected.

It is important to note that over the past several years, there have been no recorded disturbances during this special event.

Frequency of Occurrence: Unlikely, less than 1% in the next 100 years.

Costs: Costs relating to special events were not available according to the Baker County Chamber of Commerce.

B. Geographic Information

Baker County is located on the NE quadrant of Florida and although it is primarily a rural county, it is included in the Jacksonville Metropolitan area. Founded in 1861, its county seat is Macclenny, Florida. The adjacent counties are Charlton and Ware Counties, Georgia to the north, and Clinch County, Georgia to the northwest. The remaining adjoining counties are in Florida; Nassau County is northeast, Duval County is east, Clay County is southeast, Union and Bradford Counties are south, and Columbia County is west.

The total area of Baker County is 376,960 acres, or approximately 589 square miles, of which 585 square miles is land, and 3.7 square miles is water.

Topography

Baker County is an inland county and does not suffer significantly from the coastal effects of tropical storms or hurricanes; however, these storms could cause flooding and severe wind damage, particularly to the mobile homes. Thunderstorms frequent the area with numerous storms and tornado watches and warnings. Flood plains have been identified and mapped by the National Flood Insurance Program (NFIP), and the flood plain maps are maintained in the Emergency Management Office and in the Building & Zoning Office.

Land Use Patterns

The land use patterns are influenced by the waterways and road system. The primary land uses in these areas are agricultural, conservation and forest which are subject to disaster caused by weather phenomenon or wildfires and consist of wildlife and water management areas which are ecologically sensitive. The land use patterns for the county can be identified in figure 6, the Future Land Use Plan Map.

Future Land Use Plan Map or FLUM

The Future Land Use Pan Map identifies the classification areas for Baker County; conservation, environmentally sensitive, agriculture, public, residential, commercial, industrial. The map reveals that the land use is predominately agriculture, conservation and forest area.

With an overall population growth expected to increase at a slow rate over the next several years, and in reviewing the specifics on Baker County's population data, the projected land use for the county will remain predominately agricultural land, conservation and forested area.

This map can be very useful when trying to evaluate the vulnerable populations of the county when a natural,

technological or human made hazard event occurs.

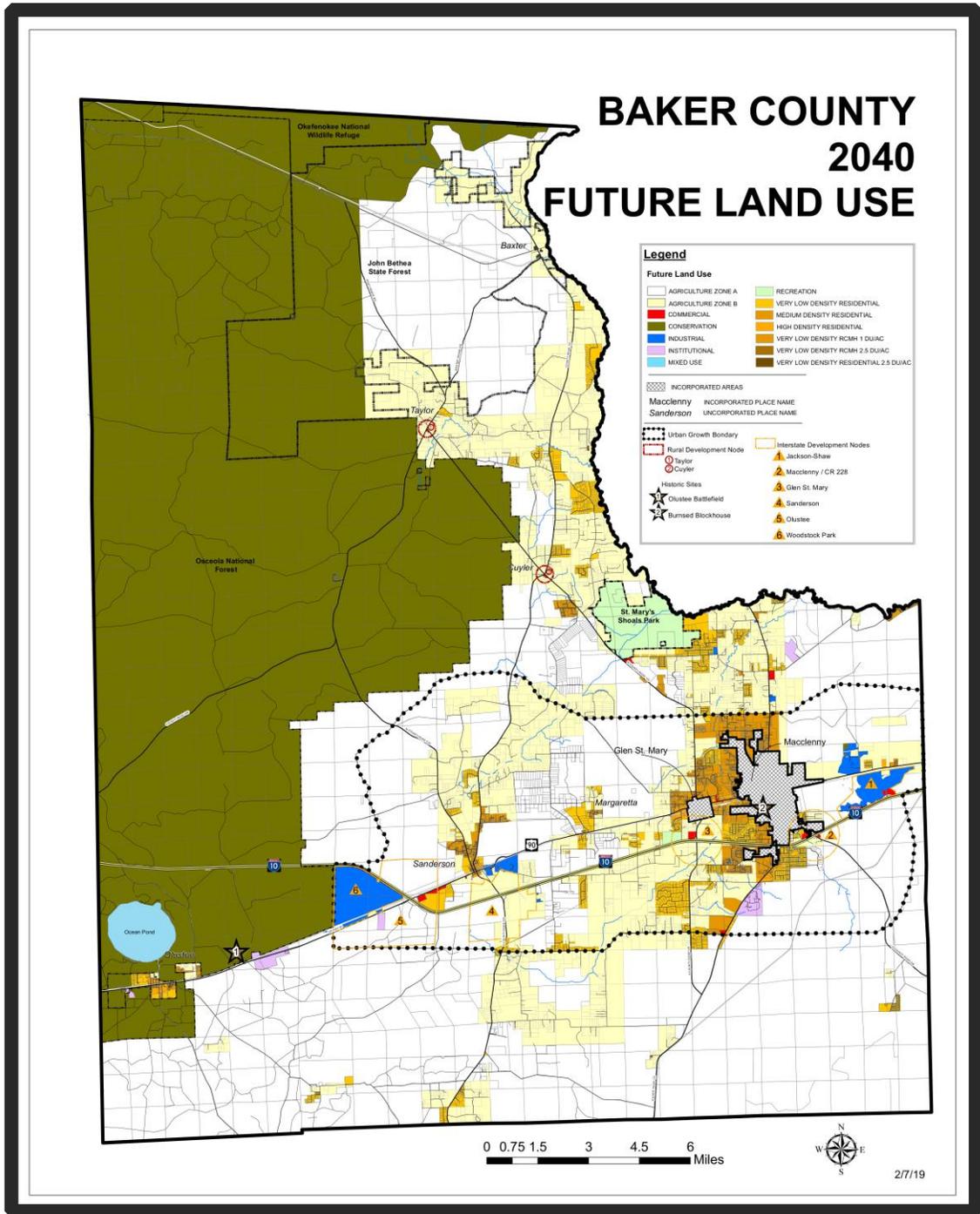


Figure 6 - Future Land Use Plan Map (FLUM) 2020

Source: Baker County Building and Zoning Department

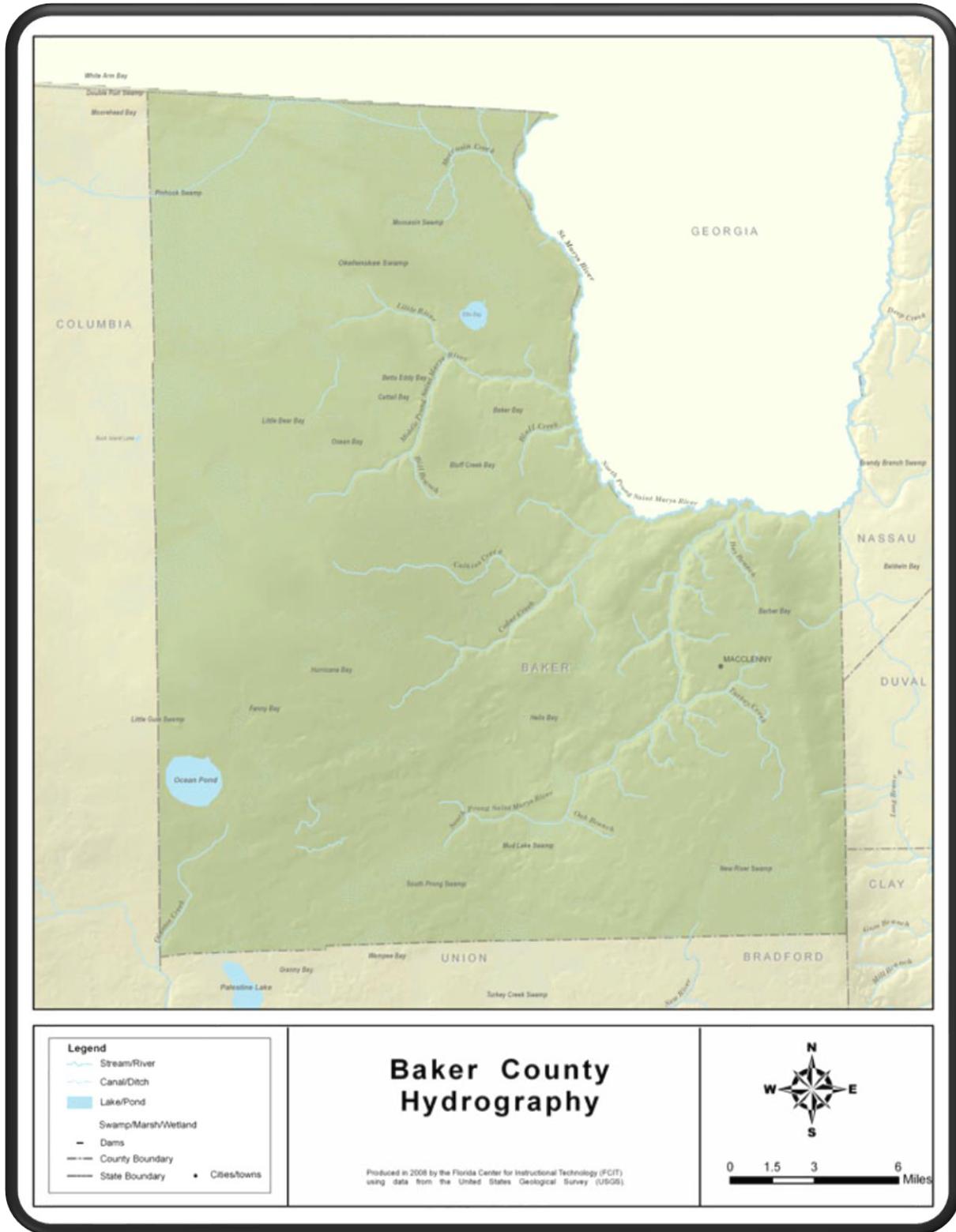


Figure 7 – Hydrography Map of Baker County

Drainage Patterns

Some areas of Baker County are more flood-prone than others. Floodplain maps show those areas of Baker County and both its municipalities, which are within the 100 year and 500 year floodplain as delineated by the Federal Emergency Management Agency (FEMA) as part of the National Flood Insurance Program (NFIP).

These are areas that have a probability of flooding once every 100 years or 500 years respectively during any given year. The classification of floodplains is due in part to the probability or return rate of a level of water; for instance, 100-year floods are calculated to be the level of flood water expected to be equal or exceeded every 100 years on average. This means that a flood has a 1% chance of being equaled or exceeded in magnitude in any single year; a 500-year floodplain has a 0.2% chance.

In Baker County floodplains are associated with the St. Mary's River and its tributaries of Turkey Creek, Little St. Mary's River, Middle Prong St. Mary's River, Cedar Creek, and Moccasin Creek, as well as the large wetlands located within the headwaters of the St. Mary's River drainage basin, such as Pinhook Swamp, Okefenokee Swamp, Big Gum Swamp, New River Swamp, and Impassable Bay.

This map features his map details Cross Branch, Moccasin Creek, Little River, Okefenokee Swamp, Middle Prong Saint Marys River, Bill Branch, Bluff Creek, Calkins Creek, Cedar Creek, South Prong Saint Marys River, Bay Branch, Turkey Creek, Oak Branch, New River, Ocean Pond, and Olustee Creek.

Environmentally Sensitive Areas

Baker County has several wetland areas, which are environmentally sensitive. These are primarily the low land areas near the lakes and rivers. According to the Florida Department of Environmental Protection (DEP), there are 38,556 acres or 24 parcels of state-owned conservation lands in Baker County that are considered environmentally sensitive. Refer to the FLUM, light green shaded areas for the environmentally sensitive areas for the County. The State also owns 668 acres or 13 parcels of non-conservation lands in Baker County.

Geographic Areas - *Impact of the Hazards Identified*

These geographic areas are expected to suffer the impact of the natural, technological and human caused hazards that are profiled in the Hazard Analysis, Section II. A.

Some geographic areas of the county are more vulnerable to impact from specific hazards than others. The following describes these areas and the types of hazards to which they are vulnerable.

Major Agricultural

Most of the County is agricultural and is particularly vulnerable to the effects of the natural, technological and human caused hazards:

-
- Drought
 - Wildfires
 - Flooding
 - Hurricanes/Tropical Storms
 - Severe Thunderstorms
 - Winter Storms/Freezing Temperatures
 - Hazardous Material Spills
 - Exotic Pests and Diseases

In figure 6, the Future Land Use Map for Baker County, the geographic areas to suffer the impact of the hazards identified in this plan and present the highest vulnerability for the agricultural would be zone A, key-code color - white located in the urban growth area identified in the map.

Major Waterways

Areas along the County's waterways are particularly vulnerable to the effects of the natural, technological and human caused hazard events:

- Drought
- Flooding
- Hurricanes/Tropical Storms
- Severe Thunderstorms
- Winter Storms/Freezing Temperatures
- Hazardous Material Spills
- Critical Infrastructure Collapse (Bridges)

In figure 7, the Hydrography Map for Baker County, the geographic areas to suffer the impact of the hazards identified in this plan and present the highest vulnerability for the major waterways would be from the St. Mary's River heading south to the City of Macclenny area where the highest concentration of the population live in the county. Note: On this map, this area is located on the right east quadrant of the county.

Major Roadways

The County's roadways are particularly vulnerable to the effects of the natural, technological and human caused hazard events:

- Flooding
- Hurricanes/Tropical Storms
- Severe Thunderstorms
- Tornadoes
- Wildfires
- Winter Storms/Freezing Temperatures
- Hazardous Material Spills
- Critical Infrastructure Collapse (Bridges)
- Major Transportation Incidents

Railroad Corridors

The County’s railway corridors are particularly vulnerable to the effects of the natural, technological and human caused hazard events:

- Flooding
- Hurricanes/Tropical Storms
- Tornadoes
- Wildfires
- Hazardous Material Spills
- Major Transportation Incidents

For the major roadways and railroad corridors, reference figure 4, the Baker County Railway Network and figure 5, Baker County Road Network, to identify the geographic areas of the county to suffer the impact of the hazards identified in this plan and present the highest vulnerability. The City of Macclenny roadway and rail heading west to the Town of Sanderson.

C. Demographics

Details in table 5 identify the statistical data of the county population.

Table 5– Demographics for Baker County

	
<p>Population Baker County is the 52nd most populous county with 0.1% of Florida’s population.</p>	
<i>July 2018 Estimate</i>	28,355
<i>% change April 1, 2010 - July 1, 2018</i>	4.6%
<i>Density – Person per Square Mile 2018</i>	48.4
<i>Distribution of Population by Age, percent 2018</i>	
Persons under 5 years	6.4%

Persons under 18 years	24.1%
Persons 65 years and over	13.8%
<i>Special Needs Population (2017 estimates)</i>	
Population with any disability; %	4,344; 17.3%
Population with sensory disability; %	2,138; 8.5%
Homebound population; %	1,553; 8.5%
Population with cognitive disability; %	1,466; 6.3%
Ambulatory disability, %	2,618, 11.2%
<i>Farm Workers 2018</i>	
Hired Farm Labor – Workers	127
Total Migrant Workers	8
<i>Tourist Population – The County has one main event that attract tourists to the area</i>	
Christmas Parade - An annual 1-day event held every year on the 1 st Saturday in December	2,000 +
<i>Non-English Speaking Population</i>	
Sensory Disability (Hearing disability)	1,199, 4.8%
Total Households, Limited English Speaking	37, 0.4%
<i>Transient Population, 2017</i> – https://www.researchgate.net/figure/Count-and-Percentage-of-Transient-RSOs-in-Each-County_tbl3_267748493	40
<i>Mobile Homes</i>	
According to the US Census, American Fact Finder, 2017 American Community Survey 5-Year Estimates	Owner Occupied – 2,325 Renter Occupied - 671
<i>Inmate Population</i>	
Baker Correctional Institution (maximum capacity of 1,165); % of capacity (April 2019)	1160; 99.6%
Baker County Jail – (maximum capacity of 500) % of capacity (April 2019)	397; 79.4%

The statistical characteristics of human populations as age or income is used to identify markets. Table 5 reviews the specifics in reference to the population of Baker County, by geographical area, expected to suffer the impact of the hazards identified in Section II A, Hazard Analysis.

As noted in Table 5, Baker County experienced an increase in population growth between 2010 and 2018. The largest concentration of the population 22.6% is in and around the City of Macclenny with approximately 77% of the population living in the town of Glen St. Mary and the unincorporated areas of the county.

Special Needs

The Baker County Medical Services details shelter specifics for the special needs residents of the County in the event of a disaster in reference to shelter details, guidance on what to bring and shelter location.

Here is an overview:

In the time of disaster, it is important for residents to be informed of the provision of a special needs shelter, who qualifies for this service, what is expected of the shelter and what individuals seeking shelter are expected to provide for themselves. A special needs shelter is a last-resort refuge from a pending disaster. It is a safe place for those who need a more skilled level of care than a regular shelter can provide.

The important thing to remember is that the special needs shelter is a "lifeboat" rather than the "cruise ship." Special needs people seeking shelter must have caregivers with them. The nursing and medical staff is present in the facility for the emergency and medical needs of the Baker County community. They will offer support to the caregivers, if needed.

The public shelters in Baker County are in the following places:

- First Baptist Church—Glen St. Mary
- Family Service Center
- Baker County Middle School
- Baker County High School

Registration details and further information for the special needs residents should be done with the Department of Health in Baker County.

According to the Department of Health, approximately 22.5% of the total county population is identified as special needs. This population number of 4,344 does not reflect that these individuals identified as special needs in Table 5 would require assistance in a major disaster event. The data would need to be analyzed and each category within the "special needs" should be reviewed with the Department of Health and Emergency Management office as to exactly who would require assistance. Although the exact number isn't reported, in the event of a disaster, the hearing-impaired population would be contacted by the communications dispatch center through the TDD equipment.

Mobile Home Residents

According to the Property Appraiser, there are 2,996 property records identified as mobile homes located throughout Baker County. Many the mobile homes are located in the rural areas of the county.

As noted in the table 5, the statistics reported from the American Community Survey, data collection on the mobile home residents (owner occupied or renter occupied) are recorded if the resident is living or staying more than 2 months.

Inmate Population

Baker County Sheriff's Office has a jail that house approximately 500 inmates at capacity and the Baker County Correctional Institution houses 1165.

Population by Geographic Area - Impact from the Hazards

The population of Baker County, by geographical area, that would suffer the greatest impact from the hazards identified would be the following:

- **Natural Hazards**
Specifics relating to the natural hazards (i.e. vulnerability, probability, frequency of occurrence, severity or extent and damage), and presented a moderate to medium or high vulnerability for the county was summarized in the hazard analysis area of the basic plan, however, the impact data for the natural hazards are discussed in the Baker County LMS plan.
- **Technological Hazards**
There were four technological hazards profiled in the hazard analysis area of the basic plan and one hazard presented a *medium or moderate to high vulnerability* for the county, the hazardous material spills (specifically diesel fuel, paint, and motor oil, or other highly EHS) based on the recorded data collected from the DEP and other statistical data.

If the data reveals that approximately 25 and up to 50% of the community that “could be” affected by a hazardous material spill, then projected figures would be based on the 50%. The impact data on the county population is revealed in table 6.

Table 6 – Impact from Hazardous Material Spill

Population Data	50% of community that could be affected by hazardous material spills
City of Macclenny -	3,187
Town of Glen St. Mary	226
Unincorporated Baker County	11,364
Total	14,777 of the county residents would suffer the greatest impact

** It is important to note that according to information from CSX Transportation, several thousand rail tanker cars of HAZMAT are moved through the County each year. It is estimated that approximately ½ of the county population could be affected by a transportation accident involving HAZMAT.

Although, there have been no recorded rail incidents in Baker County and CSX has a very strong safety record.

- **Human-Caused Incidents**

The human-caused incidents profiled in the hazard analysis area of the basic plan were considered low to medium vulnerability for the county.

D. Economic Profile

Success, continued improvement and expansion are key issues for the Baker County public and private sector leaders. Reaching out and encouraging new business development is an important factor for the County’s future, while providing the support and growth opportunities to the existing businesses.

Increased capital investment that generates additional tax revenues without tax increases can have a substantial affect on a community. The results are a higher quality of life with employment opportunity, better schools, improved healthcare, and a reduction of poverty.

Table 7 identifies current statistics on Employment, Unemployment, Income and Financial Health, Ad Valorem Taxes and Average Property Values for the county.

Table 7 – Economic Profile Data

 COUNTY ECONOMIC DATA		
Unemployment Data		
<i>Unemployment Rate, 2019 in Baker County</i>	3.2%, a slightly lower than average figure than the State of Florida @ 3.5%	
Employment by Industry All Industries		
<i>Number of Establishments, 2017 in Baker County</i>	425	<i>Percent of All Establishments, 2017 in Baker County</i>
Natural Resource & Mining	6	1.4%
Construction	58	13.6%
Manufacturing	5	1.2%
Trade, Transportation and Utilities	124	29.2%
Information	7	1.6%
Financial Activities	25	5.9%
Professional & Business Services	44	10.4%
Education & Health Services	38	8.9%
Leisure and Hospitality	43	10.1%
Other Services	39	9.2%
Government	34	8.0%

Largest Industry Sectors by Employment		
<i>Industry Sectors</i>	<i>% of Workforce</i>	
<i>Average Annual Employment, % of All Industries, 2017</i>		<i>Average Annual Wages, 2017</i>
All Industries	7,553	\$33,244
Natural Resource & Mining	0.2%	\$26,210
Construction	4.3%	\$37,415
Manufacturing	1.3%	\$46,804
Trade, Transportation and Utilities	33.7%	\$32,413
Information	0.6%	\$38,264
Financial Activities	1.7%	\$36,798
Professional & Business Services	3.3%	\$30,359
Education & Health Services	10.8%	\$33,446
Leisure and Hospitality	7.5%	\$14,965
Other Services	1.6%	\$24,855
Government	35.0%	\$37,374
Income and Financial Health		
<i>Per Capita Personal Income</i>		
2017; % change 2016 – 2017	\$30,804; 3.7%	
<i>Median Income</i>		
Median Household Income(2017)	\$59,506	
Median Family Income(2017)	\$67,455	
<i>Percent in Poverty</i>		
All ages in poverty	15.3%	
Under age 18 in poverty	22.6%	
Ages 5 – 17 in families in poverty	22.1%	
Ad Valorem Taxes from the Revenue Detail Report Fiscal Year Ended 2017		
Ad Valorem – County	\$5,889,365	
Total Ad Valorem Taxes	Total -\$14,660,136	
Average Property Values		

<i>Average Home Value, 2018 – (See details below on how figure was determined)</i>	\$183,500

Ad Valorem Taxes

The Ad Valorem Taxes are a tax based on the assessed value of real estate or personal property. Ad valorem taxes can be property tax or even duty on imported items. Property ad valorem taxes are the major source of revenue for state and municipal governments.

The details are from the Revenue Detail Report Baker County Property Tax Overview (2018) from the State of Florida, Department of Revenue, and Property Tax Oversight Report.

Average Property Value

In evaluating property values in real estate, it is important to recognize that it is an estimate of what a home or land is actually worth and is often referred to as the fair market value. Fair market value is the estimated price a buyer and seller could agree upon on if both were interested. The definition assumes that both parties have sufficient information about the market and the property, and that the property has been on the market for a reasonable period of time.

The most common method for determining property value is by the sales history of comparable properties, for example homes of a similar size and similar amenities, in comparable neighborhoods. Appraisers and assessors will use 3 months or up to a year of sales as the basis for the value of similar properties.

Another method to assessing value, appraisers may also estimate value by cost or income analysis. The cost method calculates property value on a building by figuring out what it would cost to build an identical structure at current prices. Income analysis is used to figure out the value of investment property by calculating how much money it brings in.

However, in working with the property appraiser’s office it was determined that they best way to determine an “overall average property value for Baker Countywide” was to use the just value from the real property and divide it by the number of real estate parcels.

Potential Economic Impact – From the Hazards Profiled

A significant natural, technological or human-caused hazard could have a substantial economic impact on the Baker County citizens, their programs and facilities. Under Florida Statutes, S.218.67 (1), Baker County is considered a fiscally constrained county and the revenue collected from the ad valorem taxes are a major source for the county.

Therefore, if considerable damage were to occur, the consequences could result in a loss in employment, present high unemployment figures, loss in tourism in the county events, decrease the property values

throughout the county, and could present an overall decrease in income and financial health of the community.

Baker County has the capability to effectively organize its resources in a recovery stage and is committed to protect the citizens of the county. It is essential that an effective recovery and post disaster redevelopment program is in place and is carefully evaluated and reviewed by the leaders in the community.

Concept of Operations

III. CONCEPT OF OPERATIONS

This section of the CEMP describes the methods for the management of emergency activities during the response, recovery and mitigation phase of a disaster. The major elements of this section should include the structure of the organization, direction and control, resource management, and those actions necessary under the four phases of emergency management (preparedness, response, recovery, and mitigation) to ensure an effective emergency management program. Also, this section should address organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. It should describe and define the scope of preparedness and incident management activities necessary for that jurisdiction. The Local CEMP should establish pre-designated jurisdictional and/or functional area representatives to the Incident Command or Unified Command whenever possible to facilitate responsive and collaborative incident management.

A. Organization

EM Department Daily Management Structure

The Baker County Emergency Management Department serves as the headquarters for the services of emergency preparedness and planning and the Emergency Operations Center (EOC). According to the Baker County Local Ordinance Section 98-02, the day-to-day management structure and departmental responsibilities include, but are not limited to:

- Reduction of vulnerability of the county population to damage, injury, loss of life and property, and damage to the environment, resulting from natural or man-made catastrophes or hostile military or paramilitary action;
- Preparation for prompt and efficient rescue, care and treatment of persons victimized or threatened by disasters;
- Providing an emergency management system embodying all aspects of pre-emergency preparedness, mitigation, and post-emergency response and recovery; and
- Assistance in anticipation, recognition, appraisal, prevention, mitigation of emergencies which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

Note: The EM Director shall work under the day-to-day supervision of the Baker County Sheriff and Major. The EM Director shall coordinate all emergency activities, services and programs within Baker County and shall serve as liaison to other emergency management agencies and organizations.

The county government officials share responsibility for the necessary planning needed to minimize losses and provide relief from disaster events. This shared responsibility includes the disaster preparedness and response capabilities of the Baker County government, municipal governments, volunteer agencies, and state and local government.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect

property, and return the area to the best possible state of normalcy in the quickest amount of time. Goals and objectives are designed through operational plans to effectively reduce the effects from hazards and to bring long-range recovery efforts to distressed areas.

The Baker County Departments, under the BOCC perform the services for the residents in the unincorporated areas of the county, and in some cases for certain services to municipal residents. However, the municipalities in the county are responsible for management of their own incorporated limits. The constitutional officers perform their functions on a countywide basis, in accordance with Florida Statutes.

While the municipalities determine their own line of succession, Baker County lines of succession are maintained in the Emergency Management Division. When a state of emergency has been declared either locally, by the governor, or by the president, the Baker County Director of Emergency Management will assume overall direction and control under guidance from the Board of County Commissioners Chairman, or the Policy, Operations or Response Group which may be appointed by the BOCC.

Countywide incidents will be coordinated and directed by the Emergency Management Division from the Baker County EOC. If several incidents have occurred, each will have its own Incident or Unified Commander. An Area Command may be formed to manage multiple Incident Command structures in the field.

All field operations will utilize the Incident Command System (ICS) for the management of the incident. Incidents in which multiple jurisdictions are involved will use the Unified Command structure in the field. The EM Division will support the operations of the Incident Commander or Unified Command. In the case of localized incidents, such as a hazardous material spill release it will be managed by the appropriate authority, such as a municipality or a municipal police department.

Duties of the EM Director, Baker County Ordinance 98-02, Section 5

The EM Director shall implement, manage and report on all actions authorized and taken under the provisions.

- The emergency management director shall implement, manage and report on all actions authorized and taken under the provisions of this chapter.
- The duties of the emergency management director shall include the ongoing planning and coordination of those actions necessary to the creation and maintenance of an effective emergency response capability and to prepare for and manage emergency conditions. The director shall have the authority, duty, and responsibility to:
 - Declare a state of emergency or to recommend the declaration of a state of emergency by the County Commission, and to inform the commission of the reasons for and status of events requiring a declaration;
 - Direct the creation, revision, and exercise of emergency response plans conforming to state and county emergency plans for the mitigation of, preparation of, response to, and recovery from emergencies;
 - Direct the efforts of the local hazard mitigation committee in the preparation for, response to, and recovery from emergency conditions.
 - Recommend a budget for the creation and maintenance of an emergency response capability as provided herein;

-
- Promulgate emergency regulations necessary to the protection of life and property, establishment of public order, and control of adverse conditions affecting public welfare resulting from an emergency.
 - Plan for and develop an emergency operations center to include equipment, personnel and operational procedures necessary to the management and control of emergency conditions.
 - Maintain a system of communications and warnings to ensure that emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions.
 - Develop and manage an ongoing emergency awareness and public information program.
 - Implement training programs to improve the ability of local emergency management personnel to prepare and implement emergency management plans and programs.
 - Establish and maintain a registry of special needs persons within our jurisdiction. The registry of those persons in need of assistance and plan for allocation of resources to meet those needs.
 - Prepare and maintain a county emergency management plan consistent with state guidelines, that meets compliance criteria as established by the Division.

Additional EM Director responsibilities involve:

- Managing the special needs resident files.
- Storing all mutual aid agreements related to emergency management which have been approved and authorized by the Board of County Commissioners;
- Maintaining a state of readiness posture by conducting exercise programs throughout the year.

Organizational charts for Baker County are located in Annex IV, Appendices.

Declaration of state of emergency, Baker County Ordinance 98-02, Section 6

- The chairman of the board of commissioners, county administrator, and/or the EM director, in the order named, shall have the authority to declare a state of emergency by proclamation. Upon the absence or unavailability of the chairman and the county administrator, the Emergency Management Director may issue such a declaration.
- Any declaration of a state of emergency and all emergency regulations activated under the provisions of this ordinance shall be confirmed by the Baker County Commission by resolution within five (5) working days of such declaration or at the next regularly scheduled meeting of the County Commission, whichever occurs first, unless the nature of the emergency renders a meeting of the commission extremely impractical.

-
- Confirmation of the emergency declaration shall disclose the reason for, anticipated impacts of, actions proposed and taken to manage the emergency, and other pertinent data relating to the emergency requiring such a declaration.

 - Emergency declarations authorized by this ordinance shall include, but are not limited to the following subjects:
 - Evacuation and sheltering,
 - Curfews and declaration of areas off-limits,
 - Suspension or regulation of sale of alcoholic beverages, firearms, explosives or combustibles,
 - Prohibiting the sale of merchandise, goods, or services at more than the normal average retail price,
 - Water use restrictions,
 - Suspension of local building regulations,
 - Rationing of fuel, ice and other essentials,
 - Emergency procurement procedures, and
 - Suspension of part or all county services, emergency and non-emergency.

 - A declaration of a state of emergency shall activate the emergency plans applicable to the county.

 - A state of emergency, when declared as provided in this section, shall continue in effect from day to day until such time as the state of emergency is declared to be terminated.

 - Upon the declaration of a state of emergency, the director shall post a written notice of such declaration at the Baker County Administration building and the Baker County Courthouse.

The director shall notify by telephone not less than two newspapers of general circulation within Baker County, and at least one television station and one radio station broadcasting in the Baker County area. When practicable the EM Director shall also cause the written notice to be published, in its entirety, each week in a newspaper of general circulation in the County until the state of emergency is declared to be terminated.

Emergency Operations span three separate but contiguous phases: emergency response, recovery and mitigation phases of a disaster. For the purposes of this plan, this concept of operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency.

Organizational charts show the county's responsibility and the coordination between local agencies and the ESF's.

In addition, the scope of these operational concepts and response actions will include:

1. Providing emergency notification and warning.
2. Describing emergency mobilization procedures.
3. Delineating emergency decision-making processes.
4. Describing types and methods of implementation of emergency protective actions.
5. Conducting rapid assessments of emergency impacts and immediate emergency resource needs.
6. Providing security to the hardest hit areas.
7. Coordinating information and instructions to the public.
8. Conducting emergency relief operations to ensure victims have been identified and that their needs are met.
9. Conducting preliminary damage assessments to determine the need for federal assistance.
10. Summarizing procedures for requesting federal disaster assistance.
11. Relaxation of protective actions and coordination of reentry into evacuated areas.
12. Restoration of essential public facilities and services.
13. Preparing for federal disaster assistance (public and individual).
14. Coordination of resources and materials.
15. Coordination of volunteer organizations.
16. Dissemination of information and instructions to the public.
17. Restoration of public infrastructure damaged by the emergency.

The EOC serves as the central command and control point for emergency- related operations and activities and requests for deployment of resources.



In the event the EOC is threatened, an Alternate EOC (mobile unit) is activated.

The location of the EOC is:

Primary: Baker County Emergency Management
1 Sheriff's Office Drive
Macclenny, FL 32063
30°17'45.7656"N 82°07'22.2672"W

Secondary: Baker County Sheriff's Office Mobile Emergency Operations Center Unit



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

While emergency response actions necessary to protect public health and safety are being implemented, the Policy Group will coordinate with the Emergency Management Director (EMD), who will work with the ESF's to make preparations to facilitate the rapid deployment of resources, activate the County's Emergency Operations Center if necessary and implement this plan.

Operations Staff in the EOC and ESF representatives will contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and contact persons. Resource requests, which exceed the capability of the County, will be forwarded to the State EOC.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that we can staff three shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster/emergency, not all ESF's may be activated or require 24-hour staffing. It is expected that due to the size of the county and availability of staff, outside resources would be necessary to conduct 24-hour staffing after 2-days in anything that are more than a minor disaster.

Table 8 – Level of Disaster and Primary Response

Level of Disaster	Primary Response	Additional Responsibilities
<p style="text-align: center;">Minor</p> <p>EMD in coordination with respective ESF's will determine which ESF's require 24-hour operation.</p>	EMD - *	ESF-5, ESF-6, ESF-14
	ESF-2	ESF-16, ESF-13, ESF-17
	ESF-3	ESF-1, ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-9 - **	ESF-8, ESF-11
	ESF-16	
<p style="text-align: center;">Minor to Major</p> <p>EMD in coordination with respective ESF's will determine which ESF's require 24-hour operation.</p>	Chairperson and selected members of the Policy Group.	
	EMD - *	ESF-5, ESF-14
	Operations Off. - **	
	ESF-1	ESF-6, ESF-11
	ESF-2	ESF-17
	ESF-3	ESF-7, ESF-12

	ESF-4	ESF-10, ESF-15
	ESF- 8	ESF-9
	ESF-16	ESF-13
<p>Major to Catastrophic</p> <p>EMD in coordination with respective ESF's will determine which ESF's require 24-hour operation.</p>	<p>Chairperson and members of the Policy Group – EMD-^{*[]}_[SEP]</p> <p>Shift 1 Op Off. - **</p> <p>Shift 2 Op Off. - **</p> <p>All ESF's with Supporting Agencies.</p>	
<p>* Primary Team Leader ** Alternate Team Leader</p>		

B. Assignment of Responsibilities

A department or agency may be designated as the Primary agency for an ESF for several reasons. The agency may have a statutory responsibility to perform that function, or through the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. Whatever the reason an agency is designated as the Primary agency, that agency has the necessary contacts and expertise to coordinate the activities of that support function.

Because Baker County is a small county, there may be times in the incident management system used by the county, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP. This is a normal occurrence in small counties with limited resources; however, every attempt will be made to avoid assigning multiple functions to a single agency.

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

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

gathering protocols.

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

The EOC Operations Chief will issue mission assignments to the primary departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESF's on a mission assignment basis. The tasking on a mission assignment basis means that a local government's resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel.

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

C. Plan Activation

When a major or catastrophic emergency has occurred or is imminent, the Emergency Management Director (EMD) may advise the Chairperson of the Board of County Commissioners to declare a local state of emergency and issue a formal request for state assistance. If the Chairperson is unavailable, the line of succession will be the Vice-Chairperson, Senior Commissioner, then County Administrator, followed by the Emergency Management Director. Such an action will activate immediately all portions of this plan. In the absence of a local state of emergency, the Emergency Management Director may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

D. Warning and Dissemination

General

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

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

County Warning Point

The Baker County Sheriff's Office County Dispatch Center is designated as the official Warning Point

for Baker County. A backup communications system is available in the Baker County Emergency Response Trailer. The ESATCOM System and 911 System are housed in the County Dispatch Center at the Sheriff's Office. The Communications Dispatch Center Supervisor is designated as the Warning Officer for Baker County.

Significant Incidents

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

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

Alerting

Upon the receipt of notification of any such significant event the Communications Supervisor or on-duty Communications personnel shall implement the procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.) The Communications Director or their designee will alert the Emergency Management Director as needed. The Director or their designee may advise that one, or a combination of the following actions, be initiated by the Communications Supervisor or designee as the County Warning Officer:

- Fax Alert Warning System.

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- Notify the State Warning Point, via the Emergency Satellite Communications System (ESAT-COM) or by telephone.
 - Notify one or more designated agencies of county government or political subdivision(s).
 - Initiate a partial or full call-out-alert.

Call Out Alert

The call-out alert when initiated will be made to county governmental staff and non-county EOC staff in accordance with the Emergency Notification Procedure utilizing telephone numbers maintained by the County Dispatch Center. It will be the responsibility of Primary Agencies/Departments for ESF's to notify their respective support agencies, division directors, and/or staff, under their span of control. In addition, the following actions may be initiated:

- An alert will be sent to all Public Safety Answering Points and they will in turn notify public safety agencies for which they are jurisdictionally responsible.
- Baker County political subdivisions, and other governmental and non-governmental agencies will be contacted and utilize their own internal procedures to notify their staff of the threat or emergency situation.
- Warning the public, whether via the Emergency Alert System (EAS) or other available means, will include instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado.

Agency Notification when County/911 Communications Center Procedures Are Not Implemented:

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

- Selected County Administration personnel;
- Mayors (or designee) of each municipality within the county;
- The primary agency contact for each Emergency Support Function.

The EMD, will report to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel will coordinate with adjacent jurisdictions using telephone, radio, courier, or any other means necessary and available. Each Mayor or their representative will alert the municipal services in his/her community and supervise the dissemination of warnings in their municipality. The primary agency contact for each ESF will contact all the support agencies to the ESF. All agencies will notify their personnel to begin activation procedures as described in the ESF Annexes and implementing SOG's.

The County Emergency Operations Center will be activated under the following levels of activation:

Levels of Activation – Additional information regarding activation is defined in the Emergency Operation Center Standard Operating Guidelines.

- a. **Level III – Monitoring Activation** – Monitoring will be implemented whenever Emergency Management receives notice of an incident, which may escalate to threaten public safety. During Level III activation, Emergency Management will disseminate information to the EOC team via facsimile, alpha paging, and radios.
- b. **Level II – Hazard-Specific Activation** - Activation Level II may be implemented by the County Administrator, Emergency Management Director, or their Designee. Only those ESF's affected by the hazard or involved in the response will be represented at the EOC.
- c. **Level I – Full Baker County Activation** – Activation Level I (Full County) may be implemented for a major event. All ESF's, the Command Staff, Liaison Group, and Support Staff will be staffed 24 hours a day.

Warning to the General Public

Baker County must provide the public with sufficient advance warning time for effective preparation and emergency plans to be implemented. Warning to the public is a major concern. Several radio stations cover Baker County. Notice must be coordinated with stations in Jacksonville for TV and radio broadcast of PSA's.

The following warning systems are available to disseminate warnings and warning information to the public:



- ✓ **Everbridge** telephone alerting system - designed to enable the Baker County local government officials to record, send and track personalized messages to thousands of residents in minutes.
- ✓ Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability to the President to address the American public during a national emergency.
- ✓ Website: http://www.bakerso.com/alert_baker/ - the Baker County residents can sign up to review a situation report, receive text alerts, review an evacuation map, register with the Everbridge alert system, sheltering information, and much more on emergency information.

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- ✓ All Hazards guide on “what to do in an emergency situation” located on the Baker County Sheriff link - http://www.bakerso.com/Departments/emergency_management/ - Note: the pdf file is called “hurricane” guide, however, all hazards are addressed in the pamphlet
 - ✓ Facebook Website: <https://www.facebook.com/BakerCoSO/> - the latest emergency communications information is uploaded on the Sheriff’s facebook page for the Baker County residents.
 - ✓ NOAA Weather Alert Radio – the residents can listen to the NOAA weather alert or check out the NOAA website for the latest and updated information for the area.
 - ✓ (904) 259-6111 Baker Emergency Information Line – the Baker residents can call the EM office directly.
 - ✓ Radio and TV Stations – the Baker residents can listen to the local radio or watch the local TV stations.
 - ✓ Cable providers have an information channel on cable, which can be accessed by residents and hotel/motel visitors. Telephone call notification can be accomplished by contacting motels/hotels, campgrounds and other businesses that cater to seasonal or transient populations.

Other warnings can include:

- ✓ Public Displays – post a written notice of declaration at the Baker County Administration building and the Baker County Courthouse.
- ✓ Fax to media and local businesses
- ✓ Public Speaking Events
- ✓ Face-to-face Communications (door to door announcements)

Cable providers have an information channel on cable, which can be accessed by residents and hotel/motel visitors. Telephone call notification can be accomplished by contacting motels/hotels, campgrounds and other businesses that cater to seasonal or transient populations.

E. Emergency Decision Making

Two key elements that are essential for making sound emergency decisions is having the knowledge on the amount of time that is needed to respond to the emergency and the amount of resources that are needed and available. When making emergency action decisions the following general methodology will be used:

- In hurricanes or weather-related emergencies, pre-emergency hazard times are computed

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

- The probabilities generated by the National Weather Service (NWS) will be considered when recommending protective measures. These probabilities are simple mathematical odds deduced from computer weather models.
- Pre-emergency hazard time is the amount of time between the onset of the event and the actual arrival of hazardous conditions.
- After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made of when a decision must be reached. This is decision time.
- Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.
- Execution time is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This would include a mobilization time.
- During the process of decision-making determination for the issuance of protective actions and furnishing of assistance will be based on the following priority:
 - a. Life-Threatening circumstances - A problem is directly linked to life threatening circumstances; such requests will receive priority.
 - b. Protection of Property - A threat exists for large-scale damage to property.
- Operational responses to the above situations will be based upon the following:
 - a. Availability of Resources - ESF-7 must assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.
 - b. Location of Resources - ESF-7 staff will identify the closest available resources.
 - c. Arrival Time - ESF-7 staff will estimate the time of arrival of resources.

F. Protective Actions

Evacuations

Most evacuations will be local in scope and an emergency response incident commander will initiate actions. In such cases, the actions will be coordinated and administered by emergency response

officials using local resources in accordance with operational procedures. During any county administered evacuation that does not require activation of the EOC, Emergency Management will provide assistance under the various county agencies' normal statutory authority through coordination. In the event of a multi-jurisdictional operation, the County Chairperson may issue a declaration of a local state of emergency and evacuation order in support of a municipality. This decision will include consultation with the Emergency Management Director and representatives of the jurisdictions involved.

All county assistance and support of such actions will be coordinated from the EOC under the direction of the Emergency Management Director. Decisions on issues, such as deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters relative to the ordered protective actions will be made by the appropriate functional groups in the EOC.

Evacuation route maps are located in the EOC and available for use in an emergency. Maps of evacuation routes based on County Commission Districts and shelter locations are located at the EOC and will be released to the media by ESF-14 and the PIO upon activation. Local action for evacuation and reentry will be coordinated with ESF-1, ESF-3 and ESF-16. Regional Evacuation will be coordinated utilizing the existing Regional Hurricane Evacuation Procedure.

Sheltering

The opening of general population shelters is a responsibility of ESF-6 and coordinated in the EOC with other ESF's that will be needed to support shelter operations. The opening of special needs shelters is the responsibility of ESF-8 in coordination with ESF-6 and further outlined in Recovery and the Special Needs Shelter Standard Operating Guideline.

The Superintendent of Schools may close some or all schools should the need arise. The Superintendent or designee will meet with the Policy Group or EMD to discuss the need for school shelters, the impact of closure on the school year and possible reopening dates. Any decisions to close schools will be made by the Superintendent in coordination with the Policy Group.

Macclenny Elementary School, the main shelter for the county with approximately 306 cots that can accommodate displaced or at-risk citizens after a disaster. Elementary is designated as the Special Needs Shelter. The School Board will provide food for up to 72 hours. Other non-occupied building will be considered for use as non-hurricane shelters.

Refuges of last resort will be used for temporary and minimal sheltering to evacuees who cannot be accommodated in public shelters. These shelters would not be expected to offer bedding, food/water, medical or other services. The evacuees should be self-supporting. Every attempt will be made to move these evacuees to public shelters as soon as possible. Sources of refuge would include church buildings, service club buildings, fire halls, community centers and possible individual homes if not needed. Unoccupied office, warehouse or other types of building may be utilized. A map of evacuation routes and shelter locations is located in Emergency Management and will be released to the media by ESF-14.

The decision to use any Baker County School Shelters will be based on the projected threat of the incident. In some cases, the threat may be sufficient to prohibit the opening of any public shelters within the county. In that case, regional sheltering will be coordinated with adjacent counties and the

State EOC.

G. Relief Operations

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

The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the county will be the Emergency Operations Center. State and Federal Emergency Response Teams will be established and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be in Baker County at or near the Emergency Operations Center and will carry out all State coordination and assistance functions until the Federal Disaster Field Office (DFO) is established.

The municipalities will make requests for immediate relief supplies and resources to the EOC. The EOC will consolidate all city requests into a county request for immediate relief resources. The county request for outside resources will be made to the state. Damage Assessment and Impact Assessment Guidelines outline specifics of these functions.

H. Implementation of the National Response Framework

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

FEMA's Advanced Emergency Response Team

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

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

FEMA's Emergency Response Team

The Federal Coordinating Officer (FCO) will head the full Emergency Response Team (ERT). The

ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the 12 federal ESF's. The responsibilities of the ERT include:

- Coordinating overall federal response and emergency response activities to the county.
- Working with the county and state to determine support requirements and to coordinate those requirements with the ESF's.
- Tasking the ESF's or any other federal agency to perform missions in support of the county. Upon their arrival, the team leader and ESF's will receive an operational briefing from the Emergency Management Director and be assigned space from which to conduct their activities. Once this is completed, federal ESF staff will establish contact with their counterparts on the county and state ESF's to coordinate the provision of federal assistance to meet resource needs, which exceed the capability of the State and affected local governments.

Concept of Operations – Pre - and Post Disaster Mitigation Activities

This section of the plan provides an overview of the management of the pre and post-disaster mitigation activities in Baker County. The purpose is to provide guidance for the activities necessary for Baker County to reduce the potential for damage and loss from future disasters affecting the county.

Emergency Management Organization System Used During Mitigation

The county operates under the Incident Command System (ICS) during emergency operations and has adopted NIMS. This system is especially effective for managing response and recovery operations that involve multiple agencies each working on different though interrelated tasks. The organization system employed during mitigation activities is streamlined in large part because Baker County Emergency Management has the primary responsibility for nearly all aspects of pre- and post-disaster mitigation. Although there are times when Emergency Management receives assistance from supporting agencies, the vast majority of mitigation activities are carried out directly by Emergency Management staff. The organizational chart that follows shows the relationship between the Baker County Emergency Management and supporting agencies involved in mitigation operations.



Table 9 - Agency Responsibilities for Hazard Mitigation Pre/Post Disaster

Agencies	Pre-Disaster Mitigation	Post-Disaster Mitigation
Baker County Emergency Management	P	P

American Red Cross	S	S
Baker County Board of County Commissioners	S	S
Baker County Building/Zoning Department	S	S
Baker County Chamber of Commerce	S	S
Baker County Clerk of the Court	S	S
Baker County Emergency Medical Services	S	S
Baker County Engineering Department	S	S
Baker County Extension Agent	S	S
Baker County Health Department	S	S
Baker County Property Appraiser	S	S
Baker County Road Department	S	S
Baker County School Board	S	S
Baker County Sheriff's Office	S	S
Baker County SHIP	S	S
City of Macclenny	S	S
Town of Glen St. Mary	S	S
City of Macclenny Fire Department	S	S
Florida Department of Transportation	S	S
Florida Division of Emergency Management	S	S
Florida Forest Service	S	S
Public Utilities Representatives	S	S
North Central Florida Regional Council	S	S
Salvation Army	S	S
St. Johns Water Management District	S	S

Key Code:

P = Primary Agency/ S = Support Agency

Notification and Coordination of Agency Participation in Mitigation Pre-Disaster Operations

Mitigation activities in the pre-disaster environment are the responsibility of Emergency Management. Baker County Emergency Management through the Local Mitigation Strategy (LMS) process coordinates pre-disaster mitigation activities. The Baker County LMS identifies the hazards to which Baker County is vulnerable; assesses the facilities and structures that are most vulnerable to

hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

Baker County Emergency Management is responsible for maintaining the Baker County LMS. The LMS will be updated at least annually, after each major disaster, or on an as needed basis. Participation by local agencies will be coordinated by Baker County Emergency Management and will involve the supporting agencies listed.

Notification and Coordination of Agency Participation in Mitigation Post-Disaster Operations

Baker County Emergency Management is responsible for coordinating local agency participation in post-disaster mitigation activities. Local agencies involved in these operations will vary according to the specifics of each event. Emergency Management staff will contact all agencies for post-disaster mitigation activities and notify them as to their role in these operations. Given the rural nature of the county and the relatively small number of agencies involved in mitigation activities, notifications can be made quickly via telephone using the Baker County Call Out list located in the EOC.

Coordination of Mitigation Activities with Municipalities and the State

The Baker County Emergency Management Director or designee will be responsible for coordinating mitigation activities with the municipalities and the State EOC. The Mayors of the City of Macclenny, Town of Glen St. Mary, or their designees will be updated throughout the response, recovery and mitigation phases of the event. During hazard events, briefing meetings will be held daily. The Emergency Management Director or designee will coordinate on an as needed basis with the Bureau of Recovery and Mitigation at the Florida Division of Emergency Management.

Mitigation Memoranda of Understanding, Mutual Aid Agreements, or Inter-local Agreements

Baker County Emergency Management has a formal agreement with to supply petroleum products to assist in post-disaster mitigation activities.

Local Government Status in the National Flood Insurance Program (NFIP)

Baker County participates in the NFIP. As of April 2019, according to the Baker County Building and Zoning Department, there are 197 policyholders within Baker County; 37 in the City of Macclenny, and 160 in unincorporated areas of Baker County. The county also actively supports public education regarding building policies in flood prone areas.

Process for Identifying Mitigation Opportunities in the Post-Disaster Environment

Baker County Emergency Management is responsible for coordinating all recovery operations in the county. As a result of this active role in the recovery process, Emergency Management is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood-prone structures, drainage improvement projects and infrastructure enhancement projects. Baker County Emergency Management works closely with the damage assessment teams in the field and

the building inspectors for Baker County and the municipalities to identify potential mitigation opportunities.

Process to Manage Mitigation Assistance Funds

All mitigation and recovery grants are applied for and administered by Baker County Emergency Management. Emergency Management has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program funds. Emergency Management is also the administrator for all emergency management grants involving the County. Funding sources including technical assistance funding from FEMA and the Flood Mitigation Assistance Programs are available. Additional resources are identified in the LMS, which has been updated.

Pre-Disaster Mitigation Activities

Pre-disaster hazard mitigation activities are described in detail in the Baker County LMS Plan. The LMS is a community-based plan to make the county and local communities safer and more resistant to natural and technological hazards. The Baker County LMS is available from the Baker County Emergency Management.

Post- Disaster Mitigation Functions

a. Planning Assumptions

Personnel resources for daily operations in Baker County are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, the County relies in large part on information generated by the Baker County and municipal Building and Road Departments during the local damage assessment process, the prioritized project list from the Baker County LMS, and overall guidance from the Emergency Management Director or Designee in determining specific mitigation priorities following a disaster.

b. Lead Agency with Responsibility for Providing Mitigation Assessment

Baker County Emergency Management is the primary agency charged with post-disaster mitigation assessment. The Emergency Management Director or designee has the primary responsibility for assessing mitigation needs in the post-disaster environments.

c. Local Agencies with Supporting Roles in Mitigation Assessment

The Baker County Property Appraiser, Baker County Road Department, Baker County Health Department, Baker County Building Department and Municipal Public Works, Building and Zoning Departments are the supporting agencies that work closest with Baker County Emergency Management in post-disaster mitigation assessment. There are several other local agencies that may indirectly support mitigation in Baker County.

d. Roles and Responsibilities of Lead and Support Agencies

i. Baker County Emergency Management

Baker County Emergency Management will serve as the coordinating organization for all post-disaster mitigation activities. Emergency Management will notify all supporting agencies required for mitigation assessment operations; coordinate all activities required to identify potential mitigation projects and initiatives, coordinate the application process for mitigation related grants; and may serve as the grant administrator for all mitigation grants.

The Emergency Management Director or designee also serves as the point of contact for providing information to residents of the county describing how they can minimize damage from future disasters.

ii. Baker County Property Appraiser

The Baker County Property Appraiser will support the Baker County Emergency Management by providing technical expertise regarding property estimated values, dimensions (square footage), and the principal use of the building on the damaged properties as a result of a disaster.

iii. Baker County Building and Zoning Department

The Baker County Building and Zoning Department would determine the estimated damage to the structures and if it was built in a SFHA and identify and enforce the county's flood ordinance on rebuilding.

Also, the department will provide support to Emergency Management in identifying mitigation activities that could reduce the vulnerability of public infrastructure, businesses and housing stock to damage and loss from natural and manmade disasters.

iv. Baker County Engineering and Road Departments, Municipal Public Works Departments

The Baker County Road Department and the Municipal Public Works Departments will assist the Emergency Management in identifying potential road, culvert and water and sewer mitigation projects.

e. Coordination Between Lead and Support Agencies

Emergency Management will serve as the organization responsible for coordinating mitigation activities for lead and support agencies. The Baker County Emergency Management Director or designee is the person responsible for this task. The process of coordination is straightforward given the rural nature of the county and the small number of agencies actively involved in post-disaster mitigation activities.

In Baker County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-disaster mitigation phase (e.g. during the mitigation

project identification process carried out by the Baker County LMS Working Group). Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance processes. The supporting agencies noted above document damage to public infrastructure, businesses and residences working in conjunction with Emergency Management. The Baker County LMS Working Group, along with input from supporting agencies, then considers, development trends, the information gathered during the recovery phase and determinations are made regarding potential mitigation projects.

- i. The Baker County Emergency Management Director will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed.
- ii. Vehicles used for mitigation assessment include city and county government vehicles, fire department vehicles and personal vehicles.
- iii. The following equipment is provided by Emergency Management and used for mitigation assessment: office supplies, maps and disposable cameras. Other resources may be requested on an as needed basis through Emergency Management.
- iv. Equipment, vehicles and supplies necessary for mitigation activity are located throughout the county either in stations, assigned to individual personnel or readily accessible to department personnel.

f. Training Procedures for Mitigation Personnel

Personnel involved in mitigation activities will receive on-going training according to their individual needs. Baker County Emergency Management will work with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is the Florida Division of Emergency Management.

Specific Mitigation Pre-Disaster Activities

Baker County Emergency Management participates in providing information to the citizens of Baker County in ongoing public outreach activities. This includes the use of newspaper advertisements, public services announcements, radio spots, flyers, fairs and conferences. Presentations are made at both public and private meetings to inform attendees of mitigation activities available. The county also actively supports public education regarding building policies in flood prone areas.

The Baker County LMS Working Group or Committee involves agencies of the county government, all jurisdictions within the county, members of the private industry, civic organizations, trade groups, water management district, Florida Forest Service, non-profit organizations and the community in mitigation activities. This civic involvement provides a meeting ground for resource and information sharing regarding mitigation problems and opportunities in the community.

Potential Funding Sources for Mitigation Activities/Projects

Depending on project characteristics, Baker County may have a variety of funding outlets available for mitigation measures. These include, but are not limited to:

- FEMA Hazard Mitigation Grant Program
- Community Development Block Grant
- Special Event-Specific Appropriations and Grants
- Mitigation Measures in Conjunction with Repair/Restoration
- Under FEMA Public Assistance
- Florida Communities Trust (acquisition/open space)
- Florida Coastal Management Program
- Direct Congressional Appropriation
- Direct Legislative Appropriate
- Local Capital Improvement Budgets

Preparedness Activities

IV. Preparedness Activities

The preparedness section of the CEMP outlines those activities the county will undertake to prepare for response, recovery, and mitigation efforts. This section will address the jurisdiction's programs to fulfill the requirements for each step of the preparedness cycle (planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate.) These programs should adopt relevant NIMS standards, guidelines, processes, and protocols.

General

The Emergency Management Director is responsible for research, development and maintenance of the CEMP. The EMD will ensure that all necessary revisions to the plan are prepared, coordinated, published and distributed to the recipients of the CEMP. The distribution list, which is displayed at the front of this document is used to verify that all appropriate persons/offices are copied as required.

The EMD is responsible for the preservation of vital records or documents deemed essential for continuing government functions and conducting post-disaster operations in Baker County.

Special Needs

On the Baker County Emergency Management website, the EM department encourages the special needs citizens to register in advance of a emergency situation. Specifics on eligibility, health medical admission criteria, shelters and supplemental shelters are identified, a special needs registration form, and what to bring to a special needs shelter. Once the registration form is completed and submitted to the EM department, a specific file is set up for the special needs citizen and kept with other special needs registrations. To view the details, go to: <https://snr.floridadisaster.org/Signin?client=baker>

Training and Exercises

This section will outline a training and exercise program that will ensure that emergency responders and the public fully understand the overall concept of Emergency Management and their responsibilities before, during and after an emergency/disaster. All response agencies (ESFs) participate and attend training and exercises conducted in Baker County.

Baker County Emergency Management serves as the coordinator for first responder training and exercises within the county and has prepared a training and exercise program to provide guidance for local governments to improve their capability for mitigation activities as well as to prepare for, respond effectively to and recover from an emergency or disaster. All training classes and exercises are listed on the County Multi-Year Training & Exercise Plan (MYTEP) and are rolled up into the Regional and State MYTEP documents.

Concepts of Operations

General – Training

The objectives of training are to develop team skills for the Baker County Emergency Operations Center; field operations; Information systems; technical information related to hazard mitigation, preparedness, response and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.

County Departments designate Emergency Coordinators who will participate in training to better prepare their organizations to serve as a first responder in the event of a disaster. Needs assessments will be conducted to identify and produce a gap analysis on training deficiencies. Department Coordinators will then submit their training needs to include on the countywide MYTEP.

With budget limitations, emergency management is not solely responsible for paying for all training classes within the county. All departments and agencies are encouraged to budget for training classes identified on their gap analysis. The Emergency Management Institute (EMI), Federal Emergency Management Agency (FEMA) and the Florida Division of Emergency Management (FDEM) provides on-line and on-site training opportunities for law enforcement, medical, fire services, utilities, local officials and emergency management personnel on a yearly basis. SERT TRAC is the on-line training calendar housed at FDEM listing statewide training opportunities for government and private agencies.

Emergency Management offers yearly training on the concepts of operations within the EOC. Group training involving various disciplines is encouraged for policy makers, public information officers, emergency coordinators, human needs assessment teams, school board personnel, medical/health, volunteers and communications/dispatchers. Training on EOC Operations and the CEMP are essential with ensuring emergency procedures in place are known by all ESFs.

Evaluation forms are completed at the conclusion of all training classes to obtain students observations of the class to make adjustments for classes to be held in the future to better meet expectations and outcomes.

General - Exercises

"Exercising" is the primary way to activate, test and evaluate the components of the various plans and procedures within Baker County and to determine if the plans in place will work in an actual emergency/disaster situation.

All exercises are conducted utilizing the Homeland Security Exercise Evaluation Program (HSEEP) serves as a national model built for implementation at the State and local levels. The HSEEP doctrine is designed to implement a capabilities-based training and exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction.

Several Baker County organizations participate in the various levels of exercises. The government and private agencies are as follows:

- Emergency Management Department
- Sheriff's Department
- Board of County Commissioners
- Health Department
- EMS
- Fire Department
- Building Department
- Property Appraisers Office
- Northeast Florida Hospital
- Red Cross
- Salvation Army

Exercise Types:

➤ **Table Top Exercises**

- Focuses on senior staff, elected officials or other key personnel in an informal setting
- Designed to stimulate discussion of issues
- Used to assess plans, policies and procedures

Attributes may include:

- Practicing group problem solving
- Conducting a specific case study
- Examining personnel issues
- Assessing interagency coordination
- Achieving limited or specific objectives

➤ **Functional Exercises**

- Tests and evaluates individual capabilities, multiple functions or interdependent groups of functions
- Includes command post exercises
- Events projected through an exercise scenario with event updates that drive activity at the management level
 - Evaluating functions
 - Evaluating emergency operations centers
 - Examining inter-jurisdictional relationships

➤ **Full Scale Exercises**

- Mobilizes and deploys prevention and response elements

-
- Tests major portions of operations plans under field conditions
 - Largest and most complex exercise type

Municipalities in Baker County are responsible by law for the safety and welfare of its citizens. Training and exercises involve the utilization of all municipalities as well as County capabilities in a coordinated effort in accordance with individual plans and Standard Operating Guidelines (SOG's). Prior to the hurricane season, Emergency Management conducts an annual tabletop exercise incorporating the participation of all ESFs that serve in the EOC along with the county and municipal agencies, which do not have an active role.

Additional exercises are held according to the needs assessment conducted yearly.

After every exercise or activation, an After Action Report (AAR) and Improvement Plan (IP) will be completed. AARs and IPs are formal documents, intended to serve as aids to performance evaluation and improvement, by registering situation-response interactions, analyzing critical procedures, determining their effectiveness and efficiency, and proposing adjustments and recommendations.

AARs and IPs have three central objectives:

- Identifying problematic issues and needs for improvement
- Proposing measures to counteract problematic elements
- Obtaining "lessons learned"

Financial Management

V. Financial Management

Local government through the emergency management office should provide training and guidance in basic financial management to all departments and agencies that respond under the provisions of the local CEMP. This would include assistance provided under the Statewide Mutual Aid Agreement and under the Emergency Management Assistance Compact (EMAC). They should identify the primary agency responsible for the collection and processing of data used to document expenses and claim reimbursement. Agencies secondary to financial management such as Risk Management, Grant Management, and Engineers/Architects need to be identified. Appropriate policies, regulations, and standards need to be identified.

It is the intent of this policy to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, to ensure those funds are provided expeditiously and those financial operations are conducted in accordance with appropriate Baker County policies, regulations and standards.

Assumptions

- Due to the nature of most emergency situations, finance operations will often be carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This, in no way, lessens the requirements of sound financial management and accountability.
- A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels.

Financial Management

Financial management during a disaster is the responsibility of the Baker County Clerk of the Court. Baker County, the City of Macclenny and the Town of Glen St. Mary are signatories to the Florida Statewide Mutual Aid Agreement and will use this document to simplify reimbursement issues.

Documentation Process

The Clerk of the Court is the designated as the ultimate recipient of all documentation pertaining to expenditures, obligations for manpower, equipment and materials. Each county department and constitutional office is responsible for collecting and forwarding appropriate information to the clerk.

Municipalities are responsible for collecting and compiling their own documentation regarding disaster actions and expenditures. Municipalities will be offered the same opportunities as the county for training related to record keeping and reimbursement.

Expenditure of Funds

Timely financial support of any extensive response activity could be crucial to saving lives and property. While innovative means of procurement may be called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse. Expenditures of up to \$10,000 may be approved by the Emergency Management Director or the County Administrator for supporting preparedness, response, recovery and mitigation operations. Any expenditure that is over \$10,000 must be approved by the Board of County Commissioners unless they cannot convene and then the Chairperson can approve the expenditure.

- In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken, and costs incurred are consistent with the missions identified in this plan.
- Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.
- All funding and financial actions will be coordinated with the Clerk of the Court and the Finance Director for Baker County. On a day-to-day, non-emergency basis, the Emergency Management Director will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule.
- All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
 - The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
 - Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
 - The County and Municipal Finance Departments.
 - The *Handbook for Disaster Assistance*, Florida Division of Emergency Management has been prepared to provide basic information and instructions. This handbook can be obtained from Baker County Emergency Management.
 - The *Public Assistance Policy Digest*, Federal Emergency Management Agency, defining policies and procedures for the Public Assistance Program. This handbook can

be obtained from Baker County Emergency Management.

- The preservation of vital records for the continuation of government will be the responsibility of the Department Heads and Constitutional Officers. County court records are stored in a reinforced vault to insure the preservation of vital records pre and post disaster.
- The Clerk of the Court along with the County Finance Director is responsible for implementing, maintaining and tracking all financial projects and matters during and after a disaster.
- Funding sources for day-to-day emergency management activities and operations are available and include the following:

Emergency Management Preparedness and Assistance Trust Fund (EMPATF); County Base Grant Program, Emergency Management Competitive Grant Program Municipal Competitive Grant Program, Emergency Management Performance Grant (State Homeland Security Grant Program).

Pre-Disaster Funding Sources are available through the following; Pre-Disaster Mitigation Program, Flood Mitigation Assistance.

Post Disaster Funding Sources are available through the following: FEMA Public Assistance Program, Hazardous Mitigation Grant Program.

- Mutual Aid Requests

Mutual Aid requests for Baker County are coordinated through Baker County Emergency Management as referenced in the State Wide Mutual Aid Agreement. Conversely, any request from outside Baker County will be coordinated through Baker County Emergency Management as referenced in the State Wide Mutual Aid Agreement. The Clerk of the Court will maintain original agreements with working copies at the department level. Baker County, the City of Macclenny and the Town of Glen St. Mary are signatories to State Wide Mutual Aid Agreement. The Emergency Management Director has responsibility for overseeing the mutual aid process in a disaster.

- Authorization

The Baker County Board of County Commissioners has the authorization to execute funding agreements with other legal entities on behalf the County.

Reference and Authorities

VI. Reference and Authorities

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

Baker County

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

- Baker County shall perform emergency management functions within the territorial limits of Baker County and conduct those activities pursuant to 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. Baker County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOC's) to provide continuity of government, and direction and control of emergency operations.
- Baker County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purpose; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.
- Baker County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to 7 days, and it may be extended as necessary in 7-day increments. Baker County participates in the Statewide Mutual Aid Agreements in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of Baker County by law, pertaining to:
 - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community.
 - Entering into contracts and incurring obligations.
 - Employment of permanent and temporary workers.
 - Utilization of volunteers.
 - Rental of equipment.

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- Acquisition and distribution, with or without compensation, of supplies, materials and facilities.

- Appropriation and expenditure of public funds.

- Baker County recognizes the right of municipalities within the county to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with Baker County Emergency Management in accordance with 252.38 (2) Florida Statutes.

2. Baker County Emergency Management serves the entire county. It is the responsibility of Baker County to establish and maintain an emergency management office, develop a comprehensive emergency management plan and program that are consistent with the state comprehensive emergency management plan and program.

3. Baker County Emergency Management shall review emergency management plans required of external agencies and institutions.

4. Baker County School Board shall, during a declared local state of emergency and upon the request of the Emergency Management Director participate by providing facilities and personnel to staff those facilities. Baker County School Board shall, when providing transportation assistance, coordinate the use of vehicles and personnel with Emergency Support Function 1, Transportation.

Ordinances and Administrative Rules

1. The following ordinances and administrative rules apply to Baker County Emergency Management activities.

State of Florida Statutes

- Chapter 1, Definitions
- Chapter 7, County Boundaries.
- Chapter 14, Title IV, Executive Branch, Governor
- Chapter 22, Emergency Continuity of Government.
- Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
- Chapter 30, Sheriffs
- Chapter 73, Eminent Domain
- Chapter 74, Proceedings Supplemental to Eminent Domain
- Chapter 119, Public Records Exemptions
- Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII, Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- Chapter 154, Public Health Facilities
- Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.

- Chapter 166, Municipalities
- Chapter 187, State Comprehensive Plan.
- Chapter 252, Emergency Management.
- Chapter 321, Highway Patrol
- Chapter 380, Land and Water Development.
- Chapter 381, Title XXIX, Public Health.
- Chapter 401, Medical Telecommunications and Transportation.
- Chapter 403, Environmental Control.
- Chapter 404, Radiation.
- Chapter 406, Medical Examiners.
- Chapter 409, Title, Social Welfare.
- Chapter 427, Transportation Services.
- Chapter 768, Good Samaritan Act.
- Chapter 870, Affrays, Riots, Routs and unlawful assemblies.
- Chapter 943, Domestic Security

Federal

- Public Law 106.390, as amended, which provides authority for response assistance under the National Response Plan fka Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for

flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.

- Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- National Flood Insurance Act of 1968, 42 USC 4001 et seq. CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
- CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- CFR 44 Part 10, Environmental Conditions.
- CFR 44 Part 14, Audits of State and Local Governments.
- Presidential Directive HSPD-5 dated February 28, 2003.
- Presidential Directive HSPD-7
- Presidential Directive HSPD-8 National Response Plan.
- National Response Plan (NRP).
- National Incident Management System (NIMS).
- National Incident Management Capability Assessment Tool (NIMCAST)

Administrative Rules State of Florida

- Florida Division of Emergency Management, Rule Chapter: 27P-22, Hazard Mitigation Grant Program
- State of Florida Uniform Accounting System (2005)

Baker County

- Baker County Code, Chapter 26 – Emergency Management
- Baker County Comprehensive Plan, as amended.
- Baker County Resolution to adopt the CEMP.
- Related Municipal Resolutions.
- Declaration of a Local State of Emergency
- A sample copy of a local resolution for declaring a Local State of Emergency
- Current Local Mitigation Strategy
- Current Statewide Mutual Aid Agreement
- Baker County Purchase Policy

Baker County has standing orders and protocols to address other situations that may occur but not limited to this list:

- Fires and/or Hazardous Materials Incident
- Major Transportation Incident (i.e. Aviation, Railroad or Highway Incident)
- Severe Weather
- Mutual Aid
- Water Accidents
- Missing Person
- Bomb Threats
- Employee or Volunteer injured or killed

Baker County Fire Department Response Protocols cover response to major spills or leaks involving hazardous materials and airport.

Other reference documents include the following:

- Baker County Continuity of Operations Plan
- Baker County Damage Assessment Standard Operating Guidelines
- Baker County Debris Management Plan
- Baker County Points of Distribution (POD) Plan
- Baker County Health Department Points of Dispensing (POD) Plan
- Baker County Emergency Notification Guidelines
- Baker County Emergency Operations Center Standard Operating Guidelines
- Baker County Impact Assessment Standard Operating Guidelines
- Baker County Local Mitigation Strategy and Standing Rules
- Baker County Local Terrorism Incident Response Annex
- Northeast Florida Regional Evacuation Coordination Procedure
- Baker County Emergency Management Resource Directory
- Baker County Emergency Management Reentry Standard Operating Guidelines
- Baker County Post Disaster Redevelopment Plan (PDRP)
- Locator Books for each ESF

Direction and Control

VII. Direction and Control

Governor

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the state and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the state. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

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

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- Make provisions for the availability of temporary emergency housing.

Governor's Authorized Representative (GAR)

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

Board of County Commissioners

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

Emergency Management Director

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

- Organization, administration and operation of Emergency Management, the County Emergency Operations Center and other related operational facilities.
- Serves in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.
- Coordinator of activities services and programs to emergency planning and emergency response throughout Baker County.
- Maintaining liaison with State, Federal and other local Emergency Management Agencies.
- Development and maintenance of operational planning for emergency responses.
- Instituting training programs and public information programs.
- Ascertaining the requirements of the County in order to implement emergency response operations.
- Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.

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- Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management and all other Federal and relief agencies in matters pertaining to Emergency Management.
 - Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or Federal agencies for any appropriate Emergency Management activity.
 - Carry out any implemented actions deemed necessary by the Chairperson of the Board of County Commissioners.
 - The Emergency Management Coordinator will serve as the Operations Officer at the EOC unless tasked to function as the EMD should the EMD be unable to serve.

Direction and Control Day-to-Day Operations

The Baker County Emergency Management Director during normal operations shall report directly to the County Commission with administrative support from the County Administrator. The Emergency Management Director will oversee the normal day-to-day operations of Emergency Management.

Additional Direction and Control Policies

- The Chairperson of the Baker County Board of County Commissioners and City Mayors of Incorporated Jurisdictions have the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.

Municipalities, pursuant to F.S. Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with Federal, State and County plans. The other municipalities' command and control operative will be supported by the County Emergency Operations Center.

- The Policy Group will assist the Chair or Vice Chair of the Board of County Commissioners during a declared emergency and includes the County Attorney, County Administrator, Sheriff, Property Appraiser, Superintendent of Schools, Supervisor of Elections, Tax Collector, Fire Chiefs, EMS Director, Clerk of the Court, City Mayors, Road Department Superintendent and Emergency Management Director. The Chair of the Board of County Commissioners chairs the Policy Group. The Group provides policy and operational guidance and makes recommendations to the Chair of the Board of County Commissioners.
- The public officials in other incorporated cities of Baker County are responsible to provide policy guidance in the administration of emergency management programs in their respective jurisdictions.
- The Emergency Management Director will serve as senior liaison officer for Baker County when coordinating with the Florida Division of Emergency Management, Florida Military forces and Federal Military forces.
- When the provisions of this are in effect, centralized direction and control of all emergency/disaster operations will be coordinated through the Baker County Emergency Operations Center.

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- The Emergency Management Director, when required, to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this plan.
 - The Baker County Board of County Commissioners (BOCC) is responsible for making decisions regarding the governance of the county. Each county department reports to the County Administrator. Within this structure, Baker County Emergency Management is responsible for all aspects of emergency management including preparedness, response, recovery and mitigation.
 - The State Wide Mutual Aid Agreement is signed and Baker County relies on the mutual aid available therein and commits to providing mutual aid as needed. First Response Agreements with the municipalities are in existence. A Memorandum of Understanding is signed with the American Red Cross and Salvation Army.

Baker County Response Team Organization

In order to facilitate the use of the ESF Concept, the organizational structure has been designed to match the Incident Command System (ICS). The Chairperson of the Board of County Commissioners through their designee, the Emergency Management Director, may be the Incident Commander during most emergency situations.

The organizational structure is established to ensure the effective coordination of county resources during emergency response operations and collectively represents the Baker County Emergency Response Team. Each section within the ICS contains functional responsibilities that can be matched with corresponding Emergency Support Functions in the State CEMP. In the ICS used by Baker County, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP. For example, the Baker County Sheriff's Office is responsible for search and rescue and law enforcement operations. The Baker County Sheriff's Office also provides support for several other agencies during emergency operations.

To ensure continuous leadership authority and responsibility during emergency situations, a Line of Succession has been established.

Baker County NIMS Integration

In order to facilitate the integration to the National Response Framework (NRF) and National Incident Management System (NIMS), Baker County will be incorporating the NIMS structure into all response and incident plans prior to the deadline set by the federal government for compliance.

NIMS compliance is mandated for federal, state and local jurisdictions by the following directives: Homeland Security Act of 2002; HSPD-5 Management of Domestic Incidents; HSPD-8 National Preparedness; and the National Response Plan or NRP.

The NIMS establishes a uniform system for incident management and emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. It also utilizes Multi-agency Coordination Systems (MACS) as a common framework for coordinating and supporting incident management. MACS may be required on large or wide

scale emergencies that require higher-level resource management or information management. Resources may include facilities, equipment, personnel, procedures and communications. Primary functions are to support incident management policies and priorities, facilitate logistics support and resource tracking, make resource allocation decision based on incident management priorities, coordinate incident-related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

The NRF serves as the core operational plan for national incident management, establishing national-level coordinating structures, processes, and protocols that must be incorporated into existing Federal interagency incident plans.

The NRF details its reliance on NIMS operating principles and protocols in applying Federal support to incidents of national significance. Together, the NRF and the NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, nongovernmental organizations, and the private sector into a seamless national framework for domestic incident response. NIMS recommends variations in incident management using Unified Command and Area Command.

Unified Command is utilized when more than one responding agency has responsibility for the incident or when the incident crosses political jurisdictions. Unified Command allows agencies to work together to analyze intelligence information and establish a common set of objectives and strategies for a single Incident Action Plan (IAP) allowing agencies with responsibility to participate in the decision-making process and does not change any of the other features of ICS.

Area Command oversees the management of multiple incidents each being managed by an ICS organization or public health emergencies because these emergencies are usually not site specific, not immediately identifiable and may be geographically dispersed and evolve over time. Area Command is responsible for setting overall strategy and priorities; allocating critical resources; ensuring incidents are properly managed; ensuring that objectives are met; and ensuring that strategies are being followed.

The Public Information Officer (PIO) will operate within the parameters for the Joint Information System (JIS) which provides an organized, integrated and coordinated mechanism for providing information to the public during an emergency to ensure that decision makers and the public are fully informed throughout a domestic incident response. The Joint Information Center (JIC) is the physical location where public information staff involved in incident management activities can locate to perform critical emergency information, crisis communications and public affairs functions.

Incident Management Communication

Preparedness organizations must ensure that effective communications processes and systems exist to support a complete spectrum of incident management activities. The following principles apply:

Individual Jurisdictions

These will be required to comply with national interoperable communications standards, once such standards are developed. Standards appropriate for NIMS users will be designated by the NIMS Integration Center in partnership with recognized standards development organizations.

Incident Communications

These will follow the standards called for under the ICS. The IC manages communications at an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

In compliance with NIMS criteria, preparedness organizations and personnel at all levels of government, and within the private sector and nongovernmental organizations, must be appropriately trained in order to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises—including multi-disciplinary and multi-jurisdictional events, and private sector and nongovernmental organization interaction— in order to improve integration and interoperability.

Incident Management Training

Baker County will comply with all applicable requirements for NIMS training. Incident management organizations and personnel at all levels of government, and within the private sector and nongovernmental organizations, must be appropriately trained in order to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises—including multi-disciplinary and multi-jurisdictional events, and private sector and nongovernmental organization interaction— in order to improve integration and interoperability. Training involving standard courses on incident command and management, incident management structure, operational coordination processes and systems—together with courses focused on discipline-specific and agency-specific subject matter expertise—helps ensure that personnel at all jurisdictional levels and across disciplines can function effectively together during an incident.

The Secretary of Homeland Security has outlined a series of steps that must be taken to become compliant with the NIMS. Specifically, each state, territorial, tribal and local level jurisdiction should support NIMS implementation by completing the NIMS awareness course (IS-700). This independent study course explains the purpose, principles, key components and benefits of NIMS. In addition, all emergency personnel with a direct role in emergency preparedness, incident management or response should have taken the NIMS course as well as ICS-100 Introduction to ICS. These online courses can be taken via online.

To access all the courses, all of the materials are there along with the online test, simply go to <https://training.fema.gov/emi.aspx>

- *First Level Supervision* – Agency and organization management after the entry level; personnel who fill ICS roles as First Line Supervisors, Single Resource Leaders, Field Supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS training should in addition to the requirements for entry level, should take the ICS 200 Basic ICS course or equivalent.
- *Managerial Level* – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and others. These personnel should take the IS-800 National Response Plan

and ICS-300 or Intermediate ICS or equivalent in addition to the requirements of the First Level Supervision Level.

- *Executive Level* – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff. These personnel should take the ICS-400 or Advanced ICS or equivalent in addition to the requirements of the Managerial Level.

Baker County Emergency Management Recovery Annex

I. INTRODUCTION

Following a disaster, many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. The recovery section establishes a detailed framework of federal and state government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of federal disaster assistance. This section will outline the process for assessing the need for and administration of local, state and federal disaster assistance.

Disaster recovery operations highlight the importance of the recovery period. Public Officials must be prepared to lead the community to recovery (victims and their families, emergency workers and volunteers), restore utilities, repair roads, and plan for future development, without losing sight of the less visible damage caused by emergencies and disasters.

II. GENERAL

In the post impact phase of a disaster the Emergency Operations Centers (EOC) will be established to manage, coordinate, control and direct the response and recovery efforts. The EOC Org Chart defines the assumptions and functions associated with the EOC. The EOC will serve as the coordination point for establishing the Rapid Impact Assessment Teams (RIAT's), staging areas and other sites for coordinated assistance. The EOC will be manned by representatives from each ESF and other agencies involved in the recovery process. The EOC will be organized along the same lines of responsibility as the state and federal response and recovery systems.

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

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

The primary agency responsible for coordinating recovery resources, relief supplies and support within the county is Emergency Management. This function will be performed from the EOC under the direction of the Emergency Management Director. If necessary, the EOC may be moved to an alternate EOC facility identified during the impact assessment to provide access to functional equipment or meet space requirements. This transfer to an alternate

EOC will only take place when there is sufficient evidence that sustainment of operation is achievable and immediate danger has passed allowing recovery efforts to be initiated safely.

1. The Baker County Emergency Management Director has the primary responsibility for coordinating recovery efforts and him or his designee will serve as the local liaison to the Joint Field Office (JFO), Disaster Recovery Center (DRC) and State Recovery Staff.
2. Individual ESF's in the EOC will coordinate with their state counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will coordinate with the Liaison Officer in the EOC.
 - a. The Emergency Management Director or his designee will serve as the liaison to coordinate recovery activities with the municipalities. Individual ESF's in the EOC will coordinate with their municipal counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information and to coordinate relief and recovery efforts, municipalities will be encouraged to have liaisons in the EOC.
 - b. All recovery activities are coordinated through the Emergency Management Director and begin during the response phase with an evaluation of:
 - situation reports;
 - mission assignments logged and tracked;
 - municipal status update reports received from local governments;
 - EOC briefings;
 - local conference calls;
 - impact assessment data, as well as other impact information received from other sources; and
 - damage reports received from citizens.

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

- c. ESF-14 is responsible for providing public information and education programs regarding the recovery effort and available local, state and federal assistance. The Public Information Officer will follow procedures established in ESF-14 for the dissemination of information.

Public information programs will use all available resources in reaching the population in Baker County. Special efforts will be made to reach the

hearing/sight impaired; non-English speaking or those not in touch with traditional communications outlets.

d. The Emergency Management Director is responsible for the overall coordination and establishment of a DRC for the affected area. The Director or his designee will serve as the County Recovery Center Coordinator to coordinate with state and federal individual assistance officers in the establishment of a DRC.

e. The Emergency Management Director is responsible for the following items in support of the State of Florida Rapid Impact Assessment Teams (RIAT's).

Pre-designation of helicopter landing zones for RIAT aviation support. Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to State of Florida Division of Emergency Management (FDEM).

Pre-designation of staging areas and sites for RIAT operations (GPS coordinates) have been transmitted to FDEM.

f. The county utilizes the established process under the Stafford Act for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Baker County, the County will receive notice from the State directly. The Emergency Management Director will ensure that this information is transmitted to the Policy Group and all Sections and ESF's for coordination of financial reimbursement with county agencies while maintaining compliance procedures for financial transaction, accurate accounting, grants management, document tracking and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to Clerk for countywide consolidation and submission to FEMA. It is the responsibility of Clerk of the Court to acquire additional staffing to implement the public assistance program.

The Emergency Management Director will transmit disaster declaration, recovery assistance information and technical assistance resources to the municipalities, special taxing districts and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations.

g. During a disaster event the county recovery activities outlined in this section are the same for declared and non-declared disasters except for available federal and/or state resources. Without a federal disaster declaration, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer

donations and insurance coverage. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance or resort to bond issues to fund disaster recovery.

h. The primary departments and agencies that have support roles and will be involved in recovery operations are the following:

- Emergency Management
- Fire Department
- Emergency Medical Services
- Sheriff's Office
- Property Appraiser
- School Board
- Road Department
- Building Department
- Health Department
- American Red Cross
- Salvation Army
- Municipality Departments
- Voluntary Agencies Active in Disasters (VOAD)
- All ESFs

III. RECOVERY FUNCTION

Damage Assessment Function

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

Damage assessment has a two-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To substantiate requests for supplemental assistance.

A. General

Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage to homes and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

Recovery response to an emergency will be based upon the assessment of lives impacted, public and private property losses, the reports of actions taken to alleviate the situation and the expenditures committed to that effort. In order to determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the EOC must have information concerning property damage and operational costs as soon as practicable after the emergency occurrence. Initial assessments may indicate the necessity for outside assistance, including possible requests for Presidential Disaster Declaration.

B. Responsibilities

Emergency Management

- Provides damage assessment training.
- Collects and consolidates initial damage assessment reports.
- Transmits damage assessment information to the State Warning Point and through Web EOC.
- Requests technical assistance if damage assessment is beyond county capabilities.
- Coordinates with state, federal and other damage assessment teams.
- Contacts Damage Assessment Coordinator to report to EOC.
- Develops public/private damage assessment standard operating guidelines and checklists.

Building Department

The Building Official will act as lead in conducting damage assessments of private property and businesses as well as public property and infrastructure.

- Ensures damage assessment teams are properly trained and equipped.
- Contacts Damage Assessment Team members to report to Staging Area for deployment.
- Coordinates damage assessment information received from private property and businesses.
- Assigns damage assessment teams to impact areas.
- Monitors threshold amounts for minor, major and destroyed properties.
- Provides residents with information regarding recovery assistance, informing residents of available services, location of the Disaster Recovery Center, handing out brochures, etc.
- Obtains property assessment information for team members.
- Assists in determining damage assessment values for private property.

C. Initial Safety and Damage Assessment

In the immediate aftermath of the disaster, Baker County will conduct a countywide local impact assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

All impact assessment team members must report impact assessment results through their designated chain of command to ESF-5 in the EOC within hours of disaster impact. The results are mapped on a Geographic Information System map with color-coded categories.

The impact assessment data provides a countywide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

If outside assistance will be required, the initial damage assessment will be used as the basis for a local declaration of emergency.

D. County Damage Assessment and Preliminary Damage Assessment

A damage assessment is needed to quickly assess the life safety needs, magnitude of the disaster and eligibility for state and federal aid. Damage assessment is accomplished in phases. The initial assessment scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs.

ESF-5 is the county's single point for receiving damage assessment reports and determining the disaster magnitude. The Baker County Property Appraisers Office provides analysis support for damage assessment. They will also support the PDA teams with additional personnel for damage assessment as needed. This agency can provide a graphic depiction of damage levels as well as monetary damage assessments.

As information is received, the Property Appraiser uses computer analysis to determine dollar cost damage and mapping. This information can provide complete damage analysis support for the county. The Baker County Damage Assessment Coordinator (Building Department Director) assigns teams, backed-up with out-of-county mutual aid, to perform a "structure by structure" damage assessment. Both the Building Department and the Property Appraiser's Office will provide representatives to the joint PDA teams.

ESF-5 produces a preliminary damage assessment for the state EOC Situation Report and other government agencies.

The initial damage assessment begins immediately after the incident occurs. This damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

The damage assessment data is reported to the Baker County Emergency Operations Center within twelve hours of the emergency occurrence by all County departments, municipalities and eligible private non-profit agencies.

From the damage assessments, a "quick dollar estimate" of the damages will be derived based on certain presumptions and assumptions predetermined by the recovery team in the Baker EOC.

In order to confirm that the impact from disasters meets disaster assistance thresholds, a Preliminary Damage Assessment (PDA) is requested by the EMD as soon as possible after damage assessment data is compiled, or if the magnitude of the event overwhelms the ability of the county to conduct its own damage assessment. The PDA will inspect impacted areas in coordination with the County EOC.

If the preliminary damage assessment indicates that the damage is severe and widespread, a declaration of a State of Emergency may be possible without a detailed written damage assessment. In that case state and federal teams may be dispatched to assist in completing the damage assessment.

Information is collected and evaluated, using State Damage Assessment Forms, Situation Reports, Essential Elements of Information (EEI) and other means and is shared with State and Federal officials as needed. This prevents duplication of effort and verifies incomplete information.

ESF-5 is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information. Baker County agencies document and ensure damage assessment procedures are standardized.

E. State of Florida Rapid Impact Assessment Team (RIAT)

Following any major or catastrophic disaster, a rapid assessment of local damage and victim needs is essential in determining the critical resources needed to support disaster victims. To accomplish this, the State will deploy a Rapid Impact Assessment Team(s) (RIAT) immediately following a catastrophic emergency or disaster in Baker County that requires immediate damage assessment to provide local officials full understanding as to the extent and impact of the emergency or disaster.

1. RIAT Composition and Support

Objective: To augment and assist Baker County officials with an accurate assessment of damage to local infrastructure (particularly roads and communications) and determine the immediate needs of the victim population in the affected area through coordinated use of the RIAT resources.

Team Composition: The RIAT is a small group of civilian and military personnel experienced in conducting rapid assessment surveys following a catastrophic emergency or disaster. The RIAT will conduct assessments in coordination with officials from Baker County and effected municipalities. If required organizations are unable to assist the RIAT in this operation due to the level of disaster damage, the RIAT is prepared to conduct assessments independently.

Deployment: Florida Division of Emergency Management will initiate RIAT deployment following procedures specified in FLNG-RIAT. The RIAT team leader will coordinate assessment activity with the Baker County Emergency Management Director or designee. Baker County officials required to assist RIAT operations will immediately report to the Emergency Operations Center (EOC) when advised of RIAT arrival in Baker County.

Supporting Plans: All Baker County organizations and local municipalities tasked in this plan will prepare supporting plans or operating procedures applicable to their area of responsibility or support.

2. Key Assumptions

RIAT will be available for deployment immediately following a catastrophic emergency or disaster in Baker County. Local road systems or helicopter landing zones will permit timely arrival and operation of RIAT.

3. Baker County Support Agencies.

Emergency Management - Coordinate RIAT activity and support requirements with local support agencies and organizations. Serve as Public Assistance Officer (PAO).

Baker County Building Department - Coordinate overall damage assessment operations; determine eligibility of public and private damage. Provide field officers to assist in facility (homes, businesses and public buildings) damage assessment.

Baker County Building Maintenance Department – Coordinates assessment of damage to county buildings, facilities and recreational sites.

Baker County Road Department - Assist in evaluating the damage to utilities and traffic control systems; roads and flood control facilities; and transportation resources.

Property Appraiser - Provide field officers from the Appraiser's Office to assist in facility (homes, businesses and public buildings) damage assessment.

Salvation Army & American Red Cross - Identification of immediate personal, disaster relief needs for individuals affected by the event. Victim mass care requirements - food, water, clothing, shelter/housing, medical needs, etc.

Baker County School Board - Damage to school buildings and property.

All support agencies above and municipal agencies below will be notified of the kick off meeting as potential applicants.

4. Municipal Damage Assessment

Baker County Damage Assessment Teams will conduct assessments throughout the whole county, including the municipalities. If available, officials from each municipality will assist with the assessments within their jurisdictions.

5. Damage Assessment Operations

Deployed when directed by the State EOC, the RIAT with supporting Ground Support Team (GST) will move to the Baker County EOC or designated landing zone to establish a base of operations. Following arrival of the RIAT, the Emergency Management Director and the RIAT Team Leader will conduct a situation briefing to ensure both RIAT team members and local officials have the same initial assessment information. Following this briefing, team members and their local counterparts will conduct the assessments in accordance with the applicable state agency checklists (FLNG-RIAT).

Assessment Methods - Damage assessment can be conducted using several different methods depending on the availability of resources and extent of damage to local transportation system and facilities.

- Aerial Reconnaissance -- conducted when there may be no other way to enter an area; when the damaged area is so large that this method provides the best opportunity to identify specific areas. When the damage is so extensive and catastrophic that the need for detailed damage assessment may not be considered, the Civil Air Patrol will provide resources to assist with aerial reconnaissance.
- Windshield Survey -- used to assess a large area in a relatively short period of time. It may be utilized when areas are inaccessible on foot and a general overview of the area is all that may be required. A windshield survey provides the opportunity for team

members to exchange views as they assess the area together. This process allows for the team to quickly record the number of homes and businesses destroyed or damaged. The raw figures acquired by this method can be extrapolated to give a good overview of the extent of the disaster.

- Walk Through -- the most effective, thorough and time-consuming method for damage assessment. This method is most often used when the assessment needs to be very detailed and specific. In a marginal situation, detailed information needs to be gathered in order to assess the extent to which the jurisdiction is eligible for state or federal disaster assistance.

F. Individual and Business Preliminary Damage Assessment

Individual and business preliminary damage assessment is essential to gauge the overall effects of the emergency or disaster, the economic damage and short and long recovery priorities. This information is vital in supporting requests for federal disaster assistance. When conducting a preliminary damage assessment of public facilities, information on the extent of damages will be essential in applying for and obtaining federal disaster assistance. Some of the information needed may not be readily available during the actual preliminary assessment and may need to be collected in follow-up damage assessment and project worksheet processes. Damage Assessment Forms are available for Individual, Business and Public Assistance. Preliminary damage impact assessment teams will assess and record damages to the following public facilities and services to determine the severity of the disaster and determine immediate public needs.

Teams should make the following determinations:

1. Private Residences and Businesses

- Primary versus secondary residences -- secondary homes are not eligible for disaster assistance.
- Homeowner or rental property -- homeowners are eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.
- Extent of damage -- damage less than 10% of the fair market value is considered minimal; major damage (structural damage to foundations, walls, roofs, etc.) falls within the range of 11 - 74% of fair market value; and structures damaged in excess of 74% of the fair market value are considered to be destroyed.
- Insured versus uninsured damage -- insured damages and losses are not eligible for disaster assistance.
- Tenant versus owner -- homeowners may be eligible for assistance in repairing or replacing losses to property and contents; whereas renters may be eligible for assistance to cover content losses only.

- Estimated days out of operation -- this information is needed to estimate the total dollar loss to a business.
- Number of employees -- used to estimate the amount of disaster unemployment for a business.
- Replacement costs -- replacement costs of land, structures and content are eligible for disaster assistance.
- Number of uninhabitable structures -- may indicate the need for temporary housing.

2. Public Facilities and Services

- Resources needed to accomplish emergency debris removal to clear major roadways.
- Damage to roads, streets and bridges.
- Damage to water control facilities (i.e. - drainage systems, dikes, levees).
- Damage to public buildings and equipment.
- Damage to private and public utilities (i.e. - water and wastewater systems, electric and phone services, natural gas delivery systems, etc.).
- Damage to parks and recreational sites.
- Boundaries of the disaster area(s).
- Status of transportation systems.
- Access points to the disaster area(s).
- Status of communications systems.
- Status of medical systems.
- Disaster casualty information.
- Shelter/mass care information.
- Status of critical facilities.
- Major resource needs/shortfalls.

3. Assessing Economic Injury

Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second.

F. Short and Long-Term Recovery Priorities

The recovery process consists of short and long-term operations. The short-term recovery restores the vital services, such as electrical power, water, and sewer systems, clear roads in affected areas, and provide emergency assistance to disaster survivors. The disaster relief programs are managed by non-profit disaster

relief and charitable organizations, local, state, and federal staff and provide assistance in restoring the personal, social, and economic well being of private citizens.

The long-term recovery focuses on restoring communities to a state of normality. This can be accomplished by assisting property owners in repairing or rebuilding their homes and businesses and assisting local governments, school districts, and other public non-profit agencies in restoring or reconstructing damaged infrastructure. State, local and non-government organizations manage the provisions of federal and state disaster relief funds to provide for restoration and recovery of vital facilities.

During emergency operations, state and local emergency responders are authorized by state law and executive order with the responsibility of executing direction and control of multi-agency state response and recovery operations. These key officials are responsible for determining response and/or recovery priorities. They have the authority to approve expenditures of state funds and commit state resources necessary and reasonable to satisfy those prioritized needs, and likewise, are provided with the authority to request assistance from the federal government.

One way to improve on the method for the prioritization of the recovery process is to participate in short and long-term economic recovery planning activities involving state and federal agencies. Planning ahead and participating with the local and regional economic development partners, tourism, the workforce development groups, and other business support organizations in such efforts at the local level will help streamline and guide the recovery process.

Baker County accomplishes this goal through their Stakeholders Committee, comprised of department heads and other executive level staffers within the County. This committee meets quarterly to review and achieve the short and long term recovery priorities.

G. Human Services

- 1. Disaster Recovery Center (DRC):** Registration through the website or telephone is the planned primary mechanism for affected citizens and persons impacted by a disaster. A Disaster Recovery Center may be established in the immediate area to provide “one-stop shopping” for information and registration. The Emergency Management Director will work closely with the ESF’s to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods. It is anticipated that the Center will be located close to the impacted area. The concept is to have only one center open. Possible locations for a DRC will be coordinated with the Emergency Management Director, the Sheriff, the School Board, Chamber of Commerce and other property management interests. The Emergency Manager will keep a listing of government

owned facilities that meet the federal site requirements and can be used as potential DRCs.

The location will be determined depending on the disaster. The EM Director or his liaison will serve as the DRC Coordinator and will provide the state and federal agencies with a list of locations identified in the pre-event planning stage and that have been inspected by preliminary damage assessment teams and found safe. The DRC Coordinator will ensure Memoranda of Understanding are completed for each non-county facility selected for use as a DRC. Once DRC sites have been confirmed, the locations will be released to the PIO, and a press release will be provided to all available media sources indicating the DRC location(s). FEMA has established guidelines for determining if a building is suitable for use as a Recovery Center.

Workers for the DRC will be contacted and a briefing will be held. Request is made through Web EOC.

2. **The County Recovery Center Coordinator** -- will work closely with ESF-2, ESF 3, ESF-6, ESF-7 and ESF-16 to ensure each DRC has the necessary utilities, supplies and materials to conduct operations. Once DRC sites and locations have been confirmed, county, state and federal PIO's will prepare a coordinated press release to advise persons affected by the disaster of the location of DRC's, assistance available and any documentation they may require to support their claims for assistance.

- a. **Staffing** – DRC's will be staffed with representatives from appropriate federal, state and county agencies, private relief organizations and other organizations capable of providing disaster related information to individuals and businesses. Recovery Center staffing includes representatives from the organizations listed below. Additional agencies and staff may be located at the Recovery Center as required.

Federal Agencies

- i. Applicant Services Specialist
- ii. Small Business Administration
- iii. National Flood Insurance Program
- iv. Disaster Unemployment Assistance
- v. Disaster Legal Services
- vi. Individual & Households Program

State Agencies

- vii. Department of Children & Families
- viii. Agency for Workforce Innovation
- ix. Department of Elder Affairs

- x. Department of Veteran Affairs
- xi. FDEM – Mitigation
- xii. Department of Highway Safety & Motor Vehicles
- xiii. Department of Agriculture
- xiv. Department of Health
- xv. Department of Financial Services

Local Agencies

- xvi. Utilities
- xvii. Building Department

Volunteer Agencies

- xviii. Faith Based Organizations
- xix. American Red Cross
- xx. Salvation Army

3. Feeding Distribution Sites and Temporary Living Areas

ESF 6 and ESF 11 will serve as the coordinating agencies for feeding distribution sites and temporary living areas. The American Red Cross will serve as a support agency to both ESFs. The American Red Cross (ARC) will coordinate with the Operations Officer for the placement of feeding, distribution and temporary living sites. The ARC will provide Emergency Management with copies of any Memoranda of Understanding for any site utilized that does not appear in the county database as a pre-approved location.

4. Infrastructure

Direction and Control of Recovery Operations

The Emergency Management Director or his liaison will serve as the Public Assistance Officer (PAO) who will be responsible for coordinating all activities related to federal reimbursement to local government and eligible private non-profit organizations, for their eligible costs incurred as a result of the event. The County PAO will also be responsible for staffing a Public Assistance Section at the Disaster Recovery Center (DRC). Each municipality and non-profit must have their own separate application with FEMA and will be required to file their own Request for Public Assistance (RPA). The County PAO will work closely with ESF-14 to notify all eligible governments and private non-profit organizations of the availability of federal public assistance funds. Potential eligible applicants will be notified of the date, time and location of the scheduled applicants briefing. The State has the responsibility to conduct the Applicant's Briefing.

Debris Disposal Procedures

ESF-3 has the responsibility for the overall coordination of debris removal efforts to include securing all required state and federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks. Depending on the size and or availability of the situation, Baker County will appoint a debris removal company to aid in removal, if necessary.

To minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified by ESF-3.

It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from state and federal agencies and from sources located outside of the affected area(s). The acquisition and deployment of these resources will be coordinated with ESF-7 and ESF-3.

The County Attorney will develop entry procedures for debris removal from private property and provide advice on intergovernmental debris issues. ESF-7 is responsible for other emergency period contracts. ESF-3 is responsible for working with the current competitively bid debris removal contractor for all facets of debris management and documentation.

Insurance Coordination Procedures

Most Public Assistance Grants will not be processed until insurance coordination with the appropriate carrier has been completed. County and local government Risk Managers must ensure early turn around of insurance documents and documentation. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and for maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments and establishing and maintaining accounting records.

5. Administrative Procedures

Although each local agency may be a separate applicant and eventual sub-grantee, Emergency Management will coordinate the process with state and federal officials.

Applicant Briefing (Kick-off meeting)

An applicant briefing will be scheduled to advise potential eligible applicants (municipalities, county government and private non-profit entities) of the availability and requirements of federal assistance. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. Damages suffered by each potential applicant are reported on the RPA and is used to determine the number of damage survey and inspection teams.

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the PAO will notify the potential applicant in writing, explaining the specific reason(s) for denial and providing information on appeal procedures.

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and Applicant must enter into a disaster relief funding agreement.

Damage Surveys and Reports

Each potential applicant must submit, within the designated application period, a "List of Projects" to be reviewed for public assistance. This list should identify, for each damage site and project; the disaster assistance category, site location, description of the damage and scope of work necessary to repair, replace or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of county, state and federal engineers, planners and architects, will review each project and activity on the List of Projects.

The State Public Assistance Officer will coordinate with each applicant to arrange the survey and inspection schedules, ensure participation by appropriate local officials and ensure necessary records and documentation are available. The inspection team will prepare Project Worksheets (PW) for each project, identifying activity descriptions, scopes of work and cost estimates. Each PW undergoes two levels of review before approval by the FCO. This approval must occur within 45 days of the date of first inspection. The first review, performed jointly by the state/federal damage survey and inspection team, is for concurrence on the PW. If state and federal inspectors concur, the PW goes to the FCO for approval. If there is a disagreement on the PW, it is returned to the applicant for

resolution of the discrepancy. The second review, conducted by FEMA staff, is done before final approval of the FCO. If the PW is approved, it is forwarded to the FCO for approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy.

Any changes made to a PW during any stage of the review process will be returned to the applicant, who will then have an opportunity to review the change, concur or not concur and attach any additional documentation or statements to support their position.

Program Assistance and Management

The State PAO will administer all public assistance grants, agreements and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to FEMA; and establishing and maintaining accounting records for each payment draw down by the State and each payment to subgrantees. Public Assistance will be handled using the Public Assistance Manual and forms from the state.

Final Inspections

When all PWs in any project application have been completed, a project summary must be submitted by the Sub-grantee to the State. State and federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of any closing supplements.

Habitability Certification

Once structures, buildings and homes have been severely damaged, and/or had power cut off in impacted areas, power cannot be restored until inspected by a certified electrician. The Baker County Building Official will notify utility suppliers in the county of reinstatement of electrical service. All buildings damaged must be permitted for rebuilding or restoration and all new work must be up to current codes. If building is more than 50% damaged, then it will be brought up to current codes. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the county.

Emergency Housing

In the aftermath of natural or manmade disasters, community members may be displaced for a short period of time or in some cases permanently due to

loss of residential structures, environmental contamination, or other environmental factors.

The Baker County SHIP Coordinator will serve as the coordinating agency with their State counterpart to provide site(s) (existing homeowners' property if available) for emergency housing. The County will rely heavily on state and federal assistance for temporary or emergency housing.

The goal is to provide safe, sanitary, functional, and accessible temporary housing options for displaced residents in order to expedite long-term community recovery. Within the broader recovery framework, this strategy primarily addresses the interim housing solutions for residents.

Based upon the results of the Preliminary Damage Assessment Reports, emergency housing efforts will begin. The Coordinator may draw resources and program support primarily on land use, expediting emergency permitting, site availability and code issues. Timely communication of mission-critical information and issues between all levels of government, the private sector and with the VOAD through ESF 15 will prove critical. A Client Management System will be activated on an as-needed basis as human service support needs escalate.

The Coordinator will also address long-term permanent housing issues; land use, non-conforming uses, elevation retrofit, and new construction issues that arise as a result of the disaster incident.

Determining the community need for emergency housing in the aftermath of a disaster is a challenging formula. However, an initial determination must be made in order to position the resources needed to implement the Disaster Housing mission. While the numbers will likely change as better data is received, the following informational components are needed to quantify the disaster housing need:

- Total number of residential structures (by type) with major damage, destroyed, or are deemed uninhabitable,
- The estimated number of residential structures which might be made habitable with minimal repairs,
- The status of hotel and motel units and vacancy,
- Available public housing units,
- Available inventory of manufactured housing or other fabricated dwellings which could be used for disaster housing,
- Available useable land meeting the suitability criteria for emergency group sites, including existing mobile home parks,
- Status of restoration of utilities,

- Availability of community services including Fire, EMS, Law Enforcement, Healthcare, Schools, etc.

Unmet Needs Coordination

During a long-term recovery phase all unmet needs will be forwarded to ESF-15. With assistance from the volunteer groups including VOAD, ESF-15 will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all requests consistent with Volunteer Florida's Unmet Needs Coalition Guidance (adopted by reference). Human Needs Assessment Teams, municipalities and local officials will meet to help identify unmet needs.

Training for ESF-15 members and local community groups is conducted periodically on an as needed basis. Training may include emergency home repair, debris removal, donation warehouse management, processing centers, crisis counseling and other needed assistance.

Community Relations

The Baker County Emergency Management Director or designee will act as the County Community Relations Coordinator. Trained volunteers will assist the Community Relations Coordinator in this capacity. This team will function as the liaison with the FEMA/State Team. The Community Relations Team in conjunction with the Damage Assessment Team will determine the most critically damaged or impacted areas for the FEMA/State Team to focus on. The Salvation Army as the lead agency of Un-Met Needs will be contacted to assist in assessing the community needs. In addition, ESF-8 lead and support agencies will be used to identify Special Needs or special concerns that need to be addressed. The Community Relations Team will conduct the following activities:

- Disseminate and collect information vital to the disaster victims in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster victims on instructions on how to register for assistance.
- Report any disaster victims' unmet needs to The Salvation Army.
- Provide the disaster victim with an opportunity to tell their story to a responsive Community Relations Team member.
- Maintain on-going communications with Community leaders/Organizations and Local Government officials regarding disaster issues and the disaster application process.

Annex II: Mitigation



Introduction

I. Introduction

The purpose of the mitigation annex is to clarify emergency management's responsibilities regarding the Local Mitigation Strategy (LMS) activities.

The Baker County Emergency Management (EM) Department directs and coordinates all the local mitigation activities in conjunction with the LMS Working Group or Committee. The County LMS Working Group or Committee Members has a designated Chairperson, Vice-Chairperson and representation from agencies of the county government, all the jurisdictions within the county, private organizations, civic organizations, trade groups, property owners associations, water management district, Florida Forest Service, non-profit organizations and the general public consisting of several members who are actively involved in the critical and official decisions in the LMS activities for the county.

The LMS Working Group or Committee Members in coordination with the Baker County EM Department responsibilities include:

- Develop and revise the LMS as necessary,
- Coordinate the mitigation activities within the County,
- Prioritize the implementation of the LMS mitigation projects or activities with estimated costs and associated funding sources,
- Approve the proposed comprehensive range of mitigation projects for each jurisdiction, and
- Coordinate the technical analysis which include hazard assessment evaluating the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to the natural hazards which the community is susceptible (Drought, Flooding, Hurricanes and Tropical Storms, Severe Thunderstorms, Tornadoes, Wildfires and Winter Storms/Freezing Temperatures), the natural hazards profiled in the LMS plan that present a medium to high risk of vulnerability for Baker County.

Throughout the year if the EM Director needs to be in contact with the LMS Working Group or Committee Members in reference to the mitigation activities, an email message will be sent for feedback and discussion instead of meeting as a group.

However, on an annual or bi-annual basis, the County EM Department administers a Local Mitigation Strategy (LMS) meeting with the LMS Working Group or Committee to discuss and update the details for the 27P-22 Annual Report that is due to Florida Division of Emergency Management (FDEM).

The LMS meeting is advertised through the local newspaper (The Baker County Press), on the Baker County Sheriff's office <http://www.bakerso.com>, or sent via email to the Working Group or Committee Members, and is announced at the Board of County Commissioners meetings. The general public and interested citizens are encouraged to attend and participate. In addition, neighboring communities are invited

to share success stories on mitigation activities.

At the LMS meeting, very detailed specifics are reviewed and evaluated regarding the Annual LMS Update Report 27P-22 that due by the last working weekday in each January. At a minimum, these areas discussed and analyzed:

- Any modifications to the hazard assessment,
- Revisions to the mitigation project or action priority list (i.e. mitigation projects completed, deferred, new or deleted),
- Changes to the critical facilities list,
- Evaluate any changes to the repetitive loss property list,
- Revisions to any maps (i.e. specifically related to a Geographical Information System format, depicting hazard areas, project locations, critical facilities, and repetitive loss structures), and
- Update the current list of the LMS Working Group or Committee Members.

Summary Emergency Management Responsibilities With Regard to Local Mitigation Activities

In addition to coordinating all the mitigation activities with the LMS Working Group or Committee, administering the annual or bi-annual LMS meetings, and completing the 27P-22 Annual Reports, there are several other important mitigation tasks or responsibilities for the Emergency Management Department in Baker County.

- Every 5-years the Baker County LMS Plan needs to be updated and approved by the State and FEMA to remain compliant. Without an approved LMS, a county will be unable to apply for Federal grants. Through each year and in preparation for the plan update, the Baker County Emergency Management Department performs the following the LMS responsibilities:
 - The Emergency Management staff will reach out to the community and talk about the local mitigation strategy efforts to the local clubs, organizations, trade groups, associations, senior groups, etc., within each jurisdiction.
 - Encourage the citizens to become more involved with the volunteer fire departments with the Community Emergency Response Team (CERT), which could result in greater participation in the LMS plan.
 - Gather statistical natural hazard data through each year to report in the 5-year update of the LMS plan in order to prepare the analysis of the vulnerability, probability or extent for the hazard.
 - Prepare an updated “quick facts” emergency preparedness guide for safety tips on specific hazards to distribute to the county citizens.

-
- When updating the mitigation projects or activities list (prepare detailed description information on the project, the timeline to complete the project, the funding source and total cost, the date the project was completed so that FEMA can see continual improvement on the mitigation efforts the county is making through the years).
 - Reviewing the existing LMS plan and prepare an outline for the technical analysis for the 5-year update of the LMS plan.
 - Document how the county is getting the general public or county citizens involved in the LMS plan.
 - Establishing communication tools on the county LMS activities through the Baker County Emergency Management Facebook page and other social media mechanisms in reference to the mitigation activities and the LMS plan update.
- The Baker County EM Department is responsible for research and applying for Federal grants for the mitigation projects or activities when they become available. The EM Director oversees the entire grant process from completing and submitting the grant, to monitoring the status on the schedule of work and documenting milestones, to providing quarterly reports, until the close out on the grant.

Communities with an Approved Local Mitigation Strategy

II. Communities with an Approved Local Mitigation Strategy

“Our County has a State & FEMA approved Local Mitigation Strategy, which expires on February 8, 2021.”

Bek Jordan Parker, Emergency Management Director, is responsible for coordinating the mitigation activities with the Local Mitigation Strategy Working Group or Committee Members.

As noted in the introduction section, Ms. Jordan Parker, EM Director is involved with all aspects of the mitigation activities in Baker County. Review the summary of emergency management responsibilities regarding local mitigation activities for specifics.

Special Flood Hazard Areas (SFHAs)

The Emergency Management office is directly involved with the Floodplain Manager in reference to the Flood Insurance Rate Maps (FIRMs) and identifying specific Special Flood Hazard Areas (SFHAs) and the types of structures that are in the SFHAs within the county.

Baker County’s FIRMs were updated on June 17, 2008, containing 18 panels. The majority of these panels are in un-numbered A zones with Base Flood Elevations determined.

As noted, all the FIRMs within Baker County have some type of SFHA. The map numbers begin with 12003C; followed by the Panel Number, i.e. 12003C0100C

The Panel Numbers are:

0100C; 0105C; 0108C; 0110C; 0114C; 0115C; 0116C; 0117C; 0118C; 0119C; 0126C; 0127C; 0128C; 0129C; 0136C; 0137C; 0138C; 0193C

There are numerous residential dwellings located either in the SFHA areas or on parcels containing some of the areas. Since participating in the Community Rating System Program, with every building permit, the County determines the flood hazard zone for all subject parcels and requires a flood elevation certificate if it is within the SFHA.

All new residential dwellings must obtain a flood elevation certificate to establish the BFE if the residential property is located in a SFHA.

In the event of a declared emergency from a significant natural hazard event (i.e., flooding, wildfires, tornadoes, hurricanes, etc.), and substantial damage occurs within the county, the following offices would perform the following duties:

- The Emergency Management Office at the Sheriff’s Department would identify the damage on the selected parcels;

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- The Property Appraiser and Building Department would produce estimated values, dimensions (square footage), and the principal use of the building; and the
 - Planning and Zoning Office would determine the estimated damage to the structures and if it was built in a SFHA, and identify and enforce the county's flood ordinance on rebuilding.

Emergency Support Function (ESF) 1 Transportation

Primary Agency: Baker County School Board

Support Agencies: Baker County Road Department
Council on Aging
Baker County EMS
Baker County Department of Health

I. Purpose

The purpose of Emergency Support Function 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Baker County. Emergency Support Function 1 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 1 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County School Board and directs all aspects of emergency management. Emergency Support Function 1 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional transportation services.

The priorities for allocation of these assets will be:

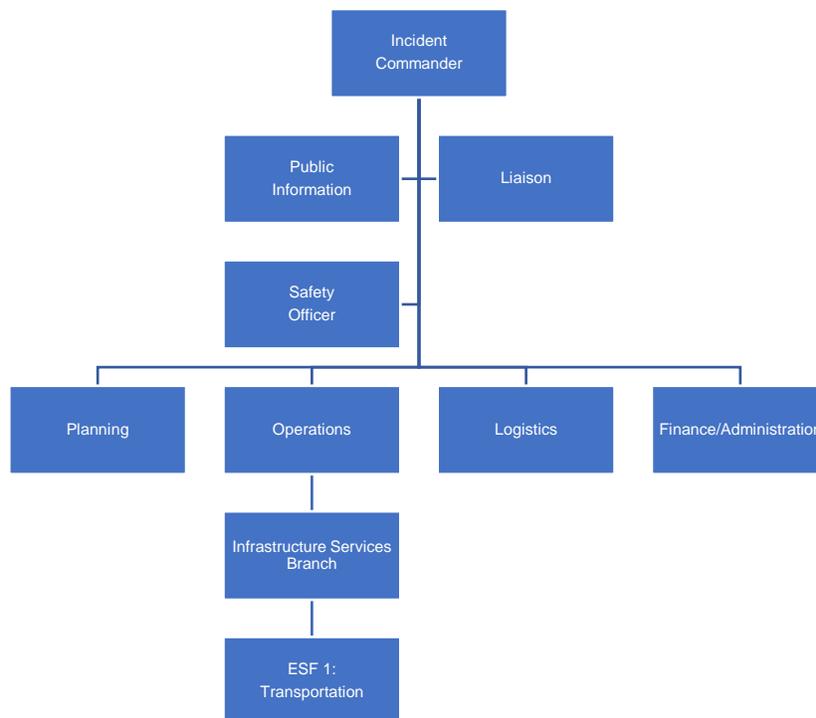
- Evacuating persons (Special Needs and Indigent) from immediate peril.
- Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Baker County EOC and its member agencies.
- Transporting relief supplies necessary for recovery from the emergency.
- Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 1 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 1 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 1 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
4. Throughout the response and recovery periods, Emergency Support Function 1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.



Incident Command System Structure: ESF 1 – Transportation

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County School Board staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
- c. During the response phase, Emergency Support Function 1 will evaluate and analyze information regarding transportation services requests. Also, Emergency Support Function 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.
- d. Baker County School Board will develop and maintain the overall Emergency Support Function 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. Baker County School Board shall be represented in Emergency Support Function 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the Emergency Support Function 1 mission.

2. AREA

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional transportation service resources via established mutual aid agreements.
- b. The Florida Department of Transportation serves as the lead agency for transportation service coordination and support, and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 1 missions, and will provide operational support to the EOC and/or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.

- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 1 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief, who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Department of Transportation develops and maintains the overall Emergency Support Function 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 1 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support the Transportation representatives or designees will jointly manage the emergency activities of Emergency Support Function 1.
4. Upon instructions to activate Emergency Support Function 1, Baker County School Board will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
 - Support Agencies will be notified via telephone, radio or runner
 - Each support agency shall be responsible for the notification/coordination and scheduling and reporting of personnel, i.e. drivers, mechanics, etc

D. ACTIONS

Actions carried out by Emergency Support Function 1 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 1 encompasses a full

range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. Transportation routes and routing will be determined by ESF-1, ESF-5 and the Baker County Sheriff's Office using available traffic information including public safety information and reports, damage and needs assessment. The following services may be provided:

- Assessment of potential impacts of scenario events and transportation needs.
- Continuous inventory of transportation assets, including buses, passenger vans and wheel chair equipped buses.
- Transportation of ambulatory and wheelchair bound persons.
- Transportation of resources and Emergency Support Function 1 assets, including buses, vans, equipment and supplies.
- Transportation and evacuation public information and risk communication.
- Transportation management, command and control of assets.
- Transportation activities related to terrorist threats and/or events.
- Evacuation and re-entry support.
- Maintenance of list of essential employees who because of their expertise and nature of assigned responsibilities are "on call" throughout all phases of a major disaster operation.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Transportation response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- b. Coordinate with Emergency Support Function 5 (Information and Planning) to identify essential elements of information that should be incorporated into rapid needs assessments for Emergency Support Function 1.
- c. Conduct planning with Emergency Support Function 1 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Transportation operations.
- d. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and present training courses for Emergency Support Function 1 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- f. Conduct all hazards exercises involving Emergency Support Function 1.

- g. Coordinate with Emergency Support Function 5 to incorporate disaster intelligence into Emergency Support Function 1 training, preparedness and planning, including the use of this analysis to scale the mission requirements for the School System and Emergency Support Function 1 in a hurricane or other major disaster.
- h. Assess vulnerability of evacuation routes and shelters to storm surge, and develop alternative protective measures in transporting evacuees to safe shelters.
- i. Assign and schedule sufficient personnel to implement Emergency Support Function 1 tasks for an extended period of time.
- j. Maintain a list of Emergency Support Function 1 assets that that can be deployed during an emergency. Refer to the NIMS Resource Typing System in organizing and typing these resources.
- k. Manage inventory of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.
- l. Develop, test, and maintain an automated or manual listing of emergency contacts, agency transportation resources, and points of contact for assets that can be attained through vendors or other sources.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 1 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.
- c. Transportation support RDSTF in the investigation of a terrorist attack.
- d. Pre-position response resources when it is apparent that transportation resources will be necessary. Relocate transportation resources when it is apparent that they are endangered by the anticipated impacts of the emergency situation.
- e. Monitor and direct transportation resources and response activities.
- f. Participate in EOC briefings, and sessions to prepare Incident Action Plans and Situation Reports.
- g. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- h. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- i. Notify drivers of the potential threat and put drivers on stand-by alert status, updating as conditions change. In the event drivers are off duty when a potential

threat arises, those designated will report by telephone or in person to the EOC for further instructions.

- j. Evaluate and task the transportation support requests for threatened and/or impacted areas.
- k. Establish communications with appropriate field personnel and ensure that they are ready for timely response.
- l. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. The Emergency Medical Services Agency will provide transportation for the more critical special needs persons. These include persons who would not be able to travel by ambulatory means or wheelchair. Transportation for ambulatory and wheelchair persons will be provided by the Baker County School System.
- m. Utilize pre-determined evacuation routes to the extent possible. These routes are based on the designated general and special need shelters and are reviewed annually. Updates will be provided by the various EOC agencies as to the conditions of existing routes and any additional routes available by existing and changing conditions.
- n. Relay all emergency traffic regulations to all affected personnel.
- o. Activate the EOC Citizen Information Center, which receives calls for various transportation needs during disasters.

3. RECOVERY ACTIONS

- a. Resources to assist recovery activities will include 4x4 vehicles, emergency response vehicles, utility vehicles and debris and waste haulers
- b. Activate the Debris Management Plan to expedite debris removal activities
- c. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- d. Initiate financial reimbursement process for recovery activities when such support is available.
- e. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

4. MITIGATION ACTIONS

- a. Coordinate with the LMS Steering Committee and Emergency Management to identify potential hazards and their impacts, and determine how these impacts may impede the Emergency Support Function 1 operation.

- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 1 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 1 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 1 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.
5. All Baker County School System field personnel are subordinate to the Emergency Support Function 1 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 1, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 1 assignment will retain administrative control over its own resources and personnel, but will be under the operational control of Emergency Support Function 1. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY SCHOOL BOARD

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Transportation evacuation assistance to affected areas and populations.

- b. Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of support agencies under Emergency Support Function 1 in carrying out specified missions to evacuate personnel from vulnerable areas.
- d. In coordination with Emergency Support Function 5, evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. Coordinate supplemental assistance in identifying and meeting the Transportation needs of disaster victims.
- f. Assume the lead in the organization, assignment and staffing at the facilities at which Emergency Support Function 1 is required to be located.
- g. Coordinate the use of transportation resources to support the emergency response, including the movement of evacuees in need to designated shelters.
- h. Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- i. Pre-position transportation resources as needed.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County School Board)

Baker County School Board maintains a list of available resources at the Baker County School Board Office. The list is updated at least once each year, and contains the following: 1) contact information for essential employees who have a role and responsibility in Emergency Support Function 1; an 2) inventory of resources that can be deployed for Emergency Support Function 1 support, including vehicles (passenger vans, buses).

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 1 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 2 Communications

Primary Agency: Baker County Sheriff's Office

Support Agencies: Baker County Road Department
Baker County Emergency Management
Amateur Radio Emergency Services

I. Purpose

The purpose of Emergency Support Function 2 is to provide Communications coordination and support services in support of emergency events in Baker County. Emergency Support Function 2 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 2 Emergency Coordination Officer (ECO) is appointed by and located in the Sheriff's Office, and directs all aspects of emergency management. Emergency Support Function 2 resources are used when individual agencies are overwhelmed and the County Emergency Response Team requests additional communications services.

The Baker County Sheriffs' Office will coordinate Emergency Support Function 2 assets (both equipment and services) that may be available from a variety of sources before and after the activation of the County EOC.

Specific Emergency Support Function 2 objectives include:

- Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.
- Ensure that the communications center is prepared to respond to emergencies, recover, and mitigate their impacts.
- Ensure that the communications center is prepared to provide the mission essential communications services required during normal operations.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 2 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

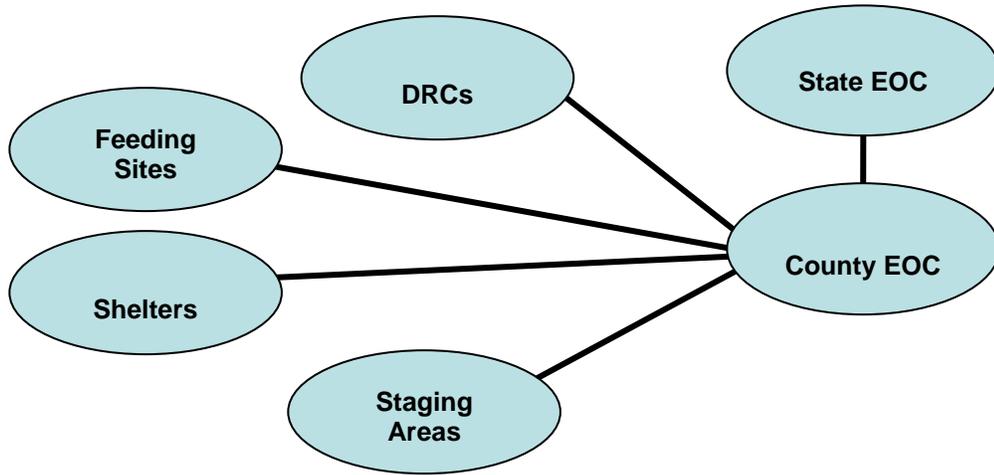
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker County Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 2 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 2 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. As NIMS continues to be fully implemented in Baker County, the Communications Division will play a pivotal role in implementing the Incident Command System, focusing on: 1) communications system interoperability, and 2) providing a common operating picture for incident managers.

The Concept of Operations is guided by the following assumptions:

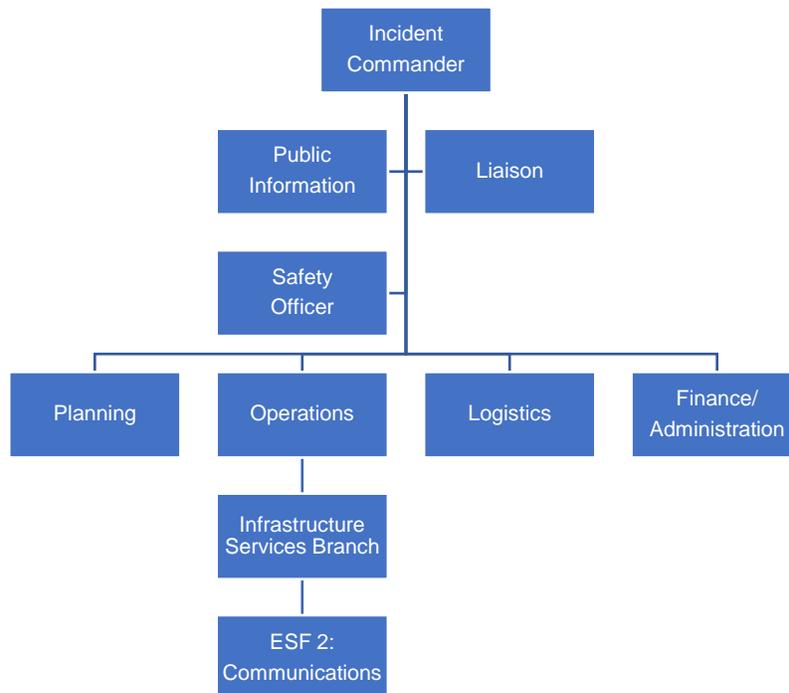
- Exact actions will be dictated by the extent of damage and outage.
 - Each communications center is tasked with maintaining adequate spare parts, resources, plans, and personnel to ensure operations during a disaster or emergency.
 - Each communications center is tasked with maintaining adequate staffing. Employees are recalled as needed and scheduled appropriately.
 - Assistance is available via State EOC.
 - The Sheriff will establish priorities for restoration of communications resources.
 - Lead and support agencies will coordinate their activities via their respective EOC representatives.
7. Communications will support the establishment of communications between key facilities that are listed below. These facilities have a key role in emergency response and recovery under the National Incident Management System.

a. Priorities for Repair and Restoration

- Emergency Communications 9-1-1
- Non-Emergency communications Telephone service Local Government radio



Communications Links with Key Facilities



Incident Command System Structure: ESF 2 – Communications

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Communications staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.
- c. During the response phase, Emergency Support Function 2 will evaluate and analyze information regarding communications services requests. Also, Emergency Support Function 2 will develop and update assessments of the communications services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.
- d. The Sheriff's Office develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident

Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- e. The Sheriff's Office shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as relates to carrying out the Emergency Support Function 2 mission.

2. AREA

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional communications service resources via established mutual aid agreements.
- b. The Department of Management Services, State Technology Office, serves as the lead agency for communications service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 2 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 2 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Department of Management Services develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

- 1. The Emergency Operations Center (EOC) will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.

2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 2 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Upon instructions to activate ESF 2, the Sheriff’s Office will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 2 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 2 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts of scenario events and communications needs.
- Input into Incident Action Plans.
- Provision of communications personnel.
- Provision of communications equipment and supplies.
- Analysis of loss of functionality of communications system.
- Determination of available communications assets.
- Accumulation of damage information from assessment teams.
- Coordination of communications support.
- Prioritization of deployment of resources based on response needs.
- Communications management, command and control of assets.
- Communications activities related to terrorist threats and/or events.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Communications response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 2 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 2. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Conduct planning with Emergency Support Function 2 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Communications operation.
- c. Conduct training and exercise for EOC and Communications Team members.

- d. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and present training courses for Emergency Support Function 2 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- f. Conduct all hazards exercises involving Emergency Support Function 2.
- g. Coordinate with ESF 5 to incorporate disaster intelligence into ESF 2 training, preparedness and planning, including the use of this analysis to scale the mission requirements for ESF 2 in a hurricane or other major disaster.
- h. Assess the vulnerability of communications equipment and systems to the effects of storm surge, hurricane force winds, blast, and other natural, technological and man-made hazards.
- i. Assess worst case scenario damage to the communications system, with emphasis on scenarios that will cause the loss of functionality of the system.
- j. Identify mission essential functions, including: 911 calls processing; emergency dispatch of Fire/Rescue and EMS; and 24-hour answer point for County.
- k. Identify alternative facilities and systems that will serve as backup communications and dispatches in the event of major emergency that prevents the ECC from assuming or maintaining its mission essential functions.
- l. Train personnel in the following: 1) Incident Command System; 2) Procedures for pre-staging communications assets for rapid deployment to affected area; 3) COOP implementation.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 2 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.
- c. Communications support RDSTF in the investigation of a terrorist attack.
- d. Preposition response resources when it is apparent that communications resources will be necessary. Relocate communications resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- e. Monitor and direct communications resources and response activities.
- f. Participate in EOC briefings, and meetings to prepare Incident Action Plans and Situation Reports.

- g. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- h. Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.
- d. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency communications.
- e. Assess communications systems for damage, including repair of towers and repeaters.
- f. Query other response agencies for damage reports.
- g. Query wireless providers and local media for damage reports.
- h. Contact other Emergency Support Functions to determine their communications requirements.

4. MITIGATION ACTIONS

- a. Coordinate with the LMS Steering Committee and Emergency Management to identify potential hazards and their impacts, and how these impacts may impede the Emergency Support Function 2 operation.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impacts of future disasters on communications systems in Baker County.

E. DIRECTION AND CONTROL

- 1. Emergency Support Function 2 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.

2. The Emergency Support Function 2 system operates at two levels: 1) County Emergency Operations Center; and 2) Field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 2 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.
5. All Communications field personnel are subordinate to the Emergency Support Function 2 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 2, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 2 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 2. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY SHERIFF'S OFFICE

- a. Provide and maintain communications during an emergency.
- b. Provide Emergency Support Function 5 with updates on the potential impacts of winds and storm surge on communications systems, resource shortfalls, and potential impacts on carrying out the Emergency Support Function 2 mission.
- c. Maintain an inventory of personnel, equipment, and vendors, which will be used in the restoration of services.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Sheriff's Office)

- a. Amateur Radio Emergency Services (ARES) provides communications at shelters, feeding sites, staging areas, distribution centers, and DRCs as needed.

- b. Supporting agencies need to identify their organizational capability(s) to provide personnel, resources and transportation immediately following an event.
- c. Support agencies will provide availability and operational status to the EOC.
- d. Private companies will assist with providing needs based upon Emergency Management directives.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 2 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 3 Public Works and Engineering

Primary Agency: Baker County Road Department

Support Agencies: City of Macclenny

I. Purpose

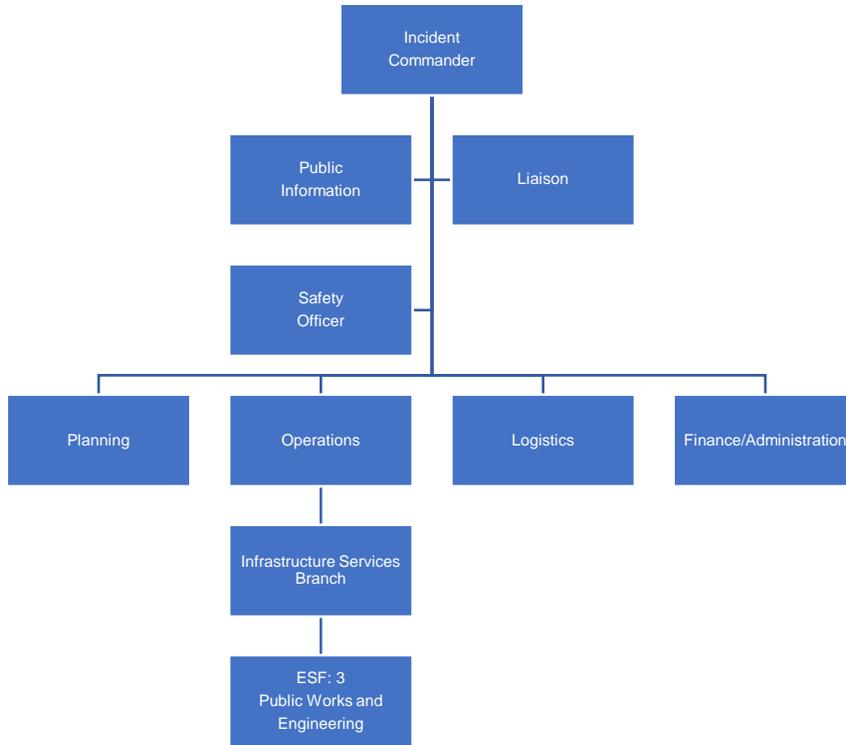
The purpose of Emergency Support Function 3 is to provide Public Works and Engineering coordination and support services in support of emergency events in Baker County. Emergency Support Function 3 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 3 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County Road Department and directs all aspects of emergency management. Emergency Support Function 3 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional public works and engineering service assistance.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 3 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Baker County Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 3 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering service

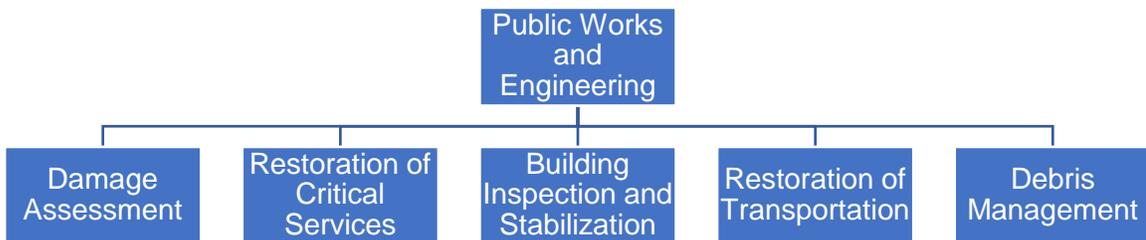
requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.



Incident Command System Structure: ESF 3 – Pubic Works and Engineering

B. ORGANIZATION

Emergency Support Function 3 falls under the Infrastructure Branch, as depicted in the Basic Plan. The key emergency functions that fall under ESF 3 can be grouped into five functional categories, depicted below.



Emergency Support Function 3 Missions

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Road Department staff to provide support that will provide for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
- c. During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering services requests. Also, Emergency Support Function 3 will develop and update assessments of the Road Department and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.
- d. Baker County Road Department develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional public works and engineering service resources via established mutual aid agreements.
- b. The Florida Department of Transportation serves as the lead agency for public works and engineering service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 3 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests

for public works and engineering service resources to local Emergency Operations Centers.

- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 3 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding Road Department and engineering service needs requests. Also, Emergency Support Function 3 will develop and update assessments of the public works services situation and status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- d. The Department of Transportation develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

- 1. Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.
- 2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 3 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. Emergency Support Function 3 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Road Department representatives or designees will jointly manage the emergency activities of Emergency Support Function 3.
- 4. Upon instructions to activate Emergency Support Function 3, Baker County Road Department will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 3 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 3 personnel (i.e., County, State, Regional, and Federal).
- b. Coordinate with Emergency Support Function 5 to assess potential damage, loss of functionality of essential facilities, and volume of debris (by category) to scale missions requirements for each function in ESF 3. Identify anticipated resource shortfalls.
- c. Incorporate findings into functional plans and concepts of operation, including the creation of geographical divisions of Baker County, as described in NIMS guidance.
- d. Address planning issues on an on-going basis to identify response zones and potential staging areas.
- e. Conduct planning with Emergency Support Function 3 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Road Department and Engineering operations.
- f. Conduct training and exercise for EOC and Public Works and Engineering Team members.
- g. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- h. Develop and implement emergency response and public works and engineering strategies.
- i. Develop and present training courses for Emergency Support Function 3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- j. Maintain liaison with support agencies.
- k. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- l. Conduct all hazards exercises involving Emergency Support Function 3.

- m. Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.
- n. Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
- o. Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.
- p. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
- q. Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.
- r. Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service.
- s. Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.
- t. Coordinate and assist other ESFs (Emergency Support Functions) within the Baker County EOC (Emergency Operations Center).
- u. When requested through Baker County's EOC, provide assistance to other local governments through existing inter-local agreements.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 3 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Hazardous Materials, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Public Works and Engineering support RDSTF in the investigation of a terrorist attack.

- h. Preposition response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct public works and engineering resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 3 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 3 system operates in two levels: 1) County Emergency Operations Center; and 2) Field operations.

3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 3 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Road Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All Road Department field personnel are subordinate to the Emergency Support Function 3 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 3, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 3 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 3. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY ROAD DEPARTMENT

- Serve as the lead agency for ESF 3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team. Engineering personnel will be paired up with Building Department personnel to conduct initial assessments of the disaster area and will provide assessment information to the Chairperson.
- Attend and document all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate should be prepared to provide status reports on all actions under the Road Department function (ESF 3) at each EOC briefing.
- Participate with the DAT (Damage Assessment Team) in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- Coordinate the recovery efforts of support agencies under ESF 3 and the efforts of other ESFs under this plan.
- Assist other local governments under existing or future Mutual Aid Agreements made between Baker County and representatives of the local governments as

coordinated through ESF 5 (Information & Planning).

- Maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.
- Negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.
- Coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.
- Provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Road Department. This documentation should be provided to the representative under ESF 7 (Resource Support) for official record keeping.
- Identify and train the staff in emergency and disaster response procedures. There will be a minimum of one representative at the EOC during full level activation.
- Attend and document all EOC briefings to better disseminate any important information or actions to their staff. This representative or their alternate should be prepared to provide status reports on all actions taken by Baker County Road Department personnel under ESF 3 at each EOC briefing.
- Evaluate the initial damage assessment received from the Damage Assessment Team to participate in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete.
- As a part of ESF 3, assist other local governments under existing or future Mutual Aid Agreements made between Baker County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
- Develop, maintain, and update annually an inventory showing the location of personnel, equipment, and supplies on hand to accomplish recovery of the transportation infrastructure of Baker County.
- Provide documentation, to Engineering, on utilization of manpower, equipment, and costs directly related to emergency operations by the Road Department.
- Manage all debris operations.
- Approve of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Baker County Debris Management Plan is incorporated herein by reference.

- Keep the ESF 5 (Information & Planning) and ESF 14 (Public Information Officer) at the EOC informed of the status (i.e., opened or closed) of each site, location, types of debris taken and hours of operation. Provide public service announcements to be released by ESF 14 at the EOC. Post all activated reduction and burn sites advising the public of dates and times of operations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.
- Maintain records of all expenditures, labor, equipment usage, materials and fuel expenditure and other expenditures made throughout the event.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Road Department)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 3.
- b. **City of Macclenny**
 - The City of Macclenny will coordinate with ESF 3 evaluating and identifying priorities and areas of responsibility ensuring no area is overlooked.
 - ESF 3 is responsible for processing the City of Macclenny requests for Road Department assistance.
 - The City of Macclenny is responsible for conducting operations within their jurisdiction to maximum extent possible within their jurisdiction to include debris clearance and removal, damage assessment, and emergency restoration of critical facilities.
- c. **Additional Resources**
 - ESF 3 support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use including pre-positioning of resources.
 - ESF 3 shall provide the EOC with an up to date Road Department Standard Operating Procedure outlining an inventory of personnel, vehicles and

equipment each year.

- Each agency is responsible for 24 hour staffing for the duration of the event.

d. **The Florida Department of Transportation**

- Identify to the ESF 3 representative all critical State transportation routes requiring immediate clearing and restoration in order to save lives and property.
- Provide equipment and personnel for clearing of the prioritized transportation routes, which will allow emergency personnel and equipment to rescue and respond to an affected area.
- As the primary State of Florida agency for ESF 3, FDOT will coordinate the State's ESF 3 operations with the County's ESF 3.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their State representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 3 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 4 Fire Fighting

Primary Agency: Baker County Fire Department

Support Agencies: Baker County EMS
Baker County Clerk of Court
Amateur Radio Emergency Services

I. Purpose

The purpose of Emergency Support Function 4 is to provide fire service coordination and support services in support of emergency events in Baker County. Emergency Support Function 4 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 4 Emergency Coordination Officer (ECO) is appointed by the Baker County Fire Department and directs all aspects of emergency management. Emergency Support Function 4 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional fire service assistance.

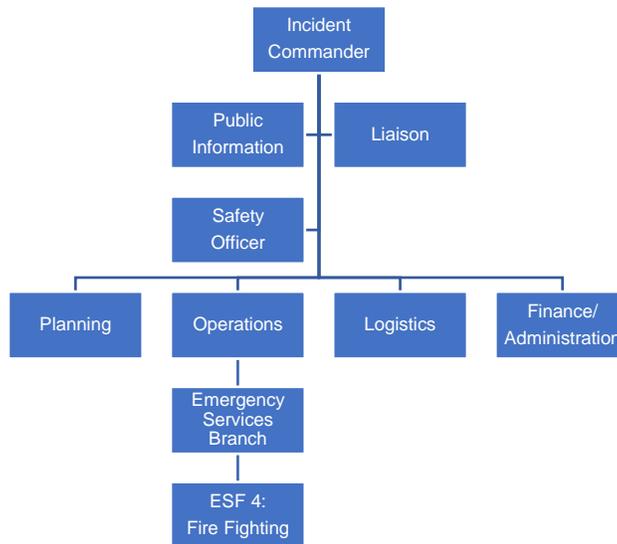
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 4 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and the State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 4 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and

status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 4 – Fire Fighting

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Fire Department to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.
- d. Baker County Fire Department develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and

maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
- b. The Florida Department of Financial Services, the Division of State Fire Marshall serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State fire service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State Fire Marshall is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 4 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Department of Financial Services, Division of State Fire Marshall develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, annexes and Standard

Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 4 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 4 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of Emergency Support Function 4.
4. Upon instructions to activate Emergency Support Function 4, the Fire Department will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 4 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 4 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Fire Service needs and potential impacts.
- Fire Service personnel.
- Fire Service equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.

- Mental health and crisis counseling for responders.
- Fire Service Public Information and risk communication.
- Fire Service Management, Command and control of assets.
- Fire Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Fire Service facility support.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 4 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 4. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State Fire Departments will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 4 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fire Service operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Fire Service assessment.
- e. Conduct training and exercise for EOC and fire service response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and fire fighting strategies.
- h. Develop and present training courses for Emergency Support Function 4 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 4.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 4 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.
- c. Establish Mutual Aid procedures for the following resources: Fire Suppression, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Fire Service support RDSTF in the investigation of a terrorist attack.
- h. Preposition response resources when it is apparent that fire-fighting resources will be necessary. Relocate fire fighting resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct fire fighting resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
- b. The Florida Department of Financial Services serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated fire service may support the coordination of the event response with regional

resources or request additional resources from the State Emergency Operations Center, the State Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 4 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 4 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 4 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 4 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 4 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Fire Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All Fire Department field personnel are subordinate to the Emergency Support Function 4 at the County Emergency Operations Center.

6. In accordance with a mission assignment from Emergency Support Function 4, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 4. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY FIRE DEPARTMENT

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies fire service personnel, supplies, and equipment and provide certain direct resources.
- d. Emergency Support Function 4 Representatives or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. Monitor fire fighting emergency response and recovery operations. Emergency Support Function 4 Fire Chief or designees will coordinate all State and Federal fire fighting resources into the affected areas from staging areas.
- f. Manage fire fighting and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of Emergency Support Function 4 Representatives or designee.
- g. Make specific requests for fire fighting assistance to the State ESF 4/State Fire Marshal's Office, through the Baker County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
- h. Re-assess priorities and strategies, throughout the emergency, according to the most critical fire service needs.
- i. Assist with emergency evacuations and re-entry of threatened areas of the County.
- j. Demobilize resources and deactivate the ESF 4 station upon direction from the County Incident Commander.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Baker County Fire Department)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 4.
- b. Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Emergency Support Function 16 can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
- d. City, County, and private utilities (Emergency Support Function 12) will coordinate with Emergency Support Function 4 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, and water flow problems.
- e. County Road Department (Emergency Support Function 3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
- f. City and County Communications Centers (Emergency Support Function 2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.
- g. Baker County Emergency Medical Services (Emergency Support Function 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
- h. Search and Rescue (Emergency Support Function 9) will provide assistance in initial needs assessment, and augment fire service operations through specialized response capabilities.
- i. American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- j. The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for fire fighting assistance to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).
- k. The Department of Agriculture and Consumer Services, Division of Forestry serves as a primary agency during activation of the State Emergency

Operations Center for a wildfire, will also request and coordinate the use of all State controlled and/or Forestry Agency Compact assets that are ordered for control of wildfires.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 4 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 5 Information and Planning

Primary Agency: Baker County Emergency Management

Support Agencies: All Emergency Support Functions

I. Purpose

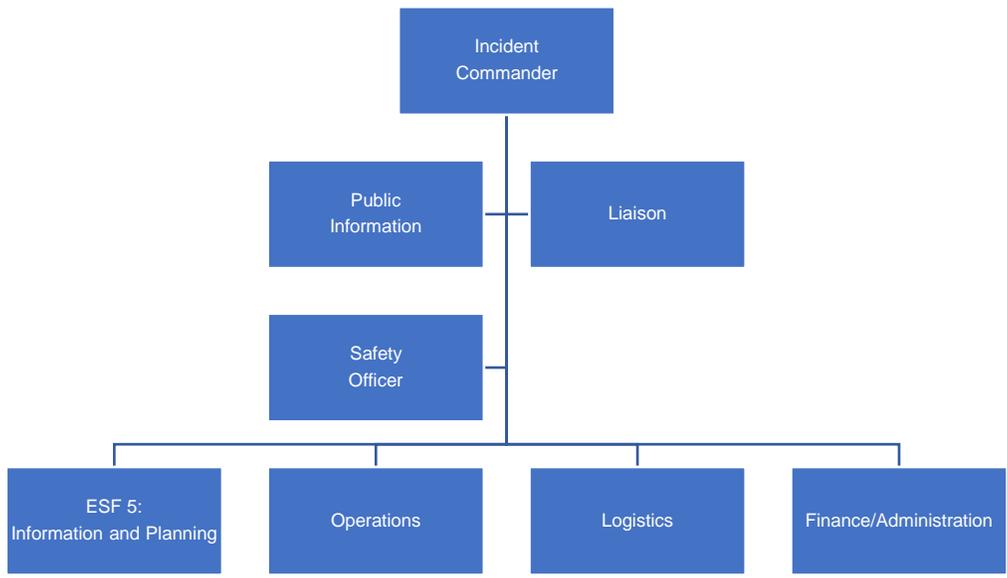
The purpose of ESF 5 is to: 1) collect, analyze, and disseminate tactical information on the nature, scope and potential impacts of an incident or major disaster; 2) use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions; and 3) identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

II. Concept of Operations

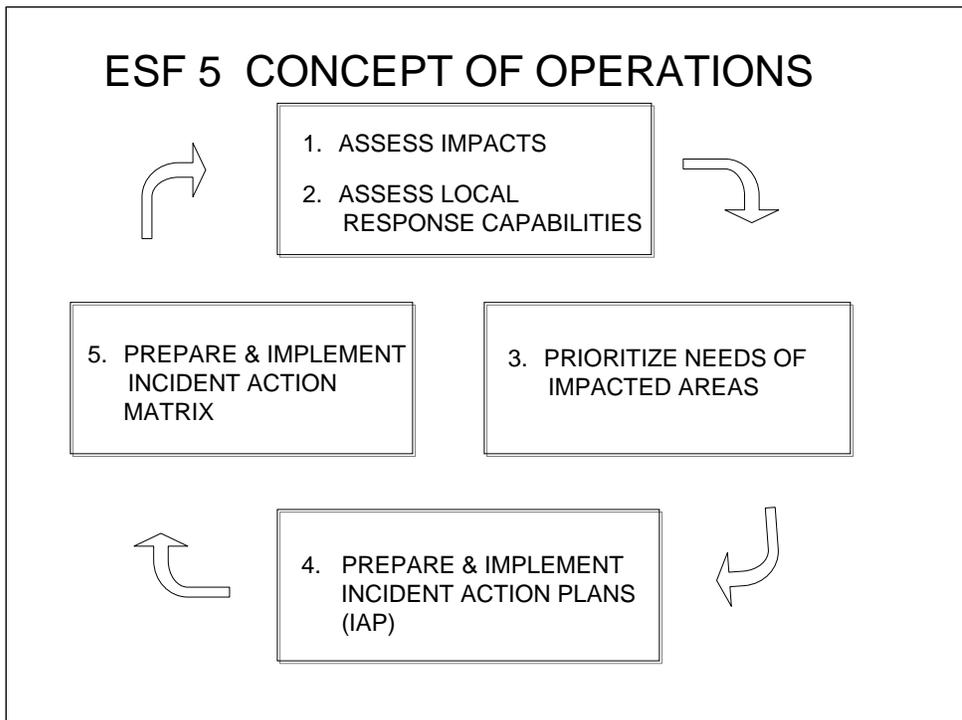
A. GENERAL

1. Emergency Support Function 5 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 5 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, Emergency Support Function 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. The development of a fully functional, effective, and sustainable ESF 5 capability for Baker County will be guided by the following principles:
 - a. All Emergency Support Functions will be fully integrated into all phases of ESF 5.

- b. ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.
 - c. Planning for recovery will begin on Day 1 of the event through a core Recovery Planning Unit in ESF 5.
 - d. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
 - e. Greater use will be made of proven technologies to support ESF 5, including HAZUS-MH, GIS, SLOSH, Hurrevac, and remote sensing.
 - f. ESF 5 generated information and analyses will be used in three phases of disaster operations: pre-landfall (predicted impacts of hurricanes); post-landfall immediate response; and sustained response/immediate recovery phase.
5. Information and Planning will give priority to five fundamental, interrelated functions:
- a. Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
 - b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
 - c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
 - d. Incorporate the analyses into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.
 - e. Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.



Incident Command System Structure: ESF 5 – Information and Planning



B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with Emergency Management staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. Emergency Management develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- c. Consistent with NIMS, ESF 5 will establish and integrate four interrelated intelligence and planning functions: 1) Intelligence; 2) Planning; 3) Documentation; and 4) Technical Services.
- d. The **Intelligence** section is responsible for collecting, analyzing and disseminating disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.
- e. Disaster intelligence incorporates essential elements of information, which include:
 - Area of damage
 - Damage and loss of functionality to essential facilities (police, fire, medical, EOC)
 - Damage and loss of functionality of shelters
 - Damage to roads, bridges, utilities and other key infrastructure
 - Disaster impacts on vulnerable populations, including special needs groups.
 - Status of designated staging areas (Points of Distribution, County Staging Areas, and Logistical Staging Areas).
- f. The **Planning** section is responsible for incorporating information and analysis on the current and forecasted situation into Incident Action Plans, which set forth tactical objectives for subsequent operational periods.
- g. The **Technical Services** section brings together technical specialists whose skills are critical to the use of proven information management systems and technologies to support the ESF 5 mission. Among the tools and technologies that will be used in the ESF 5 for Baker County:
 - Geographic Information Systems (GIS)
 - HAZUS-MH (FEMA's multi-hazard loss estimation methodology)
 - HURREVAC
 - Remote sensing
 - SLOSH (surge model)

The Technical Services section will perform three interrelated functions: 1) to fully integrate GIS into ESF 5; 2) to become proficient in the identification and application of the analyses that contribute to the ESF 5 mission, including HURREVAC, HAZUS-MH, and SLOSH; and 3) to provide the analyses to the planning unit in a format that can be readily used to prepare Incident Action Plans and other reports.

- h. The **Documentation** section maintains accurate and complete incident files, including a record of the major steps that ESF 5 has taken in preparing and executing the Incident Action Plans.

2. AREA

- a. The Florida Division of Emergency Management serves as the lead agency for Information and Planning coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 5 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead agency for State Information and Planning and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 5 at the State Emergency Operations Center will report to the Planning Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer. The Division of Emergency Management develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

- 1. Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.

2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 5 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Upon instructions to activate ESF 5, Emergency Management will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 5 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 5 encompasses a full range of activities from training to the provision of field services.

1. PREPAREDNESS ACTIONS

Priority will be given to developing an enhanced ESF 5 capability in Baker County as part of an ongoing effort to ensure operational readiness for major or catastrophic disasters. This section highlights four key preparedness initiatives.

a. Intelligence Collection and Analysis

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-landfall (hurricanes); impact assessment and immediate response; and sustained response and initial recovery.

- *Pre-disaster* analyses (predicted impacts), which use HAZUS-MH, SLOSH and other predictive tools to estimate disaster impacts.
- Immediate, post-disaster *impact assessments*, which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
- Post disaster *damage assessments*, which assess buildings, infrastructure, debris and

Intelligence on predicted and observed disaster impacts will be used by ESF 5 to assess Baker County ESF capabilities (response and recovery) and for each ESF describes the disaster conditions that corresponds to each disaster level. This information has two applications:

- To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and
- To rapidly communicate estimated ESF shortfalls to the Baker County Command Group and Florida DEM.

b. Incident Action Planning

Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

- current information that accurately describes the incident situation and resource status;
- predictions of the probable course of events;
- alternative strategies to attain critical incident objectives; and
- an accurate, realistic IAP for the next operational period.

In a hurricane operation, the National Hurricane Center issues Hurricane Advisories every six hours, and this information can be used by HAZUS-MH and other tools to estimate the area of impact, and potential impacts on people, buildings and infrastructure. The IAP planning cycle should be synchronized to coincide with the six hour NHC Advisory cycle:

- 0 Hour - NHC Advisory issued
- 0 + 2 (hour) - Conduct IAP meetings
- Review analysis from models (i.e., SLOSH and HAZUS)
- Establish tactical objectives
- Initiate plan development
- 0 + 4 (hour) - Develop and implement public information strategy
- Position time-sensitive resources
- Review IAP priorities
- 0 + 6 (hour) - Begin IAP execution in coordination with Florida DEM
- Prepare for next NHC Advisory

Under NIMS, incident objectives and strategies must conform to the legal obligations and management objectives of all affected agencies.

c. Training

Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Baker County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

- ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.
- Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.
- Use of Predictive Models – coordination with Florida DEM in use of HAZUS-MH and SLOSH for rapid needs assessment; templates; SOPs; identification of needed local expertise (GIS)
- Preparation and Utilization of Incident Action Plans
- Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

d. Exercises

Consistent with NIMS, Baker County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness:

- Use of a Emergency Management tabletop exercise to test the readiness of ESF 5 – and specifically the ability to collect, analyze, and disseminate disaster intelligence, and to use this analysis in the preparation of Incident Action Plans.
- Incorporation of County ESF 5 procedures into the annual State of Florida hurricane exercise

2. RESPONSE ACTIONS

The effectiveness of a response operation will be a function in large part by the ability of ESF 5 to generate accurate, timely and usable disaster intelligence *prior to, during* and *after* an event occurring. Specific operational objectives and standards are outlined below, to guide the continued development of ESF 5 in Baker County.

a. -72 hours to -36 hours before event impact

- Set up the status boards, obtain data/studies and electronic files, and staff ESF 5.
- Initiate contact with the media through ESF 14.
- Establish contact with State ESF 5.

b. -36 hours to event impact

- Staff the Intelligence Unit and Technical Services Unit, monitor analysis from HAZUS-MH, SLOSH, HURREVAC, and other tools to brief the County Board and other local officials on the potential impacts of hurricanes.
- Use estimates from HAZUS-MH on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements of information.
- Use disaster intelligence in preparation of Incident Action Plans that set forth operational objectives for each operational period.
- Review pre-determined requests for pre-positioning of critical resources (personnel, equipment, supplies).
- Use disaster intelligence to refine and implement protective actions for Baker County.
- Collect, analyze and apply disaster intelligence in formation and deployment of local damage assessment teams.

c. Event impact to +24 hours after

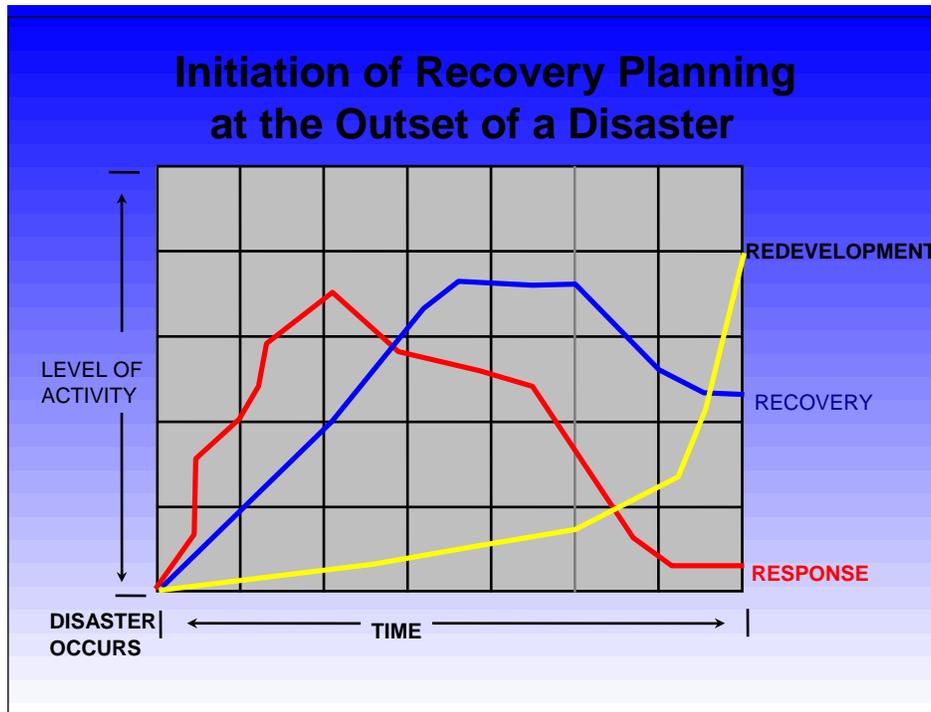
- Use disaster intelligence in the deployment of local damage assessment teams.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Response Teams (RRT) should situation warrant.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Impact Assessment Teams (RIAT).
- Develop and utilize the Incident Action Matrix to track and manage resources (personnel, teams, facilities, supplies, major items of equipment).

3. RECOVERY ACTIONS

A Recovery Planning Unit will be established in the Baker County ESF 5. Its mission will be to use disaster intelligence – including disaster impacts on the population, buildings and infrastructure – to identify major recovery issues, needs, priorities and short-term strategies. The need for a Recovery Unit in ESF 5 is in acknowledgement of the following factors:

- As reflected in the figure below, planning for recovery should begin with initial analyses of the potential impacts of the disaster (for hurricanes, in the pre-landfall phase). Recovery planning under ESF 5 will address the following:
 - Building inspection requirements and priorities
 - Emergency and temporary housing issues

- Business impacts (direct and indirect)
- Debris management
- Route clearance
- Utilities restoration



Recovery Planning

4. Mitigation Actions

Pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making. Examples include:

- Analysis of the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters can be used in mitigation measures to strengthen these facilities.
- Analysis of community economic impacts – including the total percentage of building stock damaged in disaster and replacement values – can be used in setting mitigation and recovery goals and priorities.
- The Local Mitigation Strategy Steering Committee can use ESF 5 analysis in adjusting mitigation goals, objectives and priorities.

E. DIRECTION AND CONTROL

1. Emergency Support Function 5 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System

(composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 5 expectations, as well as coordinate and cooperate efficiently during an event.

2. The Emergency Support Function 5 operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 5 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the with status of the call lists updated at least monthly and all other documents at least annually.
5. In accordance with a mission assignment from Emergency Support Function 5, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 5 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 5. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY EMERGENCY MANAGEMENT

- a. Direct and manage the ESF 5 function, including the four branches: Intelligence, Planning, Technical Services, and Documentation.
- b. Collect and process information received from Rapid Impact Assessment Teams (RIAT) and predictive models, analyze this information, and share with the Planning section.
- c. Identify and train County staff to support the (4) ESF 5 sections, as outlined in the Plan.

- d. Ensure that requests for RIAT and RRT are forwarded to the SEOC in accordance with SOP's.
- e. Coordinate the development and implementation of the Preparedness activities, as outlined in the Plan.
- f. Coordinate with ESF 5 in the Florida Division of Emergency Management (DEM) in accessing and utilizing analysis from HAZUS-MH, SLOSH, and other tools to support the Intelligence section.
- g. Coordinate with ESF 7, Resource Management, to ensure that all available resources are logged and requests for resources are filled.
- h. Ensure that copies of all news releases and situation reports are transmitted to the SEOC (if present, this will be the responsibility of a SERT Liaison).

2. SUPPORT AGENCIES

(Note: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management)

- a. The County Emergency Management is responsible for the establishment, staffing, and training of damage assessment teams within their jurisdiction. Teams will consist of County/City staff, supplemented with local specialists, and be deployed to impacted areas to perform preliminary damage assessments.
- b. The Building Department will provide technical assistance to ESF 5 to support the Technical Services branch, including GIS, liaison to ESF 5 in the Florida Division of Emergency Management.
- c. The Road Department will support the damage assessment teams by providing staff to inspect roads and bridges.
- d. County volunteer fire departments will assist in conducting needs assessments during their search and rescue operations. These reports will be transmitted to the ESF 4 representative who will forward the information to ESF 5.
- e. The Department of Health, Environmental Health Services will collect information and intelligence on estimated damages to health and medical facilities, and identification of potential impediments to response and immediate recovery.
- f. The Baker County Road Department will provide intelligence on transportation requirements and potential shortfalls in moving evacuees to designated shelters.
- g. The American Red Cross will provide information and analysis on shelter needs, shortfalls, potential impediments to the shelter mission and forecasts of future shelter requirements.
- h. Baker County Emergency Management will provide estimates (before and after event) on requirements for water, food, ice and other potential commodities to support victims.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 5 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 6 Mass Care

Primary Agency: Baker County School Board

Support Agencies: American Red Cross
Salvation Army
Baker County Sheriff's Office
Baker County EMS
Baker County Department of Health
Amateur Radio Emergency Services
Baker County Extension Office
Council on Aging

I. Purpose

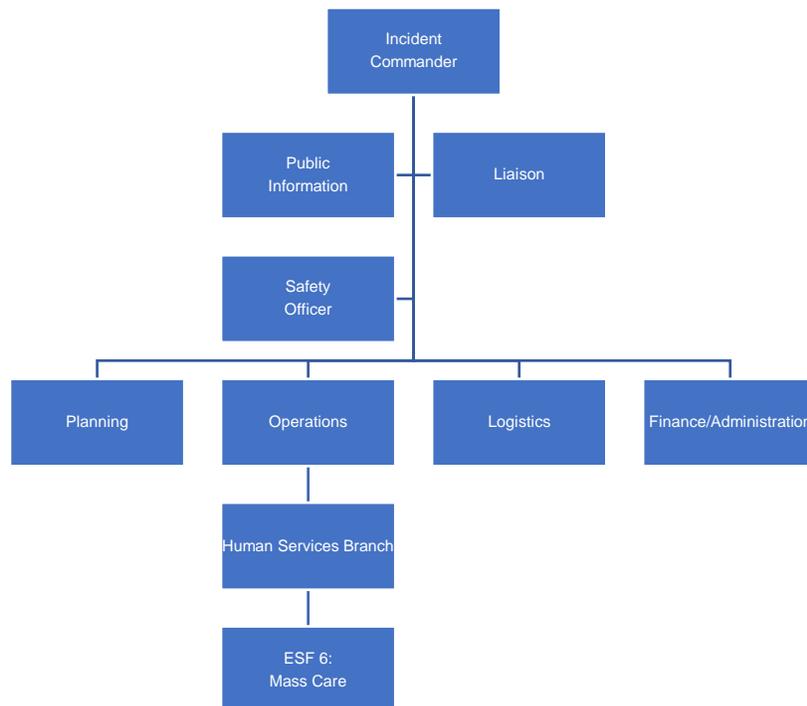
The purpose of Emergency Support Function 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers. The Emergency Support Function 6 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County School Board office, and directs all aspects of the operation. Emergency Support Function 6 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional mass care, mass feed assistance, and bulk distribution of coordinated relief supplies.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 6 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 6 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 6 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 6 will evaluate and analyze information on requirements for mass care, mass feeding and bulk distribution of relief supplies; develop and update assessments of the mass care and mass feeding situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Regardless of the scale of the emergency or disaster, all shelters should be managed in accordance with the guidelines. The American Red Cross of Northwest Florida will train without charge shelter managers and shelter staff to operate shelters under American Red Cross guidelines.



Incident Command System Structure: ESF 6 – Mass Care

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County School Board staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, Emergency Support Function 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.
- d. The Baker County School Board develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. Emergency Support Function 6 falls under the Human Services Branch, and is closely coordinated with the other Emergency Support Functions that address basic needs of the impacted population: Food and Water (ESF 11), Volunteers and Donations (Emergency Support Function 15) and Animal Protection (ESF 17). Emergency Support Function 6 organization will be guided by the following:
 - The Chief, Human Services Branch, will provide input to the Operations Section in the assessment of the magnitude of the problem (ESF 5); the identification of operational priorities; and assessments of resources needs and potential shortfalls.
 - Primary and support agencies will provide sufficient personnel to staff the Emergency Support Function 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the department they represent.
 - Emergency Support Function 6 representative at the EOC will be the coordinating link or conduit for the operations during an emergency or disaster operation.
 - The Baker County School Board will continuously provide support information to the Emergency Support Function 6 representative at the EOC by providing comprehensive reports on all sheltering and mass

feeding operations. These comprehensive reports will address openings, closings, shelter locations, shelter censuses and mass feeding locations.

- Support agencies, other than those represented at the EOC, will coordinate all their responsibilities under Emergency Support Function 6 with the Baker County School Board. This information will be condensed and forwarded to the Emergency Support Function 6 representative at the EOC.
- Support agencies represented at the EOC will report activities related to Emergency Support Function 6 to the function representative at the EOC for consolidated reporting, and coordination with the chapter DOC.
- The EOC leadership will determine the need to establish a County Staging Area to receive disaster related commodities from the State Logistics Staging Area or if directed from Federal Mobilization Sites or Federal Staging Areas. County Staging Areas receive these disaster commodities, account for them, store commodities as required, ship commodities to Points of Distribution, redirect and recover unused supplies.

2. AREA

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional mass care resources via established mutual aid agreements.
- b. The Florida Department of Business and Professional Regulation serve as the lead agency for Emergency Support Function 6 coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 6 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Business and Professional Regulation is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 6 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care service needs requests. Also, Emergency Support Function 6 will develop and update assessments of the

mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.

- d. The Baker County School Board develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. The Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 6 when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 6 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Mass Care representatives or designees will jointly manage the emergency activities of Emergency Support Function 6.
4. Upon instructions to activate Emergency Support Function 6, the Baker County School Board will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 6 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 6 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

- Assessment of the potential disaster impacts on the general population, including vulnerable groups that are identified in the Basic Plan.
- Mass Care personnel.
- Emergency responder health and safety.
- Mental health and crisis counseling for responders.

1. PREPAREDNESS ACTIONS

a. General

- Actions and activities that develop Mass Care response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 6 personnel (i.e., County, State, Regional,

and Federal) and other emergency support functions that will respond with Emergency Support Function 6. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- Conduct planning with Emergency Support Function 6 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Mass Care operations.
- Train Emergency Support Function 6 staff in the utilization of disaster intelligence from ESF 5 (HAZUS-MH, RIAT) to identify and scale the potential Emergency Support Function 6 mission, including Mass Care and Mass Feeding.
- Conduct training and exercise for EOC and Mass Care Team members.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and present training courses for Emergency Support Function 6 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- Maintain liaison with support agencies.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- Conduct all hazards exercises involving Emergency Support Function 6.

b. Shelter Planning

- Work with local government, and voluntary service delivery units, Baker County Emergency Management, Baker County School District, and other applicable agencies in activities related to survey the suitability of facilities to be used as shelters utilizing Florida State standards adopted from ARC 4496 as guidelines.
- Maintain and annually update a roster of primary contact Emergency Support Function 6 Personnel representing each agency under ESF 6.
- Coordinate closely with the EOC and Emergency Management to ensure an annually updated shelter list is available and maintained at the EOC.
- Work with EOC to ensure an up-to-date comfort station resource list is available from the supporting agencies under Emergency Support Function 6.
- Coordinate with the EOC in the assessment of public need to determine the opening or closing of public shelters before and after an emergency or

disaster event.

c. Mass Feeding

- Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to develop and refine procedures for establishing and operating mass feeding sites, to be operated by volunteer agencies.
- Coordinate with Logistics in establishing, managing and supplying mass feeding sites.

2. RESPONSE ACTIONS

a. General

- Coordinate operations at the Emergency Support Function 6 office in the County Emergency Operations Center and/or at other locations as required.
- Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- Deploy Impact Assessment Teams to determine post-storm impact to Human Services functional group resources and ability to perform Continuity of Operations of essential functions.
- Activate mutual aid procedures to assist with supporting issues related to a terrorist event.
- Implement mass care support RDSTF in the investigation of a terrorist attack.
- Pre-position response resources when it is apparent that Mass Care resources will be necessary. Relocate Mass Care resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- Monitor and direct public works and engineering resources and response activities.
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

b. Shelter Management

- Once the CEMP is activated, Emergency Support Function 6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. When activated, agencies in ESF 6 will operate under these plans and financially support their own activities.
- Emergency Support Function 2: Ensure that each shelter has a working communications system and has contact with Baker County EOC and the Baker County School Board. This may include radio, telephone, and/or

cellular telephone communication devices. The ESF 6 Representative at the EOC will keep the EOC director and ESF 2 informed about any unmet need regarding communications.

- Open shelters in accordance with public need as assessed by the managing agency and county emergency management.
- Register all persons seeking shelter using an American Red Cross Standard "Shelter Registration Form."
- Monitor occupancy levels and ongoing victim's needs and will provide the EOC with a daily listing of "Open" shelters.

c. Mass Care

- Coordinate with Emergency Support Function 8 (Health and Medical) and Emergency Support Function 18 (Special Needs Groups) to ensure people at mass care sites with the need for a level of care higher than the standard first aid will have their need addressed.
- Ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.
- Coordinate with Emergency Support Function 15 (Volunteers and Donations) regarding the use and coordination of voluntary agencies who spontaneously engage in providing mass care.
- Emergency Support Function 12 (Energy): Provide for power service restoration to mass care sites and for the acquisition of supplemental power sources.
- Emergency Support Function 16 (Law Enforcement): Provide security resources needed at mass care sites. Baker County Sheriff's Office provides security at shelter, and Mass care facility locations in the county and the Municipal Police department provides security at shelter and Mass care facility locations in the city limits.

d. Mass Feeding

- Provide information to and coordinate with Emergency Support Function 5 and Emergency Support Function 11 regarding mass feeding sites established by the American Red Cross, Salvation Army, Baker County Churches and other volunteer agencies.
- Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to establish mass feeding sites operated by volunteer agencies. The first priorities of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.

- Coordinate mass feeding locations to ensure optimal logistics for public service based on emergency needs.
- Emergency Support Function 3 (Public Works and Engineering) and Emergency Support Function 8: Coordinate sanitation provisions through daily inspection and garbage removal from mass sheltering and feeding sites.
- Emergency Support Function 11 and Emergency Support Function 15: Coordinate with Emergency Support Function 6 in provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations and private vendors.
- Emergency Support Function 11: Coordinate with Emergency Support Function 6 to identify the need for storage and distribution of food for mass feeding sites.
- Provide staffing in the EOC under coordination of the lead agency if required. Agencies may be called upon to supply clerical/ administrative personnel.

3. RECOVERY ACTIONS

- a. Continuously monitor occupancy levels and ongoing victims' needs and will provide the EOC with a daily listing of open shelters.
- b. Ensure a copy of the Shelter Registration Form will be forwarded to the American Red Cross "Disaster Welfare Inquiry", this form will have a post disaster address for each person housed at the shelters who provided that information upon their final departure. This will assist in reuniting families that may have been separated during the disaster incident.
- c. Coordinate the consolidation of shelters, staff, resources (i.e., communications and law enforcement), and supplies as sheltering needs diminish.
- d. Continue to coordinate with Emergency Support Function 5, Emergency Support Function 11, and Emergency Support Function 15 to establish and maintain mass and mobile feeding sites. The need and location of these sites will be reviewed and evaluated daily. Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.

4. MITIGATION ACTIONS

- a. Participate in shelter deficit reduction strategies/activities and shelter demand studies.
- b. Work with the Baker County Emergency Management on public education programs to reduce shelter demand.
- c. Educate citizens on disaster preparedness activities.

E. DIRECTION AND CONTROL

1. Emergency Support Function 6 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 6 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 6 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the with status of the call lists updated at least monthly and all other documents at least annually.
5. All Mass Care field personnel are subordinate to the Emergency Support Function 6 at the County Emergency Operations Center.

F. RESPONSIBILITIES

1. Primary Agency

- a. The Baker County School Board will represent Emergency Support Function 6 (Mass Care) and the support agencies during activation of the EOC due to an emergency or disaster.
- b. The Baker County School Board will open shelters and establish mobile and fixed feeding sites. First aid and counseling will be available at mass care sites.
- c. The Baker County School Board will develop and maintain a roster of personnel to staff an ESF desk. Ensure the presence of resource materials in sufficient quantities in the ESF EOC location. These materials would include:
 - Shelter listings for Baker and Surrounding Counties.
 - Locations of all operating mass feeding sites and major feeding routes.

2. Support Agencies

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County School Board)

a. Emergency Management Division

- Provide training in Emergency Support Function 5, including the use of disaster intelligence to support decision-making (pre- and post-disaster).
- Support first responders, including provision of food and water.
- Coordinate with Emergency Support Function 6 in addressing employee well-being issues, particularly in major disasters that place a burden on emergency managers.

c. American Red Cross

- Support ESF-6 sheltering activities with personnel and facilities, specifically through contractual agreement between the Baker County Chapter of the American Red Cross and the local school board.
- Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24 hours per day, seven days per week.
- Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include:
 - Shelter listings for each agency with names and numbers of each shelter manager, as available.
 - Listing of all bulk food providers and contact personnel and phone numbers as acquired from ESF-11.
 - Locations of all mass feeding sites and the names of site managers.
 - Provide a system for recording incoming requests for sheltering and mass feeding, who was assigned to respond, and the action taken.
 - Establish a protocol for prioritizing response activities.
 - Coordinate activities with other ESFs.
 - Prepare, at all times, to make status reports.
 - Develop and maintain a plan that details the activities addressed in this document. This plan will be coordinated with the support agencies and the Department of Community Affairs, Division of Emergency Management (FDEM).
 - Develop a plan for responding support agencies for disasters and disaster exercises. This plan will be reviewed by support agencies for input prior to being finalized.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 6 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 7 Resource Support

Primary Agency: Baker County Emergency Management

Support Agencies: Baker County Road Department
Baker County School Board

I. Purpose

The purpose of Emergency Support Function 7 is to acquire the necessary resources to support disaster operations. Provide fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Provide coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

II. Concept of Operations

A. GENERAL

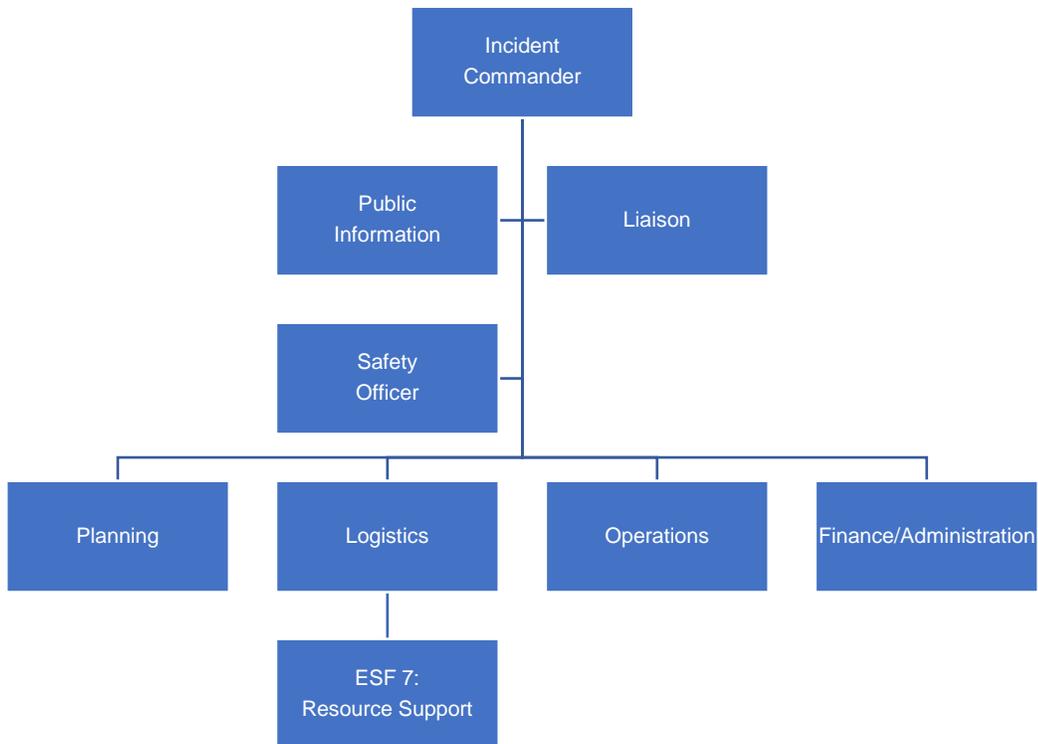
1. Emergency Support Function 7 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 7 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. The focal point for all requests for resources will be the Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESFs will be routed to Emergency Support Function 7. In coordination with Logistics Section, the Emergency Support Function 7 representative will determine the sources of the needed resources. The Emergency Support Function 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures.
 - a. Procurement Process

- Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted and routed through the Emergency Support Function 7. Requests unable to be filled by in-County inventories are procured by Emergency Support Function 7 from commercial vendors. Sources include assets within county government and the municipalities. During disaster situations, all resources within county government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.
- If needed supplies and equipment are not available within county government resources, Emergency Support Function 7 will attempt to purchase or lease them from commercial sources.
- When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.

Note: The County will be responsible for costs incurred for resources brought in from outside sources. If the county has been declared for federal disaster assistance, funds expended for requested resource support are reimbursable.

- The Emergency Management office maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.
- The Statewide Mutual Aid Agreement will be implemented as necessary to obtain required goods and services from other jurisdictions.
- Contracts for resources or services will be initiated by Emergency Support Function 7. Contracts will be managed by the agency responsible for the support provided.
- Emergency Support Function 7 will conduct operations in accordance with all local, state and federal laws and regulations.
- In some cases, needed resources may be available thru donations and volunteers. Coordination will be maintained between Emergency Support Function 7 and Emergency Support Function 15 on a continual basis.
- Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways. Volunteer organizations have direct participation in emergency operations in Baker County.

4. Transportation. Transportation requirements will be coordinated through Emergency Support Function 1.
 - a. All available transportation assets will be used to deliver resources to affected areas.
 - b. Sources include county and municipal assets, as well as those belonging to private nonprofit organizations.
 - c. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
 - d. Commercial vendors are responsible for transportation of their own product/service.
5. Staging Areas. The (TBD) is identified as the County Staging Area for resources brought into Baker County. Alternate staging areas include TBD.
 - a. The County Staging Area is mission tasked and reports to the Logistics Section.
 - b. Baker County Engineers office manages the CSA.
6. Storage Facilities. Storage facilities are available throughout the county. Emergency Support Function 7 will identify and lease any further storage space that would be necessary. Leasing of additional buildings or warehouses is not anticipated due to the amount of property holdings by the County.
 - a. If necessary, temporary office/warehouse space can be obtained on an emergency basis.
 - b. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other county-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through Emergency Support Function 7.
7. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.
 - a. Agencies will monitor and track loaned items.
 - b. Documentation will be provided to lending organizations for their records.
 - c. Intra-departmental property/equipment requests are and submitted to Emergency Support Function 7.
 - d. The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
 - e. The borrowing department is responsible for the return of the equipment after the disaster period.



Incident Command System Structure: ESF 7 – Resource Support

B. ORGANIZATION

1. COUNTY

During an emergency or disaster, the primary and support agencies of Emergency Support Function 7 will assign personnel to the Baker County Emergency Operations Center. In addition, Emergency Support Function 7 will:

- a. Operate under the direction of the Purchasing.
- b. Operate throughout the emergency, either in the Baker County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with Purchasing.
- c. Alert designated primary personnel of possible resource needs and to report to the Baker County Emergency Operations Center.
- d. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of Purchasing and the Chief of the Logistics Section.
- e. At the tasking of the Logistics Chief, take action if another Emergency Support Function requires assistance in obtaining needed items. Emergency Support Function 7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and

schedule for when the material can be made available at the established location.

- f. Unless otherwise directed and in order to provide resource support when needed during disaster operations, the Emergency Support Function 7 function will be staffed on a 24 hour basis at the EOC.

2. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. The Department of Management Services develops and maintains the overall Emergency Support Function 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Notification of the impending disaster from the EOC is made. Employees receive verbal notification of the status of the disaster. Employees are instructed to report to the EOC or other work assignments as needed. All employees are considered to be on stand-by and make themselves available by cellular phone.

D. ACTIONS

Actions carried out by Emergency Support Function 7 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- b. Assist in the coordination of documents for Emergency Declaration.

- c. Prepare documentation for public assistance requests from outside agencies and for impending damage survey reports (DSRs) from County departments and Constitutional Officers.
- d. Assign portable equipment (laptop computers and portable printers) to key personnel.
- e. Download to disks the Federal Emergency Management Agency (FEMA) criteria for post-disaster DSR filing.
- f. Establish a work schedule for staff to report to the EOC before, during and after the storm and a general outline of individual responsibilities.
- g. Pack office supplies, telephone lists, disaster files and laptops for transfer to the EOC.
- h. Keep disaster file up to date with phone numbers of employees, State EOC and FEMA representatives. Establish emergency contact persons for all support agencies and outside agencies who are likely applicants for public assistance. Obtain home phone, cellular, and/or pager numbers for each agency's designated contact persons.
- i. Place Emergency Management personnel on standby or direct to staging areas with some facilities staffed for immediate response.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 7 office in the County Emergency Operations Center and/or at other locations as required.
- b. Act as County representative agency for all FEMA communications and documentation requirements.
- c. Coordinate reporting of initial disaster information and estimates to the FEMA representative. Act as liaison between FEMA and all outside agency applicants for public assistance.
- d. Provide fiscal guidance, technical support and funding options to the BCC and EOC.
- e. Provide other support as requested by the Emergency Management Coordination Team. Prepare budget transfers, amendments or loan documents for approval by the BCC.
- f. Fulfill other responsibilities as ESF-7 Lead Agency. Coordinate as necessary with the Finance Office of the Clerk of Court.
- g. Support agencies may be directed to deploy personnel and other resources.
- h. Lease buildings for staging area warehouses or to replace damaged or destroyed facilities.
- i. Provide communications resources in coordination with Emergency Support Function 2.

- j. Provide transportation resources in coordination with Emergency Support Function 1.
- k. Assist, facilitate, and coordinate contractual services between the County and commercial sources.
- l. Provide office furniture, equipment, and supplies from existing County inventories, or have them procured.
- m. Provide food and fuel in cooperation with Emergency Support Functions 11 and 12 respectively.
- n. Provide security for the County Staging Area, Points of Distribution and other facilities through Emergency Support Function 16.
- o. The Emergency Management office will maintain records for all properties loaned to Emergency Support Function 7 in support of the County Emergency Operations Center by the state or federal governments.

3. RECOVERY ACTIONS

Emergency Support Function 7 will support the County's Logistics Section with providing logistical support for:

- a. Staff movement.
- b. Procuring equipment after disaster events.

4. MITIGATION ACTIONS

- a. Work with other county agency and local purchasing directors and other purchasing agents.
- b. Encourage local cities to work with the County Emergency Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

E. DIRECTION AND CONTROL

1. Emergency Support Function 7 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Management office is responsible to the Sheriff for the operation of the resources during normal operations and emergencies. In times of emergency, when the County Emergency Operations Center is in operation, the ESF 7 Coordinator works directly with the senior official in the emergency operations center to meet the needs of this support function.
3. Emergency Support Function 7 supports the Logistics Section.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY EMERGENCY MANAGEMENT

The primary responsibility for coordinating resource support for disaster operations rests with Emergency Management.

- a. Responsible for allocating and coordinating resources and support activities through Emergency Support Function 7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
- b. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.

- c. Coordinate and allocate food, equipment, and supplies made available through current county stocks or if necessary, from commercial sources.
- d. Serve as the primary agency for Emergency Support Function 7 and be present at the Baker County Emergency Operations Center and/or on call at the Department of Administrative Services on a 24-hour basis.
- e. Identify funding for emergency expenditures.
- f. Maintain records of expenditures.
- g. Keep the Director informed of expenditure and reimbursement information.
- h. Coordinate recovery actions with FEMA to include the DSR process.
- i. Provide training to EOC agencies for proper financial management during disasters.
- j. Serve as County's point of contact for financial management activities

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Emergency Management)

Emergency Support Function support agencies (Finance, Information Resources & Purchasing) will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

a. Purchasing

- Develop memorandums of understanding with vendors for essential items needed before and after a disaster.
- Provide staff in EOC to coordinate resource requests.
- Identify suppliers for resources.

b. Information Resources

- Activate disaster plan for computer equipment in County buildings located in evacuation areas.
- Protect vital County computer records.
- Provide staff assistance to EOC as requested.

G. FINANCIAL MANAGEMENT

During a state of general emergency in Baker County, certain "procedures and formalities otherwise required of Baker County" are waived including "entering into contracts & incurring obligations."

1. The power to temporarily suspend such procedures and formalities is granted under Chapter 252.38 of Florida Statutes.
2. Once the Emergency Declaration is in effect Emergency Support Function 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments and other Elected Officials within the guidelines of the Emergency Declaration.
3. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from Emergency Support Function 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
4. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through Emergency Support Function 7 as necessary.
5. Procurement procedures are outlined in the Emergency Purchasing Procedures Manual. This manual is complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" have agreed in advance to provide necessary supplies to authorized Baker County officials and employees at little or no notice at the normal government discount rate.
6. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with Emergency Support Function 7 personnel in notifying Purchasing of expenditures based on standard accounting procedures.
7. Each county agency is responsible for tracking its own costs associated with Emergency Support Function 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.
8. Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system. Each county agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with Emergency Support Function 7 operations.
9. The State Emergency Operations Center through the Baker County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

Emergency Support Function (ESF) 8 Health and Medical

Primary Agency: Baker County Health Department

Support Agencies: Baker County EMS
American Red Cross
Baker County Fire Department
Amateur Radio Emergency Services

I. Purpose

The purpose of Emergency Support Function 8 is to provide health and medical coordination in support of emergency events in Baker County. Emergency Support Function 8 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 8 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County Health Department and directs all aspects of emergency management. Emergency Support Function 8 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional Health and Medical assistance.

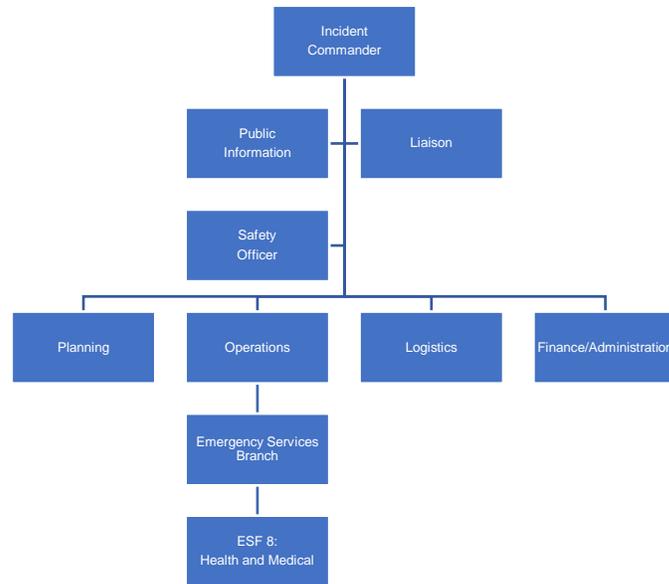
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 8 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 8 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 8 will evaluate and analyze information regarding medical and public health assistance requests for response; develop and update assessments of the health and public

health situation and status in the impact area and; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event.) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 8 – Health and Medical

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Health Department staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding health and public health assistance requests. Also, Emergency Support Function 8 will develop and update assessments of

the Health and Medical status in the impact area and does contingency planning to meet anticipate demands and needs.

- d. Baker County Health and Medical develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional Health and Medical resources via established mutual aid agreements.
- b. The Florida Department of Health serves as the lead agency for Health and Medical coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 8 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Health and Medical agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Health and Medical resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Health is the designated lead agency for State Health and Medical and will provide a liaison to facilitate requests for Health and Medical resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 8 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding Health and Medical requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and

Medical situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d. The Department of Health, the Office of Emergency Operations develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 8 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 8 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Health and Medical representatives or designees will jointly manage the emergency activities of ESF 8.
4. Upon instructions to activate ESF 8, Baker County Health Department will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 8 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 8 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide framework upon which actions will occur:

- Assessment of Health and Medical needs and potential impacts.
- Health and Medical personnel.
- Health and Medical equipment and supplies.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Health and Medical Public Information and risk communication.
- Health and Medical Management, Command and control of assets.
- Health and Medical activities related to terrorist threats and/or events.
- Evacuation support.
- Logistical Staging and Points of Distribution.
- Hazardous Materials facility support.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Health and Medical response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 8 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 8. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Jointly address with State Health and Medical the planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 8 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Health and Medical operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Health and Medical assessment.
- e. Conduct training and exercise for EOC and Health and Medical Team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and Health and Medical strategies.
- h. Develop and present training courses for Emergency Support Function 8 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.

- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 8.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 8 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Disaster Medical Teams, Hazardous Materials, Disaster Mortuary Operational Response Team, Interoperable, Communications and Command Vehicles, Resource Management and Logistical Support
- d. Deploy Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Support Health and Medical RDSTF in the investigation of a terrorist attack.
- f. Preposition response resources when it is apparent that health and medical resources will be necessary. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- g. Monitor and direct Health and Medical resources and response activities.
- h. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- i. Coordinate with support agencies, as needed, to support emergency activities.
- j. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- k. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 8 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 8 system operates at two levels 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 8 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 8 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Health Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All Health and Medical field personnel are subordinate to the Emergency Support Function 8 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 8, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 8 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 8. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY HEALTH DEPARTMENT

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Health and Medical assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies Health and Medical service personnel, supplies, and equipment and provide certain direct resources.
- d. Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. Coordinate supplemental assistance in identifying and meeting the Health and Medical needs of disaster victims.
- f. Implement the organization, assignment and staffing at the facilities at which ESF 8 is required to be located.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Baker County Health Department)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 8.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 8 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management and

personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 9 Search and Rescue

Primary Agency: Baker County Sheriff's Office

Support Agencies: Baker County Fire Department
Baker County EMS

I. Purpose

The purpose of Emergency Support Function 9 is to provide search and rescue coordination and support services in support of emergency events in Baker County. Emergency Support Function 9 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 9 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 9 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional assistance.

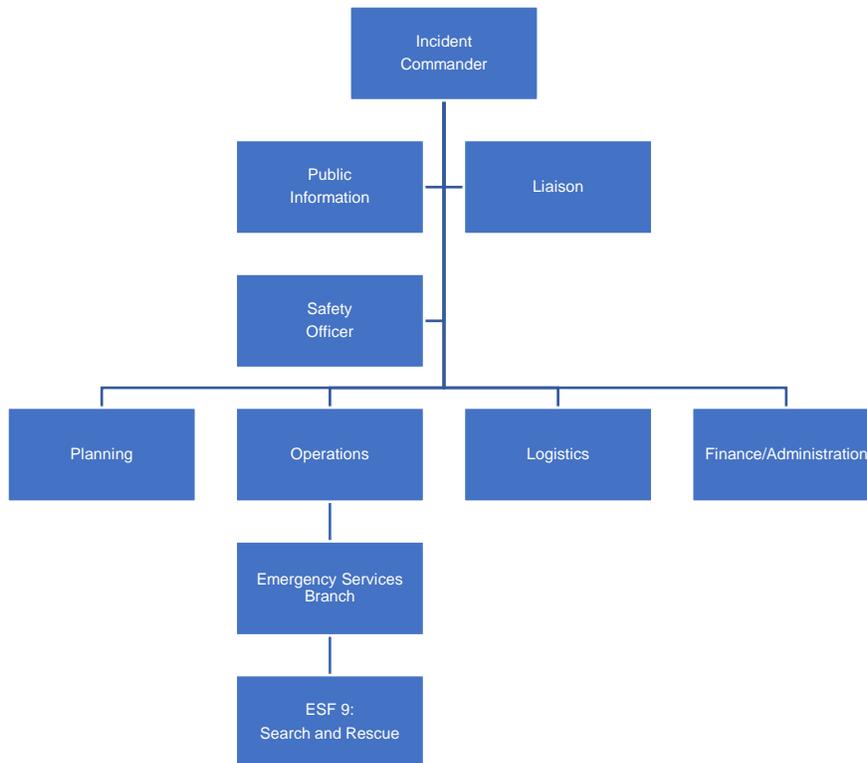
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 9 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Baker County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 9 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 9 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue, and prevention

requests for response, develop and update assessments of the search and rescue situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 9 – Search and Rescue

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the search and

rescue status in the impact area and do contingency planning to meet anticipate demands and needs.

- d. Baker County Sheriff's Office will develop and maintain the overall Emergency Support Function 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional search and rescue resources via established mutual aid agreements.
- b. The Florida Department of Financial Services serves as the lead agency for search and rescue coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 9 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State search and rescue may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State search and rescue agencies will participate in a Multi-Agency coordinating entity to coordinate requests for search and rescue resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State fire Marshall is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 9 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding Search and Rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the Search and

Rescue situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d. The Department of Financial Services, Division of State Fire Marshall develops and maintains the overall Emergency Support Function 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 9 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 9 will be activated or placed on standby upon notification by Emergency Management. The Sheriff or his designees will jointly manage the emergency activities of ESF 9.

D. ACTIONS

Actions carried out by Emergency Support Function 9 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 9 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Search and Rescue needs and potential impacts.
- Search and Rescue personnel.
- Search and Rescue equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.

- Mental health and crisis counseling for responders.
- Search and Rescue Public Information and risk communication.
- Search and Rescue Management, Command and control of assets.
- Search and Rescue activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Search and Rescue facility support.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Search and Rescue response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 9 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 9. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State search and rescue teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 9 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Search and Rescue Operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Search and Rescue assessment.
- e. Conduct training and exercise for EOC and Search and Rescue Team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and Search and Rescue strategies.
- h. Develop and present training courses for Emergency Support Function 9 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 9.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 9 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Urban Search and Rescue, Interoperable Communications and Command Vehicles, Resource Management and Logistical Support.
- d. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- f. Search and Rescue support RDSTF in the investigation of a terrorist attack.
- g. Preposition response resources when it is apparent that search and rescue resources will be necessary. Relocate search and rescue resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- h. Monitor and direct Search and Rescue resources and response activities.
- i. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- j. Coordinate with support agencies, as needed, to support emergency activities.
- k. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- l. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 9 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 9 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 9 system operates in two arenas; 1) the county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 9 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.
5. All search and rescue field personnel are subordinate to the Emergency Support Function 9 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 9, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 9 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 9. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY SHERIFF’S OFFICE

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Search and Rescue assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies Search and Rescue personnel, supplies, and equipment and provide certain direct resources.
- d. Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
- e. Monitor Search and Rescue emergency response and recovery operations. ESF 9 Representatives or designees will coordinate all State and Federal Search and Rescue resources into the affected areas from staging areas.
- f. Manage Search and Rescue and other emergency incidents in accordance with each department’s Standard Operating Guidelines and under the direction of ESF 9 Representatives or designee.
- g. Provide assistance in initial needs assessment, and augment Search and Rescue operations through specialized response capabilities.
- h. Make specific requests for Search and Rescue assistance to the State ESF 9/State Fire Marshal’s Office, through the Baker County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
- i. Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Search and Rescue needs.
- j. Demobilize resources and deactivate the ESF 9 station upon direction from the County Incident Commander.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Sheriff’s Office)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 9.

- b. The Baker County Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. County and City law enforcement agencies (ESF 16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
- d. City, County, and private utilities (ESF 12) will coordinate with ESF 9 to address Search and Rescue problems due to leaking natural gas, downed power lines, and water flow problems.
- e. City and County Public Works (ESF 3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
- f. City and County Communications Centers (ESF 2) will provide radio communications support, to the extent possible, to support communications among agencies responding to the impacted areas.
- g. Baker County Emergency Medical Services (ESF 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
- h. American Red Cross and other community agencies (ESF 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- i. The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for search and rescue assistance to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 9 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 10 Hazardous Materials

Primary Agency: Baker County Fire Department

Support Agencies: Baker County Emergency Management
Baker County EMS
Baker County Sheriff's Office

I. Purpose

The purpose of Emergency Support Function 10 is to provide hazardous materials coordination and support services in support of emergency events in Baker County. ESF 10 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 10 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County Fire Department and directs all aspects of emergency management. Emergency Support Function 10 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional hazardous materials assistance.

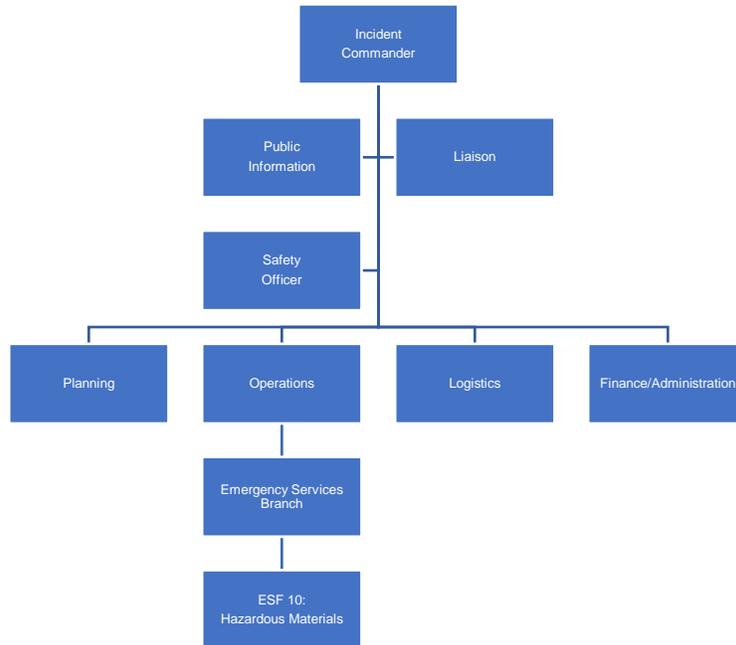
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 10 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of an Emergency Operations Center (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 10 capabilities (based on the national Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring State, Federal or mutual aid assistance, Emergency Support Function 10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 10 will evaluate and analyze information regarding the identification of securing,

removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 10 – Hazardous Materials

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Fire Department staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 will respond indirectly to the Emergency Services Branch Chief who reports to the operations under the overall direction of the County Incident Commander.
- c. During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also, Emergency Support Function 10 will develop and update assessments of the hazardous

materials status in the impact area and does contingency planning to meet anticipate demands and needs.

- d. Baker County Fire Department develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional hazardous materials resources via established mutual aid agreements.
- b. The Florida Department of Environmental Protection serves as the lead agency for hazardous materials coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 10 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Environmental Protection is the designated lead agency for State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section chief under the overall direction of the State Coordinating Officer.
- c. During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also, Emergency Support Function 10 will develop and update assessments of the hazardous

materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d. The Department of Environmental Protection develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information comes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 10 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 10 will be activated or placed on standby upon notification by Emergency Management. The primary and support hazardous materials agencies will coordinate and support the emergency activities of ESF 10.
4. Upon instructions to activate ESF 10, local and State hazardous materials teams will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 10 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 10 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided.

- Assessment of Hazardous materials needs and potential impacts.
- Hazardous materials personnel.
- Hazardous materials equipment and supplies.

- Evacuation support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Hazardous materials Public Information and risk communication.
- Hazardous materials Management, Command and control of assets.
- Hazardous materials activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Hazardous materials facility support.
- Oil and hazardous substance incident.
- Information on drinking water, wastewater and solid waste facilities.
- Information on SARA Title III fixed facilities, storage of extremely hazardous substances within the county.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop hazardous materials response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 10 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 10. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State hazardous materials teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 10 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine hazardous materials operations.
- d. Develop and refine procedures to be used in the following field surveys: Community Hazardous Materials Assessments.
- e. Conduct training and exercise for EOC and hazardous materials response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- g. Ensure lead agency personnel are trained in their responsibilities and duties.
- h. Develop and present training courses for Emergency Support Function 10 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.

- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all exercises involving Emergency Support Function 10.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 10 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establishment and maintain a system to support on-scene direction, control and coordination with the local incident commander, the county EOC, Regional Domestic Security Task Force and State EOC, and or other coordination entities as appropriate.
- c. Establish Mutual Aid procedures for the following resources; Hazardous Materials Response Teams, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event or hazardous substance incident.
- g. Hazardous materials support RDSTF in the investigation of a terrorist attack.
- h. Preposition response resources when it is apparent that hazardous materials response resources will be necessary. Relocate hazardous materials response resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct hazardous materials resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

4. MITIGATION ACTIONS

- a. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 10 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. Emergency Management serves as the focal point for Emergency Support Function 10 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 10 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 10 system operates in two arenas; 1) the county Emergency Operations Center, 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 10 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Fire Department with status of the call lists updated at least monthly and all other documents at least annually.

5. All hazardous materials field personnel are subordinate to the Emergency Support Function 10 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 10, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 10. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY FIRE DEPARTMENT

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.
 - Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.
 - Ensure that all first responders are trained in awareness and operations level of hazardous materials response as defined in the guidelines established by the State Emergency Response Commission.
 - Ensure that public safety communications personnel are trained in the awareness level of hazardous materials response and that guidelines have been established to dispatch the proper response upon notification of hazardous materials incidents.
 - Emergency Support Function 10 will coordinate the response and recovery efforts to hazardous materials incidents upon notification of a release by ensuring that coordination and cooperation is maintained in identifying the material. Then securing, removing and properly disposing of the hazardous material.
 - The presence of any radioactive material will be determined by properly trained personnel using basic detection equipment who will then determine if any evacuations are necessary. If evacuations are necessary, ESF 10 will coordinate with other ESFs to ensure that shelters are opened and the public is informed as the situation changes.
 - Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
 - Minor incidents are usually handled by jurisdictional fire departments with minimal use of resources. Larger incidents will involve a cooperative effort between all support agencies, private contractors and the Florida Department of Environmental Protection.
 - In a large event requiring local and State or mutual aid assistance, Emergency Support function 10 will work with its support agency

counterparts to seek and procure, plan, coordinate and direct the use if any required assets.

- During a State declared disaster requests for resources or assistance from State agencies will be made through established and proven procedures as set forth in the State of Florida Comprehensive Emergency Management Plan (CEMP).
 - Notify State Warning Point of all hazardous materials incidents and request State assistance when needed.
 - Coordinate with the Florida Department of Environmental Protection (DEP) for notification and response to hazardous materials incidents when the ability to identify the material or mitigate the incident is beyond the capabilities of the county.
 - Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials. Prepare site specific plans for each facility that produces or stores extremely hazardous substances (EHS) and update these plans annually or as necessary through the year.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
 - c. Coordinate and direct the activation and deployment of County agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.
 - d. ESF 10 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
 - e. ESF 10 is responsible for monitoring hazardous materials emergency response and recovery operations. ESF 10 members or designees will coordinate all State and Federal hazardous materials resources into the affected areas from staging areas.
 - f. ESF 10 will manage hazardous materials and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 10 members or designee.
 - g. ESF 10 members or designee will make specific requests for hazardous materials assistance to the State ESF 10 through the Baker County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
 - h. ESF 10 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.
 - i. ESF 10 will demobilize resources and deactivate the ESF 10 station upon direction from the County Incident Commander.

- j. The owner of the material will be financially responsible for the material and will incur all cost and responsibility of the clean up and disposal activities.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Fire Department)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 10.
- b. The Baker County Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources. The Baker County Emergency Management will:
 - Provide training to public safety communications personnel to ensure recognition of a hazardous material and information to be obtained upon notification of a release that will determine the proper emergency response.
 - Provide training to all public safety personnel and first responders in awareness and recognition (level 1) of hazardous materials.
 - Provide training to the operations level (level 2) for all personnel responding to a hazardous materials incident that will be involved in the securing of the release, and/or removal and disposal of the material.
 - Coordinate the notification and response of all agencies required to handle the incident.
 - Notify the State Warning Point and make request for State assistance when necessary.
- e. The appropriate fire departments will be dispatched to any release of a hazardous material upon notification. It will be their responsibility to attempt to positively identify the material, determine the hazard and take immediate actions necessary within their capabilities to protect life and property. Each fire department is responsible to ensure their personnel receive the required training to perform any actions taken during a hazardous materials incident and to call for assistance when the necessary actions are beyond their capabilities.
- f. Jacksonville Fire Rescue Hazardous Materials Team: utilized for on site releases/spills.
- g. Baker County Sheriff's Office is responsible for traffic control and accessed via ESF-16.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 10 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support agencies entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 11 Food and Water

Primary Agency: **Salvation Army**

Support Agencies: Baker County School Board
 American Red Cross

I. Purpose

The purpose of Emergency Support Function 11 is to plan for and provide the distribution of food, water and ice to local victims following a disaster. Hurricane preparedness education campaigns teach the public to be prepared to be self sufficient for 72 hours. However other potential hazards may create the need for distribution of these basic necessities.

In the wake of a major disaster requiring the need for distribution of food, water and ice to the public, pre-identified locations for distribution will be prepared and the commodities transported to each location.

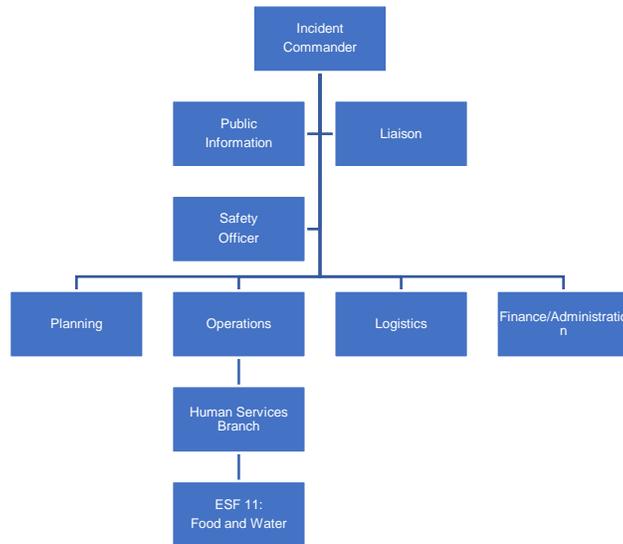
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 11 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Baker County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 11 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 11 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 11 will evaluate and analyze requirements for food, water and ice; develop and update

assessments of the food and water situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 11 – Food and Water

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Salvation Army staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. Following a major disaster that impacts a large portion of the population and creates the widespread loss of electrical power for an extended period of time, there may be a need to provide food, water and ice to the public. It is anticipated that hurricanes present the highest vulnerability for this need.
- d. The Salvation Army develops and maintains the overall Emergency Support Function 11 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain

their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- e. Water, ice and meals will go through the County Staging Area, where they will be accounted for and further shipped to the PODs or other facilities.
- f. The County Staging Area will be prepared to receive and onward ship resources without undo delay. In addition, PODs will be prepared to receive and off load vehicles immediately.
- g. When the need arises the County must be able to respond quickly and obtain the necessary commodities, establish sufficient distribution sites to serve the affected areas and transport the commodities to these sites.
- h. Public information will be released through the local media to inform the public of the locations for assistance. The quick restoration of electrical power is of vital importance to the timely recovery from the disaster.
- i. Restoration of power to water treatment and pumping facilities, grocery stores and ice production facilities will reduce the need for distribution of these commodities to the public.
- j. In some cases, emergency food stamps may need to be issued and coordinated with the State for implementation of plan for that purpose.

2. AREA

The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional food and water resources via established mutual aid agreements.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for Food and Water and will coordinate with support agencies to determine food, water and ice needs for the population in the impacted areas.
- b. Approximately 24 hours after disaster impact, the State EOC will “push” water, meals and ice to the impacted counties. To prevent or minimize confusion and to maintain good supply discipline, it is imperative that the County provide accurate and timely information to the State EOC on the counties requirements.

C. ALERTS/NOTIFICATIONS

1. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 11 when

the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

2. Emergency Support Function 11 will be activated or placed on standby upon notification by Emergency Management.
3. Upon instructions to activate ESF 11, Salvation Army will implement its operating procedures to notify ESF 11 support agencies.

D. ACTIONS

Actions carried out by Emergency Support Function 11 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 11 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop food and water response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 11 personnel (i.e., County, State, Regional and Federal) and other emergency support functions that will respond with Emergency Support Function 11. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Address planning issues on an ongoing basis to identify response zones and potential staging areas.
- c. Maintain an accurate roster of personnel assigned to perform ESF 11 missions during an emergency or disaster.
- d. Identify and schedule disaster response training for ESF 11 personnel.
- e. Periodically update the list of available ice and water vendors.

2. RESPONSE ACTIONS

- a. Inventory food and water supplies.
- b. Coordinate with ESF 6 to identify mass feeding sites and the potential number of people in shelters.
- c. Coordinate with ESF 12 to monitor power outages.
- d. Work with ESF 15 to coordinate use of donated good and services to support the ESF 11 mission.
- e. Identify local resources for the acquisition of food, potable water and ice and

attempt to obtain written agreements.

- f. Identify and procure sites for distribution of food, water and ice following a disaster.
- g. Provide for the transportation of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials.
- h. Coordinate with the State to provide emergency food stamp assistance.
- i. Coordinate with the Regional Recovery Center for delivery of food, water and ice not available through local resources.
- j. Coordinate with local power companies to restore power to water treatment plants, grocery stores and ice producing companies as a priority. This will significantly reduce the need for distribution of food, water and ice.
- k. Educate the public to prepare for disasters and the procedures that need to be taken to be self sufficient for 72 hours following a major disaster.
- l. Coordinate with the County Health Department for testing and treatment of all potable water distributed.

3. RECOVERY ACTIONS

- a. Continue to monitor food, water and ice needs.
- b. Monitor nutritional concerns.
- c. Assess special food concerns of impacted population.
- d. Maintain logistical links with supporting agencies with a role in ESF 11.

4. MITIGATION ACTIONS

Use HAZUS-MH and other risk assessment tools to identify vulnerable populations in Baker County.

E. DIRECTION AND CONTROL

1. Emergency Support Function 11 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 11 system operates in two arenas: 1) the county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the

lead Emergency Support Function 11. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. In accordance with a mission assignment from Emergency Support Function 11, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 11 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 11. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – SALVATION ARMY

- a. Identify local resources with the ability to supply large amounts of non-perishable food, potable water, ice and equipment necessary to transport and handle the commodities following a major disaster.
- b. Work with the Clerk of Court to obtain contracts or agreements with local businesses to supply necessary commodities.
- c. Prior to hurricane season each year identify possible locations to be used for the distribution of food, water and ice.
- d. Work with volunteer agencies to obtain volunteers to staff distribution centers. Also coordinate with the other county departments and elected officials for use of non-essential post-disaster employees to work at the sites.
- e. Coordinate with the local Council on Aging to establish an outreach program for the elderly.
- f. Notify the County Health Department of the locations of distribution sites and arrange for testing and treatment of all bulk potable water.
- g. Attempt to coordinate with local businesses and relief organizations to ensure that all locations of feeding stations, distributions sites and other assistance sites are placed where there is the most need and press releases issued so the public is informed where to obtain this assistance.
- h. Prepare and provide educational materials and presentations that will inform the public of the need to remain self sufficient for at least 72 hours and the necessary actions for that purpose.
- i. Each year, prior to hurricane season the department will survey the county and determine possible locations and buildings to be used as distribution sites, warehouses, staging areas and recovery centers. That listing will become part of the plan for ESF 11.

- j. Maintain and update a power restoration list that will include all of the locations identified for use by ESF 11 for procurement, distribution, storage and staging. This will be coordinated with the local electrical power companies in the EOC following the disaster.
- k. Maintain a list of post disaster, non-essential county employees to be deployed as needed to support the distribution of supplies.

2. SUPPORT AGENCIES

- (1) Coordinate the identification and assessment of short and long term food needs:
 - (a) Short-term emergency needs.
 - (b) Long-term sustained needs.
- (2) Assist with distribution of food and water supplies.
- (3) Assist and coordinate the issuance of emergency food stamps.
- (4) Provide infant and elder demographic information in a disaster area.
- (5) Provide demographic profiles of low-income eligible assistance programs in the impacted area (i.e., AFDC/WIC)
- (6) Provide current information on sources of infant formula
- (7) Provide volunteer resources, including:
 - (a) Transportation resources.
 - (b) Labor to load and unload shipments.
 - (c) Cooking staff.
- (8) Assist with collection and distribution of donated foodstuffs.

(a) American Red Cross

- Activate agreements with the School Board, private vendors and supplement USDA food stocks.
- Coordinate with ESF 15 with donated food and water.
- Initiate arrangements to deploy mobile field kitchens.
- Procure food and water supplies.
- Assist with establishing feeding and food distribution sites.
- Provide feeding stations and serve food at each of the distribution sites in addition to their individual operations.

(b) Baker County School Board

- Provide inventories of available food supplies.
- Coordinate with ESF 6 to provide available food for ESF 11.
- Provide assistance monitoring the number of people fed at a site.
- Provide assistance calculating serving portions based on menus.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 11 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal

Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 12 ENERGY

Primary Agency: Florida Power and Light

Support Agencies: Clay Electric
Baker County Solid Waste Department
Baker County Road Department
Okefenkee Rural Electric

I. Purpose

The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems or power generating plant failure may also cause temporary disruption of power.

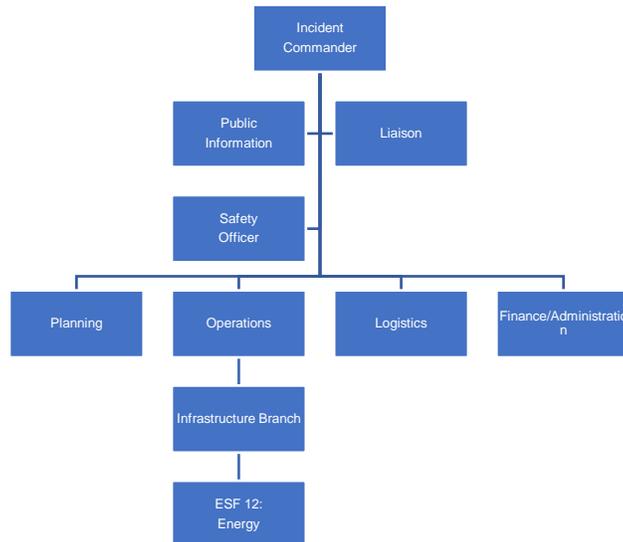
ESF 12 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 12 Emergency Coordination Officer (ECO) is appointed by and located in Florida Power and Light and directs all aspects of emergency management. Emergency Support Function 12 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional energy services assistance.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 12 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Baker County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and state mutual aid assistance, Emergency Support Function 12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. The potential for widespread loss of power is relatively high in Baker County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. The power companies serving Baker County have well established and proven storm plans and procedures.



Incident Command System Structure: ESF 12 – Energy

B. ORGANIZATION

1. COUNTY

- a. Florida Power and Light serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 18 to open shelters as necessary.

Florida Power and Light, Okefenckee Rural Electric and Clay Electric Co-op,

using established hurricane response plans and standard operating procedures, will:

- provide their own resources through contractual agreements with other power providers to perform damage assessment; and
 - obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
- b. Baker County Emergency Management maintains a power restoration priority plan that will guide the allocation and restoration of power as the situation dictates.
 - c. Florida Power and Light and Clay Electric Co-op both have public information officers who, in conjunction with Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.
 - d. During an activation of the County Emergency Operations Center, support agency staff is integrated to provide support that will allow for an appropriate, coordinated and timely response.
 - e. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.
 - f. Florida Power and Light develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy services resources via established mutual aid agreements.
- b. The Public Service Commission serves as the lead agency for energy services coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 12 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

- c. If more than one County emergency management operation center is activated State Public Service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the energy companies will participate in a Multi-Agency coordinating entity to coordinate requests for energy service resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Public Service Commission is the designated lead agency for Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 12 at the State Emergency Operations Center will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 12 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 12 will develop and update assessments of the energy situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Public Service Commission develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 12 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. Upon instructions to activate ESF 12, will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 12 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 12 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop energy service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 12 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF 12. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. In preparation of an emergency or disaster, ESF 12 will coordinate with Florida Power and Light and Clay Electric Co-op and major fuel providers to determine response and recovery needs and priorities.
- c. Baker County Road Department will coordinate with the American Red Cross to identify emergency shelter power generation capacity and needs, or other emergency power needs.
- d. Florida Power and Light and Clay Electric Co-op will deliver public education campaigns that address safety around electricity, emergency procedures for homes and businesses and hurricane preparedness.
- e. Emergency Management will maintain the special needs registration list which includes those citizens that are dependant on electricity to operate medical equipment.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 12.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.
- c. Prioritize the restoration of electric power, based on the priority restoration list that is maintained by Emergency Management.

- d. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
- e. Evaluate the findings of the Rapid Impact Assessment Teams (RIAT) and use assessments in prioritizing restoration of electric power.
- f. Monitor and direct power restoration resources and response activities.

3. RECOVERY ACTIONS

- a. The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy service resources via established mutual aid agreements.
- b. The Baker County Road Department and the Clerk of Court will be responsible for locating and procuring equipment and material resources when requested by the power companies.
- c. The Clerk of Court will use County Contracts for Emergency Purchases of goods and services. They will keep Emergency Management informed on the progress in identifying vendors and obtaining of contracts. The Clerk of Court shall notify Emergency Management when resources become difficult to locate so that the State Division of Emergency Management can be notified that local resources are being depleted and they can expect requests for additional needs.

4. Mitigation Actions:

- a. Identify mitigation measures and funds to reduce the vulnerability of electric power to the effects of hurricanes and other major hazards.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 12 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. Emergency Management serves as the focal point for Emergency Support Function 12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 12 expectations, as well as coordinate and cooperate efficiently during an event.

2. The Emergency Support Function 12 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 12 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 12 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – FLORIDA POWER AND LIGHT

- a. Maintain a close working relationship with the local power companies to ensure that timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.
- b. Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food water, ice and other basic needs. This priority list shall be used and amended as the situation dictates, as a priority list for energy allocation.
- c. Coordinate with power companies to prepare and release public information regarding the power emergency. This information will be disseminated through the Emergency Alerting System when necessary and through all local media in cooperation with ESF 14.
- d. Coordinate with ESF 6 and ESF 18 to open shelters as necessary.
- e. When requested, coordinate with other ESF 12 support agencies to obtain needed resources and make requests to the State Division of Emergency Management when local resources have been exhausted.
- f. Responsible for supplying all petroleum fuels used by the County on a daily basis and maintains a list of vendors in addition to the current vendor for purchase and delivery of fuels in an emergency. County Maintenance is also responsible for maintaining a Hurricane Fuel Plan to ensure ample fuel supplies and distribution to critical facilities and other sites deemed necessary. There are multiple fueling stations throughout the County that all responding mutual aid personnel will have access to for refueling their vehicles.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Florida Power and Light)

a. Public Electric Companies

Companies will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 12 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 13 Military Support

Primary Agency: Florida National Guard

Support Agencies: Baker County Emergency Management

I. Purpose

The purpose of Emergency Support Function 13 is to provide military support coordination and support services in support of emergency events in Baker County. ESF 13 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 13 Emergency Coordination Officer (ECO) is appointed by and located in the Florida National Guard and directs all aspects of emergency management. Emergency Support Function 13 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional military support assistance.

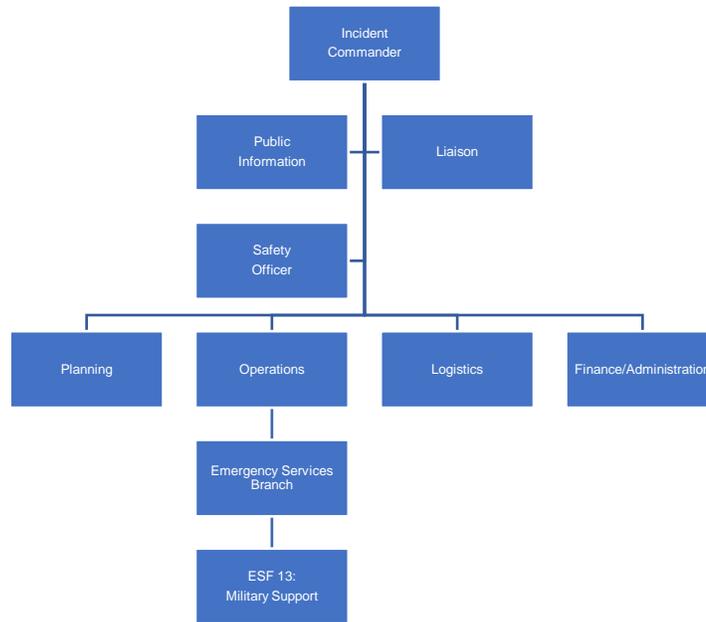
Policies: Military support supplements local and state relief. National Guard assistance normally is provided when:

- (1) The situation is so severe and widespread that effective response and support is beyond the capabilities of local and state government. Civil resources have been exhausted.
- (2) Required resources are not available from commercial sources. National Guard support will not be furnished if it is in competition with private enterprise or the civilian labor force.
- (3) Required as a supplement to civil resources to cope with the humanitarian and property protection requirements caused by a civil emergency or mandated by law.
- (4) The experience and the availability of FLNG resources permit FLNG to perform tasks more effectively or efficiently than other agency(s).
- (5) **AN EMERGENCY OR DISASTER OCCURS AND WAITING FOR INSTRUCTIONS FROM HIGHER AUTHORITY WOULD PRECLUDE AN EFFECTIVE RESPONSE, A NATIONAL GUARD COMMANDER MAY DO WHAT IS REQUIRED AND JUSTIFIED TO SAVE HUMAN LIFE, PREVENT IMMEDIATE HUMAN SUFFERING, OR LESSEN MAJOR PROPERTY DAMAGE OR DESTRUCTION.** The commander will report the action taken as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requestor.
- (6) Any public service is lost or withdrawn and an immediate substantial threat to public health, safety, or welfare is evident. It is desirable that supervisors, managers, and key personnel of the public service are available to provide technical assistance to National Guard Personnel. In the absence of key public service personnel, the State Adjutant General (TAG) will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
- (7) The capability of the National Guard to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 13 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Baker County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Florida National Guard has been an active member of the County's Disaster Committee for many years. These local representatives are knowledgeable of the working of the county EOC. However, in an actual event, Guard Units from various areas within Florida may be sent to Baker County with assigned missions. The mission leader will make contact with the appropriate agency responsible for the mission. Once the Guard is activated in Baker County, they will supply a liaison to the county's EOC to ensure communication and coordination.
4. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 13 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
5. In a large event requiring, State, Federal or mutual aid assistance, Emergency Support Function 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
6. Throughout the response and recovery periods, Emergency Support Function 13 will evaluate and analyze information regarding humanitarian, security request for response, develop and update assessments of the military support service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
7. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 13 – Military Support

Operational Concepts

- Immediately following a major or catastrophic disaster, the FLNG will deploy one or more RIAT. The team composition may include civil utility and infrastructure experts, as needed. The mission of the RIAT is to expeditiously evaluate the affected population's immediate needs. RIAT evaluate the availability of essential services (food, water, housing, and medical) within the impacted area and loss or damage to the infrastructure (communications, transportation, and utilities).
- Each RIAT, consists of 8-12 personnel, and deploy from a pre-selected staging site at the earliest possible time following an emergency/disaster to a pre-identified county landing zone. The RIAT includes communication specialists, aircrews, helicopters and ground transport units.
- Emergency Helicopter Landing Zones (for RIAT): The landing zone is controlled by the county EOC. Users other than the FLNG will coordinate with the EOC to use the zone.
- Any FLNG unit can be tasked during a disaster. Once ordered to duty, FLNG units assemble at home station. Liaison elements establish contact with the appropriate civil authorities. If necessary, the TAG may direct liaison officers to the area of operations to contact the Governor's Authorized Representative, local and state officials and the Staff Coordination Assistance Team.
- Once ordered to deploy, forces move personnel and equipment to a pre-designated assembly area within proximity of the affected area. When conditions allow, the forces move into the affected area and begin relief efforts. The area commander decides and coordinates the staging area.

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, Florida National Guard support agency staff is integrated with the staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the operations Section Chief under the overall direction of the County Incident Commander.
- c. During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also, Emergency Support Function 13 will develop and update assessments of the military support service status in the impact area and does contingency planning to meet anticipate demands and needs.
- d. Florida National Guard and Baker County Emergency Management develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support services resources via established mutual aid agreements.
- b. The Florida National Guard serves as the lead agency for military support coordination and support and will designate a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State will participate in a Multi-Agency

coordinating entity to coordinate requests for military support resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida National Guard is the designated lead agency for State military services and will provide a liaison to facilitate requests for military services resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also, Emergency Support Function 13 will develop and update assessments of the military support service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Florida National Guard develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and an accompanying appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 13 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 13 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of ESF 13.

4. Upon instructions to activate ESF 13, County and City Fire Departments will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 13 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 13 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Military Support Service needs and potential impacts.
- Military Support Service personnel.
- Military Support Service equipment and supplies.
- Humanitarian and Security support.
- Evacuation.
- Impact Assessment.
- Search and Rescue.
- Transportation of Supplies and Services.
- Provide and Operate Generators.
- Mass Feeding.
- Comfort Stations.
- Remove and Transport Debris.
- Water Purification.
- Base Camps for Emergency Workers.
- Aviation Operations.
- Law Enforcement and Security.
- Engineer Support.
- Civilian Acquired Skills.
- Communications.
- Clear Roads and Bridges.
- Emergency Medical Support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Military Support Service Public Information and risk communication.
- Military Support Service Management, Command and control of assets.
- Military Support Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Military Support Service facility support.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop military support service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 13 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 13. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Military Support Service will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, and potential critical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 13 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fires Service operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), and other response service activities.
- e. Conduct training and exercise EOC and response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and military support service strategies.
- h. Develop and present training courses for Emergency Support Function 13 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct all hazards exercises involving Emergency Support Function 13.
- k. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 13 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and State EOC.
- c. Establish Mutual Aid procedures for the following resources: Humanitarian, Security and Air and Ground transport, Interoperable Communications and Command Vehicles, Emergency Management Assistance Compact (EMAC): Out

of State National Guard units and Organizations will be under the Command and Control of the Adjutant General of Florida. In addition to the guidance outlined in the EMAC additional coordination between the Technical Advisory Groups of Florida will be contained in established Memorandum of Agreements and Memorandum of Understandings.

- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Military Support Service support RDSTF in the security mission of a terrorist attack.
- h. Preposition response resources when it is apparent that military support resources will be necessary. Relocate military support resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct military support resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Military Support Services may assist with emergency response and security missions.
- m. Military Support Services may assist with humanitarian missions of threatened areas of the County.
- n. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- o. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

3. RECOVERY ACTIONS

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support resources via established mutual aid agreements.
- b. The Florida National Guard serves as the lead agency for military support services coordination and support and will designate a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 13 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. The Florida National Guard also serves as the focal point for Emergency Support Function 13 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 13 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 13 operates in two arenas; 1) the county Emergency Operations Center; 2) Field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 13 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 13 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Florida National Guard with status of the call lists updated at least monthly and all other documents at least annually.

5. All military support field personnel are subordinate to the Emergency Support Function 13 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 13, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 13 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 13. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – FLORIDA NATIONAL GUARD

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Military Support Service assistance to affected areas and populations.
 - RIAT Recon Mission
 - Security Support to State and Local
 - Law Enforcement
 - Humanitarian Support to ESF 15, United Way for distribution of medical supplies to impacted areas
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies Military Support Service personnel, supplies, and equipment and provide certain direct resources.
- d. ESF 13 liaisons or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. ESF 13 is responsible for monitoring fire fighting emergency response and recovery operations. ESF 13 liaisons or designees will coordinate all State and Federal military support resources into the affected areas from staging areas.
- f. Local and State support agencies will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 13 liaison or designee.
- g. ESF 13 liaisons or designee will make specific requests for military support assistance to the Florida National Guard through the Baker County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

- h. ESF 13 liaison or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Military Support Service needs.
- i. ESF 13 will demobilize resources and deactivate the ESF 13 station upon direction from the County Incident Commander.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Florida National Guard).

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 13.
- b. Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Local and State law enforcement agencies (ESF16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in military support operations; keep emergency forces informed of hazardous areas.
- d. City and county Communications Centers (ESF2) will provide radio communications support, the extent possible, to support communications among various support agencies responding to the impacted areas.
- e. American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- f. United Way and ESF 15 provide humanitarian services i.e., supplies (ice, water, food, etc.) to impacted areas.
- g. Baker County Emergency Management maintains copies of the Florida National Guard operations plans for military support to civil authorities.

FLNG Responsibilities:

Liaison officers are trained for military assistance to civilian operations. They provide guidance on National Guard assets, capabilities, and limitations to support agencies, assist in coordinating mission request and assure proper flow of mission requests between civilian and military agencies.

A LIAISON OFFICER CANNOT COMMIT FLNG ASSETS OR PERSONNEL FOR A MISSION WITHOUT PRIOR APPROVAL FROM THE TAG-EOC (ST. AUGUSTINE).

The liaison officers before/after the disaster should be integrated into the county communications network. The liaison officer(s) will provide representation in the EOC.

Baker County Responsibilities:

The county will provide radio and pager communication. Should local communications be inoperable then alternate means will be made available.

ESF-5 will post information provided by the liaison, to include:

- Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas.
- County/state agency tasks and mission status.
- Communication networks to include radio frequencies, telephone and pager numbers.
- Staff meetings that include civilian and military attendees.

Requesting Assistance: All requests for FLNG assistance will be directed to ESF-13 in the EOC. ESF-13 will coordinate with the FLNG representative to support the task. ESF-13 monitors and updates the status of each task.

Special Units: FLNG has specific units designated for civil disturbances and law enforcement operations. Examples of FLNG special mission teams are:

- Damage Assessment Teams: Conduct an immediate and limited assessment of a given area to analyze the extent of damage to life sustaining or life threatening systems. The Team complements RIAT.
- Forward Area Response Team: Deploys to remote or inaccessible locations to establish reception capability for follow on forces.
- Insertion Teams: Special forces capable of insertion into inaccessible areas to conduct follow-on missions, i.e. first aid, damage assessment, etc. Insertion teams trained to use airmobile, airborne or maritime methods.
- On-The-Street-Teams: Perform standard civil disorder maneuvers in support of the commander's objectives.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 13 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is

established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 14 PUBLIC INFORMATION

Primary Agency: Baker County Sheriff's Office

Support Agencies: All Emergency Support Functions

I. Purpose

The purpose of ESF 14 is to disseminate information on emergencies to the public through the news media.

The following assumptions will guide the dissemination of public information in Baker County:

- Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.
- The demand for public information within the disaster area may exceed the capability of county government to provide service. Additional support may be requested from other local agencies or the state.
- After a disaster, information can be erroneous, vague, difficult to confirm and contradictory.
- After a disaster, there will be significant demand for information on volunteer resources that are needed.
- A significant natural disaster, emergency condition or other incident may be of such magnitude that the means of dispersing public information in the disaster area may be severely affected or cease to function.

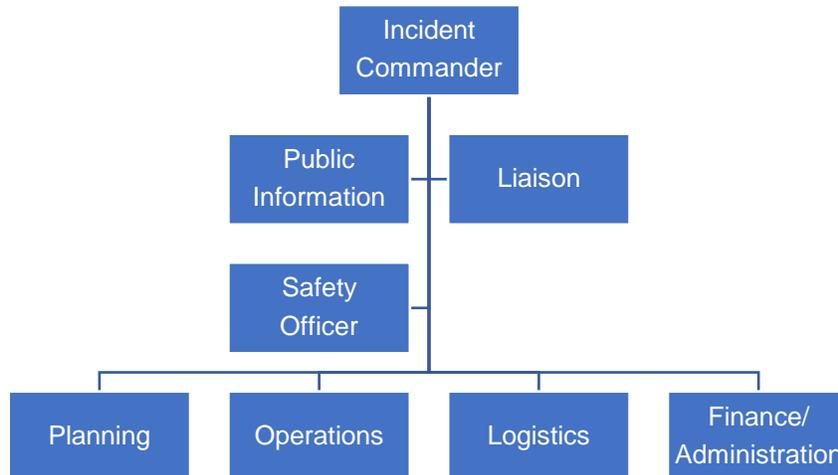
Emergency and non-emergency public information will be accomplished via three phases:

- **Normal:** Information dissemination during normal operations includes disaster preparedness materials such as brochures and pamphlets, speaking engagements and presentations, news releases and media events. The information encourages preparedness activities, awareness and individual and family preparedness to minimize the loss of life and property during a disaster. This information identifies vulnerabilities for hazards identified in the hazards vulnerability analysis.
- **Emergency Information:** Emergency information dissemination begins when an actual or pending emergency threatens the local area. Pre-packaged preparedness information will be widely disseminated via the media. As the situation becomes more threatening, specific information, maps and instructions will be released primarily directed toward the survival, health and safety of the citizens in the impacted area.
- **Post Emergency:** Post-emergency phase starts after the impact and continues until the recovery and rehabilitation needs are satisfied. Public information will include disaster assistance, recovery efforts, actions alleviating problems, and assistance programs availability.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 14 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Baker County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and state mutual aid assistance, Emergency Support Function 14 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. The Baker County Sheriff's Office will act as the lead agency for ESF 14. Depending on the severity of the situation, other local public information officers and County staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the Emergency Operations Center (EOC) on a 24-hour schedule to help maintain the flow of public information.
5. The Baker Sheriff's Office and other state and local law enforcement agencies will assist ESF 14 because much of the protective actions taken during disasters involve the use of law enforcement resources. When the EOC is activated, law enforcement representatives will notify the public information office of impending operations. Depending on the severity of the disaster, Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.
6. In a catastrophic disaster, ESF 14 and ESF 15 (volunteer goods and services) will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 14 to keep government officials and citizens aware of current events.



Incident Command System Structure: ESF 14 – Public Information

B. ORGANIZATION

1. COUNTY

- a. The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.
- b. During a disaster, the County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the EOC in the form of media briefings, news releases and situation reports. Information will also flow from ESF 14 to the State EOC.

2. AREA

- a. The Baker County Sheriff's Office serves as the lead agencies for public information coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 14 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.
- b. The Division of Emergency Management develops and maintains the overall Emergency Support Function 14 Emergency Operations Plan and

accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- c. The Division of Emergency Management will activate the Florida Emergency Information Line and coordinating volunteer staffing, and in determining the best times to turn on and turn off this service.
- d. The primary and supporting agencies working for the State ESF 14 will report directly to the State Emergency Response Team (SERT).

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 14 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

D. ACTIONS

Actions carried out by Emergency Support Function 14 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Public Information capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 14 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 14. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Baker County Public Information Officer under the Incident Command System.

- c. Train Public Information Officers in the role of the PIO under NIMS and the Incident Command System, including legal issues, risk communication, communication in emergencies, and the role of the Joint Information System.
- d. Train and prepare ESF 14 staff in the use of disaster intelligence from ESF 5, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure.
- e. Coordinate with the Florida DEM, and specifically the application of multimedia public information strategies, techniques, and monitoring efforts.

2. RESPONSE ACTIONS

- a. Notify the media of disaster impacts, protective measures, and other topics that will facilitate and expedite response and recovery, and address public information needs.
- b. Provide updates to the news media about disaster conditions and actions taken in response to those conditions.
- c. Regularly disseminate information from summary reports and briefings to the news media.
- d. Provide continuing trained public information staff in support roles to assist local response and recovery efforts.
- e. Continue to staff citizen information lines.
- f. Continue to coordinate with ESF 15 to provide public information concerning what types of volunteer service are required.
- g. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

3. RECOVERY ACTIONS

- a. Coordinate closely with ESF 5 in assessing disaster recovery issues, priorities, problems, and other factors that need to be shared with the news media.
- b. Coordinate with ESF 6 to announce closing of shelters, location of mass feeding, and comfort stations.
- c. Support establishment of a Joint Information Center, if required. Provide staffing.
- d. Maintain records of all releases for documentation after the event.
- e. Coordinate with State EOC for dissemination of information on location of recovery centers.
- f. Coordinate with ESF 5 in answering reporter's questions on damage assessment findings, statistics, disaster response performance, and other potentially sensitive issues.

4. MITIGATION ACTIONS

Coordinate with Local Mitigation Strategy Steering Committee members and other mitigation officials in developing and disseminating messages to the media on the role of mitigation in reducing future disaster losses, mitigation success stories in Baker County, LMS priorities, and other mitigation issues.

E. DIRECTION AND CONTROL

1. Emergency Support Function 14 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 14 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 14 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.

F. RESPONSIBILITIES

1. PRIMARY AGENCIES – BAKER COUNTY SHERIFF’S OFFICE

- a. Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public. Media interviews as well as scripted and recorded public service announcements are part of this effort.
- b. Provide a central point allowing the news media and general public access to information concerning protective actions taken by the county. Media representatives visiting the Emergency Operations Center (EOC) during a disaster will be housed in the media center or other specified locations. Media access to the EOC itself will be limited and temporary.
- c. Establish a format for managing and staffing public information telephone lines before, during and after a disaster.
- d. Release public information concerning needed volunteer goods and services.
- e. Coordinate closely with support agencies in the preparation of consistent and accurate messages, and the dissemination of messages through daily briefings and news conferences.

ESF-14 will provide information about the impacts to the area. This information will be disseminated through flyers and the methods outlined in this ESF. This information will include, but not be limited to:

1. Evacuation routes.
2. Shelter locations.
3. Information regarding impacts to the area.
4. Safety information (downed lines, etc.).
5. Road closures.
6. Location of recovery facilities, if or when established (i.e. DRCs, comfort stations, feeding sites, etc.).
7. Who to contact for assistance.
8. Mitigation opportunities available.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Sheriff's Office)

Lead agencies will work closely with Public Information Officers from support agencies to ensure consistency and accuracy in the development and delivery of messages on disaster impacts, actions taken, protective measures for the public, and other issues.

G. FINANCIAL MANAGEMENT

Emergency Support Function 14 is responsible for managing financial matters related to resources that are procured and used during an event.

H. RESOURCES

Human Resources: ESF-14 has limited public information personnel to support local operations. In the days following a disaster, there will be need for trained and experienced public information personnel to support existing local resources. Individuals with this experience should be identified pre-disaster and others trained to ensure an adequate personnel pool. Support personnel will also be needed for this ESF.

Other Resources: The ESF has landline and cellular telephone capabilities, facsimile machine and desktop personal computer to support ESF staff.

Emergency Support Function (ESF) 15 Volunteers and Donations

Primary Agency: Baker County Extension Office

Support Agencies: United Way
American Red Cross
Salvation Army

I. Purpose

The purpose of Emergency Support Function 15 is to coordinate the efficient and effective utilization of unaffiliated volunteers and donated resources to meet the needs of the impacted area(s) of Baker County following a disaster or other incident of significance.

Overall management, coordination and prioritization of volunteer support and distribution of donated resources to meet the needs of the impacted area(s) following a disaster or other incident of significance.

The following **policies** apply:

- All unaffiliated volunteer activity will be coordinated by ESF-15.
- All unsolicited offers of donations will be routed to and/or coordinated by ESF-15.
- All requests for goods or services that can be provided through volunteers or donations will be coordinated by ESF-15.

The following **assumptions** will guide the implementation of ESF 15 in Baker County:

- A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Baker County.
- Type and location of damage sustained during the event will influence the amount and type of assistance required.
- Effective coordination of disaster response requests will be difficult during the immediate post-event time period due to damage or destruction of communication networks.
- Damage or destruction of transportation networks will slow response and delay arrival of volunteer and donations resources.
- It is impossible to have advance knowledge of the arrival of all donations.
- Numerous unaffiliated volunteers will arrive without prior coordination.
- An accurate inventory management system is essential to the effective and timely distribution of donated resources.

Determination of area of greatest need is based on completed need assessments conducted by teams and field reports compiled by ESF-5. The priority for delivery of goods is:

- (a) food
- (b) water
- (c) medical care
- (d) shelter
- (e) Distribution of public information regarding resources needed/not needed.
- (f) Maintenance of a complete data base to assure prompt allocation of available resources.
- (g) Assumption that resources will be needed during a major event for at least six months.

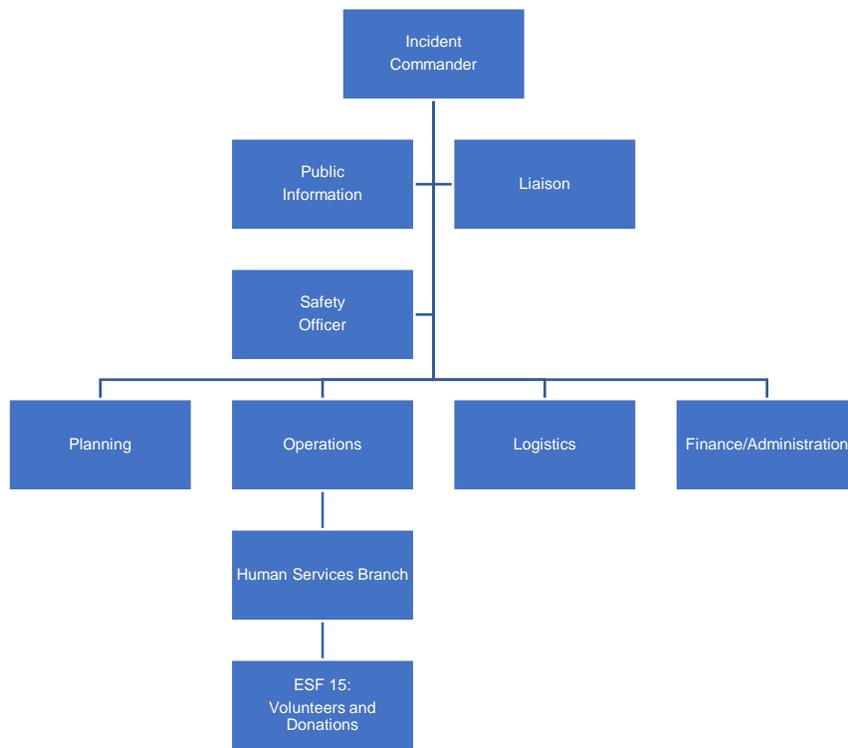
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 15 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 15 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 15 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 15 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
5. A Volunteer representative will fill a liaison role at the EOC to assist in coordination of all activities under ESF 15.
6. Request will be made of SEOC ESF 15 and ESF 2 to assist in establishing a 1-800 number with multi-line rollover capacity to be used for incoming volunteer and donations related calls placed from outside of Baker County. Until established, utilize

United Way main line. These lines will be located in the warehouse/volunteer reception facility. UWEC Marketing Communications and Baker County PIO will publicize the importance of outside callers using this line for instructions PRIOR to sending donations or arriving for volunteer assignment.

7. Pre-designated warehouse space will be utilized by ESF-15 to receive, sort, inventory and redistribute donated goods to agencies and churches.
8. Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities.
9. Prioritization of needs will be established following Rapid Impact Assessment Team report.



Incident Command System Structure: ESF 15 – Volunteers and Donations

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Emergency Management staff to provide support that will allow for an appropriate, coordinated and timely response.

- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. During the response phase, Emergency Support Function 15 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 15 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- d. The Ag Extension Office develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. Staffing of ESF 15 positions will be accomplished through using resources of the Baker County along with personnel from ESF 15 support agencies and trained and screened unaffiliated volunteers.
- f. Individual organizations supporting ESF 15 will maintain contact with the ESF 15 EOC liaison to advise of status and response capabilities.

2. AREA

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional volunteer and donated goods management resources via established mutual aid agreements.
- b. The Florida Commission on Community Service serves as the lead agency for volunteers and donations coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 15 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated, State ESF 15 may support the coordination of the response with regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 15 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Volunteers and Donations resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Commission on Community Service is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 15 resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 15 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Florida Commission on Community Service develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. The Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 15 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Volunteers and Donations representatives or designees will jointly manage the emergency activities of ESF 15.
4. When notified that the EOC has been activated, the ESF 15 coordinator will:
 - Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.
 - Establish contact with the County PIO to coordinate dissemination of media information relative to volunteers and donations
 - Establish contact with the State ESF 15 coordinator to advise of current situation, status and emerging needs.

D. ACTIONS

Actions carried out by Emergency Support Function 15 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 15 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Volunteers and Donations response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 15 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 15. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- b. Local and State Volunteers and Donations will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and specific requirements.
- c. Conduct planning with Emergency Support Function 15 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Volunteers and Donations operations.
- d. Develop and refine procedures to be used in the following field surveys:
- e. Conduct training and exercise for EOC and Volunteers and Donation Team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and present training courses for Emergency Support Function 15 personnel, including the coordination with ESF 7 and Logistics.
- h. Conduct all hazards exercises involving Emergency Support Function 15.

2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 15 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and state EOC.
- c. Preposition response resources when it is apparent that volunteer and donations resources will be necessary. Relocate ESF 15 resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- d. Monitor and direct ESF 15 resources and response activities.
- e. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- f. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- g. Coordinate with other ESFs and serve as an informational group on the availability and coordination of resources from volunteers and donations.
- h. Catalog and update local unmet needs and communicating those needs to volunteer and donations primary support staff.
- i. Coordinate with ESF 7 and Logistics to identify staging areas for donations, factoring in the location, scope and magnitude of the event. Donations strategy will replicate that of FEMA's G288 Donations Management Workshop.

- j. Coordinate with ESF 7 and Logistics in identifying Volunteer Reception Centers, which will be patterned after the Volunteer Florida publication Unaffiliated Volunteers in Response and Recovery.

3. RECOVERY ACTIONS

- a. Recovery operations of ESF-15 will be a continuation of activity begun during the Response Phase and may continue beyond EOC activation period.
- b. Activity by organization/agencies involved with ESF-15 in recovery operation may continue even though recovery centers have closed.

4. MITIGATION ACTIONS

- a. ESF-15 will work with Baker County Emergency Management to assist in the promotion of the benefits of individual, neighborhood and community preparedness.
- b. Baker County Volunteers will maintain a seat on the Local Mitigation Strategy Team.

E. DIRECTION AND CONTROL

1. Emergency Support Function 15 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 15 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 15 system operates in two arenas; 1) The county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 15 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 15 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY EXTENSION OFFICE

Activate the ESF-15 liaison for duty at the EOC.

- Notify all support agencies for assessment, activation and mobilization purposes.

- Coordinate with other ESFs to determine available resources and needs.
- Organize and provide lead staff for all facilities directly related to ESF-15 purpose.
- Coordinate disbursement of donated goods to agencies in need.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Extension Office)

- a. Provide personnel and resources to staff operations supportive of ESF-15 purpose.
- b. Notify and mobilize personnel as directed by ESF-15 representative.
- c. Maintain regular communication with ESF-15 representative at the EOC.
- d. Maintain records of personnel, funds and time expended in support of directed operations.
- e. Provide names and contact information of all tasked personnel to the ESF-15 representative.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 15 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

Emergency Support Function (ESF) 16 Law Enforcement

Primary Agency: Baker County Sheriff's Office

Support Agencies: Florida National Guard

I. Purpose

The purpose of Emergency Support Function 16 is to provide law enforcement coordination and support services in support of emergency events in Baker County. ESF-16 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF-16 Emergency Coordination Officer (ECO) is appointed by and located in the Baker County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 16 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional law enforcement assistance.

Authorities:

- Performing the functions outlined in standard operating procedures (SOP), county and municipal agencies are governed by the authorities of Public Law 93-288, FSS 252, FSS 879, and Executive Order 80-29, Disaster Preparedness.
- Pursuant to FSS 252.47, the law enforcement authorities of the state, and the political subdivisions thereof, shall enforce the orders and rules issued pursuant to FSS 252.31-252.91, in addition to all other standing laws/ordinances.
- Penalties-Pursuant to FSS 252.50, any person violating any provision of FSS 252.31-252.91 or any rule or order made pursuant to FSS 252.31-252.91 is guilty of a second degree misdemeanor, punishable as provided in FSS 775.082 or 775.083. Other penalties for violations of all other standing laws and ordinances will be as prescribed in their respective regulations of empowerment.

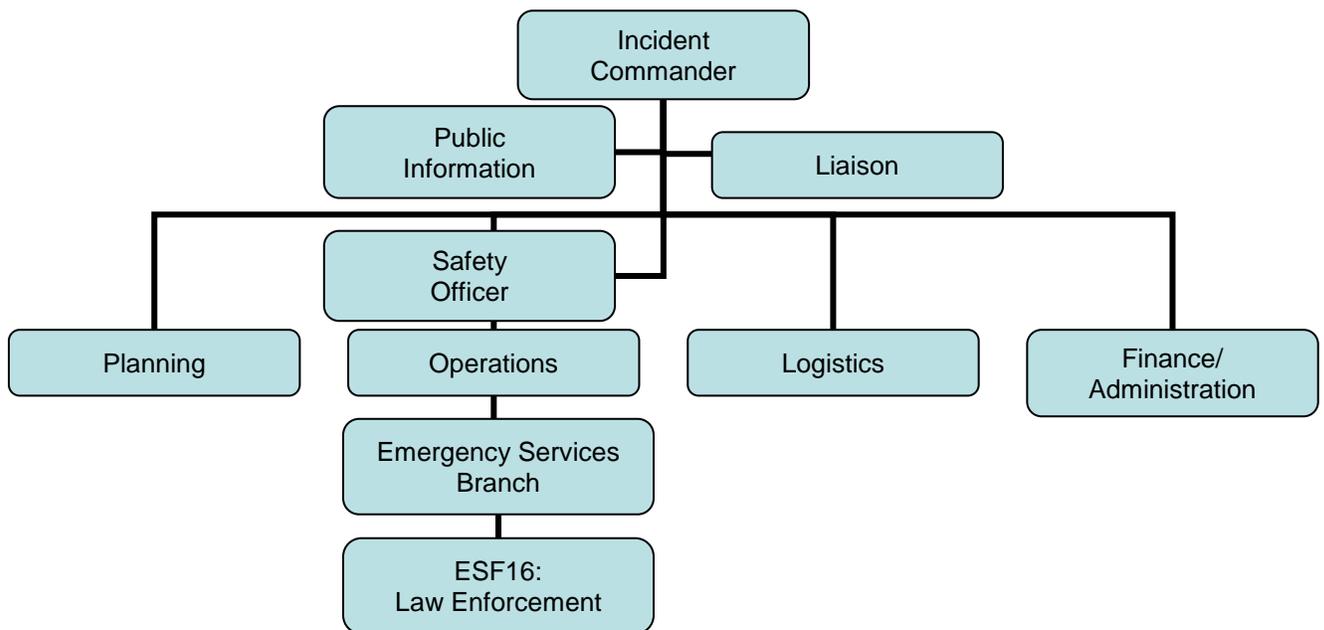
II. Concept of Operations

A. GENERAL

1. Emergency Support Function 16 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Team to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of an Emergency Operations Plan (i.e., Base Plan) and

corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 16 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance or Federal assistance, Emergency Support Function 16 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 16 will evaluate and analyze information regarding law enforcement support requests, and develop and update assessments of the law enforcement resource status in the impact area, and conduct contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



Incident Command System Structure: ESF 16 – Law Enforcement

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, all support agency staff are integrated with the Baker County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response to the field Incident Commander.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 16 will evaluate and fulfill all valid requests for law enforcement resources. Also, Emergency Support Function 16 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
- d. Baker County Sheriff's Office will develop and maintain the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional law enforcement resources via established mutual aid agreements.
- b. The Florida Department of Law Enforcement serves as the lead agency for State law enforcement coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 16 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State law enforcement may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center. If directed by the State Emergency Operations Center, the State Law Enforcement agencies will participate in a Multi-Agency Coordinating Group (MAC) or other coordinating entity to coordinate requests for law enforcement resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Law Enforcement is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 16 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordinating Officer.
- c. During the response phase, Emergency Support Function 16 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. Also, Emergency Support Function 16 will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.
- d. The Department of Law Enforcement develops and maintains the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the Florida Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. Baker County Emergency Management will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 16 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 16 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support law enforcement agencies will coordinate and support the emergency activities of ESF 16.
4. Upon instructions to activate ESF 16, local and State law enforcement will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by Emergency Support Function 16 are grouped into the phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 16 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Scene security, intelligence, investigations or other special law enforcement services.
- Law Enforcement personnel.
- Law Enforcement Specialty Teams (SWAT, HDT, Forensics, Perimeter Security, Waterborne Security).
- Law Enforcement equipment and supplies.
- Evacuation and Re-entry support.
- Post event security and escort services.
- Emergency responder health and safety.
- Scene support for Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Law Enforcement Public Information (crisis and risk communication).
- Law Enforcement Management - Command and control of assets.
- Law Enforcement activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate law enforcement service facility support.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop law enforcement response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 16 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 16. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State law enforcement will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, medical facilities, and establish specialized security, tactical or other response teams.
- c. Conduct planning with Emergency Support Function 16 support agencies, Regional Domestic Security Task Forces, and other emergency support functions to refine law enforcement coordination and support operations.
- d. Develop and refine procedures to be used in response operations.

- e. Conduct training and exercises for EOC and response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and law enforcement security and/or investigations services.
- h. Develop and present training courses for Emergency Support Function 16 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 16.

2. RESPONSE ACTIONS

- a. Coordinate operations of Emergency Support Function 16 in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction, control and coordination with the local Incident Commander, the county EOC, Regional Domestic Security Task Force, and the State EOC, or other coordination entities as appropriate.
- c. Establish Mutual Aid and liaison procedures for the following resources; Urban and Light Search and Rescue, Physical Security, Traffic Control, Escort Services, Patrol, Intelligence and Investigations support, Interoperable Communications and other resources, as required.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and the ability to perform Continuity of Operations Plans to ensure the delivery of essential functions.
- f. Intelligence and Investigations support in the investigation of a suspected terrorist attack.
- g. Pre-position response resources when it is apparent that law enforcement resources will be necessary and be prepared to relocate resources to a safe area if they are endangered by the impact of the emergency situation.
- h. Monitor and direct law enforcement resources and response activities.
- i. Participate in EOC briefings, develop Incident Action Plans, Situation Reports and attend meetings.

- j. Coordinate with support agencies, as needed, to support emergency response activities.
- k. Obtain State resources through the State Comprehensive Emergency Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- l. Coordinate with other county ESFs to obtain resources and facilitate effective emergency response among all participating agencies and jurisdictions.

3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase. Normally, the requirements for law enforcement diminish during the recovery phase and the majority of assignments can be handled by the primary incident agency or jurisdictions.
- c. Initiate financial reimbursement process for these activities when such support is available.

4. MITIGATION ACTIONS

- a. Apply geographic information systems (GIS) to identify location(s) of vulnerable populations and critical infrastructure.
- b. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.
- c. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

E. DIRECTION AND CONTROL

1. Emergency Support Function 16 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System to manage emergency/disaster events. The Florida Department of Law Enforcement serves as the lead agency for Emergency Support Function 16 activities. Emergency Management functions as the disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County. It is responsible for ensuring that all appropriate departments, support agencies, other Emergency Support Functions and other private voluntary agencies are familiar with their roles and responsibilities about the emergency management system, in general, and Emergency Support Function 16 responsibilities, in particular.

2. Emergency Support Function 16 system operates in two arenas; the County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional responses are made at the County Emergency Operations Center by the Emergency Support Function 16 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the on-scene incident commander in carrying out the overall mission.
4. A staffing directory and the Emergency Support Function 16 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Baker County Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.
5. All local law enforcement field personnel are subordinate to the Emergency Support Function 16 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 16, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 16 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 16. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY SHERIFF'S OFFICE

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies fire service personnel, supplies, and equipment and provide certain direct resources.
- d. ESF 16 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. ESF 16 is responsible for monitoring law enforcement emergency response and recovery operations. ESF 16 members or designees will coordinate all State and Federal law enforcement resources into the affected areas from staging areas.

- f. ESF 16 will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of the ESF 16 Emergency Coordinating Officer.
- g. ESF 16 members or designee will make specific requests for law enforcement assistance to ESF 16 at the State Emergency Operations Center. The State will activate resources through the State Emergency Response Plan.
- h. ESF 16 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical law enforcement needs.
- i. ESF 16 will demobilize resources and deactivate the ESF 16 station upon direction from the Emergency Operations Center's Operations Chief or Emergency Management Director.

2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Sheriff's Office)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 16.
- b. Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Local Police Departments will send a liaison to the EOC to facilitate requests in conjunction with ESF 16.
- d. The Florida Department of Law Enforcement agency is responsible for the State overall command and coordination of Emergency Support Function 16, and the deployment of State law enforcement assets to affected local agencies. Responsible for staffing the State Emergency Operations Center, Regional Operations Center's, and maintaining liaison with affected Sheriff's and Chief's.
- e. The Department of Agriculture and Consumer Services, Office of Agricultural Law Enforcement will be responsible for assisting FDLE in the coordination of logistics (i.e., fuel, meals, generators, cots, etc.) in support of law enforcement. Assist in patrol assignments requiring four wheel drive vehicles. Furthermore, provide assistance in fixed post and other assignments as required.
- f. The Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco will be responsible for assisting law enforcement in

staffing and coordinating fixed post assignments, and conducting assessments of all assignments staffed by Emergency Support Function 16.

- g. The Department of Corrections will be responsible for State prison evacuations, assistance to FDLE in county prison evacuation, debris removal, and as a source on inmate labor (on public property consistent with agency capabilities and responsibilities).
- h. The Department of Environmental Protection, Division of Law Enforcement will be responsible for assisting FDLE in the coordination of State park and State law enforcement related activities such as patrols, search and rescue missions, hazardous material incidents and damage assessments.
- i. The Florida Department of Financial Services, Division of Insurance Fraud will be responsible for assisting FDLE in staffing and coordination of intelligence gathering, search and rescue efforts with the State Fire Marshall, and post-disaster task forces and investigative efforts relating to unlicensed adjusters and fraudulent insurance claims and other insurance related crime. Further, provide assistance in other assignments as required.
- j. The Florida Sheriff's Task Force will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other Sheriff's Offices in the State. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.
- k. The Florida Police Chief Association will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other police departments in the State. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.
- l. The Department of Highway Safety and Motor Vehicles, Division of Florida Highway Patrol will be responsible for assisting FDLE in the coordination of Regional and Highway Evacuation Lane Plan (HELP), evacuations, traffic control, road status closure information, high visibility patrol, and escorts. Furthermore, provide assistance in fixed post and other assignments as required.
- m. The Department of Lottery, Division of Security will be available for limited logistical transport assistance to State law enforcement, as required, and provide other law enforcement services consistent with agency capabilities and responsibilities.
- n. The Florida Fish and Wildlife Conservation Commission, Division of Law Enforcement will be responsible for conducting waterborne security evacuations, search and rescue, waterborne law enforcement, and patrol of rural natural areas, assist FDLE with communications issues and assist in

mission requiring four-wheel drive, all terrain vehicles, vessels or aircraft. Further, provide assistance in fixed post and other assignments as required.

- o. The Department of Transportation, Division of Motor Carrier Compliance will be responsible for assisting FDLE in coordinating size, weight and registration requirements as they pertain to the movement of relief supplies and recovery equipment, including lowering size and weight restrictions and establishing fixed post assignments associated with Florida's transportation infrastructure, provide assistance as required.
- p. The Department of Juvenile Justice when possible will assist FDLE in coordinating activities and services, which may include but are not limited to; transporting of victims and/or supplies to disaster relief sites, providing temporary housing, preparing supplies for dissemination to disaster relief sites, assisting with the relocation of displaced citizens, assisting with food support services, providing limited, temporary manpower for restoration and cleanup, providing clerical/administrative support for command/communications centers.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 16 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

H. RESOURCES

- ESF-16 will utilize local personnel and resources to respond to mission assignments related to emergencies.
- Additional resources may be coordinated and mobilized to support ESF-16 missions.
- Local requests will be forwarded to ESF-16 at the SEOC when requests and tasking begin to exceed the county ESF' capability to respond.
- All personnel and resources mobilized by ESF-16 will remain under the direction and control of ESF-16 and the EOC unless otherwise notified.

Emergency Support Function (ESF) 17 Animal Protection

Primary Agency: Baker County Animal Control

Support Agencies: Baker County Sheriff's Office
Baker County Department of Health
American Red Cross

I. Purpose

The purpose of Emergency Support Function 17 is to provide for the coordination of local resources in response to small pet, livestock, and exotic animal care needs before, during, and following a significant natural or technological disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. By developing operational procedures to care for these animals prior to such an event, this Emergency Support Function will help reduce animal-related problems in emergencies. Emergency Support Function 17 will provide overall management, coordination and prioritization of county-wide Animal Control services and assets to support pet and livestock animal needs in the event of a major emergency or disaster.

Policies: Baker County Emergency Management (EM) will assist ESF 17 as much as possible. Citizen life-safety issues have first priority. Animal owners are responsible and accountable for their pets/animals.

- An animal issue liaison will be designated upon a Level II or greater Baker County Emergency Operations Center (EOC) activation.
- Appropriate information on animal injuries/casualties and issues will be provided to ESF-5 (Information and Planning) for inclusion in reports.
- Animal care, assistance and other pertinent information will be disseminated by ESF-14.
- Legal rights of Animal Owners of guide dogs.

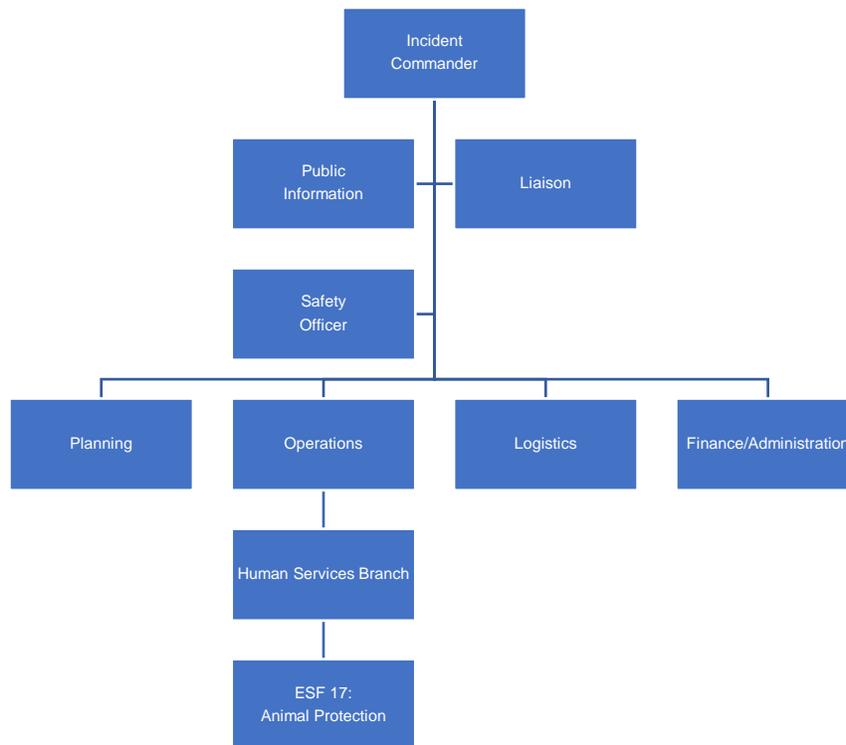
Emergency Support Function 17 readiness planning is guided by the following assumptions:

- Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by the County and animal-related organizations is needed to make the people aware of pet sheltering facilities available, and the need to plan in advance.
- The large number of homeless/injured pets, livestock, and exotic animals, would be a health and nuisance/bite threat which would necessitate a response to address the capture and subsequent sheltering of these animals.
- Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be accomplished by veterinarians at designated shelters and private offices.
- Commercial pet/livestock food would need to be imported into the county by prior arrangement with vendors. Food drops for wild animals would be organized by various wild-animal-related groups and state agencies.
- The accumulation of shelter animal waste and carcasses must be removed to approve solid waste dumping sites.
- The accumulation of animal carcasses throughout the County must be removed to approve solid waste dumping sites and/or burnt on site.
- Sheltered animals will need to be re-united with their owners after the disaster.

II. Concept of Operations

A. GENERAL

1. Emergency Support Function 17 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Baker County through the Baker County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Baker Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 17 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 17 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 17 will evaluate and analyze information regarding the availability of animal protection services.
5. Requests for Animal Control assistance will be channeled through the Baker County Sheriff's Office dispatch as much as feasible, with calls taken by Rescue dispatcher at other times. At the time of activation of the EOC, Emergency Support Function 17 will be staffed on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests. Animal Control personnel, or a designee, will be deployed to the EOC to coordinate actions with other agencies represented in the EOC.



Incident Command System Structure: ESF 17 – Animal Protection

B. ORGANIZATION

1. COUNTY

- a. The Baker County Animal Control or designee at the Emergency Operations Center, is responsible for all activity of the Emergency Support Function. All volunteer animal-related agencies will coordinate directly with this Emergency Support Function at the EOC. Baker County Extension Service will coordinate all large animals Emergency Support Function Activity with this ESF at the EOC.
- b. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Baker County Animal Control staff to provide support that will provide for an appropriate, coordinated and timely response.
- c. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- d. During the response phase, Emergency Support Function 17 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 17 will develop and update assessments of the requirements for resources to provide animal protection services in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- e. Baker County Animal Control develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency

Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- f. Staffing of ESF 17 positions will be accomplished through using resources of the Baker County Animal Control along with personnel from ESF 17 support agencies and trained and screened unaffiliated volunteers.

2. AREA

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional animal protection services via established mutual aid agreements.
- b. The Florida Department of Agriculture and Consumer Services serve as the lead agency for animal protection services and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 17 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one Animal Control operations are activated, State ESF 17 may support the coordination of the response with regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 17 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Animal Protection resources among multiple Emergency Operations Centers.

3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for State animal protection services and will provide a liaison to facilitate requests for ESF 17 resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 17 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Florida Department of Agriculture and Consumer Services develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

C. ALERTS/NOTIFICATIONS

1. The Baker County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.

2. The County Warning Point, will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 17 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 17 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Animal Protection representatives or designees will jointly manage the emergency activities of ESF 17.
4. Initial notification will be sent by the Emergency Operations Center to the Baker County Animal Control as the primary agency of this ESF. Immediately following notification to activate this ESF, Baker County Animal Control will complete the following:
 - Assure necessary emergency operating facilities and reporting systems are established.
 - Establish communications with the EOC, obtain status report, contact Baker County Extension Service, and contact area veterinarians and kennels. Provide appropriate representation to the EOC.

D. ACTIONS

Actions carried out by Emergency Support Function 17 are grouped into phases: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 17 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Animal Protection response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 17 personnel (i.e., County, State, Regional, and Federal).
- b. Conduct planning with Emergency Support Function 17 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Animal Protection operations.
- c. Deliver preparedness programs that address small pet issues. The Baker County Extension Service will coordinate preparedness and response measures that address livestock or other large animals.
- d. Promote awareness of animal protection through a public education brochure entitled, “You and Your Pets...Preparing for Hurricanes”
- e. Stockpile water and food supplies for domestic small animal and large animal needs.

2. RESPONSE ACTIONS

- a. Coordinate with Emergency Support Function 1 (Transportation), and Emergency Support Function 6 (Mass Care), to provide support in sheltering animals whose owners will not evacuate without their pets.
- b. Identify, mobilize and deploy assessment representatives to the disaster area(s) to determine the specific health and safety needs and priorities. Emergency Support Function 17 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related

problems involving animals and their impact on human relief efforts.

- Provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal.

3. RECOVERY ACTIONS

Provide continued care of sheltered animals, provide an extended network for the adoption of unclaimed animals, and assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations.

4. MITIGATION ACTIONS

Develop and deliver guidance for farmers and owners of livestock on measures that can be taking to reduce losses from scenario disaster events

E. DIRECTION AND CONTROL

1. Emergency Support Function 17 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Emergency Management which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Baker County.
2. The Emergency Support Function 17 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 17 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 17 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the with status of the call lists updated at least monthly and all other documents at least annually.

F. RESPONSIBILITIES

1. PRIMARY AGENCY – BAKER COUNTY ANIMAL CONTROL

- a. Notify, activate, and mobilize all agencies assigned to the ESF.
- b. Coordinate all support agency actions in performance of missions assigned to this ESF.

- c. Coordinate requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.
- d. Function as the County's representative/liaison to the Emergency Operations Center (EOC) Team for the activities and responsibilities carried out by the primary and support agencies of this ESF.
- e. Investigate all animal bites.
- f. Facilitate the transportation of injured, stray, or nuisance animals to animal care facilities.
- g. Assist emergency response teams with animal-related problems.
- h. Make the arrangements for the removal and disposal of dead animals.
- i. Coordinate with the Baker County Public Health Unit for the release of public information regarding animals and related health issues.
- j. Enforce the Baker County Ordinance.
- k. Provide for quarantine of bite animals for observation. Impounding animals roaming at large.
- l. Euthanize sick and/or injured animals through assigned and authorized persons.
- m. Return wild animals to their natural environment.
- n. Respond to animal-related inquiries.
- o. Investigate animal cruelty and neglect complaints.

2. SUPPORT AGENCIES:

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Baker County Animal Control).

- a. Notify, activate, and mobilize all personnel and equipment to perform or support assigned functions.
- b. Designate and assign personnel for staffing of all facilities at which this Emergency Support Function is required, and providing representation when it is determined by the primary agency of this Emergency Support Function to be necessary.
- c. Coordinate all actions of the support agency with the primary agency when performing the assigned missions of this Emergency Support Function.
- d. Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

G. FINANCIAL MANAGEMENT

1. Emergency Support Function 17 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

**Baker County
Emergency Support Function Matrix**

AGENCY P = Primary Agency S = Support Agencies	ESF 1 Transportation	ESF 2 Communication	ESF 3 Public Works	ESF 4 Fire Fighting	ESF 5 Information & Planning	ESF 6 Mass Care	ESF 7 Resource Support	ESF 8 Health and Medical	ESF 9 Search & Rescue	ESF 10 Hazardous Materials	ESF 11 Food & Water	ESF 12 Energy	ESF 13 Military Support	ESF 14 Public Information	ESF 15 Volunteers & Donations	ESF 16 Law Enforcement	ESF 17 Animal Issues
American Red Cross					S	S		S			S			S	S		S
Baker County Clerk of Court				S	S									S			
Baker County Emergency Management		S			P		P			S			S	S			
Baker County EMS	S			S	S	S		S	S	S				S			
Baker County Extension Office					S	S								S	P		
Baker County Health Department	S				S	S		P						S			S
Baker County Road Department	S	S	P		S		S					S		S			
Baker County School Board	P				S	P	S				S			S			
Baker County Sheriff's Office		P			S	S			P	S				P		P	S
Baker County Solid Waste Department					S							S		S			
Baker County Supervisor of Elections					S							S		S			
Baker County Fire Department				P	S			S	S	P				S			
City of Macclenny			S		S									S			
Baker County Animal Control					S									S			P
Clay Electric Coop					S							S		S			
Florida National Guard					S								P	S		S	
Florida Power and Light					S							P		S			
Council on Aging	S				S	S								S			
Amateur Radio Emergency Services		S		S	S	S		S						S			
Salvation Army					S	S					P			S	S		
Okefenckee Rural Electric					S							S		S			
United Way					S									S	S		